

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

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**November 15, 2007**

The meeting was held on Thursday, November 15, 2007 at the Carlisle Community Center. Chris Houston called the meeting to order at 7:05 p.m.

**ATTENDANCE**

Members Present: Mark Bishop, Tom Colestock, John Greenbaum, Erich Messerschmidt, Kevin Spicer, Tom Stenehjem, and Herb Weigl

Members Absent: Dave Baric and Lauren Imgrund

Staff Present: Mike Blumenthal, Kathy Russell, and Dale Shughart

**APPROVAL OF MINUTES**

Mark made a motion to approve the October minutes with corrections, John seconded the motion, and the motion carried.

**PRESENTATIONS -**

Mark Heeb with BL Companies presented an update on the LeTort Greenway Feasibility Study. BL has held project introduction presentations for the public at various municipalities with respect to the trail project. FOX 43 interviewed Mark and Chris H. and featured a very positive story on the trail. A one-on-one design critique meeting was held with Mark Fenton, who is the nationally known trail expert, to review the concept of the trail and the ideas that are proposed. Mr. Fenton will be an ongoing resource to contact as the trail plan develops in the future. Mark displayed mappings of the various municipalities to the board showing the proposed project scope and goals for the trail plan. BL is ready to precede to the last series of meetings with the general public. Meetings have been scheduled for Wednesday, December 5 at 2:30 p.m. and 6:30 p.m. at the Carlisle Community Center. To get the word out, the meetings will be advertised in the newspaper, e-mails, flyers, and television spots.

Mark asked for feedback from the LRA board as to the management of the trail. After some discussion, it was determined that the management of the trail should be the responsibility of the municipalities (parks & recreation). There would need to be someone assigned to coordinate the management of the trail. This matter will be discussed in more detail as the trail progresses.

**STAFF REPORTS:**

**Executive Director** (Mike Blumenthal)

- LRA membership & standing committees and partner lists updates – Mike would like everyone to submit their changes and additions to these lists.
- LRA office / phone / files / keys – Mike has canceled the Embarq phone in the office and transferred the number to his cell phone. He has gone through the files and found a copy of the retention and disposition schedule. He will review the documents in the office and discard items following the retention policy. Erich made a motion to have Mike dispose of the inoperative copier in the LRA office; Tom seconded the motion and the motion carried.
- Mike sent a letter to each of the municipalities introducing himself as the new ED for the LRA.
- Mike received a call from Jeff Kelly of the Cumberland County Planning Commission, saying that the county does not pay the \$100 fee for plan reviews. Chris confirmed that neither the County nor Carlisle Borough pay the plan fees.
- Due to tax purposes, Mike requested that his ED payments for November and December be deferred until next calendar year. Tom contacted our accountant and reported that, from an IRS standpoint, we are on a cash basis accounting system. The incomes and expenses are called “*Constructive Receipts*”. As long as we’re on a cash basis and have constructive receipts, i.e. you’re on contract and you’re on a monthly payment fee, the expenses incurred are actual expenses and also fall in the guidelines of constructive receipts. If you choose not to receive, you still must report as income in the year earned (constructive), contracted on a monthly fee (for actual month earned). There is one way out...the contract could read “pay only upon invoicing”. *Example: An engineer has a project, and does work on the project in Oct. – Dec 31, but finishes the project with majority of the work in 2008, contracted agreement could be for payment only upon invoicing*. However, Tom explained that Mike is on a 30-day period contracted monthly fee, so he cannot overlap into January and February as shown in the Example. Chris stated that Mike’s request poses a problem, and, therefore, the request was denied.
- Mike received a notice submitted by Dickinson College for an intern program of students. The students would require 300 service hours (8-10/week with 80% being hands-on service). It was discussed and felt that the LRA does not have any work they could offer for this program. Mike will e-mail the form to Kevin for his review.

**MONTHLY FINANCIAL STATUS**

<b>Receipts:</b>	No. Middleton Twp budget contribution .....	\$2,000.00
	Borough of Carlisle Master Trail Plan contribution .....	\$1,000.00
	Current plan review fees (2) .....	\$200.00
	Summerbridge plan review fee .....	\$100.00
	Interest (Oct) .....	\$82.64
	<b>TOTAL Receipts .....</b>	<b>\$3,382.64</b>

Tom reported that we paid bills as follows:

November 2007 – Bills Requiring Approval:

Executive Director		
monthly salary .....	\$500.00	
postage .....	\$117.10	
office supplies .....	\$54.74	
business cards .....	\$39.89	
telephone line moved to Comcast VIOP .....	\$20.00	
telephone activation (one-time charge) .....	\$29.95	
ED Subtotal .....	\$761.68	
Executive Director TOTAL .....		\$761.68
Kathy Russell (Recording Secretary) .....		\$90.00
Erich Messerschmidt, trail maintenance .....		\$17.50
Tom Stenehem, gas .....		\$5.40
Fischbach Morgan Associates (plan review fee) .....		\$85.00
Embarq (Telephone Service) .....		\$39.78
<b>TOTAL bills requiring approval .....</b>		<b>\$999.36</b>

Erich made a motion to approve the November bills, Kevin seconded the motion, and the motion carried.

