

LETORT REGIONAL AUTHORITY  
415 Franklin Street  
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY  
February 16, 2006

The meeting was held on Thursday, February 16, 2006, at the Community Center in Carlisle, PA. Chris Houston called the meeting to order at 7:00 p.m.

**ATTENDANCE**

*Members Present:* Mr. Keith Bailey, Mr. John Greenbaum, Mr. Chris Houston, Ms. Lauren Imgrund, Mr. Erich Messerschmidt, Mr. James Richenderfer, Mr. Tom Stenejem, and Mr. Stanley Tarka.

*Members Absent:* Mr. David Baric, Mr. Richard Darr, Ms. Shirley Ruhl

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

Introductions were made of the two new members as Chris welcomed – Stanley Tarka for Middlesex Township and John Greenbaum for South Middletown Township.

**APPROVAL OF MINUTES** - Erich made a motion to approve the minutes from the January 19, 2006 meeting as revised; Jim seconded the motion - the motion carried.

**PRESENTATIONS** - None

**STAFF REPORTS:**

**Solicitor**

- *Executive Director Advertisement* – John Broujos reported that the advertisement for the Executive Director was published on Tuesday in the Sentinel and will run for one week, with the option to extend if no applications are submitted.

**Administrative**

- *Statements of Financial Interest* - Brian gave John Greenbaum and Stanley Tarka the Ethics form to be completed and returned to him before May.

**MONTHLY FINANCIAL STATUS**

Tom submitted the February '06 bills for payment.

*Receipts -*

Borough of Carlisle.....\$5,500.00

*February 2006 – Bills Requiring Approval:*

Brian L. Fischbach -- Executive Director services and expenses .....	\$458.33
Kathy Russell (Recording Secretary) .....	\$90.00
John Broujos (Annual Retainer) .....	\$1,000.00
Office Rental .....	\$70.50
Pennsylvania Municipal Authorities Association .....	\$150.00
Sprint .....	<u>\$33.28</u>
<b>TOTAL bills requiring approval .....</b>	<b><u>\$1,802.11</u></b>

Erich made a motion to approve payment of the expenses for February; Lauren seconded the motion and the motion carried.

**Treasurer's Report:**

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

*Petty Cash:* Beginning balance of \$0 - transferred to checking account – (Dec.) pending installation of new Executive Director; absorbed into monthly bill expenditures. – Leaving a \$0 balance in Petty Cash.

*Checking Account:* Beginning balance of \$100; add transfer from Savings (Feb. bills) +\$1,802.11, minus payment of approved bills (Feb.) - \$1,802.11 – Leaving a balance of \$100.00

*Savings Account:* The beginning balance is \$21,336.50; add interest for January 2006 +\$18.32; minus transfer to checking account (February bills) -\$1,802.11, leaving a closing balance of \$19,552.71.

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

*Appropriation Check* for Deposit – Borough of Carlisle \$5,500.00

**GRAND TOTAL: \$25,152.71**

## **COMMITTEE REPORTS**

### Finance / Budget

- **2006 Budget Adoption:** Tom had no comments on the 2006 budget. The 2005 budget has been finalized.

### Easement & Nature Trail (Jim Richenderfer – Chairperson)

- **Loss of Vegetation** – Jim had no report, as the vegetation is dormant.
- **Maintenance** – Tom visited the Bonnybrook Quarry office to see if he could get a ton of #3 stone delivered at the driveway on the nature trail to spread over the washed out area. Bonnybrook will deliver the stone upon Tom's request. Once the stone has been delivered Tom and Jim will meet to work in the stone.

Water Quality (Lauren Ingram - Chairperson) – No report – Monitoring of the water quality is continuing. Lauren reminded us that there is a student who is doing an ongoing study of the vegetation along the Letort stream.

### Project Review - (Erich Messerschmidt – Chairperson)

- *Cumberland Medial Properties, LLC – LD Plan* – No comments
- *The Villas Estates – Subdivision Plan* – They have taken care of our previous concerns.
- *LeTort Meadows – Subdivision Plan* – We've asked for their percolation test results.
- *Carlisle Crossing – Lot 5 Land Development Plan* – No comments
- *Carlisle Crossing – Lot 6 Land Development Plan* – No comments
- *Carlisle Forge Tract – Subdivision Plan* – No comments

Lauren gave an update on the new science building at Dickinson College – Dickinson will have the engineer do infiltration tests on the property. She will keep us informed as she receives updates.

Brian gave an update on the Shover property – There is a developer looking at the property and proposing to do something similar to what Mike Adler was going to do, but he's approaching it from a green design standpoint. Brian and Lauren will be attending an informal meeting on Tuesday to meet with the developer and hear his plans.

