

LETORT REGIONAL AUTHORITY  
415 Franklin Street  
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY  
October 20, 2016

The meeting was held on Thursday, October 20, 2016, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:00 p.m.

**ATTENDANCE**

Members / Representatives

Present: Bill Berwick, Dennis Burkett, Alan Howe, Sandy Kern, Andy Parker, James Ruhl, and Herb Weigl

Members / Representatives Absent: None

Staff Present: Kathy Russell

**PUBLIC COMMENT** - None

**PRESENTATIONS** – None

**ANNOUNCEMENT** – None

**APPROVAL OF MINUTES** – Dennis made a motion to approve the September minutes. Alan seconded the motion, and the motion carried.

**Administrator** - (Kathy Russell) – No report

**COMMITTEE REPORTS**

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Prior month Interest .....	+\$21.60
<b>TOTAL RECEIPTS</b> .....	<b>+\$21.60</b>

Bills Requiring Approval:

Administrator .....	-300.00
Hopewell Mfg. Inc. ....	-1,380.00
McCorkel Construction Services, Inc. ....	-522.26

**TOTAL BILLS** requiring approval ..... **\$2,202.26**

Herb made a motion to approve the October monthly bills in the amount of \$2,202.26 for payment. Alan 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. ....	+\$300.00	
Paid bills .....	-\$300.00	
Transfer from Money Market Acct. ....	+\$1,902.26	
Paid bill .....	-\$1,902.26	
<b>Closing Account Balance</b> .....		<b>\$100.00</b>

**BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND**

Beginning Balance .....	\$16,816.26	
Interest .....	0.70	
Transfer to Checking .....	-\$300.00	
<b>Closing Account Balance</b> .....		<b>\$16,516.96</b>

**BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT**

Beginning Balance .....	\$12,030.80	
Interest .....	0.50	
Transfer to Checking .....	-\$1,902.26	
<b>Closing Account Balance</b> .....		<b>\$10,129.04</b>

**CERTIFICATE OF DEPOSIT #40 (24 Month)**

Beginning Balance .....	\$5,106.72	
Interest .....	+\$5.20	
<b>Closing Account Balance</b> .....		<b>\$5,111.92</b>

**CERTIFICATE OF DEPOSIT #42 (19 Month)**

Beginning Balance.....	\$5,058.13	
Interest.....	<u>+ \$4.16</u>	
<b>Closing Account Balance.....</b>		<b>\$5,062.29</b>

**CERTIFICATE OF DEPOSIT #43 (19 Month)**

Beginning Balance.....	\$5,013.96	
Interest.....	<u>+ \$5.52</u>	
<b>Closing Account Balance.....</b>		<b>\$5,019.48</b>

**CERTIFICATE OF DEPOSIT #44 (19 Month)**

Beginning Balance.....	\$5,013.96	
Interest.....	<u>+ \$5.52</u>	
<b>Closing Account Balance.....</b>		<b>\$5,019.48</b>

**TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$46,959.17**

**Budget Report** - Herb moved \$98.58 from Trail Maintenance to Trail Improvements in September's budget. He also put the \$1,902.26 we were billed for the construction and installation of the pamphlet boxes in Trail Improvements this month.

Herb reported that of the \$4,800 from Faulkner Subaru we've spent:

- \$848.00 brochure printing
- \$75.00 to add logos (including Faulkner) to website
- \$1,380 manufacture of pamphlet boxes
- \$522.26 installation of pamphlet boxes

This leaves us with a remaining balance of \$1,974.74.

Andy asked Herb to look into the cost of adding a sign at the garden.

- Based on 2015 costs, each sign would cost us approximately \$600 each.
- Each sign mount was approximately \$360.00.
- The installation cost is approximately \$530.49.
- Total approximately cost for each sign - \$1,499.00.

Crown Trophy no longer manufactures these signs.

Andy and Alan reported that the stickers on the pamphlet boxes are peeling. We need to find a solution for this problem.

- We are committed to recognizing Faulkner Subaru for its contribution.
- If the current stickers are not suitable, we may have to come up with another alternative.
- We have approximately \$500 remaining that would cover the cost of new labels.

**Friends of LeTort** – Alan Howe

Alan reported that the fall cleanup has been postponed.

