

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
December 20, 2007

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

ATTENDANCE

Members Present: Mark Bishop, Tom Colestock, John Greenbaum, Lauren Imgrund, Erich Messerschmidt, Tom Stenehjelm, and Herb Weigl

Members Absent: Dave Baric and Kevin Spicer

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

APPROVAL OF MINUTES

Mark made a motion to approve the November minutes with one correction, Erich seconded the motion, and the motion carried.

PRESENTATIONS -

Paul Wilson with Brehm Lebo Engineering gave a presentation on the Borough of Carlisle's project – Seven Gables Apartments. The project will consist of five buildings with 33 apartments in each building totaling 165 units. There will be a total of 326 parking spaces. Paul explained the underground storage system that is planned for the storm water drainage. In reviewing the plans, Erich suggested that they put filter fabric under the drainage system. Paul made note of Erich's suggestion and agreed that it would be done.

STAFF REPORTS:

Executive Director (Mike Blumenthal) – No report

Solicitor (Dale Shughart) –

- Dale has an easement agreement for Willow Crossing that has been signed by the LRA. He understands that Willow Crossing is now ready to sign and he will have the agreement presented to them after the first of the year.
- Dale suggested that we sit on the Keystone Arms easement issue until January.
- Dale will draft a letter to the owner of the watercress farm to determine if they are interested in giving us an easement.

MONTHLY FINANCIAL STATUS

Tom was given a letter of indebtedness from a collection company referred to them by Embarq for \$86.68. Mike had closed the Embarq account and we paid our final phone bill and received a refund. Mike then received this \$86.68 bill. Mike has unsuccessfully tried to contact Embarq to clarify what this indebtedness is for, and he will try to resolve this issue before the January meeting.

Receipts:	So. Middleton Twp budget contribution	\$5,000.00
	Embarq refund	\$13.38
	Cumberland County 2007 Appropriation	\$1,762.00
	Interest (Nov).....	\$83.06
	TOTAL Receipts	\$6,858.44

Tom reported that we paid bills as follows:

December 2007 – Bills Requiring Approval:

Executive Director	
monthly salary	\$500.00
mileage - 26 miles	\$12.61
office expenses:	
postage	\$16.40
office supplies	\$56.89
ED Subtotal	\$585.90
Kathy Russell (Recording Secretary)	\$90.00
Dale Shughart (Solicitor)	\$260.00
The Sentinel (legal notices)	\$238.42
Bonus to Kathy Russell (Recording Secretary)	\$60.00
TOTAL bills requiring approval	\$1,234.32

Tom S. made a motion to approve the December bills, Tom C. seconded the motion, and the motion carried.

In 2007, we budgeted for the Recording Secretary to receive \$1,140.00 or \$95 a month. She was paid \$90.00 per month, therefore, Tom made a motion to give Kathy an additional \$60 for the month of December. Lauren seconded the motion, and the motion carried.

Tom announced that every township and the borough have paid their appropriations for 2007.

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 (December bills) +\$1,022.58, add transfer from Gen Fund Acct +211.74; minus payment of approved bills (December) - \$1,234.32. Leaving a closing balance of \$100.00.

Money Mgmt. - Growing Greener (Grant) Account: Beginning balance is \$16,253.67; add three plan review fees +\$300.00; add Greenway Study (Borough) +1,000.00; add appropriation from No. Middleton +\$2,000.00; add interest for November '07 +\$29.94; minus transfer to Checking Account -\$1,022.58 and minus transfer to Checking Account -\$211.74 for December bills; leaving a closing balance of \$18,349.29.

Account Balance Break-Out:

LeTort Funds (Regular Appropriation).....	\$6,849.29
Spring Run Restoration Funding:.....	\$11,500.00
TOTAL.....	\$18,349.29

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	\$6,913.75
Interest – Oct. '07	\$ 19.60
Current Value	\$6,933.35

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	\$8,253.44
Interest – Oct. '07	\$33.52
Current Value	\$8,286.96

Receipts for Deposit

South Middleton Appropriation	\$5,000.00
Cumberland County – '07 Appropriation	\$1,762.00
Embarq Refund	\$13.38

GRAND TOTAL: \$ 40,470.74

Finance / Budget – (Chairman, Tom Stenehjem)

- 2007 Budget - There is one change to be made to the 2007 budget. Under the month of February, Tom asked that we add an asterisk beside the \$1,762.00 under annual appropriation for Cumberland County and add another asterisk at the bottom with a notation that this amount was a 2006 appropriation. The note referencing a credit should be removed.
- 2008 Budget – Tom found an error, which will not change the budget figures. There was \$11,500 under receipt from the Corp of Engineers. Tom deleted that figure because the money is already received and in our treasury. He then increased the reserves from \$10,106 to \$22,108 and zeroed out the Spring Run Restoration Funding (Received). All changes are indicated in red. Otherwise it would have overstated what we're going to get for the year from appropriations, when in fact, it is already sitting in the treasury.

