

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
November 20, 2008

The meeting was held on Thursday, November 20, 2008 at the Carlisle Community Center. Chris Houston called the meeting to order at 7:03 p.m.

ATTENDANCE

Members Present: Mark Bishop, Tom Colestock, John Greenbaum. Chris Houston, Lauren Imgrund, Tom Stenehjem, Kevin Spicer, Julie Vastine, and Herb Weigl

Members Absent: Dave Baric and Erich Messerschmidt

Staff Present: Mike Blumenthal and Dale Shughart

Staff Absent: Kathy Russell

APPROVAL OF MINUTES

Lauren made a motion to approve the October minutes, Tom S. seconded the motion, and the motion carried.

PRESENTATIONS – None

STAFF REPORTS:

Solicitor (Dale Shughart)

- Burgoon Easement status – Dale reported that the Burgoons are happy with the agreement. Mark made a motion to give the President and Secretary authorization to execute the easement agreement with Burgoon.– John 2nd the motion and the motion carried.
- Keystone Arms easement status – John G. made a motion that we approach Charles Courtney, as the representative of the developers, that at a minimum, we'd like to see them build the trail to the specifications on the plan and we are willing to deal with the developer to hear what their preference would be as to whether we would have an easement to the non-trail portion of the 17 acres, or whether we would own the entire 17 acres in fee simple. Mark seconded the motion. The motion was **not** carried.

Lauren made a motion to have Mike and Erich meet with the two township engineers to discuss the Keystone Arms trail and prepare a list of our proposed trail needs and the work that we'd like to have done and bring that information back to the LRA board at the next meeting. Herb seconded the motion and the motion carried.

- Willow Crossing – Dale thinks there are at least 4-5 different possibilities on how to take the trail through Lamberton to LeTort Park. There is a question on whether or not we own the easement behind the apartments. Until this Willow Crossing issue is resolved, we have one property owner to deal with. Mike will follow-up with Mike Adler to get the status. Dale would also like Mike to get a copy of the Willow Crossing plan from Brian Fischbach.

Executive Director (Mike Blumenthal)

COMMITTEE REPORTS

Finance / Budget – (Chairman, Tom Stenehjem)

Monthly Financial Status

Tom presented the November 2008 memorandum of bills as follows:

Receipts:	Plan review fees	\$400.00
	Interest (prior month).....	<u>\$ 58.85</u>
	TOTAL Receipts	\$458.85

Tom reported that we paid bills as follows:

Bills Requiring Approval:

Executive Director	
contracted fee	\$500.00
travel -	\$14.04
postage	<u>\$10.10</u>
ED Subtotal'	\$524.14
Kathy Russell (Recording Secretary)	\$95.00
Dale Shughart	\$467.00
Tom Stenehjem (bridge supplies)	<u>\$126.22</u>
TOTAL bills requiring approval	\$1,212.36

Herb made a motion to approve the November bills, John G. 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 Savings Acct	+\$25,175.08	
minus payment of BL Companies Inv.....	-\$25,175.08	
add transfer from Money Mgmt Savings Acct.....	+\$126.22	
minus reimb to Tom Stenehjerm for bridge bills.....	-\$126.22	
add interest (Oct)	+\$78	
add transfer from Money Mgmt Acct	+\$1,211.58	
minus payment of Nov. approved bills.....	-\$1,086.14	
leaving a closing balance of		\$226.22

Money Mgmt. - Growing Greener (Grant) Account:

Beginning balance is	\$11,699.55	
add deposit: Refund - Seminar.....	+\$99.00	
add deposit: approp-Middlesex	+\$2,500.00	
add deposit: Grant Recpt – Growing Greener	+\$22,698.00	
minus transfer to Checking Acct.....	-\$25,175.08	
minus transfer to Checking Acct.....	-\$126.22	
add interest (October '08)	+\$12.64	
minus transfer to checking (Oct. bills)	-\$1,211.58	
leaving a closing balance of.....		\$10,496.31****

