

DRAFT

LETORT REGIONAL AUTHORITY  
415 Franklin Street  
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY  
June 19, 2008

The meeting was held on Thursday, June 19, 2008 at the Carlisle Community Center. Chris Houston called the meeting to order at 7:21 p.m.

**ATTENDANCE**

Members Present: Mark Bishop, John Greenbaum, Chris Houston, Erich Messerschmidt, Tom Stenehjem, and Kevin Spice (who participated by phone)

Members Absent: Dave Baric, Tom Colestock, Lauren Imgrund, and Herb Weigl

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

**APPROVAL OF MINUTES**

Erich made a motion to approve the May minutes with one revision, Tom S. seconded the motion, and the motion carried.

**PRESENTATIONS** - None

**STAFF REPORTS:**

**Solicitor** (Dale Shughart) –

- Keystone Arms easement – Dale would like to get a copy of the Plan to look at any restrictions, conditions, and use things that were filed to confirm that they built a walkway from Post Road to the development and to insure that it is a public walkway. Chris thought Lauren was going to follow up with Mark Carpenter. Mike will see if he can get the plan for Dale to review.
- Willow Crossing easement – Dale will give Dave the information that he has on this matter so that Dave can contact their attorney.
- Burgoon-Watercress Beds easement – at 7:26 Dale requested that the meeting go into an executive session to discuss this matter. The executive session ended at 7:35 p.m.

**Executive Director** (Mike Blumenthal)

- LeTort Park RR bridge repair and ramps have been completed. When we made the original contract with McCorkel to perform these services, they were supposed to leave the “good” lumber behind so that it could be used for other projects on the trail and the lumber that was not reusable was to be removed. We received a bill for the bridge for the amount they had bid. Although the bridge had been completed, there was an 18” jump from the railroad bed to the bridge deck, so Mike contacted them and asked what the price would be to add stone to make a ramp so that strollers, bicycles, and walkers could cross the bridge. Mike was told that the estimated cost would be approximately \$400. Although this additional charge was not approved at a board meeting, Mike and Chris determine that since McCorkel was already on-site and it would probably cost more to have them return with their equipment, it was decided to just have them proceed with the installation of the stone for the ramps. However, the actual bill for these services came in at \$1,300.00 (\$900 higher than quoted). The added charges were to excavate and use the old railroad ties and to build up on either side of the access ramp to the bridge. There is also a charge for removal and disposal of existing railroad ties. Mike will contact McCorkel to clarify this invoice before it is approved for payment.
- LSR Corridor Atlas: No response from Professor Ruhl. We have an electronic version of this atlas and Mike has a draft hard copy at his house.
- Mully Grub map and storm sewer maps – ALLARM and Dickinson will supply this map.
- Mike announced that we received a \$2,000.00 PennPRIME grant to be used for bridge repair.

**COMMITTEE REPORTS**

Finance / Budget – (Chairman, Tom Stenehjem)

**Monthly Financial Status**

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

<b>Receipts:</b>	PennPRIME Grant.....	\$2,000.00
	Plan review fee.....	\$100.00
	Interest (prior month) .....	\$ 80.29
	<b>TOTAL Receipts .....</b>	<b>\$2,180.29</b>

Tom reported that we paid bills as follows:

June 2008 – Bills Requiring Approval:

Executive Director		
contracted fee .....	\$500.00	
mileage - .....	\$13.13	
office expenses:		
postage .....	\$8.40	
color copies .....	\$10.39	
ED Subtotal .....	\$531.92	
Kathy Russell (Recording Secretary) .....		\$95.00
Dale Shughart .....		\$120.00
Erich Messerschmidt .....		\$105.00
Tom Stenejem .....		\$143.70
McCorkel Construction .....		\$9,828.00
Strickler Agency .....		\$750.00
<b>TOTAL bills requiring approval .....</b>		<b>\$11,573.62</b>

John G. made a motion to approve the June bills, Mark 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 +\$11,573.62; minus payment of June's approved bills -\$11,573.62; leaving a closing balance of \$100.00.

