

LETORT REGIONAL AUTHORITY

415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY

January 20, 2005

The meeting was held on Thursday, January 20, 2005, at the Community Center in Carlisle, PA. Chairman, Shirley Ruhl called the meeting to order at 7:02 p.m.

ATTENDANCE

Members Present: Mr. Keith Bailey, Mr. Dave Baric, Mr. Richard Darr, Mr. Chip Fenton, Mr. Chris Houston, Mr. Lance Percival, Mr. James Richenderfer, Ms. Shirley Ruhl, and Mr. Thomas Stenehjem

Members Absent: Mr. Erich Messerschmidt

Staff Present: Mr. John Broujos, Mr. Brian Fischbach, and Ms. Kathy Russell

APPROVAL OF MINUTES

Chip Fenton made a motion to approve the minutes from the December 16th meeting as amended; Lance Percival seconded the motion and the motion carried.

PRESENTATIONS - None

STAFF REPORTS:

Solicitor

Keystone Arms/Dickinson College Conservation Easement Agreement – No Report

Administrative Information

Executive Director Services for 2005 – Brian presented a contract for his services as Executive Director for 2005. The monthly retainer amount in the contract has already been approved in the 2005 budget. Chris Houston made a motion to appoint Brian Fischbach as the Executive Director for the fee as set forth in the proposal dated January 20, 2005; Dick Darr seconded the motion and the motion carried.

Recording Secretary Services for 2005 – Tom Stenehjem made a motion to appoint Kathy Russell as the Recording Secretary for 2005; Dave Baric seconded the motion and the motion carried.

Appointment of Solicitor for 2005 – Tom Stenehjem made a motion that the firm of Broujos and Gilroy be appointed as Solicitors for 2005; Chris Houston seconded the motion and the motion carried.

List of Representatives for 2005 – The list of representatives was reviewed with several revisions being made. Chris Houston has agreed to take over the position of Chairperson for the Long Range Planning Committee. All other committees will remain the same as 2004.

WQM Contract with ALLARM for 2005- Brian prepared a letter contract for ALLARM leaving the terms and conditions the same as they've been for the last 4-5 years (\$1,000 for staff time and \$200 for materials). In return, ALLARM will monitor a minimum of 10 sites, report results back to Brian no later than the 15th of the month following the collection of data, and make recommendations for any additional programs that address environmental issues raised by the data collected. Brian will amend the letter requesting that ALLARM supply him with a monthly synopsis of the results of their findings. Jim Richenderfer made a motion to have Brian send out the revised contract to ALLARM; Dave Baric seconded the motion and the motion carried.

Appointment of Accountants for 2005 - Tom reported that the fee from Smith Elliott & Kern for our 2005 auditing services would be \$1,500. We've only budgeted \$1,300 for this service. After a brief discussion, Tom made a motion that we appoint the firm of SE&K as our auditors for our financial records; Jim Richenderfer seconded the motion and the motion carried.

Statements of Financial Interest – Brian sent out the Statements of Financial Interest via e-mail. He needs the forms completed and returned to him by May 1.

Recommendation of Member Appointment from Middlesex Township – Brian reported that Lauren Imgrund has expressed an interest to fill the vacant position of Middlesex Township representative, previously held by Steve Grass. Mr. Broujos will contact Ms. Imgrund to discuss her intentions and the potential conflict of interest with ALLARM. Chris Houston made a motion to make a recommendation to Middlesex Township to appoint Ms. Imgrund to this position subject to the solicitor's review and approval. Tom Stenehjem seconded the motion and the motion carried. Brian Fischbach will advise Middlesex Township.

MONTHLY FINANCIAL STATUS

Receipts - \$0

Bills Requiring Approval:

January bills to be paid are as follows:

Brian L. Fischbach -- Executive Director services and expenses.....	\$458.33
Kathy Russell -- Recording Secretary services	\$85.00
Office Rental	\$70.50
Sprint	\$31.30
Broujos & Gilroy (Annual Retainer)	\$1,000.00
ALLARM (WQM Contract).....	\$1,200.00
The Sentinel	\$40.23
Cumberland County Treasurers Office.....	\$150.00
Pennsylvania Municipal Authorities Association.....	<u>\$150.00</u>
TOTAL bills requiring approval	\$3,185.36

Tom submitted the January bills for payment. Chris Houston made a motion to approve payment of the expenses; Dick Darr seconded the motion and the motion carried.

Tom presented a Management’s Discussion and Analysis (MD&A) form that was given to him by our auditors for completion. Tom estimated it would take him 10-15 hours to prepare the required information. Greg Hall with SE&K indicated they could live with Tom not completing this form. They will make it a matter of written information in their report that we choose not to complete it. Not completing the form will not reflect a negative comment against the LRA. After a brief discussion, Tom made a recommendation that we let John Broujos review the form and report back at February’s meeting for additional group discussion on how to proceed.

Treasurer’s Report:

Tom submitted the authority’s financial summary account balances as follows:

Petty Cash: No Expenses – Balance = \$ 150.00.

Checking Account: Beginning balance of \$100.00; add transfer from Gen Fund Account - \$1,750.00, minus payment to Strickler Insurance - \$1,750.00, add transfer from General Fund Account \$3,035.36, add transfer from General Fund Account \$150.00 (return of appropriation overpayment – Cumberland County), minus payment of approved bills for January of \$3,185.36, leaving an ending balance of \$100.00.

