

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

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**JANUARY 18, 2007**

The meeting was held on Thursday, January 18, 2007 at the Carlisle Community Center. Chris Houston called the meeting to order at 7:06 p.m.

**ATTENDANCE**

**Members Present:** Keith Bailey, David Baric, Mark Bishop, Tom Colestock, Chris Houston, Lauren Imgrund, Erich Messerschmidt, Tom Stenehjem, and Herb Weigl

**Members Absent:** John Greenbaum

**Staff Present:** Chris Nenninger and Kathy Russell

**Staff Absent:** Brian Fischbach

Chris H. introduced and welcomed the newest member to the LRA, Mark Bishop, representing the Borough of Carlisle.

Chris also introduced John Cox, an attorney with the firm of Rhoads & Sinon, located in Harrisburg. John has submitted a solicitor proposal to represent the LRA.

The slate of officers for the upcoming year were presented at the December meeting as follows:

- o Chris Houston – Chairperson
- o Dave Baric – Vice Chairperson
- o Tom Stenehjem – Treasurer
- o Lauren Imgrund – Secretary

Erich M. made a motion to elect the submitted slate of officers, Herb seconded the motion, and the motion carried.

**APPROVAL OF MINUTES**

Dave made a motion to approve the December 21, 2006 minutes as revised, Lauren seconded the motion, and the motion carried.

**PRESENTATIONS** – None

**STAFF REPORTS:**

**Solicitor** - Jonathan Cox submitted a proposal where Rhoads & Sinon would offer their services at a reduced rate of \$140/hour. John has further agreed to reduce the fee to \$100/hour for time associated with attending monthly meetings, which would only be as needed (when asked to attend by the authority). Bond counsel services will not be included in this proposal, but would be available to the authority if it so chooses. If we decided to accept this proposal, we would be appointing the firm of Rhoads & Sinon. John would be the one performing most of the work, but would occasionally assign another attorney to fill in.

Jonathan discussed his background and expressed his interest in the LeTort, in our mission, and in fly-fishing.

Dave Baric stated that another party, who is also interested in submitting a proposal, has contacted him. Dave suggested that the authority hold off on making a decision on selecting a solicitor until the February meeting to allow both proposals to be considered.

**Administrative** -

- **Municipal Engineering Services for 2007** – Chris H. reported that we received a proposal from Fischbach Morgan & Associates for their services and fees for 2007. The rates are the same as 2006 with a monthly retainer of \$460.00 and a charge of \$85.00 for their plan review fee. Dave B. made a motion to accept the proposal, Herb seconded the motion, and the motion carried.
- **Recording Secretary Services for 2007** – Kathy Russell has agreed to remain the Recording Secretary for 2007.
- **Appointment of Solicitor for 2007** – This topic was discussed above and will be added to the February agenda.
- **List of Representatives / Committee Assignments for 2007** – Chris H. asked that all members consider what committee they are interested in joining and advise Chris N. The Easement & Nature Trail and Public Relations Committee Chairs are two of the positions that must be filled.

Dave B. volunteered to be added to the Long Range planning committee.

The Cumberland County Commissioners have appointed Kevin Spicer as their representative for the LRA replacing Jim Richenderfer. We hope to see Kevin at the February meeting.

- **WQM Contract with ALLARM for 2007** - Brian F. drafted a proposal for ALLARM to continue their services for 2007 at the same cost as 2006 (\$1,400.00). The proposal will go out at the beginning of February after the new director has taken office.

Tom S. made a motion to enter into the agreement with ALLARM; Dave seconded the motion and the motion carried.

- **Appointment of Accountant for 2007** – At the December meeting, Tom S. recommended that we stay with Smith Elliott & Kern who will continue their services for \$1,800.00. Eric made a motion to appoint Smith Elliott & Kern as our accountants for the annual audit; Herb seconded the motion and the motion carried.
- **Statements of Financial Interest** - Chris N. distributed Statement of Financial Interest forms to all members for completion. Forms should be completed and returned to Chris N. Forms may also be completed online.
- **Trail Walk** – Chris N. and Erich M. went on a trail walk yesterday with John Gible from the Army Corp of Engineers to discuss our plans for widening of the trail and to see if he thought we'd have any permitting issues with our plan. Mr. Gible did not foresee any problems, however, he did have a concern with one area where we are considering removing some material from one side of the trail and placing it on the other side to raise it up and level it out. He is concerned with the changing of the flood plane. He will check with DEP to see if they will have a problem with this plan and to see if we will need to acquire a permit.

