

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
September 18, 2008

The meeting was held on Thursday, September 18, 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, Chris Houston, Lauren Imgrund, Erich Messerschmidt, Tom Stenehjem, Kevin Spice, and Julie Vastine

Members Absent: Tom Colestock and Herb Weigl

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

Chris started the meeting by welcoming the newest member of the LeTort Regional Authority, Julie Vastine, from ALLARM. Julie was accompanied by a guest, Abby Beckenridge also with ALLARM.

APPROVAL OF MINUTES

Tom S. made a motion to approve the August minutes with corrections, Mark B. seconded the motion, and the motion carried.

PRESENTATIONS – None

DISCUSSION - None

STAFF REPORTS:

Solicitor (Dale Shughart) –

- Willow Crossing easement – Dale needs to get a copy of the plan to determine where the property is located so he can get a deed. Mark will get the street address for the property. Once Dale acquires the deed, the plan, the narrative notes, and tax map information, he'll contact Dave Masland to discuss.
 - Mark stated that Dave Masland has one request: If the Willow Crossing deal does go through at some point and we do build the two bridges, he would like the easement to revert back to that property.
- Keystone Arms – Dale is still waiting to review a plan so he will be in a position to follow up with their solicitor.
- Burgoon Easement – Dale reported that the proposed easement that was approved at the last meeting has been sent to Burgoon's attorney for review. Dale hopes to hear back from him by next month's meeting. Steve Fisher, the surveyor who did the original survey, has agreed to do the necessary work to put a legal description and put a plan together without charging the Authority as long as the work does not become too extensive. There is a topographical map of the entire area taken by the South Middleton Township Authority they will supply a free copy to us as long as their board approves.

Mike will contact the zoning person for each municipality and get a copy of their final plans and narrative for each and give that information to Dale.

Dale recommended that for the Masland easement and all new easements, we will need either a land development approval or waiver agreement to waive the land development approval.

Executive Director (Mike Blumenthal)

- LSR Cleanup at Keystone Arms – Mike reported that the cleanup day has been set up for September 27, 2008 at 10:00 a.m. Mike is working with a professor at Dickinson and coordinating help from several students. They will meet at the parking area just off of Post Road. Mike will supply rubber gloves and trash bags. Mark and Kevin will line up a location for trash disposal.
- Mike received a Penn Prime Insurance coverage sheet. We are still concerned with the raise in our bill from \$1,750 in 2007 to \$2,500 in 2008? Mike will contact our insurance agent to get an explanation on what type of coverage we currently have and then he will contact several local agents to solicit bids for the same coverage.
 - Erich made a motion to authorize the treasurer to pay the outstanding \$1,000.00 for insurance coverage and to authorize Mike to solicit bids for the same coverage from new insurance agents. Dave seconded the motion and the motion carried.

COMMITTEE REPORTS

Finance / Budget – (Chairman, Tom Stenehjem)

Monthly Financial Status

Tom presented the August 2008 memorandum of bills as follows:

Receipts:	Plan review fees (2)	\$200.00
	Interest (prior month).....	\$ 56.95
	TOTAL Receipts	\$256.95

Tom reported that we paid bills as follows:

August 2008 – Bills Requiring Approval:

<u>Executive Director</u>	
contracted fee	\$500.00
travel -	\$11.70
conference registration.....	\$99.00
supplies for atlases	285.19
ED Subtotal'	\$895.89
Kathy Russell (Recording Secretary)	\$95.00
Dale Shughart	\$300.00
BL Companies (Master Trail Plan Study – Balance)	\$19,250.00
BL Companies (Trail Extension Study)	\$5,925.08
Total: BL Companies: Payment to be made upon Grant receipt.....	\$25,175.08
Strickler.....	\$1,000.00
Pair Networks (web hosting).....	\$59.31
Rowe's Print Shop (atlases)	\$558.25
TOTAL bills requiring approval	\$28,083.53

September 2008 Receipts and Bills (Memorandum)	\$28,083.53
Less: BL Companies	\$25,175.08
(MOTION TO APPROVE PAYMENT OF SEPTEMBER BILLS).....	\$2,908.45