### Long Range Planning - (Chris Houston – Chairperson)

- *Retreat – Community Outreach Action Plan* - Lauren will issue a public notice flyer advising Trout Unlimited, members of the community, and interested parties to invite them to attend a start-up meeting for the "Friends of Letort" program. The meeting will take place on Thursday, March 30, 2006 at 7:00 at the Community Center in Carlisle, PA.
- *Retreat - Trail Improvement / Trail Expansion / Concise Corridor Master Plan* - This project will be covered under the Land Partnerships Grant.
- *Retreat – Educational Activities* – Jim is still working on a PowerPoint presentation.

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

### Public Comments - NONE

## **OLD BUSINESS** -

- Cumberland County Land Partnerships Grant Application - Chris and Brian attended an informational session giving a more detailed explanation and overview of the application process. Applications are due May 1, 2006. The county is encouraging multi-municipal planning grants – which will be given priority over a single municipal request. Chris distributed a memo outlining the possible funding opportunities and requirements for submission.

Chris will draft a letter to be sent to all municipalities requesting that a representative from the LRA be added to their next township or borough meeting agenda. We would see if they would have an interest in participating in a multi-municipal grant application for **Greenway and Open Space Planning**. We are asking for a letter of support – not financial assistance.

LRA's objective and envision for this project is to have local extensions to our current trail, i.e. a spur run to South Middleton, look for a way to continue the trail all the way through the borough out to tie in to the War College, and extend the trail out into Middlesex. This plan would possibly include building bridges behind Keystone Arms to link into the county property.

Lauren made a motion to have Dave Morgan with the firm of Fischbach & Morgan prepare a draft scope of work and cost estimate for the Greenway & Open Space Planning Grant. Tom seconded the motion and the motion carried.

If the Greenway and Open Space grant is approved, the funds can be used to have the project plans and designs prepared.

The letters to South Middleton and the Carlisle Borough will also include a request for their support with regard to the **Park and Trail Development Grant** application – some of the criteria for improvements to the trail include widening the trail, stabilizing the base as a walking path, grading requirements, tree clearing, parking lot maintenance, bridge maintenance, bridge safety, and signs.

A group will meet on Saturday, February 18<sup>th</sup> at 9:00 a.m. at the Lamberton Middle School to walk the trail and determine what scope of work needs to be done. After they've walked the trail, they will itemize a list.

Once we have identified the scope of work for this project and before the actual application is submitted, a meeting will be scheduled with Stephanie to specifically discuss the proposal.

Brian will prepare a bid solicitation for Black's Landscaping, which we will be able to use as our cost estimate for the grant application.

**Land Acquisitions** - Brian and Chris attended a meeting where Cindy Dunlap with DC&R gave a speech. She was pushing hard for land acquisition projects, and she made a comment for at least the Greenway and Open Space Planning and Park and Trail Development you couldn't use a DC&R grant as a match towards those two portions, but you could use a DC&R grant toward a land acquisition grant application under the county's program.

Ms. Dunlap said if we could get a C<sub>2</sub>P<sub>2</sub> Grant application submitted prior to the April 14<sup>th</sup> deadline, we'll know if the state approves us before we apply to the county. The purpose is to use DC&R money to match the county funds so our out-of-pocket is 0%. This is the acquisition of land behind South Spring Garden Street – Willow Crossing Condo Association - 2.87-acre area easement area behind the millrace.

Erich made a motion to have Chris engage Larry Foote to negotiate a fee to prepare an appraisal of the property for purchase - not to exceed \$750.00. Jim seconded the motion, and the motion carried.

The appraisal figures can be used to submit with an application for the Land Acquisition Grant. Brian will prepare to submit the application.

The mosquito problem in this millrace area was brought up. John Broujos suggested that we might be able to find some county money for mosquito control. Lauren will follow-up with the Vector Company on the mosquito problem.

- Building Committee – Chris spoke with Fred Beam regarding the former Jaycee's building indicating that he had authorization to try to negotiate with the borough. Mr. Beam was asked if we were to decide to use the Jaycee's building and be responsible for the maintenance and upkeep if that would have an impact on the Borough's contribution to the LRA? He said he would check on it and get back to Chris. Chris hasn't had a response.
- Miriam Crawfoot Award Considerations – No names were submitted for this award
- List of Representatives / Committee Assignments for 2006 - The two new members were asked to consider what committee they would like to serve on and were asked to complete their personal information for the LRA directory.

#### **NEW BUSINESS** –

- Lauren reported that ALLARM received a phone call from a Cub Scout Troup inquiring about a stream clean up. Lauren will call them back and invite them to join the LRA's clean up day on May 13.

#### **ADDITIONAL AGENDA** -

Tom made a motion to adjourn the meeting; Jim seconded the motion - the motion carried. The meeting adjourned at 8:27 p.m.

#### **NEXT MEETING** -

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

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3-16-06  
Date Adopted

*Dave Baric*  
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Dave Baric, Secretary

Prepared by: Kathy L. Russell, Recording Secretary