

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
October 16, 2008

The meeting was held on Thursday, October 16, 2008 at the Carlisle Community Center. Chris Houston called the meeting to order at 7:08 p.m.

ATTENDANCE

Members Present: Dave Baric, Mark Bishop, Tom Colestock, Chris Houston, Erich Messerschmidt, Tom Stenehjem, and Kevin Spicer

Members Absent: John Greenbaum, Lauren Imgrund, Julie Vastine, and Herb Weigl

Staff Present: Mike Blumenthal and Kathy Russell

Staff Absent: Dale Shughart

APPROVAL OF MINUTES

Erich made a motion to approve the October minutes with corrections, Tom S. seconded the motion, and the motion carried.

PRESENTATIONS – None

STAFF REPORTS:

Solicitor (Dale Shughart) – Dale was unable to attend the meeting, but submitted his comments by e-mail as follows:

- Willow Crossing easement status – He has heard nothing.
- Burgoon Easement status –
 - Dale received a letter from the So. Middleton Municipal Authority agreeing to provide our surveyor, Steve Fisher, with digital mapping to assist in updating our rights-of-way along the LeTort Spring Run. The mapping is being provided free of charge.
 - Dale spoke with Attorney Howell Mette last week.
 - The proposed easement has been reviewed by the firm's real estate expert.
 - Erich made a motion to approve Dale's proposed language change to the easement and to have Dale forward the new language to Attorney Mette, who will then forward to the Burgoons. Mark seconded the motion and the motion carried.
- Masland easement status – Dr. and Mrs. Masland have decided not to grant an easement at this time.
- Keystone Arms easement / ownership status –
 - Dale is having his abstractor obtain the homeowners' association documents from the Courthouse as well as any other documents filed which relate to the open space/recreational area.
 - Dale suggested that the Authority resolve its intentions as to whether or not we should accept a Deed of Easement before anything else is done.
 - If the Authority wishes to move forward, Dale suggests that we request both townships to schedule meetings with us and the developer to address the passive recreational area.
 - Dale asked for the Board's approval to re-contact Attorney Charles Courtney, who did represent Keystone Arms, regarding the meeting between our engineer and their engineer to move forward with the formal planning. The engineer for the developer is Rettew Associates.
 - We will have Dale hold off for the moment.
 - Mike will coordinate a meeting with Mark Carpenter and Dave Baric to discuss the Keystone Arms easement status and we'll go from there.
 - Lamberton School Easement – Chris said that we don't have to deal with matter at the moment.

Executive Director (Mike Blumenthal)

- Conference registration refund (\$99.00) – Mike submitted a refund check to Tom S.
- Mike sent a letter to the Carlisle Barracks requesting that they provide a representative to LRA board.
- Keystone Arms trail construction status – previously discussed above.
- Carlisle School District (Lamberton MS) trail route and parking status – No need to deal with this matter now.
- PA Infrastructure Bond Referendum (11/04/08) – A letter was distributed asking us to vote for this referendum.
- Web domain renewal – Our web domain name expired. Mike has renewed it for another five (5) years.

COMMITTEE REPORTS

Finance / Budget – (Chairman, Tom Stenehjem)

Monthly Financial Status

Tom presented the October 2008 memorandum of bills as follows:

Receipts:	Plan review fees	\$0.00
	Conference registration refund.....	\$99.00
	Middlesex Twp – 2008 contribution	\$2,500.00
	Interest (prior month).....	\$ 57.17
	TOTAL Receipts	\$2,656.17

Tom reported that we paid bills as follows:

Bills Requiring Approval:

<u>Executive Director</u>	
contracted fee	\$500.00
travel -	\$18.72
gloves for cleanup crew.....	\$23.94
LeTort.org domain renewal (5 years).....	\$99.95
postage	\$32.00
ED Subtotal'	\$724.12
Kathy Russell (Recording Secretary)	\$95.00
Dale Shughart	\$74.00
Peterman Equipment.....	\$149.06
TOTAL bills requiring approval	\$1,038.18

Erich made a motion to approve the October bills, Mark seconded the motion, and the motion carried.

Tom made a motion that we approve the final payment to BL Companies in the amount of \$25,175.08 upon receipt of Cumberland County's Growing Greener remaining amount. Mark seconded the motion and the motion carried.

Tom expects to receive the county's final payment around Oct. 24th.

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.....	+ \$1,038.18
minus payment of Oct. approved bills	- \$1,038.18
leaving a closing balance of	\$100.00

Money Mgmt. - Growing Greener (Grant) Account:

Beginning balance is	\$12,524.41
add deposit: (2) Plan Review Fees.....	+\$200.00
add interest (September '08)	+ \$ 13.32
minus transfer to checking (Oct. bills)	-\$1,038.18
leaving a closing balance of.....	\$11,699.55****

Account Balance Breakout:

Spring Run Restoration Appropriation	\$11,500.00
(Rec'd 6/15/07 Gettys / Womax-De creed by Corps of Engineers) – Maintain 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	\$9,994.65
Closing Balance	\$11,699.55 ****

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	\$7,134.56
Interest – September '08	\$ 23.05
Current Value.....	\$7,157.61

