

LETORT REGIONAL AUTHORITY

415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY

September 15, 2005

The meeting was held on Thursday, September 15, 2005, at the Community Center in Carlisle, PA. Chairman, Lance Percival called the meeting to order at 7:04 p.m.

ATTENDANCE

Members Present: Mr. Keith Bailey, Mr. David Baric, Mr. Richard Darr, Mr. Chris Houston, Ms. Lauren Imgrund, Mr. Erich Messerschmidt, Mr. Lance Percival, Mr. James Richenderfer.

Members Absent: Mr. Chip Fenton, Ms. Shirley Ruhl, and Mr. Tom Stenehjem

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

APPROVAL OF MINUTES – Erich made a motion to approve the minutes from the August 18 meeting; Chris seconded the motion and the motion carried.

PRESENTATIONS - None

STAFF REPORTS:

Solicitor - None

Administrative -

- *By-Laws Update* – John Broujos will review the by-laws and bring the language up to today's standards.
- *Rail Trail Maintenance & Operation* – Brian received two Rails to Trails Maintenance and Operation booklets from the Northeast regional office. They surveyed 100 Rails to Trails organizations to find out answers to various questions regarding maintenance and operation.
- *Request for Taxpayer ID Number and Certification* – The County has asked us to complete a W9 Form. Brian will complete this form and submit it.

- *USGS Joint Funding Agreement* – Brian reported that we received the Joint Funding Agreement for Oct. 1, 2005 through Sept. 30, 2006, asking that we provide \$7,100 to their \$6,700 in Federal matching funds. They would like us to sign and return two copies of the agreement by November 7. This \$7,100 would not be invoiced until the end of 2006. We will soon be receiving and invoice for \$7,100 to cover the past year (2005). Jim suggested that we ask the county if they plan on covering this cost for next year, and that we continue asking the county for a contribution toward this expense. We should be confident that they would continue with the liquid fuels contribution before we sign the agreement. Chris will set up a meeting with John Connolly to explain why we think it’s important for them to continue their support of this project.

MONTHLY FINANCIAL STATUS

Brian submitted the September bills for payment prepared by Tom.

Receipts - \$0

Bills Requiring Approval:

September 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	\$33.28
Brian L. Fischbach (Petty Cash)	<u>\$114.81</u>
TOTAL bills requiring approval	\$761.92

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

Treasurer’s Report:

Brian submitted the authority’s financial summary account balances prepared by Tom noting that a check for \$122.60 will be returned to the state for interest from the grant.

Petty Cash: Reimburse Petty Cash, \$114.81- Balance is \$ 150.00.

Checking Account: Beginning balance of \$100.00; transfer from Gen Fund Account +\$761.92, minus payment of approved bills (Sept) -\$761.92, leaving an ending balance of \$100.00.

Savings Account: The beginning balance is \$14,134.34; add transfer from Grant (IOU) +\$10,196.50; add appropriation from North Middleton +\$2,000.00; add interest for August 2005 +\$22.13; minus transfer to checking account (Sept bills) - \$761.92, leaving a closing balance of \$25,591.05.

Money Mgmt. - Growing Greener (Grant) Account: Beginning balance is \$122.57; received PA Grant (Balance) +\$10,196.50; minus transfer to General Fund (IOU) -\$10,196.50; add August 2005 interest + .03, leaving a closing balance of \$122.60.

GRAND TOTAL: \$ 25,841.05

COMMITTEE REPORTS

Finance / Budget

- **2005 Budget Report:** No Report
- **2006 Budget Preparation:** No Report

Easement & Nature Trail

Maintenance – Lance recognized Tom for the work he did on the trail. Lance noted an area of concern by the main entrance at the quarry where there is a lot of erosion. He also noted that there is still a lot of vegetation hanging across the trail in several areas. Brian said that we have a gas powered hedge trimmer that can be used for this project.

Water Quality - Middlesex Township Municipal Authority Well Report – Jim reviewed the report on the test well in Middlesex Township. They installed 2 wells located adjacent to Colonial Peddlers and performed various tests. Jim concluded that there would be a slight negative impact on Letort, but that the well could be safely operated at 1,000 gallons per minute as a municipal water supply well.

Project Review -

- *Walnut Bottom Grove Preliminary Subdivision Plans* - The committee will review this plan at the conclusion of tonight's meeting.

- *Swarner Final Land Development Plan* – Residential sub-division – No Comment.
- *Kessler Final Minor Subdivision Plan* – Residential sub-division – No Comment.

Long Range Planning -

- *Retreat* - Mission Statement - Shirley will be drafting a mission statement based on the input provided during the retreat.
- *Retreat* – Community Outreach Action Plan – Chris reported on “Friends of Letort” action items: 1. Create a “Friends of Letort” support network; 2. Form a foundation; 3. Prepare and erect wayside markers; 4. Conduct outreach to area businesses, realtors, and industry; and 5. Generate an “adopt a trail” program. Chris, Lauren, and Dave will meet before October’s meeting to discuss how they envision getting this plan started and give a report at a future meeting.
- Brian will type the notes from the retreat listing the action items and have them distributed to the members at the October meeting. Twenty-two project ideas were brainstormed at the retreat and they were narrowed into three concepts. 1. Friends of LeTort; 2. Overall trail improvement; and 3. A public outreach project. Leaders of each group were asked to outline what their project is; (i.e. a timeframe, a budget, resources needed, projected costs, outreach activities, whether or not municipal input is needed, personnel needed, etc.).

Public Relations – None

Public Comments - None

OLD BUSINESS

- Roundtable RE: Research Projects – Lauren reported that the LRA would not be having a project done by the research group this year. The roundtable was successful. Fifteen students are in this class. Several examples of projects are: crayfish study on the Conodoguinet, the Greenway project on the Yellow Breeches, Bedford County regarding volunteer recruitment, dam removal on the Conococheague with regard to the impacts of invasive plant species after dam removal and a plan for native species to be planted. The

next round will be next fall. Lauren suggested that the LRA think about coming up with a project to be presented at that time.

NEW BUSINESS –

Brian reported that the Community Conservation Partnership's Program - C2P2 Program funded by DC&R. The Primary grant cycle application period for 2005 & 2006 is April 30, 2005 through September 30, however, there is a supplemental application period for planning and acquisition projects only which runs from October 1, 2005 to April 14, 2006. This is a 50/50 grant being offered to municipalities, rec. & park boards, county planning commissions, state legislatures, trails and river groups, consultants, pre-qualified land trusts, heritage park managers, PENDOT, and other non-profit organizations.

Keith Bailey presented photos showing problems with a stonewall located along the Letort at the Carlisle Barracks causing sinkholes and areas of erosion. Keith is asking for guidance on how to repair the wall and correct the erosion problem. Jim and Erich will review the photos, check out the area, and work with Keith on recommending a solution.

Lance announced that after serving 12 years on the LRA board, he would not be seeking reappointment to his position as the South Middleton Township Representative when his term expires on December 31, 2005. He wrote a letter to Barb Wilson recommending they appoint a new face with fresh ideas in his place.

ADDITIONAL AGENDA - Dave made a motion to adjourn the meeting; Erich seconded the motion and the motion carried. The meeting adjourned at 8:05 p.m.

NEXT MEETING - The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, October 20, 2005 at 7:00 p.m. at the Community Center in Carlisle, PA.

10/20/05
Date Adopted

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