

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
December 15, 2016

The meeting was held on Thursday, December 15, 2016, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:02 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 November minutes. James seconded the motion, and the motion carried.

Administrator - (Kathy Russell) – None

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Friends Cash Contributions.....	\$525.00
Friends PayPal Contributions.....	\$5.00
Prior month Interest.....	<u>+\$21.53</u>
TOTAL RECEIPTS.....	+\$551.53

Bills Requiring Approval:

Administrator.....	-\$300.00
Verizon Wireless.....	-\$32.77
Sandy Kern (Walmart Invoice).....	-\$ 28.20
Verizon Wireless.....	\$80.71
*ALLARM.....	<u>-\$1,000.00</u>

TOTAL BILLS requiring approval..... \$1,441.68

Herb made a motion to approve the November monthly bills in the amount of \$441.68 for payment. James seconded the motion, and the motion carried.

*NOTE: An invoice from ALLARM was received after our December meeting. The board voted by email to approve and have this invoice paid and recorded in December.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance.....	\$100.00
Transfer from Business Savings Acct.....	+\$32.77
Paid bills.....	-\$32.77
Transfer from Pay Pal.....	+\$4.55
Transfer to Money Management.....	-\$4.55
Transfer from Business Savings Acct.....	+\$380.71
Paid bills.....	-\$380.71
Transfer from Money Management Acct.....	+\$28.20
Paid bill.....	<u>-\$28.20</u>
Closing Account Balance.....	\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$16,217.67	
Interest.....	+0.67	
Transfer to Checking.....	-\$32.77	
Transfer to Checking.....	<u>-\$380.71</u>	
Closing Account Balance		\$15,804.86

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$10,122.77	
Interest.....	+0.42	
Donations	+100.00	
Transfer to Supp Savings Acct.....	-\$2,518.00	
Donations	+250.00	
Transfer from Checking Acct.....	+\$4.55	
Donations	+175.00	
Transfer to Checking.....	<u>-\$28.20</u>	
Closing Account Balance		\$8,106.54

BUSINESS SUPPLEMENTAL SAVINGS, FAULKNER GRANT

Beginning Balance.....	\$0.00	
Transfer from Money Management Acct	<u>+\$2,518.00</u>	
Closing Account Balance		\$2,518.00

CERTIFICATE OF DEPOSIT #40 (24 Month)

Beginning Balance	\$5,117.30	
Interest.....	<u>+\$5.22</u>	
Closing Account Balance		\$5,122.52

CERTIFICATE OF DEPOSIT #42 (19 Month)

Beginning Balance	\$5,066.59	
Interest.....	<u>+\$4.16</u>	
Closing Account Balance		\$5,070.75

CERTIFICATE OF DEPOSIT #43 (19 Month)

Beginning Balance	\$5,025.19	
Interest.....	<u>+\$5.53</u>	
Closing Account Balance		\$5,030.72

CERTIFICATE OF DEPOSIT #44 (19 Month)

Beginning Balance	\$5,025.19	
Interest.....	<u>+\$5.53</u>	
Closing Account Balance		\$5,030.72

PAYPAL ACCOUNT

Beginning Balance	\$0.00	
Friends Donations.....	\$5.00	
PayPal Fee	-.45	
Transfer to Friends Savings Acct	<u>-\$4.55</u>	
Closing Account Balance		\$0.00

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$46,784.11

- Financial Summary – As approved at the November meeting, Herb rolled over the 24-month CD to a 25-month CD.
- Budget Report – The budget figures have been revised, and we are showing an increased reserve of \$22,000.
- Alan requested a meeting with Herb, after the holidays, to compare his records with Herb's records on the account for Friends donations.

Friends of LeTort – Alan Howe

- Molly Pitcher fundraiser – Alan reminded everyone of the fundraiser scheduled for this Saturday, December 17th at the Molly Pitcher Brewing Company at 10 E. South Street from noon until 4:00 p.m. Alan is anticipating a large turnout. Representatives from ALLARM, CPC, and the LRA will be present.
- Letter campaign results - Alan reported that the campaign is going well. So far we have collected approximately \$930 in contributions.

