

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
January 21, 2016

The meeting was held on Thursday, January 21, 2016, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:02 p.m.

ATTENDANCE

Members / Representatives

Present: Sandy Kern, Andy Parker, James Ruhl, Holly Smith, and Herb Weigl

Members

Representatives Absent: Bill Berwick, Lorin Snyder, and Jinnie Woodward

Staff Present:

Kathy Russell

Guest Present:

Alan Howe

PUBLIC COMMENT - None

PRESENTATIONS – None

ANNOUNCEMENT - None

APPROVAL OF MINUTES – James made a motion to approve the December minutes. Holly seconded the motion, and the motion carried.

Administrator - (Kathy Russell)

- A public announcement showing the LRA meeting dates for 2016 has been submitted to The Sentinel for publication.
- Board members were asked to complete a Statement of Financial Interests form for the calendar year 2015 and return completed forms to Kathy. Forms are due to be filed by May 1, 2016.
- Kathy advised that she will be having surgery and will be taking medical leave during the month of February.

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Plan Review Fee	+\$300.00
Municipal Contributions (Carlisle Borough)	+\$3,000.00
Friends Cash Contributions	+\$ 20.00
TOTAL RECEIPTS.....	+\$3,320.00

Bills Requiring Approval:

Administrator.....	-\$300.00
Pixel & Hammer	-\$200.00
Herb Weigl (OfficeMax).....	-\$34.61
PennPRIME	-\$76.00
TOTAL BILLS requiring approval	\$610.61

Herb made a motion that the January monthly bills in the amount of \$610.61 be approved for payment. James seconded the motion, and the motion carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
Transfer from Business Savings Acct.	+\$610.61	
Paid bills	-\$610.61	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$9,886.44	
Interest	+\$150.00	
Plan Review Fee	+\$300.00	
Transfer to Checking	-\$610.61	
Municipal Contribution – Carlisle.....	+\$3,000.00	
Closing Account Balance		\$12,725.83

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$7,945.81	
Donation	+ \$20.00	
Closing Account Balance		\$7,965.81

BUSINESS SUPPLEMENTAL SAVINGS, SOUTH MOUNTAIN PARTNERSHIP GRANT

Beginning Balance	\$.03	
Closing Account Balance		\$.03

CERTIFICATE OF DEPOSIT #40 (24 Month)

Beginning Balance	\$5,064.59	
Closing Account Balance		\$5,059.26

CERTIFICATE OF DEPOSIT #42 (19 Month)

Beginning Balance	\$5,024.44	
Closing Account Balance		\$5,024.44

NON-BANK FINANCIAL ACCOUNTS

TOTAL FINANCIAL ASSETS ON DEPOSIT: \$30,880.70

Budget Report

- Andy noted that we are looking to spend approximately \$3,000.00 more than we expect to take in this year.
- Herb has updated the 2015 budget information.
- Jerry was working with Herb to reconcile the books. They were comparing our financial statement to our bank statement. Andy will handle for this month.

Friends of LeTort – James Ruhl

- Friends annual fund mailing – One \$20 contribution was received. Nothing additional to report.
- Business Solicitation – Andy and James will make a few calls to businesses to solicit their support.
- One of Jerry's last official efforts for the LRA was to request support from Faulkner Subaru on the Carlisle Pike in Mechanicsburg in the amount of \$4,800.00.
 - Sandy, Jerry, and Andy met with a representative from Faulkner.
 - Our request will be submitted through Faulkner's corporate office for approval.
 - Faulkner will require an invoice from us outlining the \$4,800.00 and a general outline of how we plan to spend the funds.
 - We expect to receive this funding sometime in February.
 - These funds will be primarily used to print 2,500 copies of the new trail map and purchase several pamphlet holders.
 - Andy will provide Faulkner with the dimensions of the pamphlet holders, so that they can provide us with their company logo decals to apply to the front of the holders.
 - We will recognize Faulkner's contribution through a press release, as well as their logo on our kiosks, maps, and website.
- Sandy received an email from Jeff Goss at Market Cross Pub. They would like to hold a fundraiser event for the LRA sometime around Earth Day. Jeff will set up a meeting with Sandy to discuss future plans.

Grants – Andy Parker

- SMP Mini-Grant Schedule and status –
 - All required information has been submitted to close out the SMP grant.
 - SMP will review and approve our account of where the funds were spent and the amount of volunteer hours recorded.
 - There is approximately \$665.00 outstanding holdback from the grant which we will receive once we get approval.
 - We will submit a press release once the grant has been closed out.
 - Holly and Herb plan to attend the South Mountain Partnership Breakfast on January 22nd.
- Cumberland Valley Visitors Bureau mini-grant – approved for trail counters only – No update.

Audit – James Ruhl –

Andy signed a contract to authorize the re-engagement of our auditors, SEK, to perform our yearly audit. James will meet with a representative from SEK sometime around June to go over the results and hear their comments.

