

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
February 21, 2008

The meeting was held on Thursday, February 21, 2008 at the Carlisle Community Center. Chris Houston called the meeting to order at 7:04 p.m.

ATTENDANCE

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

Members Absent: None

Staff Present: Kathy Russell, and Dale Shughart

Staff Absent: Mike Blumenthal

Chris welcomed a visitor to our meeting – Adam McClain who is the Watershed Specialist with the Cumberland County Conservation District. Adam wanted to introduce himself and see if he could give us any technical assistance. Adam also distributed tree seedling sale brochures for Cumberland County's annual fundraiser.

APPROVAL OF MINUTES

Dave made a motion to approve the January minutes, Lauren seconded the motion, and the motion carried.

PRESENTATIONS - Michael Arnold, who was originally on our agenda, cancelled.

STAFF REPORTS:

Solicitor (Dale Shughart) –

- Keystone Arms easement – Dale hasn't heard anything on this easement. He feels we should just sit tight.
- Willow Crossing easement – Dale hasn't heard anything on this agreement. Dale feels that it's time for Dave to follow up with a phone call to get the status.
- Burgoon-Watercress Beds easement – Dale received a friendly "stall" letter from Burgoon and he replied with a friendly letter. Dale's title abstractor has reviewed deeds back to the 1940's and has identified 13 tracts of land, including the two tracts that are impacted, but he suggests that we try to find an abstractor who can provide a more intense deed search. Dale will supply the documentation that has been obtained thus far to whoever undertakes this task. Dave will contact Niven Baird to see if he is interested in performing this search.
 - After some discussion and in an effort to determine our ownership so that we may become actively involved in managing the wetlands, Erich made a motion to authorize that we expend up to \$1,000.00 +copy costs to have an additional search performed, Mark seconded the motion and the motion carried.
 - These funds will be taken out of the \$11,500.00 Corps of Engineers Projects (Spring Run Restoration).

Executive Director (Mike Blumenthal) Mike was not in attendance at our meeting, but submitted the following comments:

- 2008 SEC Statement of Financial Interests – Members should complete this form and return it to Mike.
- A contract has been executed with Fischbach Morgan Associates for plan reviews.
 - Mike requested that Brehm-Lebo submit a proposal to provide plan review services (@\$125.00 +costs) whenever FMA is unavailable to do our review due to workload or conflict-of-interest.
 - Herb made a motion to approve the services of Brehm-Lebo for plan reviews, in the event that there is a conflict with Fischbach Morgan; John seconded the motion and the motion carried.
- Mike sent a letter to the PA Environmental Quality Board in support of anti-idling legislation.
- PA Land Trust Association solicitation? – We already pay \$150 dues – no additional donation will be given.
- Eagle Scout project(s) – Mike sent a liability waiver to Robert Parr to be executed and returned with no reply.
- LeTort Park RR bridge safety certification and maintenance: Brehm-Lebo is preparing an inspection report (c. \$500.00 fee) with short-/long-term repair options. Mike requested that Greg Lebo include walking and bicycle traffic in his safety assessment.
 - The Borough of Carlisle does not have a structural engineer and cannot certify bridge safety.
- Mike e-mailed a copy of PA Land Trust's model easement agreement to our insurers (PennPRIME) for their review and comment on the immunity / indemnity sections. Dave suggested that we inquire as to the cost for this indemnification coverage.

