

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

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
January 17, 2008

The meeting was held on Thursday, January 17, 2008 at the Carlisle Community Center. Chris Houston called the meeting to order at 7:03 p.m.

**ATTENDANCE**

*Members Present:* Dave Baric, Mark Bishop, John Greenbaum, Lauren Imgrund, Erich Messerschmidt, Kevin Spicer, Tom Stenehjem, and Herb Weigl

*Members Absent:* Tom Colestock

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

**APPROVAL OF MINUTES**

John G. made a motion to approve the December minutes, Dave seconded the motion, and the motion carried.

**PRESENTATIONS** - none

**STAFF REPORTS:**

**Solicitor** (Dale Shughart) –

- Keystone Arms easement – Dale talked with Charlie Courtney, the attorney for the developer, and they were to meet in December, but he never got back to Dale.
- Willow Crossing easement – Dale has e-mailed Sue Whittaker and Mike Adler several times with no response.
- Burgoon-Watercress Beds RR ROW – Mike was able to find the deed from the railroad to the LRA (which includes the portion of the property that goes through the Burgoon property) and he also found a draft easement that was prepared in 1998 to allow the LRA to come in and repair the bridges. Erich made a motion to authorize Dale to write to Burgoon indicating that we have located a deed from the railroad that quitclaims any interest in their property and ask them if they're claiming they own it or if they agree there is a right-of-way. If they claim they own it, could they give us deed references and find out if they may be interested in deeding an easement to the LRA. Tom seconded the motion and the motion carried. Dale will have Chris and Dave review the letter before it is mailed.

**Executive Director** (Mike Blumenthal)

- PA Municipality Authorities Act (2007) – Mike has a copy on file and can order additional copies if needed.
- Annual Report of Municipal Authorities 2007 – This is the 180-day after the end of our fiscal year report done by the Executive Director. It cannot be completed until after Smith, Elliott & Kern does the audit. Due by June 30, 2008.
- PA grant research – There is a workshop on Feb. 5 at the Carlisle Convention Center presented by DCNR Recreation & Conservations which will cover summarizing of grants for watersheds, recreation, and conservation parks. Mike will plan to attend this workshop. Mike will also touch base with Mark Heeb to advise him that we are starting to pursue grants for the trail improvement.
- 2008 SEC Statement of Financial Interests – Mike distributed forms to board members for their completion.
- 2008 PMAA Board Member Questionnaire? – They are requesting board information – Mike will revised the information but will NOT supply e-mail addresses.
- PA Land Trust Conservation Conference? – No interest in this conference.
- PA Land Trust Association solicitation? – We already pay \$150 dues – no additional donation will be given.
- Eagle Scout project(s) – Tom S. had a call from a parent who has a son working on his Eagle Scout award. He is looking for a project.
  - Tom thought that one idea to consider would be the widening of the trail bridge. We will need to supply a scope of work – (basically – widening the bridges so that one trip can be made with the tractor). Tom will meet initially with them on Saturday to take photos and then turn the point of contact over to Mike. They will take care of their own medical insurance. Dale will draft a release for the parent to sign.
  - Lauren suggested that if additional projects are required, another option might be the removal of invasive species on the trail. If additional projects are needed, Lauren will work with Andy Parker.

**COMMITTEE REPORTS**

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

- CC 2008 appropriation approval (\$1,762.00)

**Monthly Financial Status**

Tom reported that, after last month's meeting, we had expenses that were paid – Embarq \$84.25 and ALLARM \$1,400.00 for remaining bills for December. John G. made a motion for approval in the amount of \$1,484.24 to cover those non-approved December bills. Erich seconded the motion and the motion carried.

Tom reported that the budget allowance for the recording secretary is \$95 per month and he requested a motion to approve a pay raise for her beginning in January from \$90 per meeting to \$95 per meeting. Lauren made a motion to approve a pay raise for the recording secretary beginning January 2008 to \$95.00 per month, Herb seconded the motion and the motion carried.

Tom presented the January '08 memorandum of bills as follows:

<b>Receipts:</b>	Plan Review Fees (2).....	\$200.00
	Interest (Dec).....	<u>\$0.00</u>
	<b>TOTAL Receipts .....</b>	<b>\$200.00</b>

Tom reported that we paid bills as follows:

<u>January 2008 – Bills Requiring Approval:</u>		
Executive Director		
monthly salary .....	\$500.00	
mileage - 15 miles .....	\$7.28	
office expenses:		
postage .....	\$0.00	
office supplies .....	<u>\$101.74</u>	
ED Subtotal.....	\$609.02	
Kathy Russell (Recording Secretary).....		\$95.00
Dale Shughart (Solicitor) .....		\$210.00
The Sentinel (tax forms) .....		<u>\$18.01</u>
<b>TOTAL bills requiring approval .....</b>		<b>\$932.03</b>

Dave made a motion to approve the January bills, Lauren 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 Money Mgmt Acct (Dec.) +\$84.24; add transfer from Money Mgmt Acct (Dec.) +\$1,400.00; minus payment of December's approved bills -\$1,484.24; add transfer from Money Mgmt Acct (January) +932.03; minus payment of approved bills (January) - \$932.03. Leaving a closing balance of \$100.00.

Money Mgmt. - Growing Greener (Grant) Account: Beginning balance is \$18,349.29; add receipt: appropriation from S. Middleton +\$5,000.00; add receipt appropriation from Cumberland County +\$1762.00; add refund from Embarq +\$13.38; minus transfer to checking (Dec.) -\$84.24; add interest (Dec.'07) +\$40.27; minus transfer to checking (Dec.) -\$1,400.00; minus transfer to checking (Jan bills) -\$932.03; leaving a closing balance of \$22,748.67.