- Alan spoke with Carlisle Mayor Scott regarding the stream cleanup.
  - The feeling is that it would be better if we wait and do the cleanup in the spring.

Alan presented a proposed tier membership status for the Friends group.

Alan is hoping that the value of the tier membership categories will create an aspiration in people who are participants to move their way up the tier membership status from Basic to Bronze, to Silver, Gold, Platinum, and Diamond. He knows this method has a good psychological effect. He has a spreadsheet set up so that these levels can be tracked very easily if we make the change.

Alan is enthusiastic about this challenge and is proposing quarterly meetings, guest speakers, panels, other events, etc.

Alan would like to begin advertising with this new tier approach to individuals, nonprofits, and businesses.

The trail maps will need to be updated with this new tier information. The PayPal account will need to be reactivated to enable people to donate through [www.LeTort.org](http://www.LeTort.org). Several options on updates to the membership form on the trail map were discussed.

Online donations should be a viable option for payment.

Herb will contact PayPal again to get the account closed or rerouted to a new account.

Sandy will call the phone company to check on the LeTort phone line, which is not in service.

Alan made a motion to allow him to develop a Facebook page for the Friends of LeTort, James seconded the motion, and the motion carried.

- An email address is needed to create a Facebook page.
- James had created a g-mail address for the LRA and will forward that information to Alan.

Alan made a motion requesting that he be authorized to adjust the membership categories as follows:

Categories:

- Individual
- Nonprofit
- Business

Status:

- Basic
- Bronze
- Silver
- Gold
- Platinum
- Diamond

In the tier systems, Alan proposes that points will be awarded to members by showing support through volunteer hours (stream cleanup, trail cleanup, stream monitoring, activities on or near the stream), and donations. Dennis seconded the motion and the motion carried.

Alan would like this year to overlap our fundraising approaches with what we did last year. He met with Donna Hunter at the Carlisle Area Chamber of Commerce and discussed how we can fundraise and network through the chamber. Membership for nonprofit groups is \$260 a year; however, you can pay quarterly and stop when you are unhappy with the results. James expressed a concern with joining a partisan group like the Chamber of Commerce that has a national political agenda. Alan thought that the Friends group could be a member but not the LRA. Alan will do additional research.

Alan plans to solicit service organizations for donations between now and the end of the year and then shift to businesses and others. Sandy will review and whittle down the mailing list and write a membership solicitation letter. Alan will review the statistics provided to him by Herb and report back at the next meeting.

Alan feels that there may be a higher return on investment by getting Friends out to public events where they see 100, 200, or 300 people at a time rather than mailing to a select list of people.

#### Grants – Andy Parker

- Cumberland Valley Visitors Bureau mini-grant – counts –
  - Alan prepared a summary of how our trail count is going.
  - A thank you letter will be sent to CVVB for the grant, explaining where we've installed the trail counters and indicating that data has been retrieved periodically.
  - Trail data was sent to a professor at Shippensburg University who provided us with several graphs.
  - Alan prepared a graph to go along with the CVVB update showing the use of the trail at the three counter locations.
- Faulkner Subaru's Sponsorship – Andy reported that Faulkner has up to \$5,000 additional funding available if we have a large project we want to pursue. We need to make the project something that can be visible and attributable to Faulkner so that they can get some community recognition and positive public relations out of their donation and be willing to continue giving contributions in the future.
  - Suggestions for use of these funds:
    - Could be used as matches for additional grants,
    - The funds could be used for seed money for an upcoming conservation project.
      - Eagle Scout project funding.

Andy suggested adding one more signs to the trail at the garden explaining the benefits of native plants. The estimated cost of the sign would be approximately \$1,500, leaving approximately \$450-\$500 remaining from the Faulkner funds.

We need another visible, attributable project to allow us to ask for additional funding next year.

After the first of the year, we will need to request another grant from Faulkner, as well as renewals from Union Quarries and Carlisle Construction Materials, LLC.

During a conversation between Alan and Mayor Scott, Mayor Scott asked if the LRA could tell him what the Carlisle Borough should be doing to seek grants in support of the LRA.

Chesapeake Bay grant money will be available.