Grants – Andy Parker

- Cumberland Valley Visitors Bureau mini-grant – trail counts –
 - Alan downloaded the data from the counters last week.

- Faulkner Sponsorship –
 - We are searching for a new vendor to make the sign to be posted at the garden.
 - Based on a recommendation from last month, Herb transferred \$25.18 that was remaining from the Faulkner funds out of the Friends account into a fund for special grants.
- Andy has notes from Alan's attendance at the DCNR Grant Application Workshop. Please let Andy know if you are interested in reviewing this information.
 - On Wednesday, January 11th from 10:00 -11:30 a.m., there will be a webinar for local recreation conservation initiatives. Anyone can sign up online. If interested, contact Alan or Andy for details.
 - Wednesday, February 8, there will be a webinar entitled: Riparian Force Buffer Grant Program.

Audit – James Ruhl – We should be getting a notice from SEK to reengage their auditing services.

Information and Education - Sandy Kern

Sandy has agreed to chair the Information and Education Committee.

- Public Speaking – American Association of University Women (AAUW) – December 3, 2016 presentation by Holly Smith on stream studies program for Carlisle Area School District.
 - Bill reported that there was a large turnout for this presentation.
- Recent Press Releases – Sandy will contact Holly to get information on the presentation and send out a press release.
- Website stats and updates – None
- Facebook page updates – None

Nature Trail – Dennis Burkett

Dennis has agreed to chair the Nature Trail Committee.

- CVTC report (in schedules months) – No report
- Trail maintenance - If anyone is made aware of an issue on the trail, please bring it to the board's attention.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) –
 - The next CCC meeting is scheduled for Monday, January 9th at 6:00 p.m. in the CVVB meeting room at the Carlisle borough hall.
- CPC Purchase of Burgoon Property – Andy reported that the county has committed \$37,000 to the CPC for the purchase of the Burgoon property. We do not know if the \$37,000 is earmarked for specific parts of the purchase or whether they are going to be able to spend the \$37,000 as they want.
 - Alan and Andy participated in a CPC LeTort Working Group meeting on December 9th.
 - They submitted a \$150,000 grant application to DCNR.
 - They have \$37,000 from the county
 - They have raised \$43,000, including the \$10,000 down payment they have already put down on the property
 - They are committing \$75,000 of their own funds and will hold fundraisers to replenish it. This is their special projects fund. They will use this money as part of their match.
 - Total of approximately \$308,000.
 - Lot 1, which is the one with the watercress beds - 17 acres – for approximately \$100,000.
 - Lot 2, is the hill with the barn adjacent to our trail – 15 acres for \$200,000.
 - Lot 3 and Lot 4 are the 5-acre building lots – approximately \$100,000 each

CPC's original plan was to purchase Lots 1, 2, and 3. However, since they haven't received all the grants they were hoping for, they are dropping the purchase of Lot 3. They still would like to purchase Lot 2, which has a lot of conservation value, but if push comes to shove, they have the funds to at least buy Lot 1, which is arguably the most important section.

The CPC LeTort Working Group plans to meet quarterly. The next meeting will be sometime in the beginning of March.

Stream Ecology – Bill Berwick

- ALLARM report and analysis –
 - ALLARM made a water collection during a rainstorm, which is evident in the elevated parameters, particularly the turbidity.
 - The next monitoring will be sometime in February.
 - Bill would like to attend the next water collection activity. He will contact Julie to coordinate.

Project Review - Andy Parker – None

- South Middleton Township water system inter-connect.
 - Andy was contacted by the South Middleton Township Authority.
 - They run the water and sewer service for the township.

- o They currently have two separate water systems for supply and distribution.
 - One low-yield well is located to the west of the LeTort and within the LeTort watershed and serves the Walnut Bottom area over to Route 34, down to the quarry, and a few other subdivisions.
 - Their eastern water system is two high-yielding wells outside the watershed. Their distribution system comes down by the Carlisle airport and out to South Spring Garden Street and stubs off by Terry Drive.

