

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
December 18, 2008

The meeting was held on Thursday, December 18, 2008 at the Carlisle Community Center. Chris Houston called the meeting to order at 7:05 p.m.

Chris welcomed everyone to the meeting, especially to Lauren who is attending her last official meeting.

Lauren will submit the name of Phyllis Lindsay to the township as a possible interested person for her replacement on the board.

ATTENDANCE

Members Present: Mark Bishop, John Greenbaum, Chris Houston, Lauren Imgrund, Erich Messerschmidt, Tom Stenehjem, Julie Vastine, and Herb Weigl

Members Absent: Dave Baric and Tom Colestock and Kevin Spicer

Staff Present: Kathy Russell and Dale Shughart

Staff Absent: Mike Blumenthal

APPROVAL OF MINUTES

Erich made a motion to approve the November minutes, Mark seconded the motion, and the motion carried.

PRESENTATIONS – None

STAFF REPORTS:

Solicitor (Dale Shughart)

- Burgoon easement status – Dale reformatted the Burgoon Easement Agreement and had a final agreement for Chris and Lauren's signature.
- Keystone Arms easement status and trail improvement proposal – Mike sent a letter to Keystone Arms outlining the various things we want done as far as improvements to the easement area. Dale will work with Mike and send a letter to Charles Courtney, attorney for Keystone Arms.
- Willow Crossing easement status – No report – Dale believes this is a dead end issue.

COMMITTEE REPORTS

Finance / Budget – (Chairman, Tom Stenehjem)

Monthly Financial Status

Tom presented the December 2008 memorandum of bills as follows:

Receipts:	Plan review fees	\$100.00
	Interest (prior month).....	\$ 54.18
	TOTAL Receipts	\$154.18

Tom reported that we paid bills as follows:

Bills Requiring Approval:

Executive Director	
contracted fee	\$500.00
travel -	\$ 12.87
postage	\$ 9.81
ED Subtotal	\$522.68
Kathy Russell (Recording Secretary)	\$ 95.00
Dale Shughart	\$250.00
FMA, LLC	\$ 6.56
Erich Messerschmidt - Trail Maintenance	\$ 61.25
Tom Stenehjem – Trail Maintenance	\$ 61.25
TOTAL bills requiring approval	\$996.74

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

Treasurer's Report:

Tom S. submitted the authority's financial summary account balances as follows:

<i><u>Commercial Checking Account:</u></i>	
Beginning balance of	\$226.22

add transfer from Money Mgmt Savings Acct + \$870.52
 minus payment of Nov. approved bills..... - \$996.74
leaving a closing balance of \$100.00

Money Mgmt. - Growing Greener (Grant) Account:

Beginning balance is..... \$10,496.31
 add deposit: Plan Review Fees (4)..... + \$400.00
 add interest (November '08) + \$ 10.08
 add refund – Deposit Box Cancellation + \$ 6.60
 minus transfer to checking (Nov. bills)..... - \$870.52
leaving a closing balance of..... \$10,042.47****

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.....	\$8,337.57
Closing Balance.....	\$10,042.47 ****

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)	\$7,181.50	
Previous Month's Amount	\$ 23.20	
Interest – November '08		
Current Value.....		\$7,204.70
CD 61 (11 mo w/penalty @ 3.0% Mature: 4/10/09) (Purchased 5/11/08)	\$4,295.02	
Previous Month's Amount	\$ 10.45	
Interest – November '08		
Current Value.....		\$4,305.47
CD 62 (11 mo w/penalty @ 3.0% Mature: 4/10/09) (Purchased 5/11/08)	\$4,295.02	
Previous Month's Amount	\$ 10.45	
Interest – November '08		
Current Value.....		\$4,305.47

TOTAL BALANCE ON DEPOSIT: \$ 25,983.87

Receipts for Deposit:

Plan Review Fees (1)..... \$100.00
Total for Deposit:..... \$ 100.00
GRAND TOTAL OF AVAILABLE FINANCIAL ASSETS..... \$26,083.87

Tom reported that the CD45 matures on 1/11/09. Tom recommended that this CD be reinvested at Members First as a 15 month CD at 4%. Erich made a motion to approve this 15 month CD, Herb seconded the motion and the motion carried.

2008 Budget

Tom made a revision to the budget based on the two expenditures for trail work done by Tom and Erich. The budget should now read on the 2008 budget monthly expenditures, \$996.74, which agrees with the receipts and bills documented. Tom will handle.

Julie will have a bill submitted by e-mail to Tom from ALLARM for the water quality monitoring.

Tom made a motion that, upon receipt, we approve the \$2,000 invoice from ALLARM for the water quality monitoring, that he be given authorization to pay this invoice. Herb seconded the motion and the motion carried.