Mike said he received a bill for \$7,500.00 from the U.S. Department of Interior for the Geological Survey Stream Gauge. Mike will call John Bryne (the chief clerk for the county) and explain that we would like to forward this bill to the county for payment and would like to know to whom it should be directed.

**Treasurer's Report:**

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

Commercial Checking Account: Beginning balance of \$100.00; minus -\$13.05 for bank charge – check blanks, minus return of plan review overpayment to Sheetz - \$100.00, add transfer from Gen Fund Acct (November bills) +\$1,063.31, minus payment of approved bills (November) - \$999.36. Leaving a closing balance of \$100.00.

Money Mgmt. - Growing Greener (Grant) Account: Beginning balance is \$17,288.96; add interest for October '07 +\$28.02; minus transfer to Checking Account -\$1,063.31 for November bills; leaving a closing balance of \$16,253.67.

Account Balance Break-Out:

LeTort Funds (Regular Appropriation) .....	\$4,753.67
Spring Run Restoration Funding: .....	\$11,500.00
TOTAL .....	\$16,253.67

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

Certificates of Deposit

CD 42 (Initial Purchase: 9 mo - no penalty @ 3.51%, matures: 2/12/08)	
1 X \$6,805.63 (Purchased 5/18/07)	
Previous Mont's Amount	\$6,893.55
Interest – Oct. '07	\$ 20.20
Current Value	\$6,913.75

CD's (2) 43 & 44 (7 mo w/penalty @ 5.06% Mature: 5/10/08)	
(Purchased Oct. 11, 2007: 2 X \$4,115.02 = \$8,230.04)	
Previous Month's Amount	\$8,230.04
Interest – Oct. '07	\$23.40
Current Value	\$8,253.44

Receipts for Deposit

North Middleton Appropriation	\$2,000.00
Borough of Carlisle Appropriation	\$1,000.00
(2 <sup>nd</sup> installment / Master Trail Grant)	
Plan Review Fees (3)	\$300.00

**GRAND TOTAL: \$ 34,846.62**

## COMMITTEE REPORTS

### Finance / Budget – (Chairman, Tom Stenehjem)

- 2007 Budget - Tom requested that the interest of \$82.64 that is in the November column should be moved over to October.

Tom reported that we have two outstanding appropriations for 2007.

- (1) Cumberland County for \$1,762.00 - (they paid in Feb. '07 the appropriation for '06); and
- (2) South Middleton for \$5,000.00 – in the past, S. Middleton routinely paid in July

Mike will follow up on these two issues.

- 2008 Budget – no comment

### Easement & Nature Trail (Chairman, Dave Baric) -

- Willow Crossing – Dale had some positive feedback from Mike Adler. Dale is trying to get us on the agenda for one of their upcoming meetings.
- Keystone Arms – Dale spoke with Charlie Courtney and will be setting up a meeting during the week of December 10. This easement is still alive and they want to be able to create an easement or fee simple without going back through further subdivisions. Dale will check with Mike and Dave to see what time works for everyone to meet.
- Watercross Beds – Dale feels that now would be a good time to inquire as to whether the landowner would be cooperative in agreeing to an easement. Erich made a motion to have Dale research and do a title search, not to exceed \$200, for parcel by the railroad bed from South Spring Garden Street to the bridge near the Bonnybrook access by the quarry gate. Herb seconded the motion and the motion carried.

### Water Quality (Lauren Imgrund) -

- N. Middleton Twp bridge at Post Road clogged / flooding. Non-mechanical clearing approved by Mike B. for R. Bucher (Twp. Supervisor), NMT, 11/8/07. Mike reported that this matter has been resolved.
- Mike will e-mail the most recent water quality monitoring data from ALLARM to Lauren and retain a copy in the LRA office. Mike will talk to Lauren to see how this data is being logged.
- Mike has executed the 2008 ALLARM contract.
- ALLARM has requested a 189% increase for water quality monitoring services beginning in 2009 (\$1,400 increased to \$2,644 per year.) Mike will research the background on how the water quality monitoring began. He will also e-mail a copy of ALLARM's outline breaking down the costs for this proposed increase to the board members. We will discuss this matter at the December meeting.
- Mike received a 2007 census survey of local government finances form from the U.S. Department of Commerce. Tom reviewed the form and said it is a voluntary survey and, therefore, he will not be completing it.

