

Minute Taking Template and Sample Meeting Minutes

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Minute Taking Template

MINUTES Senior Leadership Team [Insert Date and Time] [Insert Location]			
Participants:	Regrets:	Absent:	Guests:
[Insert Names] Recorder: Patricia			

The meeting was called to order at [Insert Time].

#	Topic and Discussion	Decision/Action	Responsible	Key Date
1.	Adoption of Agenda			
	The agenda was adopted [as presented /as corrected].			
2.	Adoption of Previous Meeting Minutes			
	The minutes were adopted as amended.	<i>Action:</i> Amend Minutes	Patricia	
3.	Review of Financial Statements			
	The Director of Finance provided a summary of the Financial Statements.	<i>Decision:</i> The Financial Statements will be reviewed monthly.		
4.	[Insert Items in Order of Agenda]			
	This item was deferred to the April 8 meeting.	<i>Action:</i> Add to April 8 agenda.	Patricia	

Meeting was adjourned at [Insert Time].

Minute Taking Sample

MINUTES OF THE AGRICULTURAL PRESERVE BOARD'S MEETING

February 23, 2018

Present: Mr. Gene Garber (Chair),
Mr. Jeffrey Frey (Vice Chair)

Mr. Daniel Zimmerman
Mr. Roger Rohrer
Mr. Richard Hurst

Ms. Terri Michael (Recording Secretary)

Absent: Mr. Edward Goodhart, III
Commissioner Dennis Stuckey
Mr. David Zimmerman
Mr. Matthew Young

Staff Members in attendance: Mr. Matt Knepper, Director
Ms. Nancy Ambler, Farmland Preservation Specialist
Mr. Kevin Baer, Farmland Preservation Specialist
Mr. Bill Jones, Farmland Preservation Specialist

Guests in attendance: Mr. Justin Evans, LCPC Senior Community Planner
Mr. Dean Severson, LCPC Agricultural and Rural Lands
Specialist & Planning Analyst
Mr. Jeffrey Swinehart, Deputy Director, Lancaster
Farmland Trust (LFT)

I. Call to Order and Recognition of Guest

Mr. Gene Garber called the meeting to order at 7:30 a.m. The meeting was held at the Lancaster Administrative Building, 150 N. Queen Street, Room 102, Lancaster, PA 17603.

II. Review of Mission Statement

"To forever preserve the beautiful farmland and productive soils of Lancaster County and its rich agricultural heritage; and to create a healthy environment for the long-term sustainability of the agricultural economy and farming as a way of life."

III. Minutes of the meeting from January 28, 2018

The following amendments were made to the January 28, 2018 minutes: VI. Old

Business, Item A., third bullet, insert the road name, Hilltop Road; VI. Old Business, Item B., fourth bullet, modify the sentence to read “APB will continue current position, which is to instruct that the encroachment be removed;” Concerns/Comments from the Board, delete extra line between first and second bulleted item; VII. New Business, Item C., Questions from the Board, first bullet, rephrase the question to read “Since the program is for plain sect, does that mean they need to be the owner or operator to sign?”; VII. New Business, Item D., Concerns/Comments from the Board, first bullet, correct the spelling of “Goodhart;” second bullet, second line, remove the word “and” following the parenthesis; last paragraph under 2018 Funding, first line, replace the word “hear” with the word “near”, insert the word “to” following the comma, rephrase the second line to read “Invitees will be Mr. Bob Rose, ...”; Item E. 2017 Ranking, format bullets.

Mr. Jeffrey Frey made a motion to approve the minutes of January 28, 2018 with the above noted changes/modifications. Seconded by Mr. Daniel Zimmerman.

MOTION CARRIED

IV. Announcements

- The joint meeting with Lancaster County Planning Commission (LCPC) will be scheduled during the month of May, details to follow
- The founder of the Lancaster County Agricultural Preserve Board, Mr. Amos Funk, passed away on February 14, 2018. Commissioner Stuckey has requested the Boards input on an acknowledgement of his work. The standard acknowledgment letter from the County Commissioners could be presented. The Board would like to do something permanent to acknowledge him and his work;
 - Proclaim a certain day to be Mr. Amos Funk day
 - Preserve a farm in his name
 - Place a plaque at the Farm and Home Center
 - Name a challenge grant after him

Lancaster County Conservation District and Lancaster Farmland Trust will be contacted for possible input. Lancaster County Commissioners will acknowledge Mr. Amos Funk at a public meeting.

V. Executive Session

Mr. Gene Garber called the meeting into Executive Session. During this time, the Board discussed financial and real estate matters. After some discussion, Mr. Gene Garber ended the Executive Session and opened the meeting to the public.

VI. Old Business

Nothing new to report at this time pertaining to the two encroachment issues (Wentworth and Bowlan)

VII. New Business

A. Requests for Subdivision

APB has received a request from Mr. Harold M. Shellenberger, East Donegal Township, 84.47 acres. Mr. Harold Shellenberger has requested a preliminary

approval for an agricultural lot subdivision/add-on of 26.0 preserved acres to a preserved farm of 96.2 acres. After completion of the subdivision/add-on, the resulting acreage for the parent tract would be 58.47 acres and the receiving tract would be 122.2 acres. The proposal meets the Board's subdivision guidelines, however, Lancaster County Planning Commission (LCPC) and East Donegal Township have yet to review and approve the proposal. The additional residential right has not been assigned on the proposal (required by the subdivision guidelines).

Concerns/Comments from the Board:

- Landowner could subdivide the 122.2 tract in the future
- Possibly setting restrictions for potential future subdividing

Staff recommendation is to grant preliminary, conditional approval; final approval after LCPC and East Donegal Township have reviewed/approved and the location of the additional residential right is assigned.

