

DRAFT

LETORT REGIONAL AUTHORITY  
415 Franklin Street  
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY  
September 20, 2007

The meeting was held on Thursday, September 20, 2007 at the Carlisle Community Center. Chris Houston called the meeting to order at 7:03 p.m.

**ATTENDANCE**

**Members Present:** Keith Bailey, Dave Baric, Mark Bishop, Tom Colestock, John Greenbaum, Chris Houston, Erich Messerschmidt, Kevin Spicer, Tom Stenehjem, and Herb Weigl

**Members Absent:** Lauren Imgrund

**Staff Present:** Kathy Russell, and Dale Shughart

**Staff Absent:** Brian Fischbach

**APPROVAL OF MINUTES**

Dave made a motion to approve the August minutes with corrections, John seconded the motion, and the motion carried.

**PRESENTATIONS -**

The Board interviewed two applicants for the Executive Director position – (1) Mike Blumenthal and (2) Thomas Whitcomb. Both candidates were given the opportunity to ask questions and discuss the responsibilities associated with the position. The Board asked questions regarding their experience and background. The Board will discuss the prospect of hiring one of these candidates at the conclusion of this meeting.

**STAFF REPORTS:**

**Solicitor** - Dale sent a letter to Bill Salomone regarding the tree removal issue. A response has not yet been received.

**Administrative** – No report

**MONTHLY FINANCIAL STATUS**

**Receipts:**

Jairam 7 / Howard Johnson Inn (plan review).....	<u>\$100.00</u>
TOTAL Receipts .....	\$100.00

Tom reported that we paid bills as follows:

<b><u>September 2007 – Bills Requiring Approval:</u></b>	
Fischbach Morgan & Associates, LLC .....	\$490.61
Kathy Russell (Recording Secretary) .....	\$90.00
Dale F. Shugart, Jr. ....	\$130.00
Rocky Stump (Tree Removal – 8/28/07) .....	\$100.00
Embarq (Telephone Service) .....	\$39.79
Pair Networks.....	<u>\$ 59.31</u>
<b>TOTAL bills requiring approval .....</b>	<b>\$909.71</b>

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

**Treasurer's Report:**

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

**Commercial Checking Account:** Beginning balance of \$100.00; add transfer from Gen Fund Acct (September bills) +\$909.71, minus payment of approved bills (September) - \$909.71. Leaving a closing balance of \$100.00.

**Money Mgmt. - Growing Greener (Grant) Account:** Beginning balance is \$16,614.15; add deposit for 1 plan review +\$100.00; add interest for August '07 +\$28.57; minus transfer to Checking Account -\$909.71 for September bills; leaving a closing balance of \$15,833.01. **Part of the \$15,833.01: Spring Run Restoration Funding: \$11,500.00 (Maintain Detail Account of Expenditures From Gettys / Womex)**

**Savings Account:** The beginning balance is \$25.76; add interest for June +\$0.00; leaving a closing balance of \$25.76.

Certificates of Deposit

- (1) CD's 40 & 41: 7 mo w/penalty @ 5.0%  
Purchased March 07: 2 X \$4,000.00 = \$8,000.00
- |                                 |            |
|---------------------------------|------------|
| Previous Month Amt + interest = | \$8,152.26 |
| Interest – July '07             | \$ 33.86   |
| Current Value                   | \$8,186.12 |
- (2) CD 42 (Initial Purchase: 9 mo - no penalty @ 3.51%,  
1 X \$6,805.63 (Purchased 5/18/07) \$6,853.98  
Interest – July '07 \$ 20.08  
Current Value \$6,874.06

**GRAND TOTAL: \$ 31,018.95**

Tom S. made a recommendation on how to invest the two CDs that will be maturing next month. After a brief discussion, Herb made a motion to have Tom S. renew both CDs for 11 months at 5.20% interest. Erich seconded the motion, and the motion carried.

**COMMITTEE REPORTS**

Finance / Budget – (Chairman, Tom Stenehjem)

- 2007 Budget - Tom S. made three revisions to the budget:
  - (1) Under *February Appropriations* – for the \$1,762.00 amount – we need to add a footnote (\*) to show that this figure was a 2006 appropriation;
  - (2) Under *August – Trail Maintenance* – Add \$178.38;
  - (3) Under *August – Other Appropriations and Grants* – Delete \$100.00 for plan review fees. We did not get a plan review fee in August.
- 2008 Budget – Tom would like to meet with the “new” Executive Director sometime in late October to prepare the 2008 budget so that it will be ready to go to the townships and the municipalities to arrive in time for them to prepare their 2008 budgets to include the LRA appropriations. Tom asked for anyone who is interested in helping with the budget to contact him. He noted that all municipalities are current with their appropriations.

