

DRAFT

LETORT REGIONAL AUTHORITY

415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY

October 20, 2005

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

ATTENDANCE

Members Present: Mr. Richard Darr, Mr. Chip Fenton, Mr. Chris Houston, Ms. Lauren Imgrund, Mr. Erich Messerschmidt, Mr. Lance Percival, Mr. James Richenderfer, Ms. Shirley Ruhl, and Mr. Tom Stenehjem

Members Absent: Mr. Keith Bailey and Mr. David Baric

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

APPROVAL OF MINUTES – Lauren made a motion to approve the minutes from the September 15th meeting as amended; Erich seconded the motion and the motion carried.

PRESENTATIONS - None

STAFF REPORTS:

Solicitor

- *By-Laws Update* – John presented his comments and suggested revision to the electronic version of the bylaws. However, it was determined that there are additional previously revised versions of the bylaws in circulation. Brian suggested that John compare the various versions (including the 2/21/02 revision) and come back to the next meeting with a draft to incorporate all changes and revisions.

Administrative -

- *Commercial Liability Insurance Renewal Application* - Brian signed the application for renewal of our insurance policy. Dick will complete the document and hand carry the application to Strickler Insurance Agency.

- *Growing Greener Grant Closeout Letter* – Brian received a closeout letter indicating that our obligations have been fulfilled. Brian will forward a check for interest owed to the state in the amount of \$122.63.

MONTHLY FINANCIAL STATUS

Tom submitted the October bills for payment.

Receipts - \$0

Bills Requiring Approval:

October 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
Peterman Power Equipment Inc. (rehab of the gas powered hedge trimmers).	\$57.10
Pair Networks, Inc.....	\$59.31
Brian L. Fischbach (Petty Cash)	<u>\$91.90</u>
TOTAL bills requiring approval	\$855.42

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

Treasurer’s Report:

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

Petty Cash: Reimburse Petty Cash, \$91.90 - Balance is \$ 150.00.

Checking Account: Beginning balance of \$100; transfer from Gen Fund Account +\$855.42, minus payment of approved bills (October) -\$855.42, add transfer from Grant Acct. +122.63, minus payment of grant interest to PA - \$122.63, leaving an ending balance of \$100.

Savings Account: The beginning balance is \$25,591.05; add interest for September 2005 +\$21.26; minus transfer to checking account (October bills) -\$855.42, leaving a closing balance of \$24,756.89.

Money Mgmt. - Growing Greener (Grant) Account: Beginning balance is \$122.60; add September 2005 interest + \$.03, minus transfer to checking account -\$122.63, leaving a closing balance of \$0.

GRAND TOTAL: \$25,006.89

COMMITTEE REPORTS

Finance / Budget

- **2005 Budget Report:** Tom had no corrections to the 2005 budget. Chris confirmed that the county would cover their \$7,000 contribution for 2006. Brian has submitted the bill directly to them for payment.

- **2006 Budget Preparation:**
 - Proposed revisions to the 2006 budget were discussed as follows:
 - **Operating Expenses/Office supplies** raise to \$230 from \$175
 - **Audit** raise to \$1,750 from \$1,500 (additional cost to cover time expended by Smith Elliott & Kern for MD&A research)
 - **Letort Day** – raise to \$200 from \$100 (additional funds to supply a food voucher for participants to go to Subway and exchange their voucher for a sandwich).
 - **Appropriations / Interest** – raise to \$250 from \$100
 - **Projects/Growing Greener Grant** – remove both line items
 - **Projects** – Add a line item for **Friends of Letort** for \$500 (seed money)
 - **Projects** – Add a line for **Trail Improvement** for \$6,000
 - **Projects** – Add a line for **Trail Projects (Greenway)** for \$19,000

Chris spoke with John Byrnes, who said that Cumberland County has a \$1,762 contribution to the LRA in their '06 budget. The county has also given clearance to increase the stream gauge amount to \$7,100.

Brian will set up a time for Chris, Dick, Erich, and himself to meet with Stephanie Williams at the Planning Commission, before the November meeting, to discuss how to proceed in applying for a Greenway grant. The county is putting together a pilot grant program of a matching grant up to \$50,000 for greenways, trails, etc. They are looking at the window being open shortly and ending at the end of '05 with the grants being awarded next spring. Chris suggested that we go for a \$6,000 matching grant from this program.

Easement & Nature Trail

Lance commented on his observation of the upper Letort down to the 81 Bridge. He noticed a dramatic loss of vegetation causing the area along the sinkhole to overflow into the meadow. Jim will take a look at that area and report at next meeting.