### **MONTHLY FINANCIAL STATUS**

#### **Approval to Pay Outstanding Bills:**

Tom reported on the January 18<sup>th</sup> memorandum that we paid bills as follows:

#### January 2007 – Bills Requiring Approval:

Fischbach Morgan & Associates, LLC .....	\$1,755.38
Kathy Russell (Recording Secretary) .....	\$90.00
Embarq (Telephone Service) .....	\$33.18
Lauren Imgrund (shipping & postage of grant application) .....	\$14.40
<b>TOTAL bills requiring approval .....</b>	<b>\$1,900.37</b>

Tom stated that there is a budgetary item included in Fischbach Morgan's amount of \$1,250.00 for the E&S Plan for the nature trail as well as their retainer fee.

Erich made a motion to approve the January bills, Dave 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 (January bills) +\$1,900.37; minus payment of approved bills (January) - \$1,900.37. Leaving a closing balance of \$100.00.

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

Money Mgmt. - Growing Greener (Grant) Account: Beginning balance is \$3,147.05; add appropriation received (2006 budgeted appropriations / Middlesex - \$1,750.00.00 and North Middleton - \$3,685.00); add interest for December '06 (1.75% annum) +\$7.75; minus transfer to Checking Account -\$1,900.37 for January bills; leaving a closing balance of \$6,689.43.

#### Certificates of Deposit

9 month – no penalty @ 3.25% - 2 X \$5,000 / Previous month balance plus interest = \$10,148.20; add interest for December '06 +\$27.58; leaving a closing balance of \$10,175.78.

11 month – w/penalty @ 5.15% - 13 X \$500 = \$6,500.00 / Previous month balance = \$6,651.97; add interest for December '06 +\$28.47, leaving a closing balance of \$6,680.44.

#### Outstanding Appropriation – 2006 Budget:

- Cumberland County (2006 Budgeted Appropriation \$1,762.00) – Not yet received

**GRAND TOTAL: \$23,670.65**

Chris N. stated that a friendly reminder went out to the county finance office requesting that they make their contribution as soon as possible.

### **COMMITTEE REPORTS**

Finance / Budget – (Chairman, Tom Stenehjorn)

#### 2006 Budget

- Tom reported that once the \$1,762.00 appropriation is received from the county, the budget would be adjusted and finalized.

2007 Budget - The 2007 budget was accepted at the October meeting.

Chris N. said that the letters were sent out to the borough, county, and townships requesting their continued support and financial contributions for 2007. Chris N. will follow up to see what each municipality has entered into their budget for their contribution for 2007.

Easement & Nature Trail ( Dave Baric – Chairperson)

- *Keystone Arms Easement/Property* – Nothing new to report
- *Willow Crossing Condominium Association* – Chris H. reported that after the last meeting, the revised easement agreement was submitted to Willow Crossing. Dave B. will follow up on the status.
- *Sinkhole Repair Status Update* – Chris N. reported that yesterday afternoon some of the Trout Unlimited guys were out cutting trees to allow for backhoe access. Chris N. will confirm with John W. Gleim Excavating that their time and backhoe services will be donated.

The Core of Engineers approved the permit and it was hand-carried to the site.

This Saturday, January 20<sup>th</sup>, at 10:00 a.m. there is a workday scheduled at the sinkhole to work on the sandbags. The next phase of this project will be scheduled for early to mid February.

Herb expressed concern with the project and plans for the sinkhole repairs – there are too many people “in charge”. Herb would like to get back to the Memorandum of Understanding we have with TU for future projects. Herb spoke with Mike Danco who stated that he would like to be the future contact person for TU and he'd like to be added to the our e-mail list.

Chris H. reported that the DEP and the Bureau of Mines is on top of this project and are performing investigations. A 30-day extension (until 2/27) has been issued by DEP.

Jim R. is working with DEP and the quarry trying to smooth things out and explain to both parties what is happening.

Erich M. made a motion to purchase bentonite for the sinkhole repair; Lauren seconded the motion and the motion carried. However, Jim Richenderfer e-mailed Chris N. on 1/21/07 suggesting we hold off on purchasing bentonite. CVTU may be able to get it at no cost to LRA or CVTU.

