

Jefferson County Farmland Protection Board
Board Meeting - Tuesday, August 20, 2024 - 7:00 PM

JCDA Conference Room, 1948 Wiltshire Road, Kearneysville, WV

Minutes

In Attendance: Mr. Banks, Mr. Berndt, Dr. Hetzel, Dr. Stine, Ms. Tabb (County Commission liaison), Mr. Adams, (Director) Ms. Wheeler, (Director) Absent with notice: Catharine Johnson. Edwina Benites L-M

* Action item

7:10 PMCall to Order and Opening Remarks

Introduction of Guests:

Approval of Minutes of Previous Meetings (July 8, 2024) Dr. Hetzel moved to accept the July 9 minutes, seconded by Mr. Banks. The motion carried unanimously.

Approval of Treasurer's Report: (July 31, 2024) Dr. Stine moved to accept the Treasurers report, seconded by Mr. Banks. The motion carried unanimously.

Administrative Report

New Business:

1. Consider for approval: Purchase of laptop for an amount not to exceed \$600.00 * Dr. Stine moved to approve the purchase of a laptop, seconded by Mr. Berndt. The motion carried unanimously
2. Consider for approval: Office internet service, tablet and cell package (service and phone) for an amount not to exceed \$250 per month * Approved by unanimous consent
3. Consider for approval: Amended 2025 Budget * Mr. Berndt moved to approve the 2025 Amended Budget, seconded by Dr. Stine. The motion carried unanimously
4. Consider for approval: Extension of deadline to October 31, 2024, for receipt of the plan to restore damages on property 40. * Mr. Banks moved to approve the extension of the deadline for receipt of the plan to restore damages to property 40, seconded by Dr. Stine. The motion carried unanimously.
5. Consider for approval: Letter of Instruction to the Bank of Charles Town authorizing Jason A. Adams to assume banking duties and the application for a credit card with a maximum spending limit of \$3000* Dr Hetzel moved to approve the Letter of Instruction, seconded by Mr. Banks. The motion carried unanimously.

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6. Consider for approval: That the Board authorize Jason A. Adams to sign required federal forms in order to expedite NRCS and ABPP funded conservation easements that have been approved for Board funding, including CPA-41, CPA-41A, SF-424, SF-424A, SF-424B, Certification Regarding Lobbying, SF-LLL (Disclosure of Lobbying), AD-3031 (Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants), CPA-230E, CPA-1265, CPA-1268. * Mr. Banks moved to approve action item 6, seconded by Dr. Stine. The motion was carried unanimously.
7. Consider for approval: That the Board authorize Jason A. Adams' signatory approval of NRCS Conservation Plans for ACEP/ALE easements. * Mr. Banks moved to approve action item 7, seconded by Dr. Stine. The motion carried unanimously.
8. Consider for approval: Issuance of RFP for a closing attorney for FY 25 easement projects * Approved by unanimous consent.
9. Consider for approval: Authorization of Board officers (president, vice-president, treasurer, secretary) to sign Deeds of Easement. Approved by unanimous consent.
10. Public Comment
11. Closing Remarks
12. Adjourn 8:20 PM

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