COMMITTEE REPORTS

Finance / Budget – (Chairman, Tom Stenehjem)

Monthly Financial Status

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

Receipts:	Borough of Carlisle	\$5,500.00
	Plan Review Fees (2).....	<u>\$200.00</u>
	TOTAL Receipts	\$5,700.00
	+Interest (Jan).....	\$95.77

Tom reported that we paid bills as follows:

February 2008 – Bills Requiring Approval:

Executive Director		
contracted fee	\$500.00	
mileage - 15 miles @ .505.....	\$7.58	
office expenses:		
postage	\$8.15	
office supplies	<u>\$13.78</u>	
ED Subtotal.....	\$529.51	
Kathy Russell (Recording Secretary).....		\$95.00
Dale Shughart (Solicitor)		\$440.00
Erich Messerschmidt		\$35.00
Tom Stenehjem.....		\$35.00
PMAA dues		\$150.00
Fischbach Morgan Associates Plan Review Fee (2)		\$251.44
Rocky Stump – Tree Removal.....		<u>\$50.00</u>
TOTAL bills requiring approval		\$1,585.95

Herb made a motion to approve the February bills, Dave seconded the motion, and the motion carried.

Tom requested that, in order to prevent any issues with the auditor, he would like Mike to provide a log indicating the date and purpose of travel for mileage submitted for reimbursement as well as receipts for any office supplies and postage. Chris will talk to Mike.

Tom noted that the IRS rule for 2008 for gas is .505 cents per mile. Tom has corrected Mike's mileage to reflect this change.

Chris said that Rocky Stump had contacted him regarding a tree that had come down behind Houser's property, which he would remove for \$50. Chris gave Rocky the O.K. - Tom will mail Rocky a check for the tree removal.

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 +\$1,535.95; minus payment of February's approved bills -\$1,585.95; leaving a closing balance of \$50.00.

Money Mgmt. - Growing Greener (Grant) Account: Beginning balance is \$22,748.67; add receipts for 2 plan reviews +\$200.00; add interest (Jan.'08) +\$40.47; minus transfer to checking (Feb. bills) -\$1,535.95; leaving a closing balance of \$21,453.19.

Account Balance Breakout:

LeTort Funds (Regular Appropriation).....	\$9,953.19
Spring Run Restoration Funding:	<u>\$11,500.00</u>
TOTAL.....	\$21,453.19

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

Certificates of Deposit

CD 42 (11 Months @ 4.0%, matures: 1/11/09)	
Previous Month's Amount	\$6,953.67
Interest – Jan. '08 (Rollover to CD45)	<u>\$ 27.63</u>
Current Value	\$6,981.30

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	\$8,321.72
Interest – Jan. '08	<u>\$34.92</u>
Current Value	\$8,356.64

Receipts for Deposit

Borough of Carlisle, Appropriation	\$5,500.00
Plan Review Fees (2)	<u>\$200.00</u>

GRAND TOTAL: \$ 42,566.89

2008 Budget – Tom requested several revisions, which are reflected on the summary of bills, as follows:

- Add \$251.44 to the Engineer Plan Review Fee for February
- Change Travel for Executive Director from \$7.73 to \$7.58
- Change Trail Maintenance from \$70.00 to \$120.00 (adding \$50 fee for tree removal by Rocky Stump)
- Change the Grand total from \$1,284.66 to \$1,585.95
- Add \$5,500.00 for Borough of Carlisle Appropriation

Friends of LeTort (Lauren Imgrund) – No report

Information and Education (Kevin Spicer) – Kevin was unable to attend the storm water meeting on Tuesday, but he met with representatives from ALLARM to work on details for the LeTort Festival which is scheduled on May 3.

Long Range Planning - (Chris Houston – Chairperson)

- **Land Partnership Grant – Project Report** – Mark Heeb with BL Companies submitted an annual project progress report to Cumberland County.
- **Master Trail Plan – Phase I Scope of Work** – A draft Phase I proposal was submitted by BL Companies. The Nature Trail and Easements Committee met on 2/7/08 to review and modify the scope of work draft for the design of the existing nature trail. The Committee's comments have been submitted to BL and they have incorporated those changes into this document. This provides for a fee of \$11,600.00 – to take advantage of the entire Partnership Grant that we were originally awarded. There is a small match component that has already been approved in the budget. Chris has submitted the Phase I contract to the county for their approval.
 - Dave made a motion that, subject to the county's approval, we should enter into this agreement. Erich seconded the motion and the motion carried.
- Chris spoke with Mark Heeb today about the trail plan itself. Mark will have a complete draft of the plan by our March meeting. The plan will be submitted to the LRA, all municipalities, the borough, and the members of the original Steering Committee for comment. Once all comments, suggestions, changes are given to us, we will submit them to BL for a final draft.