South Middleton Township would like to extend that line up South Spring Garden Street, come across the quarry property, cross adjacent to the quarry's main ridge, across the LeTort and tie into the line that comes down Bonnybrook Road and ends at the quarry office. That revision will allow them, if something goes down on one side or the other, to move water back and forth and not have service disruptions.

Andy feels this is a decent plan; however, there are a few issues that we will want to discuss with them.

- Right now, they are planning on a buried line all the way across. Within about 10 feet of the stream bank they would come up above the ground surface, have two concrete piers on the streambank, run the pipes across the creek at an elevation that is actually 3-4' higher than the bridge and then it would go back under ground and tie in.
- Andy asked if they could hang the line on the bridge itself, which would be less disruptive and have less visual intrusion. They said that they would look into it; however, there may be issues that the quarry may not want to hang a utility on their bridge.
- With their current plan and with the piers, the county is requiring them to put some sort of texture on the concrete and paint so it will blend in better.
- In looking at their plans, they're showing the trail to be about 40 feet from the bridge and based on what Alan saw, it's closer than that. We will have to see if they can locate the trail better.
- Currently, they plan to trench across the trail. They would have a walk around and would only be working for 2-3 days at this location, but they would provide some sort of access around their work area.
- While work is being done at this location, we may ask if the water authority can add more surface material (donated from the quarry) placed on our trail in front of the rock crusher.

We will be giving South Middleton Township an easement, similar to what the Borough of Carlisle did with their sewer improvement. This will be a \$1 transaction.

Herb suggested that we point out that they are very close to the sink hole by the bridge.

Another issue they will have to address is a pressure differential between the two systems.

- There will be valves and pumps, and both systems will have to be tweaked to equalize pressure.
- The line coming down in front of Bonnybrook, (the lower pressure system) is a 12" line. The line that is coming up South Spring Garden Street is 8".

OLD BUSINESS:

- Board Vacancies – Middlesex Township, North Middleton Township (2).
- Board Term Expiration –
 - o Bill 12/31/16 – Bill has agreed to serve another term;
 - o Herb 1/1/17 – Herb has agreed to serve another term; and
 - o Sandy 3/7/17 – Sandy has agreed to serve another term.
- Retired Board Member Recognition – James will work on this project. The bridge dedication will be planned for the spring.
- 2017 Budget and Funding Requests –
 - o Andy has confirmed with South Middleton Township that they have approved a line item for the LRA of \$6,000.
 - o Unfortunately, we didn't get the notice of the meeting for the Carlisle Borough, but they did keep us in the budget for \$3,000, which is what they had contributed in the past.
 - o Middlesex has us in their budget. Their budget will be approved on 12/30/16.

With our expected annual expense of \$28,025, and our estimated receipts of \$23,400, we will have a budget deficit for this year of \$4,625. Historically, we underspend our budget, so we should be okay.

NEW BUSINESS:

- Election of 2017 Board officers
 - o Dennis made a motion to continue the current LRA officers for next year. Alan seconded the motion and the motion carried.

The slate of officers for 2017 are:

Andy Parker	-	Chairman
James Ruhl	-	Vice Chairman
Sandra Kern	-	Secretary
Herb Weigl	-	Treasurer

- PennPrime Insurance renewal – Herb made a motion to authorize Andy to sign the insurance renewal application for PennPrime. Bill seconded the motion, and the motion carried.
- Administrator contract renewal – Dennis made a motion to renew Kathy's contract as Administrator, Sandy seconded the motion, and the motion carried.
 - o Andy will revise last year's administrator contract and send it to Kathy for signing.

- Alan made a motion to authorize the Friend's group to enroll in the Carlisle Area Chamber of Commerce for the first quarter of 2017 at a cost of \$65. Dennis seconded the motion, and the motion carried.

James made a motion to adjourn the meeting. Herb seconded the motion, and the meeting adjourned at 8:05 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, January 19, 2017, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

1/19/17
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary