

LETORT REGIONAL AUTHORITY  
415 Franklin Street  
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY  
March 21, 2006

Due to scheduling conflicts, the meeting originally scheduled for Thursday, March 16, was held on Tuesday, March 21, 2006 at the Community Center in Carlisle, PA. Shirley Ruhl called the meeting to order at 7:05 p.m.

**ATTENDANCE**

*Members Present:* Mr. David Baric, Mr. Richard Darr, Mr. John Greenbaum, Mr. Chris Houston, Ms. Lauren Imgrund, Mr. Erich Messerschmidt, Mr. James Richenderfer, and Mr. Tom Stenehjelm.

*Members Absent:* Mr. Keith Bailey

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

*Staff Absent:* Mr. John Broujos

**APPROVAL OF MINUTES** - Erich made a motion to approve the minutes from the February 16, 2006 meeting; Dave seconded the motion - the motion carried.

**PRESENTATIONS** - None

**STAFF REPORTS:**

**Solicitor**

➤ *Executive Director Search* – Shirley received one letter of inquiry for the Executive Director position. Shirley, Jim, and Lauren interviewed Dianne Crispino. Ms. Crispino is a resident of South Middleton Township and she is currently a part-time Project Manager for the consulting firm of McCormick -Taylor out of Harrisburg.

Shirley also received a second proposal, which has not yet been reviewed. The second proposal is from Brian Fischbach, offering his firm's engineering services. He submitted this proposal because he didn't think that we had received any other responses for this opening.

**Administrative**

➤ *Statements of Financial Interest* - Have been completed

➤ *Office Lease – Rent* - The Carlisle borough returned January and February rent checks to us. They will be giving our office rent for free.

**MONTHLY FINANCIAL STATUS**

Tom submitted the February '06 bills for payment.

<i>Receipts</i> -	
Borough of Carlisle.....	\$141.00
<i>February 2006 – Bills Requiring Approval:</i>	
Brian L. Fischbach -- Executive Director services and expenses .....	\$458.33
Kathy Russell (Recording Secretary) .....	\$90.00
Pair Networks, Inc. (Web Page).....	59.31
The Sentinel (Advertising).....	\$540.70
Sprint .....	<u>\$33.28</u>
<b>TOTAL bills requiring approval .....</b>	<b>\$1,181.62</b>

Lauren made a motion to approve payment of the expenses for March; Dave 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 (March bills) +\$1,181.62, minus payment of approved bills (March) - \$1,181.62 – Leaving a balance of \$100.00

*Savings Account:* The beginning balance is \$19,552.71; add appropriation from Carlisle Borough +\$5,500.00; add interest for February 2006 +\$17.50; minus transfer to checking account (March bills) -\$1,181.62; minus transfer to Money Market Account @ 1.75% - \$23,863.59; leaving a closing balance of \$25.00.

*Money Mgmt. - Growing Greener (Grant) Account:* Beginning balance is \$0; add transfer from Commercial Savings Account +\$23,863.59; leaving a closing balance of \$23,863.59.

*Appropriation Check for Deposit* – Borough of Carlisle \$141.00

Tom noted that the transfer of funds from the savings account to the money market account was done to receive a better interest rate.

**GRAND TOTAL: \$24,129.59**

**COMMITTEE REPORTS**

Finance / Budget

- 2006 Budget Adoption: No comments – everything is in alignment.

Easement & Nature Trail (Jim Richenderfer – Chairperson) – No report

Water Quality (Lauren Ingram - Chairperson) – No Report

- UGI and PPL Final Report: Lauren will report at the April meeting

Project Review - (Erich Messerschmidt – Chairperson)

- Dickinson College Science Center – LD Plan – No Comments
- Sable Chase – Subdivision Plan – No Comments
- Holly Pike Animal Hospital Final Minor Land Development Plan – Brian will review and report at the April meeting.
- LeTort Meadows – Preliminary Subdivision and LD Plan – Brian will review and report at the April meeting

Long Range Planning - (Chris Houston – Chairperson)

- *Retreat* – Community Outreach Action Plan - Lauren has set up a “Friends of the LeTort” informational and organizational meeting for March 30, 2006 at 7:00 p.m. in the Multi-Purpose Room #3 at the Community Center. Flyers regarding meeting information have been posted throughout the community.
- *Retreat* - Trail Improvement / Trail Expansion / Concise Corridor Master Plan - No report
- *Retreat* – Educational Activities – Jim distributed an outline of the items that will be covered in the PowerPoint presentation he’s working on. He hopes to have the presentation ready before July 30.

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

Public Comments - None

**OLD BUSINESS** -

- Cumberland County Land Partnerships Grant Application - Chris reported that letters have gone out to all municipalities seeking their support in entering into a cooperation agreement for the “Trail Master Plan” planning grant.

Chris met with Middlesex and North Middleton Townships, who have both agreed to enter into a cooperation agreement.

The letter to South Middleton had multiple requests, not only to enter into a cooperation agreement for purposes of submitting a planning grant, but also an application for a separate grant for trail improvements.