Account Balance Breakout:

Spring Run Restoration Appropriation: Rec'd \$11,500.00 deposited to Business Money Mgmt Savings Acct.
 Gettys / Womax-Decried by Corps of Engineers – Maintain **Detail Acct as Expended**
 Spring Run Restoration – Business Money Management Savings Account Break Out:

Receipt Gettys/Womex.....	\$11,500.00	
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	\$8,791.41	
Closing Balance		\$10,496.31 ****

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	\$7,157.61	
Interest – October '08	\$23.89	
Current Value		\$7,181.50
CD 61 (11 mo w/penalty @ 3.0% Mature: 4/10/09) (Purchased 5/11/08)		
Previous Month's Amount	\$4,284.25	
Interest – October '08	\$10.77	
Current Value.....		\$4,295.02
CD 62 (11 mo w/penalty @ 3.0% Mature: 4/10/09) (Purchased 5/11/08)		
Previous Month's Amount	\$4,284.25	
Interest – October '08	\$10.77	
Current Value		\$4,295.02

TOTAL BALANCE ON DEPOSIT: \$ 26,519.83

Receipts for Deposit:

Plan Review Fees (4).....	\$400.00	
Total for Deposit:.....		\$ 400.00

GRAND TOTAL OF AVAILABLE FINANCIAL ASSETS..... \$26,919.83

COMMITTEE REPORTS

Information and Education (Kevin Spicer) – No Report

- ALLARM projects: status reports (Julie V.) – Posters have been distributed.
- DEP Environmental Education Grant - \$3K for interpretive signage – Due date is December 15th. Kevin will complete the application and send it to Mike to be submitted.

Long Range Planning - (Chris Houston – Chairperson)

- Norfolk Southern RR Status – Chris had a meeting with the Steve Heitsch and Nick Stamos about the RR shared usage of the Norfolk Southern right-of-way. The borough is very interested in having this done as well. Nick will follow up with his contact at Norfolk Southern representative.
- BoC road diet status – The borough has authorized funding toward the road diet - basically, to pay for the entire lane narrowing, including the bike lanes.
- Tom C. will contact Dawn from Wil Gabig's office to request that someone from his office attend the next Rails to Trails meeting.

Easement & Nature Trail (Chairman, Dave Baric) - No Report

Project Review - (Erich Messerschmidt – Chairperson)

- Peace Center – NMT – This plan has been reviewed and the letter has been sent.
- Midway Storage v.2 – SMT - This plan has been reviewed and the letter has been sent.
- 1148 Rockledge Drive – SMT - This plan has been reviewed and the letter has been sent.
- 241 York Road – SMT - This plan has been reviewed and the letter has been sent.
- PA DOT Maintenance Facility – MT (no review fee \$\$ yet)

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

Water Quality (Lauren Imgrund) –

- ALLARM data report – Lauren has not yet received this data for last month.
- USGS stream gauge report and future funding – It doesn't appear as though there will be any funding available to maintain this gauge project. Julie has passed the information on to Dickinson's Environmental Science and Geology department, but she hasn't heard anything back from them whether they are interested in funding this gauge.