<u>Account Balance Break-Out:</u>	
LeTort Funds (Regular Appropriation).....	\$11,248.67
Spring Run Restoration Funding: .....	<u>\$11,500.00</u>
TOTAL.....	\$22,748.67

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

Certificates of Deposit

Tom reported that one CD matures on 2/12/08 is a \$6,953.00 CD. Tom made a motion that we renew this CD in a 9-month no penalty at 3.51%, John seconded the motion and the motion carried.

CD 42 (Initial Purchase: 9 mo - no penalty @ 3.51%, matures: 2/12/08)	
1 X \$6,805.63 (Purchased 5/18/07)	
Previous Month's Amount	\$6,933.35
Interest – Dec. '07	<u>\$ 20.32</u>
Current Value	\$6,953.67

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	\$8,286.96
Interest – Dec. '07	<u>\$34.76</u>
Current Value	\$8,321.72

<u>Receipts for Deposit</u>	
Plan Review Fees (2)	<u>\$200.00</u>

**GRAND TOTAL: \$ 38,349.82**

Tom had several revisions for the 2007 budget.

- make a correction to the telephone from \$157.54 in December – corrected to \$84.24;
- under plan review fee for December, move the \$55.06 figure down one line to the interest line and change to 95.35;
- change the note at the bottom from December to February.

2008 Budget – Tom suggested that in view of the many changes that we're having for the approved budget and so we know what version we're looking at, he recommended that with each approved change, we give the form a change number. The current revision will be "Change #1".

Tom requested that Mike check the formulations on the 2008 budget spreadsheet to make sure the figures adjust when additions and changes are made.

Tom made a motion to accept the changes indicated in yellow on the 2008 budget, Herb seconded the motion and the motion carried.

Friends of LeTort (Lauren Imgrund) – No report

Information and Education (Kevin Spicer) – No report. Kevin stated that they would be meeting again in February.

Long Range Planning - (Chris Houston – Chairperson)

- **Land Partnership Grant – Project Report** – Mark Heeb will prepare a progress report and forward to the county.
- **Master Trail Plan – Phase 1 Scope of Work** – Chris e-mailed Mark Heeb asking him to proceed with preparing a Phase 1 Scope of Work which would include improvements to the trail from the park out to South Spring Garden Street. This Scope of Work will then need to be sent to the County Planning Commission so that they can sign off on it.
  - Camping World easement (Keith Plasterer) – Mike reported that they are in agreement with an easement and they would like to discuss this matter informally.
  - Garrison Lane easement (Jeff Austin) – They are also in agreement with an easement. They want to review the plans and meet informally to discuss.

Chris suggested that the Easement Committee meet to review the plans and discuss these two easement issues prior to meeting with them. Mike will get the updated sample easement forms from the Pennsylvania Land Trust Association and forward them to the Easement Committee.

Easement & Nature Trail (Chairman, Dave Baric) -

- RR bridge safety certification and maintenance – Because of the insurance company questioning the safety of the RR bridge, Brehm – Lebo was asked to inspect the bridge. They provided a written proposal for their inspection and repair to the bridge with a breakdown on their fees not to exceed \$2,000.00. It was discussed and determined that this work will be required by DCNR if we want to apply for a grant for improvements to the bridge.
  - Herb made a motion to authorize Mike to first check with the borough office to see if they can perform the inspection or if the borough can suggest another engineer and if he's not successful getting someone else to perform these services, he can spend up to \$2,000 to have Brehm-Lebo provide us with a statement of work and inspection on the bridge. Erich seconded the motion, and the motion carried.

Project Review - (Erich Messerschmidt – Chairperson)

- Members 1<sup>st</sup> Federal Credit Union – SMT – no comments – except that Erich asked for detail in case of sink hole. Mike is holding our comments until we receive their \$100 plan review fee.
- Cumberland County Prison – MT - This plan will be given to Fischbach Morgan for review along with Erich's comments
- Rutter's Farm Store – MT - This plan will be given to Fischbach Morgan for review along with Erich's comments
- FMC contract request – Contract not yet received – Mike will follow-up. We agreed to the fee of \$125.00 plus costs.

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

- PMAA Community Outreach Kit – Received by Mike – Herb will review

Water Quality (Lauren Imgrund) - December and January results will be reported at the February meeting.

- ALLARM approved \$2,000.00 contract for 2008 WQ monitoring.

Public Comments – None

#### **OLD BUSINESS** –

- LeTort Park RR bridge repair – Already discussed
- Embarq payment – Already discussed
- Houston & Baric reappointments – Chris H has not yet officially been appointed
- Carlisle Traffic Study – The project is moving forward.

#### **NEW BUSINESS:**

- DeLorme handheld GPS and software (\$340 + S&H) – Mike suggested that a GPS be purchased for use by the LRA to identify sites along the LeTort and for documenting points on the ground and to indicate locations of bridges, water sampling locations, etc. Both Herb and Dave said that they have a GPS that is available for Mike to borrow and it was not necessary to purchase one.
- John made a motion to approve him to draft a proposed letter to the Environmental Quality Board from the LRA in support of the proposed state idling regulations, Herb seconded the motion and the motion carried.

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

Tom S. made a motion to adjourn the meeting; Erich seconded the motion, and the motion carried. The meeting adjourned at 8:12 p.m.

**NEXT MEETING**

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, February 21, 2008 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