

**LETORT REGIONAL AUTHORITY**  
**415 Franklin Street**  
**Carlisle, PA 17013**

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**January 19, 2006**

The meeting was held on Thursday, January 19, 2006, at the Community Center in Carlisle, PA. Shirley Ruhl called the meeting to order at 7:08 p.m.

**ATTENDANCE**

*Members Present:* Mr. Keith Bailey, Mr. David Baric, Mr. Richard Darr, Ms. Lauren Imgrund, Mr. Erich Messerschmidt, Mr. James Richenderfer, Ms. Shirley Ruhl, and Mr. Tom Stenehjem.

*Members Absent:* Mr. Chris Houston, Mr. Stanley Tarka, and Mr. John Greenbaum

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

**APPROVAL OF MINUTES** – The regular meeting scheduled for December 15, 2005 was cancelled due to inclement weather. Dave Baric made a motion to approve the minutes from the November 17, 2005 meeting; Dick Darr seconded the motion - the motion carried.

**PRESENTATIONS** - We were to be introduced to two new members – Stanley Tarka for Middlesex Township – 1/1/09 and John Greenbaum for South Middletown Township – 12/31/10, however neither were present. They will be introduced at the February meeting.

**STAFF REPORTS:**

**Solicitor**

- *By-Laws Adoption* – John Broujos distributed the revised by-laws. Dave made a motion to accept the revised by-laws; Tom seconded the motion – the motion carried.

**Administrative**

- *Recording Secretary Services for 2006* – Dave made a motion to appoint Kathy Russell as Recording Secretary for 2006 at a rate of \$90.00 per meeting; Lauren seconded the motion - the motion carried.
- *Appointment of Solicitor for 2006* – Jim made a motion to retain the services of John Broujos as the Solicitor for 2006 at the same fee as he received in 2005; Erich seconded the motion - the motion carried.
- *Appointment of Accountant for Year Ending 12/31/05 – See Proposal* – Tom made a motion to hire Smith, Elliott, Kern & Co. to perform the annual audit at the proposed rate of \$1,750.00; Dave seconded the motion - the motion carried.

**MONTHLY FINANCIAL STATUS**

Tom submitted the December '05 and January '06 bills for payment.

*Receipts* - ..... \$0

**December 2005 - Bills Requiring Approval:**

Brian L. Fischbach -- Executive Director services and expenses	\$458.33
Office Rental .....	\$70.50
Sprint .....	<u>\$33.28</u>
<b>TOTAL bills requiring approval .....</b>	<b><u>\$562.11</u></b>

January 2006 – Bills Requiring Approval:

Brian L. Fischbach -- Executive Director services and expenses .	\$458.33
Kathy Russell (Recording Secretary .....	\$90.00
Office Rental .....	\$70.50
Sprint .....	<u>\$33.70</u>
<b>TOTAL bills requiring approval .....</b>	<b>\$652.53</b>

Dec. '05 bills submitted for payment (memo)	\$562.11
Blank Check Chg from Bank .....	12.95
Jan. '06 bills submitted for payment (memo) ...	652.53
Reimburse Tom Stenehjem, 2005 Tax Forms ...	<u>\$7.20</u>
<b>Motion to approve Payments totaling .....</b>	<b>\$1,234.79</b>

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

**Treasurer's Report:**

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

Petty Cash: No expenses for December – Beginning balance of \$150 minus transfer to checking account – pending installation of new Executive Director -\$150.00 – Leaving a \$0 balance in Petty Cash.

Checking Account: Beginning balance of \$100;

December 2005 Period: Bank charge for blank checks, minus -\$12.95, transfer from Savings-Dec bills / bank charge +660.06, minus payment of approved bills for December -\$562.11. December meeting cancelled – 1 check voided. Transfer from Savings to pay Strickler Insurance +\$1,750.00, minus Payment to Strickler Insurance -\$1,750.00, add transfer from Petty Cash +\$150.00. January 2006 Period: Add transfer from Savings for January bills +\$417.53, minus Payment of approved bills for January -\$652.53, add transfer from Savings – Reimbursement +\$7.20, minus payment to Tom Stenehjem – Reimbursement -\$7.20, leaving an ending balance of \$100.

