

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
October 19, 2006

The meeting was held on Thursday, October 19, 2006 at the Carlisle Community Center. Chris Houston called the meeting to order at 7:00 p.m.

ATTENDANCE

Members Present: Keith Bailey, David Baric, Tom Colestock, Richard Darr, John Greenbaum, Chris Houston, Lauren Imgrund, Erich Messerschmidt, James Richenderfer, Tom Stenehjem, and Herb Weigl

Members Absent: None

Staff Present: Brian Fischbach and Kathy Russell

Staff Absent: John Broujos and Chris Nenninger

Chris H. welcomed Tom Colestock to the meeting as North Middleton's representative, replacing Shirley Ruhl.

Lauren announced that she would be leaving her employment with Dickinson College as of November 10th and going to work for the Department of Conservation and Natural Resources in Harrisburg. She will continue to serve on the LRA board.

APPROVAL OF MINUTES – Dave made a motion to approve the August 17, 2006 minutes, Lauren seconded the motion, and the motion carried.

There were several corrections made to the September 21, 2006 meeting notes, however since there wasn't a quorum at this meeting, the notes didn't need approved

PRESENTATIONS -

STAFF REPORTS:

Solicitor - Chris H. reported that John B. prepared a proposed ordinance to North Middleton Township for the fee for plan reviews. They are in receipt of this ordinance and they are having their solicitor review it. The Carlisle Borough has said "no", North Middleton is considering it, but we haven't heard from South Middleton and Middlesex. Brian will follow up with South Middleton and Middlesex to see if they've made a decision.

Administrative -

- **Draft RFP handout** – Brian distributed the Request for Proposal to everyone for review.
- **Steering Committee Meeting** – Chris H. is trying to set up a meeting for next week. Since we didn't have anyone volunteer to serve on this committee to represent the LRA, Chris H. appointed Dave Baric.
- **Cumberland County USGS match** – Brian sent a letter to the county and was verbally told "yes" they will give the same amount as last year, but they must first be approved through their budget hearings.
 - Erich made a motion that we sign and return the funding agreement between the LRA and USGS for the period of 10/1/06 through 9/30/07. The LRA will provide \$7,500; the USGS agrees to provide \$6,700 in federal matching funds. Jim seconded the motion, and the motion carried.
 - Tom pointed out that the '07 budget reflects \$7,400 for this appropriation. This entry should be corrected to read \$7,500.
 - Brian spoke with the USGS. They suggested that we try to poll emergency organizations to see if they utilize the gauge. The USGS office also recommended that we go to the Susquehanna River Base Commission to see if they could put a requirement on the water users. Since we know that Middlesex Township uses data from this gauge because of their well pump testing, maybe they could be forced to contribute. We could also approach the Mining Division of DEP to have them write into their permit requirement for the quarry, since it monitors discharge and have them pay a share of this fee.
 - **Jim reminded us that LeTort is the only all limestone watershed in the United States that has a USGS gauge on it, which makes it hydro logically ultra unique. On top of that, you add the fact that it is under strong influence from the quarry discharge and that it is under strong influence from storm water discharges from the borough and it becomes even more interesting scientifically. The gauge by itself doesn't protect from flooding and most of the data is not used for flood forecasting. Much of the data is used to understand the urbanization of watersheds.**
 - Lauren feels we should at least ask SRPC and DEP again, and we should also ask the borough, starting with the people who are managing the storm water program. Lauren will talk to Pete at the borough and Jim volunteered to contact SRPC and DEP.

- **In-kind outline and survey maps sent out** – Chris N. sent out a map and an outline of the scope of work to South Middleton, the Carlisle School District, and Carlisle Borough. He's trying to set up a meeting to discuss in-kind contributions. Erich will attend the meeting to go over the map and supply photos from each station on the trail.
- **Letterhead changes** – Brian will update the letterhead and create a computer image for future use.
- **Webpage update** – Brian reported that the LRA webpage is updated after each monthly meeting to include approved minutes, bills, meeting agenda, and budget, as well as other informative information on the LeTort.

Tom reported on the September 21st memorandum that we paid bills as follows:

<u>September 2006 – Bills Requiring Approval:</u>	
Fischbach Morgan & Associates, LLC	\$514.90
Kathy Russell (Recording Secretary)	\$ 90.00
Embarq (Telephone Service)	\$ 33.25
Pair Networks, Inc. (website, letort.org)	\$59.31
Tom Stenehjem – Office Supplies.....	<u>\$36.34</u>
TOTAL bills requiring approval	\$733.80

Jim made a motion to approve the September bills, Erich seconded the motion, and the motion carried.

Tom submitted the October bills for approval adding a note for an action happening after the September 21st meeting, but prior to tonight's meeting.