Keystone Arms Conservation Easement – Keystone met with Brian, Lauren, and John and their attorney, the owner, the owner’s developer, and Randy Near to show us their plans. They are going to extend the easement all the way over to Harmony Hall Road, but it’s going to remain .07 acres larger than the original easement.

Maintenance – No report.

Water Quality – Jim reported that the high phosphate found earlier in the year has dissipated.

Erich called his contacts at the state (DEP) - they have no money available for the stream gauge.

- USGS Funding Agreement – 10/1/05 – 9/30/06 – Erich made a motion to have this agreement signed and returned. Chris seconded the motion and the motion carried.

Project Review -

- *Walnut Bottom Grove Preliminary Subdivision Plans* – Brian will check the status with the township and report back at November’s meeting.
- *Summerfield – Phase IV Final Subdivision Plan* – No Comments
- *Carlisle Evangelical Free Church Final Minor Land Development Plan* – (Stone parking lot addition) – Brian asked that they install stone infiltration trenches along the northern edge of the proposed parking lot.
- *Dickinson College – New Science Facilities – Preliminary Subdivision Plan* Brian asked Brehm Lebo to conduct an infiltration test and to modify their buyer retention detail to completely wrap the #57 stone in geo textile fabric.

Long Range Planning -

- *Retreat* - Mission Statement - Shirley will make revisions to the mission statement and present it at the November meeting.
- *Retreat* – Community Outreach Action Plan (Chris, Dave, Lauren) – Chris presented his committee’s outline for the “Friends of the Letort” program. They propose forming a new volunteer group to interact with the LRA to adopt portions of the trail for maintenance, expand the trail, trail signage, adding of waypoints, and potential marketing of a “Friends of Letort” patch.

- *Retreat* - Trail Improvement / Trail Expansion / Concise Corridor Master Plan (Erich, Brian, and Chip) – Erich presented their outline proposal for the Master Plan. The time frame is approximately one year at a cost of approximately \$25,000 to prepare, including grant application preparation costs. This committee will work in conjunction with the Friends of Letort.

Jim will report on Public Outreach at the November meeting.

Public Relations – Dick attended the Carlisle Borough meeting and made a presentation requesting funding. He's not sure of the outcome. Brian sent our request to all municipalities asking for the same funds as last year. Brian suggested in the borough's letter that they give our rent for free in place of monetary funding.

Public Comments - NONE

OLD BUSINESS - At Keith's request, Jim and Erich took a look at the Letort along the millrace, just downstream of Ashburn Drive at the main entrance of the post. Keith was concerned about sinkholes. Jim and Erich found some erosion. They will consolidate their findings and report them to Keith.

Brian will contact Trout Unlimited to invite them to attend a future LRA meeting to give a presentation on the wild trout upgrade.

NEW BUSINESS –

- South Middleton Township Representative Appointment for January 1, 2006
 - Lance will be resigning as of December 31, 2005
- North Middleton Township Representative Appointment for January 1, 2006
 - Shirley will be leaving for Italy the end of June. She has offered to serve until a replacement can be found, or until the end of June.
- Middlesex Township Representative Appointment for January 1, 2006
 - Chip has not decided whether or not he plans on serving another term.
- Cumberland Count Representative Appointment expires Nov. 30, 2005.
 - Erich will contact John Byrne with the County to request his reappointment.
- Middlesex Township Representative expires January 1, 2006.
 - Lauren will call Middlesex to request reappointment.

Shirley read a letter of resignation submitted by Brian requesting that he not be appointed as the Authorities' Executive Director for 2006 and beyond. His last meeting as Executive Director for the Authority will be December 15, 2005.

Committees will need to be appointed:

- to search for a new Executive Director,
- for a nominating committee for 2006, and
- to look for people to fill the North Middleton, Middlesex, and South Middleton Representative positions.

Jim and Lauren volunteered to serve on the search committee for a new Executive Director.

At 9:21 p.m. the Authority entered into an executive session to discuss personnel issues. The Authority exited the executive session at 9:23 p.m.

Mr. Houston moved and Mr. Fenton seconded a motion to pay Kathy L. Russell, Recording Secretary, \$90.00 per meeting for meetings attended in 2006. The motion carried unanimously.

Tom made a motion to adjourn the meeting; Chris seconded the motion and the motion carried. The meeting adjourned at 9:24 p.m.

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

11/17/05

Date Adopted

Lance Percival, Secretary

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Prepared by: Kathy L. Russell, Recording Secretary