

# Jefferson County Farmland Protection Board

## Board Meeting - Monday, December 11, 2023 - 7:00 PM

JCDA Conference Room, 1948 Wiltshire Road, Kearneysville, WV

### Minutes

\* Action item

7:05 PM .....Call to Order and Opening Remarks

#### Introduction of Guests

**Approval of Minutes of Previous Meeting** (November 20, 2023) \* Ms. Tabb moved to approve the minutes, with corrections to members present. Ms. Benites seconded. The motion carried unanimously.

**Approval of Treasurer's Report:** (November 2023) \* Mr. Banks moved to approve the Treasurer's Report. Ms. Benites seconded. The motion carried unanimously.

#### Administrative Report

##### New Business:

**1. Consider for Approval: Proposal for legal services from Conrad Luttrell LP** \* Ms. Johnson moved to approve the proposal for legal services from Conrad Luttrell LP. Mr. Banks seconded. The motion carried unanimously.

**2. Consider for Approval: Letter regarding proposed amendment request for Property 7.** \* Mr. Banks moved to approve the letter to the Land Trust of the Eastern Panhandle. Dr. Stine seconded. The motion carried unanimously.

**3. Consider for Approval: Fall 2023 Monitoring Reports** \* Ms. Tabb moved to approve the Fall 2023 Monitoring Reports, including the preparation of a letter to the owner of Property 40 regarding potential encroachment issues. Ms. Johnson seconded. The motion carried unanimously.

4. Public Comment

5. Closing Remarks

6. Adjourn. Ms. Benites moved to adjourn, seconded by Ms. Johnson. The motion carried unanimously. 8:24PM

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.