NOTE: As reflected on the September 21 – October 19, 2006, Financial Summary, Checking Account, line: Sept 26, both LeTort Check #1179 and Pair Networks invoice 37198-0023, reflected as part of September paid bills, were voided, due to the bill being inadvertently paid by Fischbach Morgan. The Pair Networks invoice (\$59.31) is included in the Fischbach Morgan invoice amount for October 2006.

<u>October 2006 – Bill Requiring Approval:</u>	
Fischbach Morgan & Associates, LLC	\$556.99
Kathy Russell (Recording Secretary)	\$90.00
Embarq (Telephone Service)	\$33.25
Trail Maintenance (labor) Erich Messerschmidt.....	\$50.00
Trail Maintenance (labor & equipment) Tom Stenehjem.....	<u>\$100.00</u>
Final - Total Bills requiring approval.....	\$830.24

Herb made a motion to approve the October bills, John seconded the motion, and the motion carried.

Treasurer's Report:

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

Petty Cash: Balance of \$0

Checking Account: Beginning balance of \$100; add transfer from Savings (September bills) +\$697.46; minus payment of approved bills (September) - \$697.46, minus reimbursement to Tom Stenehjem -\$36.34. Leaving a closing balance on September 21 of \$63.66. Add voided check #1179 for Pair Network +\$59.31, add transfer from saving for payment of October bills +\$657.27, minus payment of approved bills (October) -\$680.24. Add transfer from savings for trail maintenance +\$150.00, minus payment of October trail maintenance -\$150; leaving a closing balance of \$100.

Savings Account: The beginning balance is \$25; no change; leaving a closing balance of \$25.

Money Mgmt. - Growing Greener (Grant) Account: Beginning balance (August 17) is \$5,889.36; minus transfer to checking acct for Aug trail maintenance -\$100; add interest for August '06 (1.75% annum) +12.07; minus transfer to Checking Account -\$697.46 for September bills; leaving a closing balance on September 21 of \$5,103.97. Add interest for September '06 (1.75% annum) +\$9.03, minus transfer to checking account for October bills -\$657.27, minus transfer to checking account for October trail maintenance - \$150. Leaving a closing account balance on October 19, 2006 of \$4,305.73.

Certificates of Deposit

9 month – no penalty @ 3.25% - 2 X \$5,000 / Previous month balance plus interest = \$10,067.66; add interest for September'06 +\$26.48; leaving a closing balance of \$10,094.14.

11 month – w/penalty @ 5.15% - 13 X \$500 = \$6,500.00 / Previous month balance = \$6,569.16; add interest for September '06 +\$27.17, leaving a closing balance of \$6,596.33

GRAND TOTAL: \$21,121.20

COMMITTEE REPORTS

-Finance / Budget – (Chairman, Tom Stenehjem)

2006 Budget

- o Tom reported that appropriations have not been received from the Carlisle Borough and South Middleton. Last year, Cumberland County paid their appropriation in July, North Middleton paid in August, and Middlesex paid in

- July. Since we haven't heard from these three municipalities, Tom suggested that Brian contact them to inquire when they plan to make their payment.
- o \$150 should be added to trail maintenance for October.

2007 Budget

- o Under Other Projects: Stream Gauge should be changed from \$7,400 to \$7,500
- o Under Other Appropriations/Grants: Cumberland County contribution should be changed from \$7,400 to \$7,500 and the time period should be changed to read 10/1/06 – 9/30/07
- o Under Operating Expenses, the Audit amount was changed from \$1,750 to \$1,800.

Tom announced that as of January 1, 2006 (when we began our budget year for 2006), we had totally uncommitted reserves at that time of \$6,632.23. When we kick off January 1, 2007, and hopefully all of our appropriations are in and we'll have all of our bills paid for 2006, Tom will then be able to come up with an uncommitted amount for 2007.

Tom S. made a motion to accept the 2007 Budget with the changes discussed; Dave seconded the motion and the motion carried.

Easement & Nature Trail (Jim Richenderfer – Chairperson)

- *Keystone Arms Easement/Property* – Dave B. reported that the units are not moving as fast as the developer had hoped. Dave will follow up, but thinks that until they feel comfortable that the project has moved to completion, he doesn't feel that they will commit to anything.
- *Willow Crossing Condominium Association* – Dick reported that this matter is still in limbo.
- The nature trail looks extremely good – THANKS to Tom and Erich.

Water Quality (Lauren Imgrund - Chairperson) – Lauren reported that the section of the LeTort from Post Road to the mouth is on the existing use list with DEP as a "High Quality" area.