Public Comments – NONE

OLD BUSINESS –

- Grants
 - 501(c)3 partnerships?
 - Mike reported that the grants that Julie had mentioned are interested in non-profit, non-governmental, tax form reporting organizations to apply for these grants. We are not a 501(c)3 organization, so we cannot apply for these grants alone.
 - We could partner with one or more 501(c)3 organizations to apply for a grant.
 - Possible 501(c) 3 groups are:
 - ALLARM (Dickinson College would have to administer any funds received)
 - South Middleton Greenway Trails Advisory Group
 - Conodoguinet Creek Water Shed Association
 - Cumberland County Rails-to-Trails
 - Whoever our partner is would be responsible for the accounting end. They get the funds, they disburse the funds, they receive all reports, etc.
 - Chris suggested that Mike contact Chris Novak and John G. will ask his wife to spread the word to the South Middleton Greenway Trails Advisory Group and the Friends of the Greenway Trails Group, as well as the DCNR Regional Advisor to set up a meeting to sit down and discuss future opportunities to partner up to apply for grants. Chris H. would be willing to attend the meeting on the LRA's behalf.
 - Carlisle Health & Wellness Foundation – They also require a 501(c)3 partnership. Mike tried to get them to waive this requirement, but they would not because they had already refused other organizations.
 - BIG new DCNR grants to Johnstown (\$750) & Northampton Co. (\$283K)
- 2008 municipal budget contributions (Tom C. / Tom S.)
 - NMT (\$2,000)?
- 2009 municipal budget contributions (Municipal reps)
 - MT "committed" to full request contribution for 2009 (\$3,079).
 - SMT approved the full requested contribution for 2009 (\$6,158).
 - NMT (We requested \$4,758) – They have confirmed this contribution.

- BoC (We requested \$8,397) – They are giving us the same contribution as last year (\$5,500.00).
- Cumberland County (\$5,598)?? – No word yet on their contribution.

Once all contributions have been confirmed Mike and Chris will sit down and revise the budget figures accordingly. It was suggested that reminder letters to the municipalities for next year be sent out in August.

- Web site assistance
 - CHS guidance counselor has our request for an intern
 - No responses from Dickinson College
 - Web site now costing slightly more per month due to adding MTP data.
- Liability Insurance matters
 - Renewal application sent to and new quote requested from Strickler / Penn Prime (ca. \$1,500) – We should be able to make a decision in December
 - 2009 Member Credit forthcoming (40% applicable to 2009 premium)
 - Application made to and quote/policy requested from Deibler Insurance Agency (ca. \$1,200)- We should be able to make a decision in December
- Easements
 - Keystone Arms-Dave Marshka has not responded to Mike's invitation for a meeting.
 - Willow Crossing- easement agreement is with their attorney pending his review and recommendations.
 - Carlisle School District (Lamberton MS) – pending Jim Flower's report of School Board decision. Mr. Flower wants a sketch and a proposal from us as to what exactly the LRA wants in terms of the Lamberton MS property. Mike will tell him that we would like the parcel adjoining the existing trail. We would like an easement – not just for the corridor that the trail walks on, but this larger several acre piece of land at the north side of the high school. Our proposal will be presented to the school board in December.
- LNT culvert bridge repairs are complete.
- LeTort Corridor Atlas sent to Rettew for digitizing.
- Request made for two member appointments – MT
 - MT would like Herb to stay on as a board member
 - Herb & Lauren will work on coming up with a suggestion for Lauren's replacement

NEW BUSINESS:

- PennDOT repairs to I-81 Bridge – We may be able to get PennDOT to pay for the repairs necessary to mitigate the runoff as well as the direct flow of storm water from I-81 into the creek.
- Executive Summary of Master Trail Plan is now available from Mike.
- We need to think of nominations for officers for 2009. Mark volunteered to serve on the nomination committee.
- Tom C. commented about the Petro water run off issue and he thought we should be involved. Herb commented that he feels we should not get involved.
- Mike is currently working without a contract. Mike prepared a renewal contract for the board to review.
- A letter from Carlisle Area Health and Wellness Foundation addressed to Mark Heeb was received inviting him to attend a meeting a meeting on December 8th at the Carlisle Borough Police Station from 6:30-8:30 pm to discuss the "Safe Routes to School Program". Mark B. volunteered to attend this meeting.
- We were acknowledged by our insurance carrier with a certificate in recognition of our extra measures taken to improve public safety.

ADDITIONAL AGENDA ITEMS: None

Tom S. made a motion to adjourn the meeting; John seconded the motion, and the motion carried. The meeting adjourned at 7:43 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, December 18, 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

DRAFT