Chris asked that the \$22,698.00 amount shown in October under Growing Greener Grant line be moved up to the Grant Master Trail Plan line. Tom will make this revision and work with Mike to adjust the budget before the end of the year

All of the budgeted receipts for 2009 for the municipalities have been confirmed. We are still waiting to hear from the county on their contribution.

COMMITTEE REPORTS

Information and Education (Kevin Spicer) – No Report

- ALLARM projects: status reports (Julie V.) – Julie reported that plans are underway for the LeTort Festival. Saturday, May 2, 2009 has been scheduled for event. The LRA will coordinate the LRA cleanup day with this event. Storm drain markers will be placed on the Carlisle storm drains “Don’t Dump – Drains to LeTort”.
- Julie had a few questions:
 - The ES Department asked if they can attach multi-parameter testing probes to the Bonny Brook bridge for a few days to gather data. No approval is needed LRA.
 - Julie also asked about attaching a staff gauge to the LeTort Bridge at the entrance of LeTort Park. No approval needed from LRA.
- DEP Environmental Education \$3K mini grant status – Kevin put the application together for this mini grant for signage along the trail and Mike submitted it to DEP.

Long Range Planning - (Chris Houston – Chairperson)

- Norfolk Southern RR Status – Chris spoke with Nick Stamos, VP of Facilities, to follow-up with setting up a meeting with a representative from Norfolk Southern to discuss the shared rail/trail. They will try to coordinate a meeting sometime in January.
- BoC / LRA Traffic Plan: joint grant proposal status – The Carlisle Borough has approved a \$3 million grant request through PennDOT (Smart Transportation Funds) to do all of the phases for implementing the recommendations for the traffic study improvements (i.e. the road diet, curb bump outs, bike lanes, and included in the improvements to the LeTort Nature Trail). We should hear from PennDOT shortly after the new year.
 - Chris and Mike met with Mike Kyser from the Borough Office and Brian O’Neill from South Middleton Twp. to discuss looking at in-kind contributions with regard to improvements.
 - A meeting will be scheduled for sometime in January to walk the trail to determine what work is needed.
 - As soon as funding is in place, Dale suggested that we be a good neighbor and schedule a meeting with the owner of the quarry to discuss our planned improvements and the possibility of using their materials, to an extent that they may be able to discount the cost of the stone.
- Chris and Mark attended a meeting regarding Safe Routes to School. This program is an initiative funded by the Carlisle Health and Wellness Foundation to develop plans targeted to the Hamilton and Mooreland Elementary Schools to come up with a plan to encourage children to walk to school. This is still in the planning stages.

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

- Lamberton Middle School easement proposal: Approved proposal letter sent to Attorney Flower on 12/11/09 confirming an easement over the school property.
- Tom reported that he and Erich found a “new” sink hole about 7-8 feet back from the original sink hole repair. Chris will contact Mike to follow-up on this sink hole issue when he returns from vacation.
- Tom suggested that improvements to the bridge handrails be made to widen the bridge for easier access. Chris stated that \$15,000 has been allotted for per bridge for repairs.

Project Review - (Erich Messerschmidt – Chairperson)

- Hunting Report – No Report

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

Water Quality (Lauren Imgrund) –

- ALLARM data reports – Lauren has not yet received the December report, but the November report is available for review.
- USGS stream gauge report and future funding status – It appears as though the stream gauge is going to die due to the cost and lack of funding.

Public Comments – NONE

OLD BUSINESS –

- **Report of Nominating Committee:** John G. asked the present officers if they were willing to stand for nomination again in 2009.

Chris Houston has consented to stand for nomination of Chairman
Dave Baric has consented to stand for nomination of Vice Chairman
Tom Stenehjem has consented to stand for nomination of Treasurer
Mark Bishop has consented to be nominated for Secretary
No additional nominations were made.

Erich made a motion to close the nominations, Herb seconded the motion and the motion carried.

Herb made a motion for the secretary to cast a unanimous ballot for the slate of officers, Erich seconded the motion and the motion carried.

- Liability Insurance: No word as of 12/10/08 regarding quotes from Deibler Insurance. Strickler's policy will go into effect on 1/1/09 unless we cancel first.

NEW BUSINESS:

- 2009 Community Conservation Partnerships Program Grant (C2P2) Workshop
 - Mike is registered for this workshop and has one extra registration for anyone else wishing to attend. Please contact Mike if you are interested.

PUBLIC COMMENT - None

ADDITIONAL AGENDA ITEMS:

Tom S. made a motion to adjourn the meeting; Erich seconded the motion, and the motion carried. The meeting adjourned at 7:53 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, January 15, 2009 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