Savings Account: The beginning balance is \$24,131.25; add interest for November 2005 +\$20.08; minus transfer to checking account (December bills) -\$660.06, minus transfer to checking account for Strickler Insurance -\$1,750.00, add interest for December 2005 +\$19.93, minus transfer to checking account for January bills -\$417.53, minus transfer to checking account for reimbursement -\$7.20, leaving a closing balance of \$21,436.50.

Money Mgmt. - Growing Greener (Grant) Account: Closing account balance is \$0;

**GRAND TOTAL: \$21,436.50**

As of December 31, 2005 (Recap):

Savings:	\$21,761.23
Checking:	<u>\$335.00</u>
	\$22,096.23
Committed: LRA Reserve:	<u>-\$15,464.00</u>
Uncommitted Cash Funds '06	\$6,632.23

**COMMITTEE REPORTS**

Finance / Budget

- **2005 Budget Report:** Tom reported the addition of the \$1,750.00 bill for insurance added in December 2005. With that addition, the budget is ready to be closed out.

- **2006 Budget Adoption:** Tom will define the “other” category for \$12,500.00 in Appropriations; it will tentatively be named *Cumberland County Lands Partnership Program*.

Tom asked that Shirley, Chris, and Dave stop by Members 1<sup>st</sup> Bank located on Calvary Road to sign the new signature cards for the LRA accounts.

Easement & Nature Trail (Jim Richenderfer – Chairperson)

- **Loss of Vegetation** – At the request of Lance, Jim checked out the suspected trouble area, but he has been unable to get a sense of any problems. He will continue monitoring.
- **Maintenance** – Tom visited the trail in December and trimmed the brush back from the trail. He will inquire with Bonny Brook Quarry to see if they will be willing to supply stone to fill and repair holes on the trail by the quarry.

Water Quality (Lauren Ingram - Chairperson)

Jim reported that he has not received the most recent round of water chemistry data. The last batch he reviewed two months ago seemed to be in the normal range.

Lauren reported that the Fish & Boat Commissions, who will be meeting next week will have the LeTort Stream upgraded to a Class A status as an action item.

- **Contract with ALLARM** – Brian prepared a contract for ALLARM for \$1,400.00 to have them continue monitoring the stream (\$1,200 for staff time / \$200 for materials). Dick made a motion to approve submission of the contract to ALLARM; Erich seconded the motion - the motion carried. Note: Lauren abstained from voting on this matter, and Dave Baric left the meeting after this vote.
- **2006 Stream Clean-up Event** (National River Cleanup Week – May 13-20, 2006) <http://www.americaoutdoors.org/nrcw/natao10.htm>. Erich made a motion to have the LRA's annual clean-up day set for May 13<sup>th</sup> with the rain date will be Saturday, May 20<sup>th</sup>; Jim seconded the motion – the motion carried.

Project Review - (Erich Messerschmidt – Chairperson)

- *Keystone Arms Revised Subdivision Plan* – Brian prepared a comment letter for Shirley's signature for this plan, and hasn't had any feedback. The sewer line has been installed and the area has been seeded.
- *LeTort Meadows Subdivision Plan* – In November, Brian wrote to the Borough engineer recommending that the spring on the Houser property be protected. He hasn't received any feedback.
- *Lot #1 of Carlisle Crossings* – Plan reviewed with no comments.
- *Light Styles – Final Minor LD Plan* – Plan reviewed with no comments.
- *Dawn Commons – Final LD Plan* – One comment made – no feedback.
- *Joseph K. Katkocin – Final Subdivision Plan* – Two comments made – no feedback.
- *Cumberland Medical Properties LLC – LD Plan* – Not reviewed – will report at the February meeting.

- *The Villas Estates – Subdivision Plan* - Not reviewed – will report at the February meeting.