- *Trail Improvement Project* –
  - *E & S Plan* - Chris N. reported that the plan is 80% complete. He needs to add the USGS mapping to the plan. When the plan is submitted, Chris N. will contact the school district, South Middleton, and Borough of Carlisle. He expects to hear back around the 3<sup>rd</sup> week in February.

Chris N. will call PP&L and the North Middletown Township to see if free wood chips are available.

After the E & S Plan is submitted and the next in-kind meeting is scheduled, we will establish who is bringing what equipment for this project.

Water Quality (Lauren Imgrund - Chairperson) – No Report

Project Review - (Erich Messerschmidt – Chairperson)

- **Final SC/LD Plan for Excel Inc. (Royer Tract) – HRG, Inc.** – Erich reviewed this plan for the second time and has submitted his comments to Fischbach Morgan requesting that they prepare a letter to be sent out.
- **Final Minor LD Plan for the Estate of Richard L. Myers – Dawood** – No comments
- **Letort Meadows** - Erich recommended that Fischbach Morgan review this plan. Chris H. commented that the borough has already approved this plan.

Long Range Planning - (Chris Houston – Chairperson)

- **Trail Planning Grant** – Chris H. expects to receive at least 3-4 proposals for the Master Trail Plan. They are due tomorrow. Chris H. will send out an e-mail advising the steering committee when a meeting is scheduled to review these proposals.
- **Friends of Letort** –
  - Lauren reported that a grant application has been prepared for the Cora Brooks Foundation from Trout Unlimited for \$15,000.00 for signage for the trail. They have received our application and will make their award announcements in May. Chris H. expressed thanks on behalf of the LRA to Lauren for preparing the grant application.
  - Lauren is interested in trying to do a proposal for the same project to the League of Women Voters - Water Resources Education Program. She has the application materials, and will review them. The deadline is April 1.

- At the last Friends meeting, they discussed forming a committee to work on invasive species removal. There are two people involved with the Friends group that have some expertise – Andy Parker and Laurie Danko. They have been asked to be a committee to set up a plan and begin work projects.
- The next Friends meeting is scheduled for February 7 at 7:00 p.m. at the Community Center.
- **Educational Activities** – Since Jim Richenderfer has resigned, Chris H. suggest that this topic be removed from meeting the agenda until we see if Kevin Spicer is willing to complete this project.

Public Relations / History – (                      – Chairperson): No Report

Public Comments - None

#### **OLD BUSINESS**

- **Plan Review Fees** – Chris N. reported that we have received the adopted resolution from Middlesex Twp. and North Middleton. They have adopted our \$100 fee for plan reviews beginning January 1, 2007. Chris received a plan from Madden Engineering Services for review.
- **Miriam Crawfoot Award Consideration** – Erich made a motion to nominate Richard Darr for the Miriam Crawfoot Award for his past service, dedication, and valuable asset to the LRA organization; Tom S. seconded the motion and the motion carried.

Tom C. volunteered to organize the award banquet to be scheduled for sometime this spring and Tom S. volunteered to assist.

Chris H. will advise Dick that he has been nominated and advise that we inform him of the details once they have been finalized.

**NEW BUSINESS:** Chris H. read a letter authored by Dick to Fred Bean at the borough office thanking them for allowing him to serve as their representative to the LRA. Dick encouraged the borough to continue their support of our organization.

#### **ADDITIONAL AGENDA ITEMS:**

Tom C. suggested that Mike Danko, who is servings as TU's liaison to the authority, be invited to attend the LRA's monthly meetings. Herb agreed with Tom's suggestion, but Herb relayed that he had spoken with Mike last night and Mike had said that he reviews plans all day long at his job and he doesn't like to attend meeting. Herb didn't feel like we'd be too successful at getting Mike to attend.

Chris H. suggested that more LRA members try to attend the Friends meetings.

Tom C. followed up on his suggestion at the last meeting to invite Dr. Phil Carey to make a presentation to the LRA. Dr. Carey is primarily interested in the health of individuals and he doesn't feel that he has any expertise with regard to water quality. Tom C. will start to attend their meetings to find out if there is anyone who may have some expertise in the water quality topic.

Tom made a motion to adjourn the meeting; Erich seconded the motion - the motion carried. The meeting adjourned at 8:40 p.m.

#### **NEXT MEETING**

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, February 15th, 2007 at 7:00 p.m. to be held at the Carlisle Community Center in Carlisle, PA.

2/15/07  
Date Adopted

Lauren Imgrund  
Lauren Imgrund, Secretary

Prepared by: Kathy L. Russell