COMMITTEE REPORTS

Friends of LeTort (Lauren Imgrund) –No report

Information and Education (Kevin Spicer) - Kevin was not present at the December meeting, but we received an e-mail on his activities as follows:

- Kevin met with the storm water group on Tuesday 12/11, where they reviewed and updated posters for storm water management. The posters will be displayed in the windows of downtown businesses early in the spring.
- The documentary video about the LeTort is almost complete.
- The LeTort Festival (first annual) will occur and coincide with the LeTort Clean-Up on Saturday, May 3, beginning at 11:00.
- The most recent public service announcement regarding storm water management by the Herd TV high school kids was shown and appreciated. The third PSA in this series is just now being aired at the high school.

Lauren suggested that the LRA consider submitting another proposal to the League of Women Voters for some education projects on the LeTort. The proposals will be due the beginning of April - \$5,000 grants. Lauren will talk to Kevin and they will report back at the next meeting.

Long Range Planning - (Chris Houston – Chairperson)

- **Trail Planning Grant** – Chris reported that the grant, as it is now, we have \$34,650.00. Our match we were anticipating was \$3,950.00 (\$2,000 of that amount was received from the Borough). We were going to come up with \$1,950 out of our funds for a total project expense of \$39,500.00. In that \$39,500 the BL Companies proposal is \$38,500.00. We had built in an extra \$1,000 into the budget for expenses over and above what BL Companies was charging us for.

If we want to maximize the grant - \$45,717.00, the total project would have to go up to \$50,800.00, which is a total of \$11,300 difference, thereby increasing the match component by approximately \$1,100.00. The County needs to see a written scope of work for the additional design task. We need a Phase I of the Master Trail Plan designed.

We will defer these budget modifications until the January meeting.

Chris, Mark, and Dave will talk to Mark at BL Companies to see if a Phase I outline can be established by the next meeting.

Lauren noted that the DCNR funding that the authority could apply for will have an open application period that will begin January 1, 2008 with a deadline of April 25, 2008. There won't be another application period until April 2009. This is funding to build the trail. Lauren will e-mail Mike the information once it is available. This would be a one-to-one matching grant, unless we go for federal dollars, in which it would be an 80/20 matching grant. Some of the match can be in-kind contributions.

Easement & Nature Trail (Chairman, Dave Baric) -

Mike will contact Dale to give him the files for the deeds and easements that belong to LeTort.

- Willow Crossing – Dale reported on this issue above under Solicitor.
- Keystone Arms – Dale reported on this issue above under Solicitor.
- Watercress Beds – Dale reported on this issue above under Solicitor.
- RR bridge safety certification and maintenance – Mike reported that our liability insurance company is concerned about the bridge safety. Mark has requested two proposals from Brehm Lebo – one proposal for the super structure with regard to safety and one proposal for the erosion to the footers. Mike will report the proposal results at the January meeting.
- Tom and Erich cleared four trees that had fallen on the trail. The trail looks good.

Water Quality (Lauren Imgrund) -

- Mike and Lauren met with ALLARM last week. Lauren addressed ALLARM's request for additional money for water quality monitoring services beginning in 2009. ALLARM has been providing our water quality monitoring since 1999. We paid them \$1,200.00 from 1999 to 2004. The amount was increased for 2005, 2006, and 2007 to \$1,400. With the staff time, travel, and expense for lab, ALLARM's cost for this monitoring is approximately \$2,600. ALLARM is willing to continue to perform the monitoring, but have requested additional funding support from the LRA. After some discussion, Mark made a motion to change the amount we give ALLARM beginning in 2009 from \$1,400 to \$2,000; John G. seconded the motion with one vote of opposition. The motion carried.
- Lauren has reviewed the water quality reports for the past three months and there have been no significant changes.

Project Review - (Erich Messerschmidt – Chairperson)

Erich reported that during the plan reviews for Camping World and Biddle Park / Garrison Lane, it was determined that these are some good possibilities for easements at these locations. Erich suggested that the Easement Committee follow up on these possibilities.

Mark suggested that when we review plans, we add a notation about easement. Dale suggested that a comment be added to plan review letters for plans that encompass the Trail Master Plan to ask them to consider donating an easement to the LRA.

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

Public Comments – None

OLD BUSINESS –

Mike reported that Fischbach Morgan are on board as our project engineers for \$125 + cost – as needed for plan reviews.

The county has reappointed Kevin Spicer as their representation, South Middleton has reappointed Dave Baric, and the Carlisle Borough has reappointed Chris Houston.

NEW BUSINESS:

John G. made a motion to re-nominate Chris Houston as chairman of the LRA, Dave Baric as vice-chairman, Lauren Imgrund as secretary and Tom Stenehem as treasurer. Erich M. seconded the motion and the motion carried.

The LRA is involved in the downtown traffic study. Chris e-mailed the final version of the scope of work. The borough will put this information out sometime in January.

ADDITIONAL AGENDA ITEMS:

Tom S. made a motion to adjourn the meeting; John G. seconded the motion, and the motion carried. The meeting adjourned at 8:55 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, January 17, 2008 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