

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
May 17, 2007

The meeting was held on Thursday, May 17, 2007 at the Carlisle Community Center. Dave Baric called the meeting to order at 7:02 p.m.

ATTENDANCE

Members Present: Keith Bailey, David Baric, Mark Bishop, Tom Colestock, John Greenbaum, Chris Houston, Lauren Imgrund, Erich Messerschmidt, Kevin Spicer, Tom Stenehjelm, and Herb Weigl

Members Absent: None

Staff Present: Chris Nenninger and Kathy Russell

Staff Absent: Dale Shughart and Brian Fischbach

PRESENTATIONS - None

APPROVAL OF MINUTES

Erich M. made a motion to approve the April minutes with revisions, John G. seconded the motion, and the motion carried.

STAFF REPORTS:

Solicitor - Dave B. read letters he received from Dale Shughart with regard to easement items we had asked Dale to follow up on:

- **Keystone Arms** - Dale sent a letter dated May 14 to Charles Courtney (the attorney for Keystone Arms); they're still interested in granting the 16 acre conservation area over to the LRA, however, the development is not moving forward as quickly as expected and consequently, they have this item on the table until further notice.
- **Willow Crossing Condo Association** – Dale sent a letter to Sue Whitacre at Sterling. The committee that is dealing with this easement met approximately 2 weeks ago to discuss this matter. Sue has heard nothing, but she will follow up with them and report back to Dale.

Administrative -

- **In-Kind Contributions** – Chris N. asked each of the three municipalities to supply him with an estimate or bill sheet on how much time with a dollar amount they've spent on trail work. The borough and South Middletown Twp. both agreed to provide services worth \$5,000 and the Carlisle S.D. agreed to provide \$4,000 of in-kind services.
 - **South Middleton Township** – So. Middleton is approximately \$1,500 short on their obligation.
 - **Borough of Carlisle** – The borough has not yet provided an estimate on what amount of their \$5,000 in-kind contribution they've supplied.

Chris N. reported that he spoke to Andrea regarding the pile of debris behind the maintenance shed that was discussed last month. Andrea will take a walk on the trail to investigate. She doesn't know if the borough crew is done with their work, but she'll check on it and will get back to Chris N.
 - **Carlisle Area School District** - The school district is approximately \$1,500 - \$2,000 short on their obligation.

Chris N. will make a chart showing where each municipality stands with regard to their in-kind obligation.

After a brief discussion, it was determined that Chris N. should send a letter to each municipality documenting the amount of in-kind contributions they originally agreed to and the amount to-date that they've contributed. The letter should express our thanks for the work performed thus far and state that we look forward to the fulfillment of their remaining obligation in the fall.

LeTort Clean-Up Day – Clean-up Day has been scheduled for June 2 at 9:00 a.m. with a rain date of Saturday, June 9 from 9:00 a.m. until noon. Chris N. has contacted the Boy Scouts of America, Keystone Area Counsel to see if they're interested in helping out. He hasn't heard back from them. BL Companies representatives plan to attend the clean up day.

MONTHLY FINANCIAL STATUS

Receipts:

County of Cumberland (Partial Payment of grant money).....	\$17,325.00
Tiley and Frey (Plan Review Fee)	\$100.00
Madden Engineering Service, Inc. (Plan Review Fee).....	\$100.00
Sheetz, Inc. (Plan Review Fee).....	\$100.00
Ivo V. Otto III (Plan Review Fee).....	\$100.00
	\$17,725.00

Approval to Pay Outstanding Bills:

Tom reported that we paid bills as follows:

May 2007 – Bills Requiring Approval:

Fischbach Morgan & Associates, LLC	\$645.61
Kathy Russell (Recording Secretary)	\$90.00
Embarq (Telephone Service)	\$39.81
BL Companies (50% Payment for Trail Planning Grant)	<u>\$19,250.00</u>
TOTAL bills requiring approval	<u>\$20,025.42</u>

Tom S. made a motion to approve the May bills, John G. seconded the motion, and the motion carried.