### Project Review - (Erich Messerschmidt – Chairperson) Erich made a request to have some assistance from the board in reviewing plans.

- Camping World – Middlesex Twp. – Preliminary concept plan – Erich made several comments and recommended that they give a formal presentation to the LRA.
- Seven Gables Estates – Carlisle – Preliminary concept plan - Erich made several comments and recommended that they give a formal presentation to the LRA.
- Traditions of America (Anderson) – S. Middleton Twp. – Final Subdivision Plan – no comments or recommendations.
- Garrison Lane – Carlisle – Preliminary Subdivision Plan – Erich requested assistance in reviewing these plans.
- Exel Inc. – Carlisle – Final Subdivision Plan – No comments or recommendations.
- Philips & Frey Tract Lot #1 – S. Middleton Twp. – Revised Final LD Plan – no comments or recommendations.

A meeting has been scheduled with Erich, Dave, Chris, Mike, Herb and Kevin for Tuesday, November 20 at 4:00 at the Carlisle Community Center to review two plans and to discuss the potential easement prospects for Camping World and Garrison Lane.

### Long Range Planning - (Chris Houston – Chairperson)

- **Trail Planning Grant** – Stephanie Williams talked with Chris regarding outstanding grant money that is available to the LRA. (Original grant amount from the county was approx. \$45,000, and we ended up only needing \$35,000 because the bids came in lower than expected.) Stephanie said that the money is still available if we use it for designing and initial phase of the trail. If we don't use the funds, Stephanie will turn them back into the pot. There is approx. \$8,000.00 remaining. We will need a 10% match or \$800 to keep this funding. Tom C. made a motion to have Chris contact the county to indicate that we would like to retain the full amount of the original grant, with the balance to be used for trail design. Erich seconded the motion and the motion carried.

**Educational Activities** – Kevin met with Storm Water Management and ALLARM and reported that the Amani Festival has been scheduled for April 26<sup>th</sup>, which is the same date as the propose LeTort Festival. Therefore, to avoid the conflict with the Amani Festival, they are looking at moving the date ahead to May 3. Kevin will report back to Storm Water Management and say that the LRA has agreed to have the LeTort Clean Up Day and the LeTort Festival both schedule for May 3.

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

Public Comments – None

**OLD BUSINESS** – None

**NEW BUSINESS:**

- Plan / project review contract (FMA is terminating their \$85 flat-fee reviews for the LRA). LRA's budget for '08 allows \$1,500.00 for project reviews. Kevin made a motion to have Mike send a letter to FMA to see if they would accept an increase of their flat rate to \$125 per plan for a six-month period. Tom C. seconded the motion and the motion carried.
- LSR memorial / historical marker placement & dedication – Chris reported that Historic Carlisle has finished the wayside marker for the LeTort Spring Run. The placement and dedication of the marker will be scheduled for May 3, 2007 in conjunction with LeTort Clean Up Day and the LeTort Festival. The marker will be placed by the bridge at the entrance of the LeTort Park.
- Appointment of Nominating Committee for 2008 LRA officers – Chris appointed John G. as the nominating committee.
- Municipal election / appointment of new LRA Board members – January 2008: Borough of Carlisle (Houston) and S. Middleton Twp (Baric) at December municipal meetings. Mike will inform the Carlisle Borough and S. Middleton Township offices that both Chris and Dave would like to be reappointed as their representatives.
- Chris gave an update, with regard to the traffic survey; the borough council has retained a consultant who is putting together the scope of work, which will then be used to retain the actual traffic consultant. A survey went out to Dickinson College and several other organizations that were pushing for the traffic study. The focus will be on the downtown core and the potential impact on immediate surrounding neighborhoods.

**ADDITIONAL AGENDA ITEMS:**

Tom S. made a motion to adjourn the meeting; Erich M. seconded the motion, and the motion carried. The meeting adjourned at 9:45 p.m.

**NEXT MEETING**

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, December 20, 2007 at 7:00 p.m. to be held at the Carlisle Community Center in Carlisle, PA.

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Date Adopted

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Lauren Imgrund, Secretary

Prepared by: Kathy L. Russell