

**LETORT REGIONAL AUTHORITY**  
**415 Franklin Street**  
**Carlisle, PA 17013**

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**April 21, 2016**

The meeting was held on Thursday, April 21, 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, Sandy Kern, Andy Parker, James Ruhl, and Herb Weigl

Members

Representatives Absent: Holly Smith and Lorin Snyder

Staff Present:

Kathy Russell

**PUBLIC COMMENT** - None

**PRESENTATIONS** – Chrysa Meyers, ROW agent with Henkels & McCoy, and Michael Lantieri, UGI project manager, gave a presentation on the proposed UGI gas line easement that will affect a portion of LeTort property along I-81. The gas line will run under the LeTort Spring Run. They reviewed and answered questions regarding the purpose and scope and easement specifics.

Chrysa read the proposed easement agreement line by line, while LRA members asked questions and suggested additions and corrections to several areas of the agreement.

Chrysa will make the suggested revisions, present the agreement changes to UGI, and get back to the LRA with an updated agreement for signing.

**ANNOUNCEMENT** – None

**APPROVAL OF MINUTES** – James made a motion to approve the March minutes. Dennis 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	
Friends Cash Contribution .....	+\$4,830.00
Prior month Interest .....	+10.61
<b>TOTAL RECEIPTS .....</b>	<b>+\$4,840.61</b>

Bills Requiring Approval:

Administrator .....	-\$300.00
Rowe's Print Shop.....	-\$848.00
<b>TOTAL BILLS requiring approval .....</b>	<b>\$1,148.00</b>

Herb made a motion that the April monthly bills in the amount of \$1,148.00 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.....	+\$300.00	
Paid bills .....	-\$300.00	
Transfer from Money Management Saving.....	+\$848.00	
Paid bills .....	-\$848.00	
<b>Closing Account Balance .....</b>		<b>\$100.00</b>

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

Beginning Balance .....	\$14,906.86	
Interest.....	+\$ .66	
Transfer to Checking.....	-\$300.00	
<b>Closing Account Balance.....</b>		<b>\$14,607.52</b>

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

Beginning Balance .....	\$7,941.47	
Donation .....	+\$30.00	
Interest .....	+\$ .34	
Donation .....	+\$4,800.00	
Transfer to Checking .....	-\$848.00	
<b>Closing Account Balance .....</b>		<b>\$11,923.81</b>

**BUSINESS SUPPLEMENTAL SAVINGS, SOUTH MOUNTAIN PARTNERSHIP GRANT**

Beginning Balance .....	\$.03	
<b>Closing Account Balance .....</b>		<b>\$.03</b>

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

Beginning Balance .....	\$5,074.91	
Interest .....	+\$5.34	
<b>Closing Account Balance .....</b>		<b>\$5,080.25</b>

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

Beginning Balance .....	\$5,032.71	
Interest .....	+\$4.27	
<b>Closing Account Balance .....</b>		<b>\$5,036.98</b>

**TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$36,748.59**

**Budget Report**

- Herb reported that the budget is on track.

**Friends of LeTort** – James Ruhl

- James will add UGI to our Friends list.
- James created a generic email address for LRA members to use: friendsofletort@gmail.com.
- On April 22-24 from 5:00 p.m. until 11:00 p.m., Market Cross Pub will be sponsoring Earth Day to benefit the Friends of the LeTort. Market Cross Pub will donate \$1.00 to the Friends for every pint of Long Trail sold. Donations made all weekend will also be contributed to the Friends of LeTort.
  - o Andy will drop off the LRA maps, LRA plaque, and additional watershed materials at Market Cross for this event.
  - o Dennis reported that the wife of Jeff Goss, the owner of Market Cross Pub, was recently diagnosed with cancer. Kathy will send a thinking of you card from the LRA.
- Andy gave a revised design for a window decal sticker to Sandy who will work with Rowe's Print Shop to have static plastic decal stickers printed to give to business sponsors of the Friends.
  - o Andy will send the PDF file to Sandy, and Sandy will take the design to Rowe's.