Treasurer's Report:

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

Commercial Checking Account: Beginning balance of \$100; add transfer from Savings (May bills) +\$18,325.00; add transfer from Gen Fund Acct (May Bills) +\$1,700.42; minus payment of approved bills (May) - \$20,025.42. Leaving a closing balance of \$100.00.

Savings Account: The beginning balance is \$45; minus fee for lock box: Bank Charge -\$20; Add appropriation from Borough: Match Fund, Master Trail +\$1,000.00; add interest for April +\$.33; add appropriation from county: Grant, Master Trial Plan +\$17,325.00; minus transfer to checking -\$18,325.00; leaving a closing balance of \$25.33.

Money Mgmt. - Growing Greener (Grant) Account: Beginning balance is \$11,142.03; add interest for April '07 +\$18.96; add deposit for 3 plan reviews +\$300.00; minus transfer to Checking Account -\$1,700.42 for May bills; leaving a closing balance of \$9,760.57.

Certificates of Deposit

- (1) Initial Purchase: 7 mo w/penalty @ 5.0%
Purchased March 07: 2 X \$4,000.00 = \$8,000.00

Previous Month Amt + interest =	\$8,020.36
Interest – April '07	<u>\$ 32.24</u>
Current Value	\$8,052.60

- (2) Initial Purchase: 11 mo w/penalty @ 5.15%,
13 X \$500 - \$6,500.00 – Mature May 16, 2007

Previous Months Amt Plus Interest	\$6,763.64
Interest – April '07	<u>\$ 27.95</u>
Current Value	\$6,791.59

Receipts for Deposit – Per Memo

Plan Review Fee – Remaining for Deposit: Ivo V. Otto	\$100.00
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GRAND TOTAL: \$ 24,830.09

COMMITTEE REPORTS

Finance / Budget – (Chairman, Tom Stenehjem)

2007 Budget - Tom S. made the following revisions to the 2007 budget:

- Under *Proposed 2007 Budget (Receipts) / Other Appropriations/Grants* – “Other” should be revised to read “Grant - Master Trail Plan”
- Under *May* - \$925.00 should be added for LeTort Regional Authority Reserves to equal the total amount of \$20,025.42 for monthly expenditures.

Tom reported that we have 13 CDs that are maturing today totaling \$6,791.59. If we stay within our budget, Tom S. made the motion to re-invest the 13 CDs worth \$6,791.59 into 9-month no-penalty CDs at 3.51%. Erich seconded the motion and the motion carried.

Tom explained that we need these no-penalty CDs in case we need to pull money from the reserve. Our uncommitted dollar for reserves will not be used if we stay within our budget

Chris H. joined the meeting and Dave B. turned the meeting over to him.

Easement & Nature Trail (Chairman, Dave Baric)

- *Keystone Arms Easement/Property* – Please see the entry under Staff Reports above.
- *Willow Crossing Condominium Association* – Please see the entry under Staff Reports above.
- *Trail Improvement Project* – Dave presented the status report provided by BL Companies indicating that the majority of the study area is complete. Mark has visited and documented all areas discussed at the last meeting. They reviewed the Cumberland County Open Space Preservation Study and met with Stephanie Williams, the Cumberland County Planning

Greenway and Open Space Coordinator, and did some mapping projects. They have a scheduled meeting with Penn DOT representative, Dave Bachman, who is the district bicycling/pedestrian coordinator. Partner meetings have been scheduled for June 7 @ 6:00 p.m., June 12 @ 6:00 p.m., and June 20 @ 2:00 p.m. All meetings will take place at the Carlisle Community Center,

Kevin Spicer will try to attend the meeting on the 20th on behalf of the LRA.

Water Quality (Lauren Imgrund - Chairperson) – No reports were received by ALLARM

Sinkhole Repair Status – Complete - This topic is complete and should be removed from the agenda.

Lauren reported that the grant proposal we applied for with the League of Women Voters / Water Resources Education Network was not successful.

The results on whether we will be granted the Cora Brooks Foundation Grant is still pending.

Lauren circulated her report on “*Best Practices For Trails & Greenways*” for members to review.