Savings Account: The beginning balance is \$18,355.94; minus transfer to Checking Account – Dec. '04 - \$1,750.00, minus transfer to Grant Account (defray bank fee) \$9.12, add receipt – annual appropriation for 2004 - \$3,379.00, add receipt – annual appropriation for 2004 - \$150.00, add interest for December 2004 of \$15.61, minus transfer to checking account (January bills) \$3,035.36, minus transfer to checking account (January bills) \$150.00, leaving a closing balance of \$16,956.07.

Money Mgmt. - Growing Greener (Grant) Account: Beginning balance is \$11,043.50; add transfer from General Fund \$9.12, add \$10.42 for December interest, leaving a closing balance of \$11,063.04.

Accounts Receivable: \$0

GRAND TOTAL: \$ 28,269.11

COMMITTEE REPORTS

2004 Budget Report: A noted correction to the 2005 budget reflected that the 2004 budget also did not depict a line for the Growing Greener Grant Reserves (Bank Account balance minus interest). Tom had a discussion with Greg Hall at SE&K, who indicated that, at a minimum, a comment be made in the January '05 minutes reflecting the noted discrepancy. The following changes would correctly reflect reserves in the 2004 budget:

Growing Greener Grant Reserves	\$4,747.22 – 2004 added line
LeTort Regional Authority Reserves	\$8,430.00 versus \$13,147.22

2005 Proposed Budget: Tom reported, as of 1/1/05, in the Grant Account (less interest), it would appear as Growing Greener Grant Reserves - \$10,976.69, which, in turn, would reduce the LeTort Reserves to \$8,910.31. This means that the expenditure under Growing Greener Grant would be \$21,176.69. If you add from the appropriations the \$10,200.00 (Growing Greener Grant) plus \$10,976.36 (Grant Reserve), you'll also come up with \$21,176.69.

Easement & Nature Trail – Lance reported that the nature trail sign is no longer at the trail entrance. Brian will check to see if he has any extra signs to have posted.

Lance suggested we approach Tressler to see if they would be interested in pursuing a project to repair the barricade at the entrance of the trail. He also

suggested that we approach the township to install a street light on the utility pole located at the edge of the parking/turn around area for safety purposes, to prevent loitering, and dumping of trash. Dave will call Barb Wilson to discuss.

Lance contacted Candie Wilderman, at the request of the LRA, and he received a call from a student at ALLARM. He asked that she perform a survey and submit a recommendation into the executive summary on how to get the “Tree of Heaven” under control. Lance recommended that we try to get someone from the state forestry department to come out and inspect the area and tell us we have a problem.

- *Willow Crossing Condo Assoc. Easement Agreement* – Dick Darr spoke with Mike Adler, who is the property manager for Willow Crossings. Mr. Adler said the committee hasn’t done anything yet, but that he thought it would move slowly. Mr. Adler also suggested that Dick not be aggressive and that he should proceed cautiously when approaching this group regarding a trail. Dick is hoping to have an opportunity to attend one of their meetings and meet with the entire group.
- *Property / Easement Atlas* – A few months ago, we provided 15 comments to RETTEW on items we wanted to see modified or corrected. Brian received a 2-page letter from RETTEW listing our comment(s) and how they addressed the items.

There are 3 items that they view as “*additional services*”:

ITEM #11 – *Our comment*: “split book into easements and properties, identify property 3 and property 9 easements”.

Their comment: “we have separated the properties and easements while maintaining the existing numbering system”.

ITEM #13 – *Our comment*: “we asked for 8½ X 11 exhibits similar to the overall location map they provided within each section of the Atlas”.

Their comment: they will prepare 8½ X 11 exhibits for each section, however, their preparation extends beyond the scope of our current agreement and will require Authorities approval to complete.

ITEM #15 – *Our comment*: “Easements #7 and #10 need to be removed and replaced with a new easement recently obtained.”

Their comment: “We will gladly remove easements # 7 and #10 and replace them with the new easement when it is available, however this is beyond the scope of our current agreement and will require the Authorities approval to complete.

Brian said easements #7 and #10 deal with the Dickinson College tract. Until it's finalized, we can't give the new description.

RETTEW has addressed all of our other comments. They're asking for \$1,150.00 to perform the "*additional scope of work*". A brief discussion was held and it was determined that the "*additional scope of work*" would not be necessary.

Brian will receive two additional books and the electronic version of this report.

RETTEW has been paid in full for their services on this project.

Water Quality – No report.

Project Review -

- **Stonehedge Lot C-2** – Preliminary LD Plan – Brian made several comments on this plan.
- **Red Robin** – Carlisle Crossing LD Plan – This plan was covered under the Carlisle Crossing Plan review.
- **Dauphin Oil Company** – No comments.
- **Sable Chase** Preliminary Subdivision / LD Plan – The Project Review Committee will review this plan after tonight's meeting.

Long Range Planning - No report

Public Relations – No report

PUBLIC COMMENTS - None

OLD BUSINESS - None

NEW BUSINESS – Dick Darr commented: Back some time ago, we had some conversations about the property that was "Otto Farm" on Spring Garden Street. It is Dick's understanding that Tilley and Pride have purchased that property and will be able to develop it and that the approximately 20 acres of land between Spring Garden Street and LeTort will be kept for the use by the people who end up living in that development.

ADDITIONAL AGENDA

Tom Stenehjem made a motion that the meeting be adjourned; Chris Houston seconded the motion and the motion carried. The meeting adjourned at 8:23 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, February 17, 2005 at 7:00 p.m. at the Community Center in Carlisle, PA.

February 17, 2005 _____

Date Adopted

Lance Percival, Secretary _____

Lance Percival, Secretary

Prepared by: Kathy L. Russell, Recording Secretary