Project Review - (Erich Messerschmidt – Chairperson)

Fischbach & Morgan reviewed four plans:

- Carlisle Barracks Military Housing – H. Edward Black & Associates – minor comments made
- Preliminary / Final SDP – Pine Hill Industrial Park – H. Edward Black & Associates – no comments
- Final Minor SDP for Robert M. Frey – Dawood Associates, Inc. – no comments
- Final Minor LDP – Carlisle Hotel Partners LP – Dawood Associates, Inc. (Fairfield Inn Hotel) – minor comments made
- Carlisle Church of the Brethren – Plan reviewed by Erich with minor comments on parking lots / tree shading.

Long Range Planning - (Chris Houston – Chairperson)

- **Friends of Letort** – A summary of the October meeting authored by Chris was distributed. Additional "friends" meetings will be scheduled from the first Wednesday of each month. Lauren thinks we need to start moving on the signage and getting people involved in projects.
- **Educational Activities** – Jim hasn't had time to work on his presentation. Lauren will forward a copy of the Letort history to Jim.

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

Public Comments - No Report

OLD BUSINESS -

- **Cumberland County Land Partnerships Grant Application** – Chris H. reported that John B. has drafted a resolution, which allows for the Authority to enter into the intergovernmental cooperation agreement for participation in the Cumberland County Land Partnerships Grant Program. The agreement will be for the grant of \$45,717.00. The payment of the grant will be in two equal installments. The first installment will be paid at the time of the county's approval of the subcontract, and the balance will be paid at the time of completion of the project. The final installment will not be paid until we have provided a copy of the plan as officially adopted. The contract provides for a term of two years from the end of September. We have until September 30, 2008 to get this work accomplished.

Tom made a motion to adopt a resolution to authorize the LRA to enter into the intergovernmental cooperation agreement for participation in the Cumberland County Land Partnerships Grant Program for a grant from the county in the amount of \$45,717.00. Lauren seconded the motion, and the motion carried.

Now that we've adopted the resolution, Dave made the motion to authorize the LRA to enter into the intergovernmental cooperation agreement for participation in Cumberland County Land Partnerships Grant Program. Erich seconded the motion, and the motion carried.

John G. made a motion to authorize the LRA to enter into a sub-contract for the planning assistance under the Cumberland County Land Partnerships Grant Program, Erich seconded the motion, and the motion carried.

- **Building Committee – Chris H.** received a call last Friday from Fred Beam saying that the Carlisle Borough Council voted to lease the Jaycee's building to the Carlisle Sertoma Club, even though Fred had reported to Council that he wanted them to hold off on their acting on their decision because we didn't have a quorum at our last meeting until after we met tonight. However, Mayor Wilson insisted that they act on it last month. Consequently, we will not be leasing the building from the borough.
- **Steering Committee –**
 - **LRA Representative –** Chris H. has appointed Dave B. as our representative.
 - Rodney Painter has been appointed to the RFP Steering Committee representing North Middleton Twp.

NEW BUSINESS –

In Jim's letter of resignation, he will volunteer to act as an unofficial scientific advisor to the LRA.

Tom will contact John B. to make sure the audit has been advertised.

Tom stated that in the August minutes, it was mentioned about the Cora Brooks Foundation and that everything was going to be done through ALLARM. With Lauren leaving ALLARM, Tom questioned how that was going to affect the application. Lauren explained that it shouldn't matter. The Foundation had contacted ALLARM and they were looking for organizations that were worthy to contribute to. The LRA was on their list and we will still be able to apply for this grant. Lauren will still be willing to write the grant paperwork, which will be due in March.

Tom asked if the Cora Brooks Foundation grant might enable us to purchase a new riding lawnmower for use on the trail. Lauren said we would ask when we apply. Chris H. also thought that a good use for this funding might be for the signage along the trail.

Chris H. gave Chris N. the name of a company that would be willing to make the signs. If we give them more specifics on what we want, they will be able to get back to us with a proposal. The price will decrease according to the number of signs we purchase.

ADDITIONAL AGENDA -

Jim R. has found a qualified replacement for his position on the LRA and will make a recommendation to the County Commissioners. Kevin Spicer is a Science Teacher for the Carlisle School District. Both Kevin and his students have studied and are familiar with the LeTort. Kevin comes highly recommended and resides on Emerson Drive in South Middleton Township. Kevin's information will be provided in Jim's letter of resignation.

We still need a Carlisle Borough representative to replace Dick.

Tom requested that all LRA members mention the LeTort nature trail to their family and friends and encourage them to walk and enjoy the trail.

NEXT MEETING -

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

11-16-2006
Date Adopted

Dave Baric
Dave Baric, Secretary

Prepared by: Kathy L. Russell, Recording Secretary