

## Jefferson County Farmland Protection Board

**Board Meeting - Monday, February 12, 2024 - 6:00 PM**

JCDA Conference Room, 1948 Wiltshire Road, Kearneysville, WV

### Minutes

\* Action item

6:15 PM .....Call to Order and Opening Remarks

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

**Approval of Minutes of Previous Meeting** (December 11, 2023) \* Mr. Berndt moved to accept the December minutes, seconded by Mr. Banks. The motion carried unanimously.

**Approval of Treasurer's Report:** (December 2023, January 2024) \* Jane Tabb Moved to accept the treasurer's report, seconded by Neill Banks. The motion carried unanimously.

**Administrative Report (see attached)**

**New Business:**

1. **Election of new officers: President, Vice President, Secretary, Treasurer** – Mr. Banks moved to approve the slate of Officers (Jane Tabb, President; Catharine Johnson, Vice-President; Colin Stine, Secretary; Erik Berndt, Treasurer), seconded by Mr. Berndt. The motion carried unanimously.
2. **Consider for approval: 2023 Audit Report.** Mr. Berndt moved to accept the Audit report, seconded by Mr. Banks. The motion carried unanimously.
3. **Consider for approval: Association of WV Farmland Protection Boards request: Resolution for county commission.** Mr. Berndt moved to approve the Resolution, seconded by Mr. Banks. The motion carried unanimously.

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4. **Consider for approval: Job description and job announcement for Executive Director.** Mr. Banks moved to approve the job announcement and job description, seconded by Mr. Berndt. Mr. Berndt, Mr. Banks, Dr. Hetzel voted in favor of the motion (Ms. Benites abstained). The motion carried.
5. **Consider for approval: expenditure of funds not to exceed \$1,500 for advertisement of the job announcement.** Ms. Tabb moved to approve the expenditure, seconded by Mr. Banks. Mr. Berndt, Mr. Banks, Dr. Hetzel voted in favor of the motion (Ms. Benites abstained). The motion carried.
6. **Consider for approval: Transfer of \$3,700 from Main account to Stewardship account for two new easements # 57 and # 58, per Terrafirma recommendation.** Ms. Tabb moved to approve the transfer of funds from the Main account to the Stewardship account, seconded by Mr. Banks. The motion carried unanimously.
7. **Discuss upcoming term limits, recruitment of new Board members.** The members discussed the need to recruit new members for three potential upcoming vacancies in September.

Closing Remarks

Adjourn 7:16 PM

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