Information and Education – Holly Smith

- Recent Press Releases – Holly reported that the recent press release about Union Quarries' sponsorship has been added to our Facebook page.
- Public Speaking Schedule – Nothing scheduled

- Website stats and updates –
 - Andy commented on the website design proposal presented by Cross & Crown.
 - The proposal is fairly generic
 - The board would like to get at least one or two more proposals before making a decision.
 - Sandy will send Holly contact information on another web design company.
 - It was suggested that the stream data be uploaded onto our website.
 - Herb would also like to see a detailed map of the watershed added to our website.
 - Andy continues to work on organizing boxes of old slides, prints, and photos of the LeTort.
- Facebook page updates – Holly continues to work on updating our Facebook page.
 - Holly is not sure if the old Facebook page has been taken down, but the LRA website now links to the new Facebook page.
 - Holly requested a list of our "Friends" email addresses so that she can invite them to like us on FB.
 - Sandy will share the Friends listing with Holly.

Nature Trail – Holly Smith

- CVTC report – (in scheduled months) – Holly attended and reported on her first meeting.
- Trail maintenance
- Tree Removal –
 - Holly reported that there are two trees across the trail that need to be removed.
 - Andy received a quote from Cumberland Valley Tree Service the price is \$279.00 (which includes the 10% winter discount)
 - Andy contacted Sellers and is waiting to hear back from them with a quote.
 - Holly suggested that Andy contact TrimRite Tree Service for a quote.
 - Cumberland Valley gave a quote of \$695.00 to remove the willow tree.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) – The next meeting is scheduled for February 1st at 6:00 p.m. in the Carlisle Borough Hall.
 - CPC Purchase of Burgoon Property – Alan reported:
 - The funds necessary for the match have been secured.
 - The award date for the state grant they expected to receive has been pushed back because the state budget has not yet been approved.
 - There is another grant available to NRCS that is being considered; however, that would require an additional \$50,000 for a match.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – No report

Project Review - Andy Parker

- Sheetz – On U.S. Route 11 in front of the Embers. Andy reviewed this plan and made comments.
- UGI Gas Pipeline – 12" gas line running from South Spring Garden Street west to East Garland Drive. Project to begin between May and August 2016. Andy reviewed this plan and made comments.
- Liberty Property Trust – Land Development Plan for approximately 63.5 acres at 1701 Harrisburg, Pike. They are proposing to develop a large, maybe up to 800,000-square-foot warehouse on the property. Andy reviewed this plan and made comments.
 - A presentation was made to the Cumberland County Conservation District on Tuesday, January 19th.
 - A presentation will be made to Middlesex Township on Friday, January 22 at 10:00 a.m.
 - Andy plans to attend this presentation.

OLD BUSINESS:

- Board Vacancies – Cumberland County, Middlesex Township, South Middleton Township.
 - Andy's appointment from South Middleton Township has been renewed through 2020.
- James suggested that now might be a good opportunity for us to approach the county for funding for next year.
- Insurance Renewal –
 - Our PennPRIME Insurance policy has been renewed.
 - Andy met with our agent from Strickler Insurance.
 - Andy was given a cyber security checklist.
 - This information will be helpful once we get a central location established for our files.

NEW BUSINESS:

- LeTort Scholarship Proposal
 - We had a lengthy discussion:

- We have questions/issues with the proposal being promoted as a scholarship when there is really no requirement for further education.
- The proposal appears to be an award rather than a scholarship.
- We would like to see how the award money is going to be spent.
- We would like to see a better definition of the two categories.
 - Science – how it relates to the LeTort?
 - Citizenship – how does this relate to the awareness of the LeTort?
- We feel that there is a fair amount of work involved in this award, and we aren't sure that students will want to apply for it.
- Alan addressed several questions and clarified a few issues.
 - This event will be well-publicized and a good opportunity for the LRA to obtain exposure in the community.
 - We will be voting on becoming a nonprofit sponsor for \$250, reaping the benefits of being a sponsor, and having a vote in what takes place next year with the scholarship.
 - There will be good press coverage on this scholarship presentation.
 - A public event is scheduled for April 28, 2016, at Dickinson College.
 - Poster presentation
 - Poster judging

There are several issues to be considered:

- The LRA does not have funds included in the budget for scholarships.
 - If we decide not to use municipal funds, we have \$7,945.81 in the Friends account that could be used for education.
- Members were asked to approach their respective municipalities to see if they approve of their funds being used for a scholarship.
 - Members will vote via email.
 - Alan would like our response by the end of January.
 - Andy will send out an email reminder to members.

Herb made a motion to adjourn the meeting. James seconded the motion, and the meeting adjourned at 8:20 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, February 18, 2016, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

1/21/16
Date Adopted

Sandy Kern
Sandy Kern, Secretary

Prepared by: Kathy L. Russell