

**Jefferson County Farmland Protection Board**

**Board Meeting.....Monday, February 13, 2017**

**Jefferson County Public Services Building/ Development Authority Conference Room  
1948 Wiltshire Rd, Kearneysville, WV 25430**

**AGENDA**

5:00 pm .....Call to Order and Opening Remarks

\* Action item

**Introduction of Guests:**

**Approval of Minutes of Previous Meeting:** January 9, 2017 \*

**Treasurer's Report \***

**Administrator's Report**

**Old Business:**

- Consider for approval: Merge the Policy and Easement Committees \*

**New Business:**

- Consider for approval: Surveying Services proposal from Edward L. Johnson Jr. for Property ZZ for \$4,500.00 \*
- Consider for approval: Renewal of monitoring services terms with the Land Trust of the Eastern Panhandle. \*

**Committee Reports**

- Easement Committee
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
- Strategic Plan Committee

**Announcements:**

7:00 pm ----- Adjourn

All Farmland Protection Board meetings are open to the public.  
To address the Board, contact Elizabeth Wheeler to be placed on the agenda.  
Email: [Jefferson@wvfp.org](mailto:Jefferson@wvfp.org) Phone: (304) 724-1414

# Jefferson County Farmland Protection Board

**Board Meeting.....Monday, January 9, 2016**

**Jefferson County Public Services Building/ Development Authority Conference Room  
1948 Wiltshire Rd, Kearneysville, WV 25430**

## MEETING MINUTES DRAFT

5:15 pm .....Call to Order and Opening Remarks \* Action item

- Meeting called to order by President Mr. Glenn.
- Quorum not yet present, started with Administrator's Report.
- Attending the meeting, having quorum (at 5:20pm) for any actions were, Mr. Ober, Mr. Quinn, Ms. McDonald, Ms. Tabb, and Ms. Wheeler. Absent – Mr. Kercheval, Mr. Reisenweber

### Introduction of Guests:

- None

### Approval of Minutes of Previous Meeting December 19, 2016\*

- Minutes updated to correct name spellings, Mr. Glenn recusing himself, re-distributed.
- Hearing no objections, the minutes with above changes were approved by unanimous consent.

### Treasurer's Report \*

- Ms. Wheeler presented Treasurer's report in Mr. Reisenweber's absence
  - No questions.
  - Ms. McDonald moved to accept the Treasurer's Report as presented seconded by Mr. Ober. The motion passed unanimously

### Administrator's Report

- No further additions from written report.

### Old Business:

- Schedule Policy Committee meeting to review and revise 2013 policies.
  - Had a policy committee at one time, has dissolved over last couple years.
  - Discussed merging easement and policy committees into one, cut down on meetings and better use of related topics.
  - Ms. McDonald moved to merge committees seconded by Mr. Quinn. The motion passed 3 to 1.

### New Business:

- Consider for approval: Tree removal proposal on Lorber property. \*
  - Easement committee reviewed request from landowner, discussed options and makes the recommendation to the full board to accept.
  - Mr. Ober moved to accept landowner's proposal for tree management and removal, seconded by Ms. McDonald. The motion passed unanimously
  - Ms. Wheeler will review communication of approval with Mr. Glenn, then communicate approval.

### Committee Reports

- Easement Committee – met on 1/9 before board meeting
- Finance Committee

- Fundraising and Public Relations Committee – Annual Report Mailing
- Personnel Committee/ Board Development
- Strategic Plan Committee

**Announcements:**

5:50 pm ----- Adjourn

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## Jefferson County Farmland Protection Board

## Balance Sheet

02/13/17

As of January 31, 2017

Accrual Basis

	Jan 31, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BCT - ICS	2,586,231.80
BCT - Easement Acquisition Fund	27,562.67
Bank of Charles Town	213,376.50
BCT - Fundraising Account	1,006.78
BCT - Stewardship Account	12,614.59
<b>Total Checking/Savings</b>	2,840,792.34
<b>Other Current Assets</b>	
Transfer Taxes Receivable	40,941.90
Legal Retainer	3,000.00
<b>Total Other Current Assets</b>	43,941.90
<b>Total Current Assets</b>	2,884,734.24
<b>Fixed Assets</b>	
Computer Equipment	1,663.73
<b>Total Fixed Assets</b>	1,663.73
<b>TOTAL ASSETS</b>	<b>2,886,397.97</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	132.50
<b>Total Accounts Payable</b>	132.50
<b>Other Current Liabilities</b>	
Due to County Commission	32,464.60
<b>Total Other Current Liabilities</b>	32,464.60
<b>Total Current Liabilities</b>	32,597.10
<b>Total Liabilities</b>	32,597.10
<b>Equity</b>	
Reserved for Encumbrances	1,317,104.26
Reserved for Farmland Protect.	1,162,924.69
Net Income	373,771.92
<b>Total Equity</b>	2,853,800.87
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,886,397.97</b>

