

# West Pikeland Land Trust

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West Pikeland Land Trust  
**MEETING MINTUES**  
NOVEMBER 26, 2007

Attendance:    Jim Rowan            Bill Cracas            Curt Grogan  
                      Suzanne Kaplan    Tom Williams        Melinda Mercurio  
                      Ann Orth             Sean O'Neill         Theresa Wood

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## 1. Minutes of Meeting

Minutes of previous Board of Directors Meeting October 22, 2007 were reviewed and approved. In the absence of a permanent Secretary, Tom Williams agreed to take minutes from meeting.

## 2. Nomination of new WPLT Directors

Prospective Board members Curt Grogan and Theresa Wood were nominated by Suzanne Kaplan and approved unanimously by the Board. A further unanimous vote confirmed that Curt and Theresa would assume the officer titles of Vice President and Treasurer respectively, upon approval by the Board of Supervisors. Sean O'Neill would write a letter to the BOS seeking approval for new appointments and previously discussed term extensions during December BOS meeting. Tom Williams will continue as WPLT Secretary and record and publish Minutes of Board meetings and Ann Orth will become Corresponding Secretary, responsible for all other WPLT correspondence and filing.

## 3. WPLT Resolution recognizing Curt Grogan and Theresa Wood

Sean O'Neill submitted a Resolution (attached) recognizing Curt and Theresa for their efforts on the Open Space initiative. The resolution was unanimously passed, circulated for signature by WPLT Directors and presented to Curt and Theresa on behalf of WPLT with heartfelt thanks and a commemorative gift.

## 4. WPLT Financial Report

Jim Rowan presented the WPLT Financial Report as of November 15, 2007 (attached). Jim indicated that he would work closely with Theresa and NLT to update Financial Report and WPLT finances by the end of the year.

## 5. WPLT Resolution - Check signing privileges

Jim Rowan requested that with the current Officer changes that he and Theresa be given the authority to sign checks on behalf of WPLT. All checks in excess of \$500 would require two signatures. Bill Cracas motioned to approve and the motion passed unanimously. Jim and Theresa executed the bank paperwork and Tom Williams authorized as WPLT Secretary.

**6. WPLT Resolution - DCNR Grant**

Ann Orth advised that subsequent to the October Board of Directors meeting, she had submitted a \$5,000 grant request to DCNR for a trail between Clover Mill and Pikeland Roads . As the submission of this grant was time sensitive, it was necessary to submit without prior Board approval. Bill Cracas proposed a resolution approving this action, which was approved unanimously.

**7. WPLT Communications Plan**

Melinda Mercurio reviewed her discussion document for a proposed Communications Plan for WPLT dated 10/22/07. The purpose of this review was to set goals, establish priorities and timelines for WPLT activities. It was agreed that Ann could provide Melinda with information required to complete pages 4 and 5, past accomplishments of WPLT before the next meeting. Suzanne requested that all Directors review the proposed plan in detail and submit a list of proposed goals prior to the December meeting. Suzanne would compile this information and attempt to assign responsibility within the proposed Committee structure. It was agreed that a focus of the January meeting would be to prioritize these goals and confirm committee responsibility and timelines. All Directors agreed that upgraded website was essential for WPLT communications.

**8. WPLT future role in Open Space Initiative**

With the successful passing of the Open Space referendum, the discussion turned to the WPLT role in the next phase of this process. Bill Cracas proposed that WPLT become the advisory body to the Board of Supervisors to review and recommend potential conservation projects for Township approval and expenditure of funds. He made a motion that WPLT establish a committee of that Land Trust, including representatives of other local agencies and citizens that would refer projects to WPLT Board for approval and recommendation to the BOS. After much discussion, it was unanimously agreed that this was well within the mission, interest and capabilities of WPLT. The most immediate step was to prepare a proposal to the Township with a statement of interest, experience, qualifications and approach for this service so the Township could vote to approve WPLT to serve in this capacity, which Jim Rowan agreed to begin drafting. Melinda agreed to circulate a template for Directors' biographies to assist in the qualification process. Curt reminded WPLT that NLT had proposed a Phase 2 service to provide post election services. Bill Cracas advised that the Township also had an arrangement with Brandywine that could also provide these services. Curt would prepare a Request for proposal for the Phase 2 services so WPLT could review and recommend a resource to assist with this effort. The existing WPLT/ Township Agreement and budget should be reviewed in light of this proposed expanded role.

**9. Guest speaker - Tim O'Neill**

Sean O'Neill introduced guest speaker Tim O'Neill (no relation). Tim is an attorney for Chester County law firm Lamb, MacErlane, with considerable experience in Municipal finance, including local projects in the Borough of Malvern and South Coventry Township. Tim discussed the various options for financing the conservation of open space with the proceeds from the bond referendum. He also discussed the various roles and timeframes for the different options. This was a very informative discussion and helped focus the Directors on next steps in preparing for this responsibility.

#### **10. WPLT Committee Structure**

Jim Rowan submitted a draft outline of proposed Committees, Chair and Board Member participants (see Attached). Each Committee was responsible to generate a Statement of Scope, 2008 Budget, Goals, Objectives & Performance measures, as well as a monthly report to the Board. All Directors were requested to review assignments and respond to Jim Rowan, confirming or modifying assignments. Each proposed Chairperson should review committee structure and proposed resources and confirm or propose revisions or modifications necessary to fulfill committee deliverables.

#### **11. Informational Meeting with new Supervisors**

Suzanne Kaplan advised that she was in the process of setting up an informational meeting with the new Supervisors, elected to take office in January, for the purpose of bringing these individuals up to date with the activities of the Land Trust. The meeting was to be at Ernie Hollings in the next couple weeks and she would notify Directors to encourage attendance.

**The next meeting will be on Thursday, December 13, 2007 at 7:00 pm. Suzanne Kaplan graciously volunteered to host the meeting at her home. It was anticipated that the WPLT business could be concluded in approximately 45 minutes and the rest of the evening would be a social event to celebrate the Holidays and WPLT successes of the past year.**

The next regularly scheduled meeting will be Monday, January 28, 2008.

Respectfully Submitted,  
Thomas L. Williams  
November 29, 2007