The Cumberland County Conservation District has a mini-grant program with Marcellus Shale money (Act 13). Eligible applicants are Big Spring Watershed Association, Conodoguinet Watershed Association, Middle Spring Watershed Association, Friends of Opossum Lake Conservancy, and the Yellow Breeches Watershed Association. Andy contacted the CCCD to inquire why the LRA was not on this list. Their response was..."This is a pilot program, and we're going to stick with who we decided to give it to. Maybe in the future we will consider other entities." For this round we are excluded unless we reach out to the Conodoguinet Watershed Association to see if they have any ideas. If they don't and if we have something that we want to do, they might support us. Technically, we are within their watershed. The deadline for this grant application is Friday, January 6<sup>th</sup>, 2017. If we come up with an idea on how to use these funds, Andy can check with Gil and see if they can sponsor the grant for us.

We could do a grant request from Cumberland Valley Visitor's Bureau – Deadline is May 27, 2017. Their grant ranges from \$2,500-\$25,000 and the grant must be matched by half of the requested amount.

Alliance for the Chesapeake Bay is offering financial assistance to property owners in the Yellow Breeches and Conodoguinet Watersheds. The program is for reducing stormwater, i.e. rain gardens, rain barrels, etc. Cost share recipients will then visit partnering nursery to pick up plants

and materials outlined in their personal plans with a maximum discount of 80%. Applicants can also apply the cost share toward professional rain garden installation. Andy will email information to Alan to post on the Friends of LeTort Facebook page.

Trout Unlimited Coldwater Heritage Partnership – Grant program proposals must be received by December 16<sup>th</sup>. They have two separate types of grants (1) a planning grant for up to \$5,000, and (2) an implementation grant up to \$7,000.

- Alan feels that the planning grant will allow us to compile a list of activities that could be done throughout the watershed.

DCNR is sponsoring several statewide grant workshops. There is going to be a workshop in Camp Hill at the Giant Food Store on Thursday, November 3<sup>rd</sup> from 9:30 a.m. -12:30 p.m. with registration at 9:00 a.m. The workshop basically gives instruction on what they'd like to see in their grant applications, advise on what types of projects they want, how to fill out the grant forms, etc. There is also an entire series of 1 ½ hour webinars being offered. Andy will email the information to everyone. Alan will attend the grant workshop.

Andy asked for suggestions on projects so that we can determine which of these grants would be best to apply for to accomplish our goals.

- Refurbishing the bridge at Bonnybrook
  - Andy will look into cost estimating to figure out what the permitting cost would be for this project.
- Improving the parking lot at Bonnybrook – add gravel
- Trailhead Improvements at South Spring Garden Street.
- Trail Improvements – encroaching vegetation and improve trail bed
- Rehabbing the two bridges.
- Improvement of the directional signage in both directions on South Bedford Street.
  - This may be a good project for Faulkner money.
  - We will have to work with the Carlisle Borough to add this signage.

**Audit** – James Ruhl – No report other than the auditor's concern with our PayPal account.

#### **Information and Education**

- Public Speaking – AAUW (American Association of University Women) – December 3, 2016 – time TBD – presentation by Holly Smith.
- Website stats and updates –
- Facebook page updates –
  - Sandy emailed the press release on the Crawfoot Award to Holly to post on the LRA Facebook page.
  - Andy will provide Holly with a statement to re-post the notice regarding board vacancies.
- Andy attended the South Mountain Partnership meeting and announcement that we need representation. We are looking for someone with an IT and/or social media background. He received no response.
  - Sandy will contact Barbara Gleim to see if she knows of any Middlesex Township residents who may be interested.

#### **Nature Trail** –

- CVTC report (in schedules months) –
- Trail maintenance
  - Andy will check to see if the trail needs mowing.
  - Andy spoke with Cory Adams from South Middleton Township. Cory will make arrangements for the South Middleton Township personnel to trim back their section of the trail.
  - Bill will contact the Carlisle Borough to see if they would clear the vegetation on the section of the trail located in the borough.
- Garden Work – Andy will be working with Ben Mummert, Deb Bolger, and members of the Carlisle Garden Club this Saturday to remove some invasive species within the vicinity of the garden. They will cut off and treat the area so that it doesn't come back and replace with some native vegetation that Andy and Deb Bolger will be supplying.
- Andy asked for four volunteers to adopt a pamphlet box to supply brochures and refill as needed.
  - Andy – Bonnybrook location
  - James – Lamberton location
  - Herb – LeTort / garden location
  - Dennis – South Spring Garden Street locationKathy provided a supply of maps to each of these volunteers.