1:59 PM  
02/13/17  
Accrual Basis

Jefferson County Farmland Protection Board  
**Profit & Loss**  
January 2017

	Jan 17
Ordinary Income/Expense	
Income	
Transfer Tax	40,941.90
Interest/Dividends	1,559.34
Contributions Income	2,966.10
	-----
Total Income	45,467.34
Expense	
Grant Expense	2,489.32
Postage and Delivery	6.27
Professional Fees	
Accounting	525.00
Computer Support	42.50
Consulting/Contract	135.00
	-----
Total Professional Fees	702.50
Telephone	75.00
Travel & Ent	
Meals	36.00
Travel	14.98
	-----
Total Travel & Ent	50.98
	-----
Total Expense	3,324.07
Net Ordinary Income	42,143.27
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Costs	
Land Trust of EP - Monitoring	5,000.00
	-----
Total Easement Costs	5,000.00
	-----
Total Current Year Encumbrances	5,000.00
	-----
Total Other Expense	5,000.00
Net Other Income	-5,000.00
Net Income	----- 37,143.27

Jefferson County Farmland Protection Board

2/13/2017 2:00 PM

Register: Bank of Charles Town

From 01/01/2017 through 01/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/03/2017	3855	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice No. 16-...	525.00	X		175,321.20
01/03/2017	3856	Mindy Sizemore	Professional Fees:Cons...		135.00	X		175,186.20
01/04/2017			Transfer Taxes Receiva...	Deposit		X	45,744.54	220,930.74
01/13/2017	3858	Accurate Systems	Professional Fees:Com...	Invoice #8048	42.50			220,888.24
01/24/2017	3859	Land Trust of Easter...	Current Year Encumbr...	Easement Moni...	5,000.00			215,888.24
01/24/2017	3860	Claymont Society	Grant Expense	Facility Rental ...	150.00			215,738.24
01/31/2017			Interest/Dividends	Interest		X	109.83	215,848.07
01/31/2017	3861	Elizabeth Wheeler	-split-	January Expens...	214.07			215,634.00
01/31/2017	3862	White Church Restor...	Grant Expense	Church Meetin...	60.00			215,574.00
01/31/2017	3863	Progressive Printing	Grant Expense	Invoice #55001	2,197.50			213,376.50

# Jefferson County Farmland Protection Board

## Administrator's Monthly Report ...February 13, 2017

### Easement Progress:

- AAA: Title commitment sent to NRCS, awaiting response.
- NRCS ordered Phase 1 Environmental Assessments for FY17 applications HHH: 278 ac, & JJJ: 280 ac.
- Meeting on Feb 14 with owners of 219-acre EEE property to discuss easement next steps, residential parcel size and P&Z requirements.
- Lorber property sold, closing is on February 16.
- Received query from TNC and Canaan Valley Institute regarding easements with potential for wetland restoration via in-lieu fee mitigation program (similar to Morgan Property). Twin Ridge Orchard and Claymont owners are interested in exploring the opportunity.

### Easement Inquiries:

1/23/17: Harpers Ferry District, 100 acres

2/13/17: Charles Town District, 300 acres (100% battlefield, w/in 1 mile of Harewood, property JJJ)

### Easement policy/ issues:

Reviewed and marked up 2013 policies, will review in sections with Easement/Policy Committee.

Easement Monitoring: Spring visits begin in late March. Suggest that Board members each endeavor to attend 2 properties per year.

WV Land Trust is working with WV Rivers Coalition on a planning grant with Jefferson County drinking water agencies, future source water protection through conservation easements.

### Administration:

- Audit process underway, information sent to Perry & Associates.
- Installed Access Database for easements designed by Mark Schiavone from Berkeley FPB.
- Part-time staff support: Mindy Sizemore completed her service in January; I have engaged Torri Martin as a 1099 contractor 10 hours/week @ \$10/hour. She also works for Berkeley FPB, and is trained in easement admin procedures.