CD 61 (11 mo w/penalty @ 3.0% Mature: 4/10/09)
(Purchased 5/11/08)

Previous Month's Amount	\$4,273.85	
Interest – September '08	\$ 10.40	
Current Value		\$4,284.25

CD 62 (11 mo w/penalty @ 3.0% Mature: 4/10/09)
(Purchased 5/11/08)

Previous Month's Amount	\$4,273.85	
Interest – September '08	\$ 10.40	
Current Value		\$4,284.25

TOTAL BALANCE ON DEPOSIT: **\$ 27,551.42**

Receipts for Deposit:

Conference Registration (Ex Dir) Refund\$ 99.00
Appropriation – Middlesex Twp\$2,500.00

Total for Deposit:..... **\$ 2,599.00**

GRAND TOTAL OF AVAILABLE FINANCIAL ASSETS..... **\$30,150.42**

2008 BUDGET –

Tom had several revisions to the budget:

- The October 2008 Budget / Monthly Expenditures should be \$939.18.
 - In April, Travel for Executive Director should be \$9.09
 - In September, Travel for Executive Director should be \$11.70 instead of \$20.79.

2009 BUDGET

Tom C. suggested that each board member be responsible for following up with their respective municipalities on our budget requests.

Mark suggested that each board member write a personal letter to their respective townships or Carlisle borough councilmen stating that the LRA is a worthwhile organization and that it is a good idea to continue with their support.

- Tom S. attended the NMT budget presentation.
- Mike and Chris met with the Cumberland County Commissioners – they discussed the budget request and the stream gauge.
 - The county will pay the \$7,500 for the stream gauge this year, but they will probably not continue to pay this again.
 - It was suggested that if they are not planning on paying for the stream gauge again next year that they consider increasing our appropriation for next year.
- On Oct. 9, Mike and Chris attended the Carlisle Borough Budget presentation.
- Mike will follow up with appropriations for North Middleton '08 and Middlesex for '09.
- Dave will follow up with Barb Wilson at South Middleton on their appropriation amount.

COMMITTEE REPORTS

Information and Education (Kevin Spicer) – No Report

- ALLARM projects: status report – Mike received and e-mail from Julie Vastine with regard to the Storm Water Educational Campaign. The Borough wanted to know why their logo was posted on the posters.
- At the last meeting, Julie advised of a \$3,000.00 mini grant for educational training resources. Kevin will review the grant application and work with Lauren and get the information previously submitted to use for this new application. The due date for the new application is December 1.

Long Range Planning - (Chris Houston – Chairperson)

- Master Trail Plan status
 - CC trail grant funds available 10/24/08
 - Phase I Implementation status
 - Norfolk Southern RR negotiations – Chris will be a meeting on Monday with Steve Hitch and Nick Stamos. With the possibility of getting Wil Gabig, Pat Vance, and others involved.

Easement & Nature Trail (Chairman, Dave Baric)

Project Review - (Erich Messerschmidt – Chairperson)

- Peace Center – NMT – This is their 3rd submission – the sink hole repair detail that was on the 2nd submission is now gone.
- PA DOT Maintenance Facility – MT – Army Heritage Drive – Erich made several comments to this plan.
- Jonathan Park – SMT – Erich asked that they add sink hole repair detail to their plans.
- Erich had previously given his comments for the Midway Storage Units, but has had no response – Mike will follow up.

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

Water Quality (Lauren Imgrund) –

- ALLARM data report – Mike did not see any problems with this report.
- USGS stream gauge report and future funding – previously discussed above.
- Mully Grub sediment removal grant(s) (Julie V.) – no comment

Public Comments – NONE

OLD BUSINESS –

- Stricker / PennPrime insurance policy and renewal application – Mike received the policy. We are being covered for public officials and general liability coverage + option public official's extension. . Tom inquired what was added to the policy to raise our premium. Mike will follow-up on our question of: what is "public official's extension"? and he will see if he can get a clear explanation from Strickler on why the increase in cost. The renewal deadline is 1/1/09.
- LNT culvert bridge replacement: BL plan and BoC construction (Mark B). – This project has been placed on hold.
 - Mike will:
 - schedule a work day for bridge repair;
 - prepare a list of materials needed for the repair;
 - purchase the materials for the repair; and
 - e-mail members when a work day is finalized – looking at Nov. 1
 - Chris suggested using some of the \$1,704.90 funds left in the Corps of Engineer Projects (Spring Run Restoration) for the supplies.
- LeTort Corridor Atlas digital files – Mike is still waiting for these files.
- Web site assistance – Mike is still searching for an internship. He will re-post the notice at Dickinson College.

NEW BUSINESS:

- Future DCNR grants vs. Lauren's LRA membership (Middlesex Twp) – Lauren was absent – will table this item until next month.
- Mike will follow-up with the Heinz and PA Watershed grants.
- There will be a Storm Water Management Meeting on Oct. 21 & 30.
- Oct. 30 meeting at Market Cross Pub – Susquehanna Trail River Keeper
- DCD \$10,000 grant money will be forwarded to Tom S.
- Mike has updated the LRA membership list.

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 8:05 p.m.

NEXT MEETING

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