Erich made a motion to approve the September bills, Dave 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	+ \$2,908.45
minus payment of Sept. approved bills.....	- \$2,908.45
leaving a closing balance of	\$100.00

Money Mgmt. - Growing Greener (Grant) Account:

Beginning balance is.....	\$8,459.08
add deposit: Appropriation & Plan Review Fee	+ \$6,862.00
add interest (August '08)	+ \$ 11.78
add for two plan review fees	+ \$100.00
minus transfer to checking (Sept. bills).....	- \$2,908.45
leaving a closing balance of.....	\$12,524.41

Account Balance Breakout:

Spring Run Restoration Appropriation.....	\$11,500.00
(Rec'd 6/15/07 Gettys / Wdmax-Decried by Corps of Engineers) -	
Maintained Detail Acct as Expended	
May - Brehm / Lebo	-\$660.00
June - McCorkel	-\$7,828.00
July - McCorkel	-\$800.00
July - Brehm / Lebo	-\$507.10
BALANCE REMAINING	\$1,704.90
Regular Appropriation	\$10,819.51
Closing Balance	\$12,524.41

Savings Account:

Beginning balance is \$25.76	
Closing balance is	\$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	\$7,110.83
Interest – Aug '08	\$ 23.73
Current Value.....	\$7,134.56

CD 61 (11 mo w/penalty @ 3.0% Mature: 4/10/09)	
(Purchased 5/11/08)	
Previous Month's Amount	\$4,263.13
Interest – July '08	\$ 10.72
Current Value.....	\$4,273.85

CD 62 (11 mo w/penalty @ 3.0% Mature: 4/10/09)
(Purchased 5/11/08)
Previous Month's Amount \$4,263.13
Interest – April '08 \$ 10.72
Current Value **\$4,273.85**

TOTAL BALANCE ON DEPOSIT: **\$ 28,332.43**

Receipts for Deposit:

Plan Review Fee (2).....\$200.00
Plan Review Fee Already Deposited 9/1/08..... -\$100.00

Total for Deposit:..... **\$ 100.00**

GRAND TOTAL OF AVAILABLE FINANCIAL ASSETS..... **\$28,432.43**

2008 BUDGET

Tom requested that Mike delete the \$25,175.08 amount listed in September until such time as the grant money is received.

2009 BUDGET

Chris reported that the Borough of Carlisle has submitted a letter asking that we submit a specific budget request to them by September 30. It was suggested that a formal presentation be given to each municipality and the borough budget committee with our request for funding. Lauren will prepare a "2008 Activity and Accomplishments" fact sheet.

Tom, Mike and Chris met to discuss the 2009 budget. They prepared three versions of a proposed budget. During their meeting they:

- reviewed our expenses;
- looked at increasing the Executive Director's payment;
- looked at adding time for the solicitor; and
- included the \$10,000 that we will be receiving for trail projects (grant from Senator Vance).

Three proposed budgets were presented:

- Version 1.2 is taking our current receipts from each municipality (\$15,762.00) – Showing the LRA's expense of \$12, 228.00.
- Version 1.1 is increasing the appropriations by 14% (\$17,990.00) – Reducing LRA's expense to \$10,000.00
- Version 1.0 is increasing the appropriations by 65% (25,990.00) – Reducing LRA's expense to \$2,000.00

Mike will modify version 1.0 and prorate to each municipality to achieve a balanced budget making the LRA expenses \$0. He will then send out letters and the LRA "fact sheet" to the borough and each municipality requesting increased contributions.

Mike reported that the county called him and asked if the LRA would be willing to pay the difference on what the county will not pay for the stream gauge. The requested increase is \$8,720.00. If the county pays \$7,500, they are requesting that the LRA pays \$1,220.00. In the past we have never had to pay anything. We'll wait to see how USGS responds.