Easement & Nature Trail (Chairman, Dave Baric) -

- **Camping World easement** - Chris spoke with Keith Plasterer. Keith is interested in talking with us about an easement; however, he wants to see our Master Trail Plan before making a commitment.
- **Garrison Lane easement** – Chris spoke with Jeff Austin. Jeff is not interested in us coming through his property. Dave will contact Jeff to follow up.

Project Review - (Erich Messerschmidt – Chairperson)

- Camping World – MT: Project review mailed to MT
- Cumberland County Prison – MT: Project review mailed to MT
- Rutter's Farm Store – MT: Project review mailed to MT
- Summerfield VI – SMT – Erich isn't sure if our comments from a previous review have been incorporated into the new plans or not. He will go back and inquire as to what comments were incorporated and why or why not?
- Robinson – BoC – Erich will respond that we do not agree with this sub-division plan.
- Bruster's Ice Cream – BoC – Erich will respond with comments on the storm water retention pond and their parking code.
- Mallios – BoC – no comments
- Biddle Field – BoC – no comments
- Seven Gables – Resubmitted for review – No additional comments.

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

Water Quality (Lauren Imgrund) -

- Lauren presented copies of ALLARM's January results for review. The report includes copies of the sites as well as a spreadsheet showing all of the results back to the beginning of the program. Lauren has reviewed this report and has nothing abnormal to report.
- 2008 contract executed with ALLARM.

Public Comments – None

OLD BUSINESS –

- Chris Houston has been reappointment: as the Borough of Carlisle's representative to the LRA.

NEW BUSINESS:

- Mark is working with United Way and asked for ideas or projects that we could submit for “free labor”. They are willing to do some heavy-duty projects. Chris suggested that we try to coordinate the workers to help out with the LeTort clean up day.
 - One project that is an option would be to have workers clean up trash behind the Lambertson Middle School.
 - Another option might be working on removal of the Tree of Heaven behind the borough office.
 - Dale suggested that anyone performing work with chain saws or heavy equipment should sign a liability waiver. The waiver wouldn't be needed for manual labor that doesn't require any tools.
- Chris distributed invitation to the board members from the Cumberland Valley Chapter of Trout Unlimited to attend their Limestone Conservation Banquet. After some discussion, it was determined that, as a municipal authority, we should not be spending our money to support a private organization. However, to show our support for TU, each member was asked to purchase the \$5 worth of 50/50 raffle tickets on behalf of the LeTort Regional Authority. If members want to attend this function individually, they're on their own.
- Mike had sent copies of grant application materials to everyone.
 - The DCNR grant is due at the end of April. The cash match should be available when you list the match on your grant application.
 - Lauren said that once you apply for the grant it takes a long time until the grant proposal is approved (up to 9 months), therefore, she suggested that Mike talk with the Regional Representative of DCNR to check on this grant.
 - Mark Heeb will be contacted to see if their proposal can be made available to be submitted by the April deadline.
- Tom C. questioned if the Rails to Trails project from Newville to Carlisle is located on any part of the train bed that is the trail? Chris said that Will Gabig approached him and said that funds are in place to develop this trail from Newville to Carlisle, but, apparently, he said that the gentleman that is in charge of the trail is based in Shippensburg and they are not really interested in heading this project. Mr. Gabig is looking for someone who would be willing to take this project on and push it through. Tom C. said he would be willing to get involved and will do some additional research.

ADDITIONAL AGENDA ITEMS:

Tom S. made a motion to adjourn the meeting; John seconded the motion, and the motion carried. The meeting adjourned at 8:22 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, March 20, 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