Easement & Nature Trail (Chairman, Dave Baric) -

- Willow Crossing - Dave spoke with Mike Adler and asked him to try to accelerate some movement on the Willow Crossing Condo Association easement. A few days later, Dave was copied on an e-mail Mike sent to Sue Whittaker asking her to please accelerate consideration of our easement request. Dave doesn't know when the next condo meeting is scheduled.
- Keystone Arms – No report

Water Quality (Lauren Imgrund) - No report

Project Review - (Erich Messerschmidt – Chairperson)

- Jairam 7 Inc. / Howard Johnson Inn – Preliminary and Final Subdivision Plan – Erich made comments and requested copies of several plans be submitted for re-review.
- Mitchell S. Gelbaugh & Heather A. Barbour - Preliminary and Final Subdivision Plan – No comments or recommendations.
- Sheetz, Inc. – Trindle Road - Preliminary and Final LD Plan – Erich made several comments. The \$100 review fee was not submitted with this plan.
- Rhoads Development Group / LeTort Meadows – This plan was previously reviewed for 60 townhouses & 10 single semi-attached homes – No comments or recommendations.
- Townes at Summerbridge Village – Subdivision Plans – Erich will deliver this plan to Fischbach & Morgan for their review.

Long Range Planning - (Chris Houston – Chairperson)

- **Trail Planning Grant** –  
Chris received an e-mail from Mark Heeb updating us on what BL has done:
  - Mark gave a presentation in South Middleton Township on August 30
  - He will appear before: Cumberland County Commissioners on September 24  
Middlesex Township on October 3  
North Middleton Township on October 4  
Borough of Carlisle – at their November meeting
  - Mapping and proposed trail quarters are complete
  - All private property owners affected by the proposed trail have been identified
  - PENDOT roadway / trail guidelines have been received
  - BL will present the mapping and proposed quarter at the LRA October meeting
- **Friends of LeTort** – No Report

**Educational Activities** – Kevin reported that he met yesterday with Julie at ALLARM and Matt Freidman, who will be the liaison between ALLARM and the school. They met with the TV production teacher, Bill Stum, and they're excited about the 30- second ad spots that will run on the close circuit TV within the high school. Matt will visit the classroom and work on the details of this ad campaign with the students, which will run throughout the school year.

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

Public Comments – No report

**OLD BUSINESS** -

- Chris reported that the Borough Council has agreed to pursue the Carlisle traffic study. Dickinson College will be contributing \$50,000.00 toward the study and the borough will contribute \$20,000.00. The LRA was mentioned in the news article as being in support of this study. A scope of work will be put together in the hopes of retaining an engineering firm to perform the traffic study. Chris represented the LRA at the borough meeting and focused on the issues of the pollution aspects and the master trail plan.
- Chris also spoke with Andrea regarding the borough's contribution to the master trail plan. She would like us to submit a formal bill requesting the additional \$1,000.
- Erich wanted a letter to go out to remind the borough that the improvements to the trail are not completed. This matter will be added to the LRA October meeting agenda.
- Tom reported that the tractor has been repaired. The borough will also be giving us a key to the borough back gate, which will give us better and quicker access to the trail.
- Tom also stated that there is still an issued with the handrails one of the bridge. The path is too narrow to accommodate going across with the tractor. Tom would like to see these handrails moved out and the bridge widened, which will save considerable time in accessing the trail. It was suggested that Lowe's or Home Depot might contribute material and time to complete this task. This duty will be turned over to the incoming executive director to coordinate.

**NEW BUSINESS:**

- The annual U.S. geological survey joint funding agreement and bill for the stream gauge was received totaling \$7,980.00. We had \$7,500 allocated in the budget. This is a non-negotiable fee and it seems to rise each year. We were reimbursed \$7,500 from the county. Dave made a motion to enter into the joint funding agreement with our contribution being \$7,980.00, Mark 2<sup>nd</sup> the motion, and the motion carried.

**ADDITIONAL AGENDA ITEMS:**

Tom S. made a motion to adjourn the regular meeting; Erich M. seconded the motion, and the motion carried. The regular meeting adjourned at 8:25 p.m., at which time Kathy and Dale were excused from the meeting so that the board members could go into an executive session to discuss the new executive director position.

**NEXT MEETING**

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, October 18, 2007 at 7:00 p.m. to be held at the Carlisle Community Center in Carlisle, PA.

\_\_\_\_\_  
Date Adopted

\_\_\_\_\_  
Lauren Imgrund, Secretary

Prepared by: Kathy L. Russell