Dave and Brian met with the South Middleton Township on 3/9/06. In a letter addressed to the county, South Middleton asked that the application of the LRA be reviewed separately from South Middleton’s application in order that we not compete with one another for grant monies. Brian felt that South Middleton would not have any trouble signing a cooperation agreement with the LRA.

With regard to the Carlisle Borough, Chris and Brian’s partner, Dave, met with Andrea Crouse and Fred Beam. The Borough has already put together a “Scope of Work” to submit an application for their own planning grant. They have earmarked \$2,000 as a match toward the grant. The Borough is willing to allow the LRA to include their scope of work with our scope of work in order to submit a joint grant application. However, if the Borough’s \$2,000 is given to us, and if the grant is awarded, they want us to seek the planning firm that will be performing the work through a RFP (Request For Proposal) process.

Chris made a motion to authorize entering into a cooperation agreement with all municipalities for a planning grant for an amount yet to be determined which would incorporate the scope of work received from the Borough of Carlisle with the understanding that we would be getting \$2,000 from them if the grant is approved; Erich seconded the motion and the motion carried.

Chris feels that we may have a problem with the borough signing a cooperation agreement for the trail improvement agreement.

Brian walked the trail with Greg Black from Black Landscaping who submitted a preliminary Cost Estimate for the Trail Improvement Project. The costs are based on a full mark up for materials and labor with no discounts: Construction Costs (\$55,100.00) and Engineering Costs (\$7,500) with a total cost estimate of \$62,500.00.

Brian will contact the school district, Bonnybrook Quarry, and South Middleton to find out what amount of materials and/or labor they would be willing to contribute for trail improvement. LRA members could do the construction stakeout, plant trees, and construction administration to reduce the costs. After Brian determines what type of support we have from the school district, quarry, and South Middleton, Chris and Dick will contact the borough to solicit their support.

Chris made a motion to authorize a cooperation agreement with the Carlisle Borough and South Middleton townships for the Trail Improvement Project including incorporating in a match from each municipality up to \$5,000. The total grant request amount will be up to \$62,500 (the amount of the estimate) with the understanding that it could be less. Erich seconded and the motion carried.

The grant applications should be completed by the April meeting. The applications are due on May 1. Awarded grant money must be utilized within one year.

- Land Acquisition / Willow Crossing – Chris received an appraisal quote of \$1,500 from Larry Foote for this property. Since Chris was only authorized \$750 for the appraisal, he decided to hold off getting this appraisal done.

Dick reported that has talked with Mike Adler's assistant, Sue, who indicated that she has taken over the management of this property. She said that the Willow Crossing's annual meeting was held in December, when they elected new officers. The one individual who was one of biggest stumbling blocks for us is no longer on the board. They are having a quarterly meeting at the end of March. She will bring up at this meeting our interest in acquiring an easement. She will try to work out an easement with them.

Dick will tell Sue that we are willing to offer the Willow Crossing Home Owner's Association \$1,500 (the cost of the appraisal) as an incentive to them to consider granting us the easement.

- Building Committee – Chris met with Fred regarding the Jaycee's building.

The borough wants the LRA to take over the building. There would be a financial impact on approving this decision. We currently receive \$5,500 per year from the borough, which would be cut in half. We would get the building rent-free. The borough would take care of mowing, snow removal, and all major repairs, and they have budgeted funds to install a new roof. We would be responsible for electric, water & sewer.

Chris envisions this building serving as a trail building for the trail network. The property could be rented out for organization or group meetings as a form of revenue. Utilizing this building would give the LRA a greater sense of community presence.

If we decide to say "NO" to this offer, we would want to give them an explanation, saying that we're trying to scrape up every dollar we have to put in to matching funds to acquire an easement, but we would like to leave the door open for future possibilities.

- List of Representatives / Committee Assignments for 2006 - John Greenbaum has decided to join the Easement and Nature Trail Committee.
- Keystone Arms Easement – We received a letter dated 3/17/06 from the Keystone Arms Association's attorney advising of termination of the Temporary Easement Agreement dated April 20, 1995. They want to meet with representatives of the LRA to discuss dedication of the Conservation Area. Dave, Brian, Jim, and Chris will meet with Keystone Arms in Dave's office to discuss the issues and get the perimeters of what they are proposing to dedicate.

**NEW BUSINESS** – Stanley Tarka has resigned as the representative of Middlesex Township.

**ADDITIONAL AGENDA** -

Tom made a motion to adjourn the meeting; Eric seconded the motion - the motion carried. The meeting adjourned at 9:03 p.m.

**NEXT MEETING** -

The next regular meeting of the LeTort Regional Authority is scheduled for Tuesday, April 18, 2006 at 7:00 p.m. to be held at the Jaycee's building in Carlisle, PA. The change of date and venue of this meeting will be advertised to the public.

4-18-06  
Date Adopted  
Prepared by: Kathy L. Russell, Recording Secretary

*Dave Baric*  
Dave Baric, Secretary