

Jefferson County Farmland Protection Board

Board Meeting - Monday, August 14, 2023 - 7:00 PM

JCDA Conference Room, 1948 Wiltshire Road, Kearneysville, WV

Minutes

* Action item

7:07 PMCall to Order and Opening Remarks

- In Attendance: Mr. Berndt, Dr. Hetzel, Ms. Johnson, Dr. Stine, Ms. Benites LM (JCDA representative) Ms. Wheeler, (Director)
- Absent: Ms. Tabb (JCC representative)
- A quorum was met with at least four voting members present.

Introduction of Guests

Approval of Minutes of Previous Meeting (July 10, 2023) Dr. Stine moved to accept the minutes, seconded by Mr. Berndt. The motion carried, with Ms. Benites LM abstaining.

Approval of Treasurer's Report: (July 2023) * Dr. Stine moved to accept the Treasurer's Report, seconded by Dr. Hetzel. The motion carried unanimously.

Administrative Report

New Business:

- 1. Consider for approval: Millers Business Interiors proposal for Fire King two drawer lateral file cabinet, with delivery fee (\$4,502).** Dr. Stine moved to approve the purchase of the fire proof cabinet, seconded by Mr. Banks The motion carried unanimously.
- 2. Consider for approval: \$800.00 (50% share of cost) to send the Stewardship Coordinator to the September Land Trust Alliance conference (Rally).** Dr. Stine moved to approve the payment of 50% of the cost (adjusted to \$831.38), seconded by Mr. Banks The motion carried unanimously.
- 3. Consider for approval: ECS Mid-Atlantic proposals for Phase 1 Environmental site assessments for Property 2023-02 (\$2,400) and Property 2023-05 (\$2,700).** Mr. Berndt moved to approve the proposals for the Phase 1 site assessments for both properties, seconded by Dr. Stine. The motion carried unanimously.
- 4. Consider for approval: Proposed deed language for Property 2023-01.** The item was tabled, following discussion of the proposed changes made to the deed template. The Board

recommended that the Program Director engage counsel to review the deed, and if possible, engage the attorney who approved a similar revised deed template for Berkeley County's Farmland Protection Program. The Board will consider the proposed deed at the September meeting.

Public Comment -

Closing Remarks

Adjourn. (7:55pm) Dr. Stine moved to adjourn, seconded by Ms. Benites LM. The motion carried unanimously.

The Jefferson County Farmland Protection Board reserves the right to re-arrange items on the agenda if necessary to accommodate time constraints of the public or the Board.