Money Mgmt. - Growing Greener (Grant) Account: Beginning balance is \$24,355.67; add interest (May '08) +\$31.39; minus transfer to checking (June bills) -\$11,573.62; leaving a closing balance of \$12,813.44.

Account Balance Breakout:

LeTort Funds (Regular Appropriation) .....	\$11,801.44
Spring Run Restoration Funding:.....	\$11,500.00
May - Brehm / Lebo .....	-\$660.00
June – McCorkel.....	-\$9,828.00
REMAINING.....	\$1,012.00

**Closing Acct Balance: ..... \$12, 813.44**

Savings Account: The beginning balance is \$25.76; closing balance of \$25.76.

Certificates of Deposit

CD 45 (11 mo w/penalty @ 4.0% Mature: 1/11/09) (Purchased Feb. 12, 2008)	
Previous Month's Amount	\$7,040.85
Interest – April '08	\$23.50
<b>Current Value.....</b>	<b>\$7,064.35</b>

CD 61 (11 mo w/penalty @ 3.0% Mature: 4/10/09) (Purchased 5/11/08)	
Previous Month's Amount	\$4,229.42
Interest – April '08	\$12.70
<b>Current Value.....</b>	<b>\$4,242.12</b>

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Previous Month's Amount	\$4,229.42
Interest – April '08	\$12.70
<b>Current Value.....</b>	<b>\$4,242.12</b>

**RECEIPTS FOR DEPOSIT:**

<b>Penn Prime Grand 50/50 .....</b>	<b>..\$2,000.00</b>
<b>Plan Review Fee (1) .....</b>	<b>\$100.00</b>

**GRAND TOTAL: ..... \$ 39,981.12**

2007 Budget

Tom reported that the 2007 Financial Audit Records have been finalized. Reports were presented to the LRA board members. Chris briefly reviewed the audit and reports and explained the new auditing requirements with respect to the comments on internal controls. We received a clean audit report from SE&K. Erich made a motion to accept the 2007 audit, John G. seconded the motion and the motion carried.

2008 Budget

Tom asked that the v2 be revised to read v3 (version 3). There was a \$2,000.00 line added for the 50/50 PennPRIME grant received for bridge repair. In order to balance out that change, we should then reduce the reserved by \$2,000.00. The grand total will not change. Erich made a motion to amend the budget with the suggested revisions, John G. seconded the motion and the motion carried.

Tom advised that in the budget for June, McCorkel is \$9,828.00. Based on the \$2,000.00 check that we received from PennPRIME, that figure should be changed for June to \$7,828.00. The \$2,000.00 amount will then fall under Trail Improvements. The grand total will remain the same.

Tom suggested that Mike review the budget to revise the formulas of calculations on the spreadsheet.

Mike will follow-up with Cumberland County, North Middleton, South Middleton, and Middlesex townships on their outstanding contributions for 2008 to the LRA.

Chris asked if Mike had heard from Curt Stoner with regard to the stream gauge. Curt would like an invoice from us so that they can pay for the stream gauge. Mike will work with Curt to resolve this issue.

Friends of LeTort (Lauren Imgrund) – no report

Information and Education (Kevin Spicer) –

Kevin reported on the following

- the storm water alliance meeting on June 3,
- he will be contacting the Regal Cinemas to see if they will air the storm water ads,
- a successful cleanup at the LeTort Festival, and
- Kevin will be attending a workshop at Mansfield University in July on watershed management and analysis. His homework assignment is to apply the knowledge gained to a local watershed which he will do on behalf of the LeTort.