Long Range Planning - (Chris Houston – Chairperson)

- *Retreat* - Mission Statement Adoption - Shirley submitted the final version of the mission statement which reads as follows: “*The mission of the LeTort Regional Authority is to protect and preserve the LeTort Spring Run and its watershed by promoting flood control and developing access and recreational opportunities within the watershed. Goals include the minimization of flooding, improvement of pollutants, the protection and restoration of the natural conditions and amenities of the watershed, and the provision for public involvement and education regarding the use and understanding of the watershed’s resources*”. Erich made a motion that this statement be adopted; Jim seconded the motion – the motion carried.
- *Retreat* – Community Outreach Action Plan - No Report
- *Retreat* - Trail Improvement / Trail Expansion / Concise Corridor Master Plan - No Report
- *Retreat* – Educational Activities – The subcommittee decided to prepare a PowerPoint presentation to be used for public schools and for the League of Women Voters. The same presentation could be used if we get serious about pursuing companies to support the “Friends of LeTort” program.

Public Relations / History – (Dick Darr – Chairperson) - No Report

Public Comments - None

**OLD BUSINESS** -

- Building Committee – Chris was absent from the meeting; therefore, Dave reported that the Building Committee would like permission to pursue additional conversations with the borough regarding the use of the Jaycee building for use by the LRA. Erich made a motion to have the Building Committee (Chris, Dave, and Lauren) pursue this option and discuss details with the borough with respect to numbers, ideas, responsibilities, and a possible lease; Dave seconded the motion – the motion carried.

Mike Adler contacted Dick regarding the purchase of the Shover property. Mr. Adler said that he felt if the LRA would be interested in purchasing that tract of land, they might be willing to sell it to the LRA for approximately \$10,000. The listed price for this property is \$50,000. This property could possibly be purchased through the G. B. Stuart Foundation grant and made into a park. Lauren made a motion to have Dick contact Mike Adler to discuss the possibility of acquiring the Shover property to turn it into a park; Dave seconded them motion – the motion carried.

Dave asked for authorization to have Chris move forward with the next steps in making application for a grant. The application will be coming up in April. There is going to be a workshop that Chris would like to attend (Jan. 31) to try to get ready to be in a position to make the application. They met with a few township officials, including the woman from the county, who does the county planning. Dave feels that there is a fair amount of interest between the park and recreation people with the idea of a multi-jurisdictional application, one of which the folks from the county indicated that would really be something that they would take very seriously as compared to individual townships making applications. The idea would be to apply for two grants: (1) directed toward getting money to make improvements to the trail as it exists today, and (2) to seek extension of that trail, tying it into a trail network within the borough of Carlisle, perhaps out by the Post, and even out into Middlesex township.

Lauren and Chris met with Trout Unlimited in December to discuss their interest in participating with the “Friends of LeTort” program. They were supportive and agreed to have a representative from TU attend a “Friends of LeTort” meeting.

- Election of Officers – Dick made a motion to close the slate of officers that was presented at the November 17<sup>th</sup> meeting; Tom seconded the motion and the motion carried. Lauren made a motion to accept the slate of officers as presented at the November 17<sup>th</sup> meeting; Erich seconded the motion - the motion carried.
- Representative Appointments – No report
- Executive Director Search – A search is in process. One candidate has been interviewed. John will draft a brief advertisement for a public announcement. The ad should indicate that this is NOT a full-time position, the position requires approximately 20 hours per month, and a minimal education of a Bachelors Degree in natural sciences or engineering is preferred, but not required.

**NEW BUSINESS** –

- Miriam Crawfoot Award Considerations – No recommendations were made
- List of Representatives / Committee Assignments for 2006 – This will be discussed at the February meeting.
- Petty Cash Fund – Brian made Tom responsible for the \$150 petty cash fund.

**ADDITIONAL AGENDA** -

Brian received an e-mail from The Chesapeake Bay Foundation’s Trees for Streams Foundation. It was an application form for tree tubes. Application deadline is March 15. If there is a tree-planting project that we can come up with between now and next month’s meeting, we could submit an application. We will discuss again at the February meeting.

Tom made a motion to adjourn the meeting; Erich seconded the motion - the motion carried. The meeting adjourned at 9:10 p.m.

**NEXT MEETING** - The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, February 16, 2006 at 7:00 p.m. at the Community Center in Carlisle, PA.

February 16, 2006 \_\_\_\_\_  
Date Adopted

*Dave Baric* \_\_\_\_\_  
Dave Baric, Secretary

Prepared by: Kathy L. Russell, Recording Secretary