

LETORT REGIONAL AUTHORITY  
415 Franklin Street  
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY  
June 16, 2016

The meeting was held on Thursday, June 16, 2016, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:00 p.m.

**ATTENDANCE**

**Members / Representatives**

**Present:** Bill Berwick, Sandy Kern, Andy Parker, and Herb Weigl

**Members**

**Representatives Absent:** Dennis Burkett, James Ruht, and Holly Smith

**Guest Present**

Erich Messerschmidt

**Staff Present:**

Kathy Russell

**PUBLIC COMMENT** - None

**PRESENTATIONS** – None

**ANNOUNCEMENT** – None

**APPROVAL OF MINUTES** – Herb made a motion to approve the May minutes. Sandy seconded the motion, and the motion carried.

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

Erich Messerschmidt requested that he be added to the mailing list for the LRA meeting agenda, draft minutes.

**COMMITTEE REPORTS**

**Finance / Budget** – (Herb Weigl)

**Monthly Financial Status**

The memorandum of bills is as follows:

**Receipts:**

|                                 |                    |
|---------------------------------|--------------------|
| Current Month                   |                    |
| Plan Review Rees .....          | +\$700.00          |
| UGI Right-of-Way Easement ..... | +\$9,176.00        |
| Prior month Interest .....      | +\$10.80           |
| <b>TOTAL RECEIPTS .....</b>     | <b>+\$9,886.80</b> |

**Bills Requiring Approval:**

|   |                   |
|---|-------------------|
| Administrator .....                         | -\$300.00         |
| PennPRIME .....                             | -\$975.00         |
| Personaliteez .....                         | -\$84.00          |
| Baric Scherer .....                         | -\$936.25         |
| <b>TOTAL BILLS requiring approval .....</b> | <b>\$2,295.25</b> |

Herb made a motion that the June monthly bills in the amount of \$2,295.25 be approved for payment. Sandy seconded the motion, and the motion carried.

Herb asked board members if they would like to pursue setting up a quasi-endowment that would be created to be used for trail maintenance. Andy agreed that setting up an endowment would be a good idea.

***Quasi-endowments:** Quasi-endowment funds are funds functioning as an endowment that are typically established by the institution from either donor or institutional funds, and will be retained and invested rather than expended. The quasi-endowment must retain the purpose and intent as specified by the donor or source of the original funds, and earnings may be expended only for those purposes. Since quasi-endowments are generally established by the institution rather than by an external source, the principal may be expended as stipulated by the donor provided the quasi-fund was not created as a permanent match.*

- Jerry Gapp volunteered to assist Herb in setting up a quasi-endowment that can be created by the LRA.
- Herb will work with Jerry to create a committee to work on this endowment.
  - Herb recommended that James also serve on this committee as a legal advisor.
- Funds could be used for capital expenditures, maintenance, etc. if needed.
- Terms can be set for such an endowment as we see fit:  
Examples of terms:
  - The money can only be expended by a 2/3 vote of the board.
  - The money can only be expended for our own internal projects or projects that would benefit the trail and/or the LeTort.

Herb deposited the UGI right-of-way easement funds into our regular savings account – earning 5.62 interest for \$24,000.00 per month. We can get a certificate of deposit for 25 months that would earn us 1.35%.

Herb made a motion to take \$8,000.00 that we received from UGI, plus \$2,000.00 from our regular savings account to establish two \$5,000.00 - 25 month CDs (1.35% interest) which will significantly increase our interest income. Sandy 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.....     | +\$1,275.00 |          |
| Paid bills .....                             | -\$1,275.00 |          |
| Transfer from Business Money Mgmt. Acct..... | +\$84.00    |          |
| Paid bill .....                              | -\$84.00    |          |
| Transfer from Business Money Mgmt. Acct..... | +\$936.25   |          |
| Paid bill .....                              | -\$936.25   |          |
| Closing Account Balance .....                |             | \$100.00 |

