

LETORT REGIONAL AUTHORITY

415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY

August 18, 2005

The meeting was held on Thursday, August 18, 2005, at the Community Center in Carlisle, PA. Chairman, Shirley Ruhl called the meeting to order at 7:03 p.m.

ATTENDANCE

Members Present: Mr. Keith Bailey, Mr. Richard Darr, Mr. Chip Fenton, Mr. Chris Houston, Mr. Erich Messerschmidt, Mr. James Richenderfer, Ms. Shirley Ruhl, and Mr. Tom Stenehjem

Members Absent: Mr. David Baric, Ms. Lauren Imgrund, Mr. Lance Percival

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

APPROVAL OF MINUTES - Tom made a motion to approve the minutes from the July 21 meeting as amended; Chris seconded the motion and the motion carried.

PRESENTATIONS - None

STAFF REPORTS:

Solicitor - None

Administrative -

- *Roundtable re: Research Projects* (August 31, 2005 – 7:00 P.M) – Brian reminded everyone about this meeting.
- *Middlesex Township Municipal Authority Well Report* – Brian gave this report to Jim for his review. Jim will report at the next meeting.

MONTHLY FINANCIAL STATUS

Tom submitted the August bills for payment.

<i>Receipts</i> - Commonwealth of Pennsylvania	\$10,196.50
North Middleton Township	<u>\$2,000.00</u>
TOTAL Receipts	\$12,196.50

Bills Requiring Approval:

August 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	\$32.06
Smith Elliot Kerns & Co. (Annual Audit).....	\$1,500.00
RETTEW.....	\$10,196.50
Taylor Rental.....	<u>\$71.70</u>
TOTAL bills requiring approval	\$12,416.28

Brian included the final invoice to RETTEW with the approved bills because we had received payment from the state for the remainder of the Growing Greener Grant. This project is now complete. Brian reviewed the disk from RETTEW and noted that there are a lot of aerial photos included in their report. An electronic version of the report was not included, however, the report has been scanned and is on our webpage.

Erich made a motion to approve payment of the expenses; Chip seconded the motion and the motion carried.

Treasurer's Report:

Tom submitted the authority's financial summary account balances.

Petty Cash: No Expenditures - Balance is \$ 150.00.

Checking Account: Beginning balance of \$100.00; transfer from Gen Fund Account +\$12,416.28, minus payment of approved bills (Aug) -\$12,416.28, leaving an ending balance of \$100.00. (\$10,196.50 is to RETTEW (Grant).

Savings Account: The beginning balance is \$21,531.68, add appropriations from South Middleton \$5,000.00. Add interest for July 2005 \$18.94; minus transfer to checking account (Aug bills) -\$12,416.28, leaving a closing balance of \$14,134.34.

Money Mgmt. - Growing Greener (Grant) Account: Beginning balance is \$122.54; add July 2005 interest + .03, leaving a closing balance of \$122.57.

GRAND TOTAL: \$ 26,580.84

Tom noted that the IOU for the grant in the commercial savings account would appear on next month's financial summary.

Chris made the motion to return the interest from the grant to the state, Erich seconded the motion, and the motion carried. Brian will confirm with Tom that the payment should be sent to the Commonwealth of Pennsylvania.

COMMITTEE REPORTS

Finance / Budget

- **2005 Budget Report:** No comment
- **County Contribution:** Chris reported that he spoke with John Connolly. Our request to the county was for \$4,316. The commissioners unilaterally agreed to contribute ½ of what was contributed last year. This decision to cut funds went across the board to all agencies. Mr. Connolly told Chris that he would put a memo into the finance department to see if there were any additional funds remaining in December that maybe we could get an additional \$1,000. The problem is, Mr. Connolly will be retiring at the end of August. Chris suggested that Brian send a letter to Mr. Connolly confirming his discussion with Chris asking that they re-visit our request for additional funds in December. Chris noted that the \$7,000 contribution for stream gauge is still in their budget.
- **2006 Budget Preparation** - Chip, Tom, and Brian will begin work on the 2006 budget preparation.

Easement & Nature Trail

Maintenance – No report.

Jim spoke with Lance, who had talked with Rocky Stump, to see if he is interested in submitting a cost proposal to maintain the trail. Rocky's response to Lance was that he is interested, but he needs some time to think about it. Jim will follow up with Rocky.

Brian rented a brush hog and performed some clearing from the parking area at Bonnybrook down to the quarry bridge. He cleared it to the point where he thought we would want the rest of the trail to look like. Tom also spent some time on the trail with his chain saw removing trees and clearing up to the borough building. Tom plans on taking his riding tractor down to the trail to mow additional areas. THANKS to Brian and Tom for their efforts.

Water Quality.

- **ALLARM WQM Data** – Jim looked at the three-ring binder history for ALLARM's quality data going back to 1994. He said there are noticeable spikes periodically, but he sees no specific trends. He will continue to monitor the data.
- **DEP Follow-up** – Jim called Bob Shott at DEP to check on the water chemistry data. DEP has been collecting water chemistry data going back to July 2003 and they do monitoring about every month at specific locations (i.e. upstream from the Home Depot, at the old railroad bridge, just up stream from the I81 bridge, down stream from I81, and by the Houser home). There is some interesting data, but Jim doesn't think there is a need for concern at this point. Jim will review the data more carefully and report again at a later meeting.

Jim also mentioned that on August 25 at 10:00 a.m., DEP would be doing electro fishing at the Letort down on Shady Lane.

Project Review -

Brian received two projects for review:

- *Walnut Bottom Grove Preliminary Subdivision Plans* - No comments.
- *Carlisle Alliance Church Final Land Development Plan* – This re-submitted plans addressed the previous comments from Brian. Brian had no additional comments on their re-submission.

Long Range Planning -

- *Retreat* - 8/20 from 9:00 am to 2:00 pm – Chris reported on the pre-retreat meeting with Hank Aberman. Brian, Shirley, Lauren, and Chris had a very good meeting with Hank to discuss the agenda for the retreat. Brian distributed the agenda, list of attendees, by-laws, and additional background history on Letort for use at the retreat. The purpose of this retreat is to focus on our mission statement, our operational constraints on the mission, evaluation of the mission, and to generate project ideas within the mission. Jim will be taking Hank on a golf outing as a thank you for his services.

Public Relations – No report.

Public Comments - None.

OLD BUSINESS - None.

NEW BUSINESS – Brian reported that we are asked every year to sign an Act 205 questionnaire and report form that goes to the Public Employee Retirement Commission. This form states that we have no pension plans for police, paid fire or non-uniform employees. Erich made a motion to have Shirley and Tom sign this document; Chip seconded the motion and the motion carried.

ADDITIONAL AGENDA - Tom made a motion to adjourn the meeting; Erich seconded the motion and the motion carried. The meeting adjourned at 7:52 p.m.

NEXT MEETING - The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, September 15, 2005 at 7:00 p.m. at the Community Center in Carlisle, PA.

9/15/05 _____
Date Adopted

Lance Percival, Secretary
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Prepared by: Kathy L. Russell, Recording Secretary