#### **Long-Range Planning & Easements** - Andy Parker

- Cumberland Conservation Collaborative report (Herb) – Herb, Andy, and Alan attended the meeting on September 26<sup>th</sup>.
  - Herb reported that the main focus now is to get the county commissioners to commit to regularly funding the land partnership program. This program has, in the past, provided funding for a variety of initiatives and projects which has benefitted our environment and the outdoor recreation. It has been used in conjunction with municipal funds, and in other cases, acted as local match to leverage private, state and federal funds. The CCC is going to ask the commissioners to commit \$350,000 per year, which would come from the Act 13 / Marcellus Shale Fund, and from county general funds. This will probably leverage three to four times that amount in money if we can do it. Andy is going to be attending a meeting of the county commissioners' workshop on Thursday, November 3 at 9:00 a.m. at the Cumberland County Courthouse.

- CPC purchase of Burgoon property – They are still waiting for state funding. They are currently close to having enough funding to purchase Lot 1 (the cress beds) but without the grant, they don't have the money for Lots 2 (the parcel with the barn of our side of the trail and Lot 3 (one of the residential lots).

Stream Ecology – Bill Berwick

- ALLARM report and analysis – This report was reviewed. Bill will contact Jinnie at ALLARM to advise that he would like to go along with ALLARM for the next stream reading.
- CVTU Stream Improvement Project – No report
- Citizen – Andrea Crouse was contacted by a citizen of the Carlisle Borough, who also works for DCNR. This citizen was reporting some erosion at Biddle Mission Park. Andy will email Andrea to outline our concerns.
  - This is a project that could be handed over to Mayor Scott.
  - Alan will contact Mayor Scott to see if the borough would be interested in repairing this erosion and reduce siltation.
  - The Department of Public Works typically has an ongoing maintenance permit that allows them to do stabilization in the vicinity of bridges. Andy asked Andrea to look into this.

Project Review - Andy Parker

- Carlisle Evangelical Free Church Parking Lot – Petersburg Road, SMT –
  - Parking lot expansion and stormwater facility.
  - No plan review fee was ever received for this plan
  - Andy has reviewed and will submit his comments.

OLD BUSINESS:

- Board Vacancies – Middlesex Township, North Middleton Township (2).
- Crawfoot Award and Retired Board Member Recognition – The presentation of the Carlisle Garden Club on Sept. 17 went well, and a press release was picked up by the DCNR newsletter and the Pennsylvania Environmental Digest. James will work on getting the plaques made for Jerry and Erich.
- 2017 Budget and Funding Requests - Andy submitted budget funding requests to the municipalities, county, and borough for the amounts agreed upon at the September meeting.

NEW BUSINESS:

During a conversation Alan had with Mayor Scott, Mayor Scott asked if we could tell him what the Carlisle Borough should be seeking in the form of grants in support of the LRA.

- 2017 Budget Approval – The budget figures were reviewed, and several minor revisions were suggested.
  - \$250 garden maintenance
  - Trail Maintenance Endowment - \$5,000.00
  - Andy included \$200 to get a small business dropbox account for \$15.00 per month for cloud storage of LRA documents.
  - \$275 will be added for association membershipsHerb made a motion to approve the noted changes to the 2017 proposed budget. James seconded the motion, and the motion carried.  
Andy will make the revisions and reissue.

Herb received a letter from Members 1<sup>st</sup> stating that our current line of credit will expire on December 31, 2016. Herb made a motion that we renew our line of credit for two more years in the amount of \$25,000. James seconded the motion, and the motion carried.

Alan is proposing to have the Sentinel print an article on the ducks in LeTort Park and why people should not feed them. The DEP recently came in and culled the ducks. He asked Andrea and Andy if they would be willing to give an interview. Andy agreed to be interviewed.

Dennis made a motion to adjourn the meeting. Herb seconded the motion, and the meeting adjourned at 9:03 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, November 17, 2016, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

11/17/16  
Date Adopted  
Prepared by: Kathy L. Russell

  
Sandy Kern, Secretary