Mr. Daniel Zimmerman made a motion to grant preliminary conditional approval. Final approval may be granted after review and approval by the LCPC and East Donegal Township. The location of the additional residential right must be indicated on the proposal as required by the subdivision guidelines.

MOTION CARRIED

B. Requests for Rural Enterprise

None

C. 2018 Funding

- Overall State funding is \$20 million, which is a decrease from the estimated \$22 million
- Approximately 30 farms will be preserved in 2018
- Six farms offered 50%, 30% of the applicants offered some type of bargain sale
- Average \$3,100/acre, 90% of easement value (decrease)

Lancaster Farmland Trust (LFT):

- Estimates 25-30 farms to be preserved this year
- Average \$800/acre
- Preserves more farms in the eastern end of the county
- Challenge grant has received tremendous response from the plain sect
- In 2018, there will be six joint projects with APB
- Has experienced a decrease in some donations

Mr. Jeff Swinehart, Deputy Director, Lancaster Farmland Trust (LFT) reviewed the steps LFT takes to preserve a farm and a per acre amount:

1. The Board sets the policy as what they are willing to pay per acre.

2. Board establishes criteria to evaluate the property (Similar criteria to APB).
3. The criteria doesn't prioritize the projects, and currently, farms are on a first come first served basis.
4. Farm is visited by LFT staff and landowner is presented with a "Letter of Intent," which is their indication they desire the Board to take action.
5. Land Preservation Committee reviews farm and ranking and recommends to the Board the per acre amount.
6. Board approves or does not approve to preserve at that per acre amount.

D. 2017 Ranking (continued discussion)

- In 2013, budget was \$530,000
- Staff salary and benefits is 85% of the budget
- Three farms offered 60% (receives same point value as 50%)
- Eight farms offered 70%
- 22 farms offered 80%
- 26 farms offered 90%

Conservation Plans:

- 121 farms out of 220 farms provided a copy (receive maximum points)
- 49 farms have a plan on record, but no copy provided (receive partial points)
- 50 farms have no plan, no record of a plan and no copy provided (receive no points)
- 77% of the farms ranked in 2017 have some type of conservation plan on the farm or provided a copy.
- Twice a year, all applicants are reminded to provide a copy of their conservation plan before ranking.
- A new plan is required if practices have changed.
- 78 acres are the average size that was preserved last year.
- An average of \$3,045/acre

C. 2018 Funding (continued discussion)

Budget for administration purposes has changed in 2018:

- Increase from \$267,000 in 2008 to \$462,000 in 2017 (six full-time staff).
- Increase does not include contracts with outside agencies.
- In 2013, budget was \$530,000.
- Staff salary and benefits is 85% of the budget.
- Each Board of Commissioners handle the departmental budgets differently; can set a percentage to be cut for departments or departments can submit the same budget from prior year with few changes.
- Monitoring process will increase on a yearly basis as more farms are preserved.
- Clean and Green rollback taxes, varying from year to year, are used for some monitoring expenses and easement purchases.
- Contract costs with LFT to monitor 300 farms/year; if potential violations, the farm is referred APB.

MOTION CARRIED

Concerns/Comments from the Board:

- Legislative action is required to change the State mandated yearly monitoring visits
- Possibly implementing a fee for applications received from preserved farms for a rural enterprise, an agricultural subdivision or a residential subdivision; offset costs incurred by APB
- Suggested fee of \$250

Mr. Roger Rohrer made a motion to apply an application fee of \$250.00 for a rural enterprise, an agricultural subdivision or a residential subdivision received from a preserved farm. Seconded by Mr. Jeffrey Frey.

Comments from the Board:

- Fees would help offset costs incurred administratively and monitoring costs
- Legal aspect

Mr. Roger Rohrer made a motion to amend the above motion to state, the Board recommends for staff to research, Board approve, and implement on or before January 1, 2019 a fee, to be titled later, for applications from preserved farms for a rural enterprise, an agricultural subdivision or a residential subdivision. Seconded by Mr. Jeffrey Frey.

Concerns/Comments from the Board:

- How are other counties handling these costs?
- Proposed fee does not come close to the costs APB incurs to process the proposed applications
- No profit is gained by APB if implemented
- APB pays for items that other counties do not
- APB does not charge a fee for the conservation easement application, other counties do
- LFT requires a 5% but nothing less than \$2,000 donation to their stewardship fund when a farm is preserved, helps with on-going monitoring expenses
- Board suggested to APB to research a stewardship fund similar to LFT

MOTION CARRIED

Suggest a sub-committee to research the fee concept

- Would it be permitted by the State?
- Noted in the County program
- May need an amendment
- Stewardship fund possibility
- Splitting costs of surveys since approximately 30% of the farms need surveys
 - Percentage paid by the landowner (negotiable)

Staff is to provide information to the Board by the March 25, 2018 meeting.

D. 2017 Ranking (continued discussion)

- An average farm size preserved last year was 78 acres
- Per acre average was \$3,045
- Did not exceed \$3,200/acre average in a year's time period
- In 2010-\$2,700/acre (average)
- In 2014-\$3,100/acre (average)
- In 2018-\$3,100/acre (approximate average)
- Ranking changes have affected the cost per acre
- Appraisal amounts per acre have not changed much

E. Easement Purchase Price Cap

Not discussed at this meeting

VIII. Open Discussion

The ID badges Board members have do not open the front doors to the Lancaster County Office Building as was indicated earlier. Staff will continue to provide access for the monthly board meetings.

IX. Business from Guests

Nothing at this time

X. Adjourn

Adjournment at 9:45 a.m.

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