

# Jefferson County Farmland Protection Board Meeting

Tuesday October 15, 2024 – 6:00PM

JCDA Conference Room 1948 Wiltshire Rd, Kearneysville, WV

## Minutes

In Attendance: Neill Banks, Glen Hetzel, Kevin Snyder, Julia Yuhasz, Jason Adams, (Director)  
Edwina Benites L-M, Erik Berndt, Jane Tabb (County Commission liaison).

### Call to Order

### Approval of Minutes of Previous Meetings (Monday, September 9, 2024)

Dr. Hetzel moved to accept the September meeting minutes. Ms. Yuhasz seconded. The motion carried unanimously.

### Approval of Treasurer's Report: (August 31 and September 30)

Mr. Banks moved to accept the August and September Treasurer's Report. Ms. Benites L-M seconded. The motion carried unanimously.

### Administrative Report

Mr. Banks moved to accept the Administrative Report. Mr. Berndt seconded. The motion carried unanimously.

### New Business:

1. Christopher Stroeck Counsel Update on Property 40 violation and deadline action

**Dr. Hetzel moved to enter executive session for legal counsel on pending litigation. Ms. Yuhasz seconded. The motion carried unanimously.**

2. Election of new officers: Vice President and Secretary

**Dr. Hetzel was elected Vice President by unanimous vote. Ms. Yuhasz was elected Secretary by unanimous vote.**

3. Consider for approval: Grant Agreement for Property 2024-04 with the West Virginia Outdoor Heritage Conservation Fund (OHCF)

**Motion was approved by unanimous consent. Ms. Tabb as the JCFPB signatory**

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4. Consider for approval: Keller Engineers proposal for the survey for Property 2024-04 for \$6,600.

**Motion was approved by unanimous consent.**

5. Consider for approval: Mark Schiavone proposal for Easement Documentation Report for Property 2024-04 for \$1,864.76

**Motion was approved by unanimous consent.**

6. Consider for approval: Sirna Appraisers proposal for Yellow Book appraisal for Property 2024-03 for \$1,500.

**Motion was approved by unanimous consent.**

7. Consider for approval: Perry & Associates Bid for \$6,075 for the FY24 audit

**Motion was approved by unanimous consent.**

8. Consider for approval: Quarterly invoice of \$6707.39 from Berkeley County Farmland Protection Board for 50% of Stewardship Manager salary and benefits.

**Motion was approved by unanimous consent.**

9. Consider for approval: Jason Adams signature authority for retention letter with Terrafirma.

**Motion was approved by unanimous consent.**

10. Consider for approval: Add cell phone line for Stewardship Manager, to split with BCFPB at \$50/per month.

**Mr. Berndt moved to approve item 10; cellular phone for Stewardship Manger to split with BCFPB. Ms. Yuhasz seconded the motion. The motion carried unanimously.**

11. Consider for approval: Director graduate program tuition reimbursement.

**Ms. Yuhasz moved to postpone motion until November meeting pending further study. Mr. Berndt seconded. The motion carried unanimously.**

12. Consider for approval: Resolution in recognition of Catharine Johnson and Dr. Colin Stine.

**Motion was approved by unanimous consent**

13. Public Comment

14. Adjourn

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