COMMITTEE REPORTS

Information and Education (Kevin Spicer) –

- Julie reported that the storm water meeting on Tuesday went well.
- Julie announced that ALLARM:
 - will be putting storm drain markers in the Carlisle area;
 - is working on getting baseline information about the storm water campaign and developing a website display and brochure to promote public awareness;
 - is working on putting together a K-12 storm water curriculum; and
 - has partnered with the YMCA after-school program.
- Julie also reported on the Green Festival held last Saturday. There were approximately 30 vendors present and between 400-500 people in attendance.
- The continuance of storm water studies and research was discussed. Julie suggested that we consider looking into trying to get a community grant to go in and remove the sediment and do additional restorations. Chris commented that he thought a joint effort of the LRA and ALLARM might be beneficial. Chris had talked with Betz Clever who is the Executive Director of Carlisle Area Health and Wellness Foundation. She is willing to consider any improvement projects to the existing nature trail as something that they would be willing to help with a match.
- Lauren commented that April 28th is the deadline for the DCNR Grant. However, if we decide to go for this grant, she will have to resign from the LRA board due to new ethics rulings.
- Julie suggested another option for funding might be the Foundation for Pennsylvania Water Sheds. They fund restoration and open space projects.

Long Range Planning - (Chris Houston – Chairperson)

- Master Trail Plan status
 - CC: Final Program Request and Grant Close-Out Form –. Chris will submit our final payment request form to the county to receive the balance of funding.

- LRA Master Trail Plan Resolutions: Chris received the final payment from the county. South Middleton acted on the resolution. There is a paragraph that says "Whoever develops the trail should coordinate with Trout Unlimited to determine whether feasible alternate route exists further from the LeTort Spring Run and still main connectivity of the trail system".
- Mike will attend a training session next week on trail funding.
- Chris suggested that we need to think about whether we'd like to pursue a trail grant. We have \$10,000 that we will be receiving from the state which will be used for bridge improvements and part of the trail improvements
- Phase I Implementation status:
 - Chris presented the completed plans to do the improvements to the existing nature trail. BL is essentially done.

Easement & Nature Trail (Chairman, Dave Baric)

- Masland property on Highland Avenue – previously discussed
- Dave spoke with Mike Adler with regard to Willow Crossing. Dave indicated that when he called Attorney Sugarman's office, who he was told was the attorney for Willow Crossing Home Owner's Association; they had no idea that they represented the Willow Crossing Home Owner's Association. Dave went back to Mike and said that Sugarman's office was not the appropriate office and he agreed to follow up. Dave received a copy of an e-mail from Mike to Sue Wittaker asking that she find out who the attorney is and get that information to Dave. Dave is waiting to hear back from Sue.
- Lamberton Middle School – Dale indicated that the next step is to talk with both the Borough Planning Committee and the School District to get their input on how they would like to connect to the trail. Mike will contact Jim Flower to follow-up.

Project Review - (Erich Messerschmidt – Chairperson)

- Cumberland Recycling – MT – Reviewed by Erich and Lauren. Several comments were made on this plan.
- CC Public Safety Bldg & Coroners – Good plans – one comment made.
- Midway Storage – PLD Plan – Plan submitted without a storm water management report. Several comments made.

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

Water Quality (Lauren Imgrund) -

- ALLARM data report. – Lauren distributed copies of the report to members. There were no significant changes
- USGS stream gauge report – Julie reported that the site locations are geo referenced.

Public Comments – NONE

OLD BUSINESS –

- LNT culvert bridge replacement: BL plan and BoC construction – This matter will be tabled until the October meeting.
- Trail construction at Keystone Arms – already discussed.
- Carlisle Barracks representative on LRA (Erich M.) – Mike will write a letter to the Director of Public Works (Tom Kelly) with a copy to the Garrison Commander.
- LeTort Corridor Atlas digital files – books were distributed one copy to each LRA municipality member (7 copies). Mike will request a digital file.
- Website assistance (Lauren/ et al.) – Mike received information from Julie on a few people who may be interested doing an internship for website design. Mike will call the Carlisle High School to see if they may have a media relations class who may be interested.
- Chris commented that we received a contract from the state (Department of Community Economic Development) for \$10,000.00. These funds must be used from July 1, 2007 to June 30, 2010. Mark made a motion to authorize the execution of the contract for the receipt of the \$10,000.00. Dave seconded the motion and the motion carried.

NEW BUSINESS: None

ADDITIONAL AGENDA ITEMS: None

Tom S. made a motion to adjourn the meeting; Erich seconded the motion, and the motion carried. The meeting adjourned at 9:00 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, October 16, 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