**Grants** – Andy Parker

- SMP Mini-Grant Schedule and status – Andy reported:
  - o Everything has been approved, and the grant has been closed out.
  - o We should receive the final payment of \$725.00 within the next few weeks.
- Cumberland Valley Visitors Bureau mini-grant – approved for trail counters only.
  - Andy received a call from Allyson at the CVVB asking for an update on how the trail counters were going. Andy told her he would follow up with her after our meeting.
  - Alan reported that he moved the Bonnybrook counter to a location above the bridge.
  - Alan has not been successful in contacting the professor from Shippensburg University who had offered to process the trail counter data. Alan will follow up.
  - We have not had any additional contact from staff members at Pine Grove Furnace State Park regarding them borrowing one of our counters.
- As result of Faulkner Subaru's generous sponsorship contribution, we were able to have 2,500 two-sided colored brochures printed, plus we will be purchasing four new steel pamphlet boxes to place along the trail.
  - o Andy will order the pamphlet boxes that will be placed at the four trailheads.
- Andy received information from the CVVB regarding their two grant programs. In addition to its regular tourism grant program, which is between \$2,500 and \$25,000 (due now), the bureau has an application for projects under \$2,500, typically ranging between \$500.00 and \$2,500. This is an ongoing grant to keep in mind for the future.

**Audit** – James Ruhl – SE&K have been provided with all documents needed to proceed with our audit.

**Information and Education** – Holly Smith –

Sandy read Holly's email about Bosler Library's Summer Reading Program:

Each summer the Bosler Library participates in a collaborative summer reading program. The theme for this year's program focuses on sports, exercise, and getting outdoors. In keeping with this theme, library staff members are looking to institute a "letterboxing challenge" to their patrons. If you are unfamiliar with the concept of letterboxing, I encourage you to check out the following webpage: <http://www.letterboxing.org/>

In short, this is a new take on the scavenger hunt. Each letterbox would contain a notepad, stamp, and an ink pad. Each individual who participates

would search for the letterbox using a series of clues and would stamp the notepad in the letterbox with their personal stamp, as well as stamp their personal notepad with the stamp in the box.

The Bosler Library is looking to place a few of these letterboxes in areas around Carlisle. This will allow individuals the opportunity to get out and see their community in new ways.

Holly can contact Nicholas Macri, adult programming assistant at the Bosler Memorial Library, to let him know that we have agreed to allow them to place one of these letterboxes on the nature trail.

- Public Speaking – none scheduled
- CVTC report – (in scheduled months) –
- Website –
  - Holly was contacted by Trevor from Cross & Crown. He wants to know how we're doing with quotes for the website.
  - Dennis has not had an opportunity to acquire additional bids. He will touch base with Holly
  - Holly recommends going with Cross & Crown; however, Andy would like to talk with them first to get more assurances that we will be getting the services we need.
- Facebook – Holly is still working on updating.

#### Nature Trail – Holly Smith –

- Trail maintenance –
  - Andy walked the trail and noted several trouble locations that will soon require maintenance.
    - Four locations where trees are growing over the trail.
    - Several locations where grass and brush are encroaching the trail.
    - Erosion of stone material leading from the middle school down to the stream that may need to be addressed.
    - In front of the quarry, there is a section where there is no more stone dust material on the surface.
    - Toward South Spring Garden Street, there is a section where the grass is encroaching and the trail is down to about 3 feet in width.

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

- Cumberland Conservation Collaborative report (Herb) – The CCC is still concerned about the conservation mitigation as a possible source of funding. We have complied with all of their requirements so far.
  - o The CCC's next meeting is scheduled for June 13 at 6:00 p.m. at the CVVB.
  - o Andy will put this meeting on his calendar and try to attend to further explain conservation mitigation.
- CPC is still working on the purchase of the Burgoon property
  - o Andy reported that the state grants the CPC was trying to get in order to purchase the property were being held up by the unapproved state budget.
    - All of their matching funds are in place, and they are waiting on the state money to be approved.
    - A requirement of one of the state grants is that they would have to have a Phase I environmental site assessment done for the property.
      - A CPC board member is trying to get an engineering firm to donate its services for free.
    - They believe they have enough money to pursue buying an additional lot.
- South Mountain Partnership will hold its semi-annual meeting on Friday, April 29, 2016, in Dillsburg. Andy and Herb are both registered to attend.