### Fundraising/outreach:

- Annual report mailing: \$4,095.00 received to date.

### Projects in process:

- ABPP Project: Completed 4 workshops, In process of wrapping up final report and delivery of project materials to ABPP.
- RCPP – deadline for the FY18 grant application pre-proposal due April 21.

### Events/Meetings:

- January 24 – WVU Extension Service Committee Meeting
- February 7 – LTA Workshop – Baseline reports
- February 9 - LTA workshop – Drone technology for Conservation
- February 11 - Memorial Service, Janet Stine (Farmland Protection Board named for memorial gifts)
- Feb 23 – meeting in Morgantown with State Conservationist re: RCPP
- March 21 – Petersburg: Local/state deed template committee meeting.

# A Celebration Of Life

February 11, 2017

When Colin told our neighbor, Bernadine Barry, of Janet's death, Bernadine remarked it feels like a mighty tree has fallen, a little tree, but mighty nonetheless.

## The Larger Circle

We clasp the hands  
of those that go before us,  
And the hands  
of those who come after us.

We enter the little circle  
of each other's arms

And the larger circle of lovers,  
whose hands are joined in a dance  
And the larger circle of all creatures

Passing in and out of life,  
who move also in a dance  
To a music so subtle and vast  
that no ear hears it  
Except in fragments.

Wendell Berry

As if to say, "Fear naught from life's alarms."  
A landmark stood,  
Gave cheer to passers-by, its towering arms  
Beneath was gentle, and the cooling shade  
Birds safely reared their young. The velvet ground  
Stood staunch, against the sky and all round  
Shed beauty, grace, and power. Within its fold  
A giant pine, magnificent and old  
It fell one day. Where it had dauntless stood  
Was loneliness and void. But those who passed  
Paid tribute -- said, "To know this life was good.  
It left its mark on me." Its work stands fast  
And so it lives. Such life no bonds can hold --  
This giant pine magnificent and old."

To My Father, by Georgia Harkness

## SHEPHERDSTOWN PRESBYTERIAN CHURCH

100 W. Washington Street  
Shepherdstown, West Virginia  
Established 1743

[www.shepherdstownpresbyterian.org](http://www.shepherdstownpresbyterian.org)



# Janet Elizabeth Brown Stine

September 28, 1927 • February 6, 2017

\* \* \*

## Gathering Music

Welcome

Poem

Silence

Reading

1 Corinthians 13:4-8, 13

*Peace before us, peace behind us, peace under our feet  
Peace within us, peace over us, let all around us be peace*

*Love before us...*

*Light before us...*

*Peace before us...*

**Psalm 104**

**Hymn 14** (vs. 1-4)

"For the Beauty of the Earth"

Prayer

Homily

Interlude

"What a Wonderful World"

Remembrances

Interlude

"The Sound of Music"

Instructions

by Arnold Crompton

**Psalm 100**

**Hymn 611** (vs. 1, 3)

"Joyful, Joyful, We Adore Thee"

**Blessing the Community**

Postlude

## Psalm 104

O Beloved, how excellent is your greatness!  
you are clothed with majesty and splendor.  
*You wrap yourself with light as with a cloak  
and spread out the heavens like a curtain.*

You send the springs into the valleys;  
they flow between the mountains.  
*All the beasts of the field drink their fill from them,  
and the wild donkeys quench their thirst.*

Beside them the birds of the air make their nests  
and sing among the branches.  
*You water the mountains from your dwelling on high;  
the earth is fully satisfied by the fruit of your works.*

The high hills are a refuge for the mountain goats,  
and the stony cliffs for the rock badgers.  
*You appointed the moon to mark the seasons,  
and the sun knows the time of its setting.*

You make darkness that it may be night,  
in which all the beasts of the forest prowl.  
*The lions roar after their prey  
and seek their food from God.*

The sun rises, and they slip away  
and lay themselves down in their dens.  
*Mortals go forth to their work  
and to their labor until the evening.*

**O Beloved, how manifold are your works!  
in wisdom you have made them all;  
the earth is full of your creatures.**

\* \* \*

The family requests that memorial gifts be given to:

Jefferson County Farmland Protection Board  
PO Box 731, Charles Town, WV 25414-0731  
jefferson@wvfp.org

or

League of Women Voters of Jefferson County  
PO Box 1393, Shepherdstown, WV 25443  
lwv-jcwwv.org

Reception to follow in the Fellowship Hall