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

|                                |             |             |
|--------------------------------|-------------|-------------|
| Beginning Balance .....        | \$15,033.16 |             |
| Plan Review Fee.....           | +\$100.00   |             |
| Interest.....                  | +\$64       |             |
| Plan Review Fee.....           | +\$600.00   |             |
| UGI Right-of-Way Easement..... | +\$9,176.00 |             |
| Transfer to Checking.....      | -\$2,211.25 |             |
| Closing Account Balance .....  |             | \$22,698.55 |

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

|                              |             |             |
|------------------------------|-------------|-------------|
| Beginning Balance .....      | \$12,211.32 |             |
| Interest.....                | +\$52       |             |
| Transfer to Checking.....    | -\$84.00    |             |
| Closing Account Balance..... |             | \$12,127.84 |

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

|                              |        |        |
|------------------------------|--------|--------|
| Beginning Balance.....       | \$0.00 |        |
| Closing Account Balance..... |        | \$0.00 |

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

|                              |            |            |
|------------------------------|------------|------------|
| Beginning Balance .....      | \$5,085.43 |            |
| Interest.....                | +\$5.36    |            |
| Closing Account Balance..... |            | \$5,090.79 |

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

|                              |            |            |
|------------------------------|------------|------------|
| Beginning Balance.....       | \$5,041.12 |            |
| Interest.....                | +\$4.28    |            |
| Closing Account Balance..... |            | \$5,045.40 |

**TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$45,062.58**

**Budget Report** - Herb added the UGI right-of-way funds to the budget in the June column. Andy reminded Herb to run the formula in the received and remaining columns.

**Friends of LeTort** – James Ruhl – No report.

**Grants** – Andy Parker

- Cumberland Valley Visitors Bureau mini-grant – counts
  - We received a data report from a Shippensburg University professor outlining the data collected from the counters along the LeTort Nature Trail.
    - Graphs and charts outlined the trail activity.
      - Approximately 75-80 per day using the trail at LeTort Park.
      - Approximately 40-50 per day using the trail at Bonnybrook.
    - We will continue to collect data of trail usage for another 9 months.
- Faulkner Subaru's Sponsorship –
  - Andy received a quote from Hopewell Manufacturing in Waynesboro, PA
    - four (4) pamphlet boxes at \$345.00 each for a total of \$1,380.00.
  - Herb will pick up the pamphlet boxes when they are ready, which will save us the \$105.00 shipping fee. Thank you, Herb!
  - Herb will deliver the boxes to McCorkel Construction for installation.
- Meeting with Katie Hess, SMP – Scheduled for July 6. Andy will report at the next meeting.

**Audit** – James Ruhl –

- Herb reported that the audit is complete.
- James and Herb will meet with the auditor at Smith Elliott Kearns & Company on June 23 at 4:30 p.m.

**Information and Education** – Holly Smith –

- Recent Press Releases – No report.
- Public Speaking – AAUW – December 3, 2016 – time TBD.
  - Holly will be the speaker for this event.
- Kathy will revise the LRA letterhead to list LRA board members only – removing representative information.
- Website –  
Holly should add the following information to our website:

**MEMBERS**

**COUNTY OF CUMBERLAND**

Sandra Kern  
James Ruhl

**BOROUGH OF CARLISLE**

William Berwick

**NORTH MIDDLETON TOWNSHIP**

Holly Smith  
Vacancy

**SOUTH MIDDLETON TOWNSHIP**

Andrew Parker

**MIDDLESEX TOWNSHIP**

Herb Weigl  
Vacancy

**REPRESENTATIVES**

**ADMINISTRATOR**

Kathy Russell

**CARLISLE AREA S.D.**

Vacancy

**CARLISLE BARRACKS**

Vacancy

**ALLARM**

Julie Vastine

**SOLICITOR**

David A. Baric, Esq.