#### Stream Ecology – Bill Berwick

- ALLARM report and analysis – Andy reported on the numbers.
- Bill, Andy, Dennis, and Herb met with several individuals from CVTU to discuss concerns they have over water quality in the stream, primarily dealing with siltation, sinkholes, and pesticides and evasive plants. We will try to move forward to perform studies to see what can be done to help the stream.
  - o Identify stakeholders that may be interested in the studies
  - o Identify grant possibilities.

Andy was contacted by Mark Carpenter of Middlesex Township. Mark had been contacted by Joe Capuno, an individual who lives along the LeTort just south of the Turnpike. Mr. Capuno reported several trees down in the stream. Andy spoke with him. It doesn't appear that the trees are causing any bank erosion or damaging anything. It will be better to leave them in place to provide habitat and cover for fish. Andy will go out and verify that the trees are not causing a problem.

Mr. Capuno is also potentially interested in becoming the Middlesex Township representative. He was a former township supervisor and may be able to bring some political insight and savvy to our group.

#### Project Review - Andy Parker –

- Union Quarry – The quarry manager would like to move their crusher to the other side of South Spring Garden Street. Andy completed his review of this plan and provided his comments.

- Warehouse – Andy has not had an opportunity to review this plan.

**OLD BUSINESS:**

- Board Vacancies – Cumberland County and Middlesex Township.
  - Andy will follow up with Cumberland County to inquire about the appointment of Alan.
  - James is moving out of North Middleton Township into South Middleton Township.
    - Andy will look into these possibilities.
- UGI Pipeline –
  - UGI's presentation and discussion earlier in the meeting cleared up a lot of concerns.
  - Our two parcels are assessed at \$83,000 and \$50,000, which averages to approximately \$40,120.00 per acre.
    - The assessed value of our property is roughly \$1.00 per square foot.
    - If we limit this easement to 30 feet, we're looking at approximately 9,000 square feet.
    - UGI is offering us \$5,000.
    - UGI will not pay our legal fees; however, we may want to build the cost of the attorney fees into what UGI is offering for the easement.
      - Andy will email Dave Baric to get an estimate on what the legal fees would be to review the agreement.
    - UGI will pay for all of the recording fees.
- Sunoco Pipeline - Andy will send out an email about the status of this pipeline.

**NEW BUSINESS:**

- The 2016 Master Gardner Plant Fest will be on Saturday, May 21, 2016, from 8:00 a.m. until 1:00 p.m. at the Cumberland Service Center located at 310 Allen Road, Carlisle, PA.
  - Andy, James, and Kathy volunteered to man the LRA booth.
- SMP meeting 4/29 – previously discussed
- Crawfoot Award – 2016 – Herb explained what the award is and its rules for nominees.
  - Herb will chair the Crawfoot Award committee, and Dennis volunteered to assist.
  - Herb will check with the townships to see if they have any nominations.
- Thank you's – Jerry and Erich
  - Andy believes that we should recognize Jerry and Erich for their service on the board. He asked board members for their suggestions.  
Several suggestions are:
    - Name a section of the trail after Erich.
    - Name the bridge at LeTort Park after Jerry
  - Andy would also like to give recognition to the Carlisle Garden Club for the excellent job they did on the garden project.

**COMMENTS AND CONCERNS:**

James made a motion to adjourn the meeting. Dennis 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, May 19, 2016, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

5/19/16  
Date Adopted

Sandy Kern  
Sandy Kern, Secretary

Prepared by: Kathy L. Russell