Long Range Planning - (Chris Houston – Chairperson)

- Master Trail Plan – Phase 1 Draft Plan from BL – Chris e-mailed the municipal presentation schedule to board members. He's looking for representatives from the respective municipalities to show up at these meeting dates. BL Companies will provide a PowerPoint presentation which Chris will be presenting at the 4 Planning Commission meetings and 4 municipal meetings. Chris prepared and submitted a resolution to each of the municipalities to accept the Plan. Chris has also received the final plan. There were very detailed comments from Stephanie Williams at the county which she wanted addressed. Middlesex Township also submitted their comments. As a county requirement, all approvals must to be received by September. Chris asked Mike Ross for an update on the Phase I work. Mike indicated that he'll be walking the trail next week to identify the construction details that will be needed, such as addressing the drainage concerns, and implementation of best management practices, etc. Mike will be including the Burgoon section in his report and will be investigating the options and making suggestions for a small parking lot.

Mike mentioned that our insurance company is insuring us for two bridges on the LeTort Nature Trail. Dale suggested that Mike inquire with the insurance agent to review our coverage and to make sure we're fully covered for all of our bridges on the trail.

- Steering Committee meeting comments – 5/19/08 –
- CVTU and Cooperators Implementation meeting comments – 5/27/08 – No reply from CCTU (Gene Giza) regarding their no-show at this meeting.
- The Carlisle Traffic Study. Chris reported that he attended a steering committee meeting and saw preliminary results. The preliminary plan is to do a road diet where instead of having 4 lanes in downtown Carlisle, you'll have one main traffic lane in each direction with a center turn lane. They're also looking at having a 5 foot wide bicycle lane next to the parking.

Easement & Nature Trail (Chairman, Dave Baric)

- Tom reported that he and Erich will be cutting the grass on the trail on Monday. He gave "kudos" to the Carlisle Borough Garage for repairing and revamping of the mower. We owe the borough a huge THANK YOU!

Project Review - (Erich Messerschmidt – Chairperson)

- Carlisle Airport Runway – SMT – DEP is monitoring this project – These plans have been sent to FM and we haven't yet gotten a response. Mike will follow-up.
- The Peace Center – NMT – fee submitted – Erich had several comments on this plan.

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

Water Quality (Lauren Imgrund) - No report

- ALLARM data report. – No report received this month – possibly because they are on break.

Public Comments – None

**OLD BUSINESS:**

Mike reported on the sink hole repairs - TU did a nice job on the repairs; even though the LRA was not notified of this repair work.

**NEW BUSINESS:**

- Private fishing derby request on the LSR – Mike had an inquiry from someone asking if they could stock trout in the LeTort stream for a private fishing derby. Mike said NO! If they wanted a fishing derby, they had to use the fish already in the stream and the derby had to be open to the public.
- Mike reported that signs have been installed by the Lamberton Middle School saying “NO PETS ALLOWED ON SCHOOL PROPERTY”. Mike contacted the school superintendant. He said that access to the LeTort Nature Trail is exempt from that signage. The signs will be revised to read “NO PETS ALLOWED ON SCHOOL PROPERTY EXCEPT FOR THE LETORT NATURE TRAIL HIKERS”.
- Mike discussed with the school superintendant the issue on where the property line for the school begins and ends (at the end of Bedford and Highland). Jim Flower will be researching this matter and we'll wait to get the results.
- It was suggested that signage be placed on the trail advising that “*NO MOTORIZED VEHICLES ALLOWED*”.
- Mike had a photo of a small railroad bridge by the Lamberton Middle School toward the quarry. He suggested that the old plywood be removed for safety reasons and replaced with the salvaged treated 2X4 decking saved from the old railroad bridge at LeTort Park and use it to fill in at the bridge. Mike will get an estimate from McCorkel for this work.
- Chris spoke with Dave Masland regarding his property along Highland Avenue. Mr. Masland is willing to consider giving an easement to the LRA. Mark will talk with Dave Masland to see if he can get an address or tax parcel so that we can review the map and determine exactly where the property is located before proceeding. This easement is important and needed for Willow Crossing.

**ADDITIONAL AGENDA ITEMS:**

Tom S. made a motion to adjourn the meeting; Kevin seconded the motion, and the motion carried. The meeting adjourned at 8:45 p.m.

**NEXT MEETING**

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