Chris H. thanked Lauren for her time spent on preparing the grant paperwork.

Project Review - (Erich Messerschmidt – Chairperson)

- *Preliminary / Final SD / LD Plan for Pine Hills Industrial Park –HEB* – Erich commented that the lot will sit on two zoning districts and the impervious coverage for the building does not meet the zoning requirement. He suggested that they shift the property line. Erich also added that he'd like to have spill prevention / spill control plans submitted.
- *Final Phase I SD / LD Plan For Limestone Creek – Gove Associates* – This is a re-submitted plan. Since Erich did not review the first set of plans, he recommended that Brian F. review this plan to determine that they have met our comments from the first review.
- *Final Minor SD Plan For Ivo V. Otto III – Dawood Associates, Inc.* – No comments
- *Final LD Plan for 103 Midway Drive – Johnston & Associates* – This is a re-submission. All previous comments have been addressed
- *Final SD / LD Plan for Middlesex Municipal Authority – Madden Engineering Services, Inc.* – No comments
- *Preliminary SD / LD Plan for Mooreland Mew Parker Street – Brehm Lebo Engineering, Inc.* – This plan is for 22 single-family homes on the old Carlisle Hospital site. Erich has some questions on this plan: (1) Should the pre-development run off be based on the site as it was occupied by the hospital, or in it's cleared state as it now exists? Chris N. stated that it is his understanding that it should be calculated as the way it was surveyed. (2) Should infiltration be based on the Hagerstown Silt Loan that our county maps show or upon the demolition materials and off-site fill that has been used for backfill?
- *Preliminary / Final SD / LD Plan Carlisle Housing Opportunities Corporation – 112-130 North East Street – Brehm Lebo Engineering* – No comments

Long Range Planning - (Chris Houston – Chairperson)

- **Trail Planning Grant** – Please refer to the BL Companies status report listed above under Easement & Nature Trail / Trail Improvement Project.

Friends of LeTort – Lauren reported that a meeting held this month. A few folks from TU along with our best friend, Andy Parker attended the meeting. Andy has been looking into herbicide regulations with regard to removing the Ailanthus tree. He has been in contact with the Department of Agriculture and South Middleton has a certified herbicide applicator on staff that we may be able to utilize for this project.
- **Educational Activities** – Kevin S. reported that since we are so close to the end of the school term, implementation of educational activities is difficult at this time of the year. He's thinking about and plans on getting something set up for next year's school term for grades 9-12.

Public Relations / History – (Herb Weigl – Chairperson): No report

Public Comments – None

OLD BUSINESS - None

NEW BUSINESS:

Chris H. distributed an e-mail from the Conservation and Natural Resources Advisory Council. As a state requirement, this council will be doing an overall statewide review of the Rivers Conservation Planning Program. This visit stems from the watershed report that the LRA did which was funded by the state. The field trip will include a tour of the LeTort Spring Run Watershed for Tuesday, July 24 beginning at 9:00 a.m. Chris N. will provide an agenda for this visit highlighting specific areas such as the mully grub project, the deflectors that were added to the stream at LeTort Park, the handicapped fishing platform that was installed, the water monitoring wells, and the recent work that was performed on the sink hole. The Shady Lane Project done by TU should also be added to the agenda. Brian F. plans on attending this outing and Lauren and Kevin plan to attend on behalf of the LRA. ALLARM, TU, the Steering Committee, and BL Companies will also be invited to this event. Chris H. will be providing a headcount to this organization on how many people will be attending the catered lunch, so if anyone is interested in attending, contact Chris H.

Tom S. and Erich were given the go ahead to cut the trail as needed.

ADDITIONAL AGENDA ITEMS:

Tom S. made a motion to adjourn the meeting; Dave seconded the motion - the motion carried. The meeting adjourned at 8:05 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, June 21, 2007 at 7:00 p.m. to be held at the Carlisle Community Center in Carlisle, PA.

6/21/07 _____
Date Adopted

Lauren Imgrund _____
Lauren Imgrund, Secretary

Prepared by: Kathy L. Russell