**ENGINEERS**

Brehm-Lebo Engineering, Inc.  
Fischbach Morgan & Associates, LLC

Andy will contact James Wilkinson (Carlisle Area School District) and Paul Herzer (Carlisle Barracks) to see if they are interested in continuing their representative positions with the LRA.

- Facebook – No report

**Nature Trail** – Holly Smith –

- CVTC report (in schedules months)
- Trail maintenance – The trail is due for a mowing.
  - Andy will contact Rob Weibley to try to get a certificate of insurance from him. Because of insurance requirements, if Rob is unable to provide a certificate of insurance, we will be unable to re-hire him for mowing services.
    - Herb will provide Andy with Rob Weibley's contact information.
  - Herb has also contacted another landscaper who will look at the trail to determine if she has the capability to provide mowing services. She can provide the necessary certificate of insurance.
- Carlisle Bicycle-Pedestrian Network Planning Workshop –
  - Bill reported that this workshop was well attended.
  - The main focuses were how to make downtown Carlisle more amenable to people getting in and out of their cars, bicycles, and the topic of air pollution.

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

- Cumberland Conservation Collaborative report (Herb)
  - Herb attended the CCC meeting.
  - Their executive director has resigned.
  - The CCC will continue meeting without this paid position.
  - They will reduce the number of meetings from one every two months to one per quarter.
  - The next meeting will be held sometime in September. The date will be determined.
  - We will be receiving a document asking us to review spending of some of the CCC's remaining grant funds that were used to pay their executive directory (approximately \$2,000). They would like to print some brochures.
- CPC Purchase of Burgoon Property
  - Herb reported that the CPC is still waiting on state funds.
  - The next meeting is schedule on July 2.
- Andy thanked Kathy for scanning all of the LRA easements onto a flash drive.
  - For the budget next year, Andy suggested we include funds to pay for online cloud storage so that this information can be accessed by every board member.
  - The cloud storage fee is approximately \$100 per month.

Stream Ecology – Bill Berwick

- ALLARM report and analysis
  - Andy reported that all readings look reasonable.
  - ALLARM plans to do another analysis in late July.
- CVTU Stream Improvements Project
  - We need to fill in some information on the stakeholders list.

Project Review - Andy Parker

- Middlesex Township Warehouse – Andy will try to get to this plan review.
- South Middletown Township Microtel – Andy will try to get to this plan review.

OLD BUSINESS:

- Board Vacancies – Middlesex Township, North Middleton Township.
  - James has been approved for the Cumberland County representative position.
  - Alan has an interview tomorrow with the Carlisle Borough to approve his appointment.
- Cumberland County Planning Department – County Tax Map/Property Owner Inventory
  - Andy needs ideas to present to the Cumberland County Planning Department.
  - They are willing to help us identify owners along stream / watershed, but we need to have a legitimate project to present to them in order to obtain the data.
  - They will not provide us with information for fundraising projects.
  - Several suggestions:
    - Present a long-term goal – i.e., acquiring conservation easements on the properties along the LeTort Spring Run.
    - Use funds to send out educational and environmental material to property owners.
    - Develop a program to reach out to the Friends group.
- Crawfoot Award and Retired Board Member Recognition  
Herb and Dennis are on the Crawfoot Award Committee
  - They recommend that the LRA choose the Carlisle Garden Club for the organization of the year because of their efforts with the new planting area along the trail.
  - Herb suggested we have the awards ceremony during the growing season, no later than the end of September.
  - Plan the ceremony at the trailhead so that we can use the garden as a backdrop.
  - Herb also recommended that we emphasize Debbie Bolger's contribution.
  - No individual of the year is being considered this year.
  - Herb will work on the wording for the plaque.

NEW BUSINESS:

COMMENTS AND CONCERNS:

Herb made a motion to adjourn the meeting. Sandy seconded the motion, and the meeting adjourned at 7:52 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, July 21, 2016, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

7/27/16  
Date Adopted

Sandy Kern  
Sandy Kern, Secretary

Prepared by: Kathy L. Russell