

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
January 18, 2018

The meeting was held on Thursday, January 18, 2018, at the Carlisle Community Center. The meeting was called to order by Andy Parker at 7:00 p.m.

ATTENDANCE

Members / Representatives

Present: Dennis Burkett, Brett Flower, Sandy Kern, Dominik Maida, Andy Parker, James Ruhl, and Herb Weigl

Members / Representatives Absent: Bill Berwick, and Jinnie Monismith / ALLARM Representative

Staff Present: Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT – None

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

Administrator - (Kathy Russell) –

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl) - The 2018 budget figures were reviewed.

- Andy made changes discussed at the December meeting.
 - o Budget amounts for the audit and insurance were both increased.
 - o The income from our business sponsorship and payment to the trail maintenance endowment were both removed.
 - o We are still proposing a deficit spending with a yearly deficit of \$1,279.00.

James made a motion to accept the proposed budget, Brett seconded the motion and the motion carried.

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Prior month Interest	+\$24.78
TOTAL RECEIPTS	+\$24.78

Bills Requiring Approval:

Administrator	-\$300.00
Verizon Wireless	-\$26.82
Herb Weigl Jr. (OfficeMax)	-\$14.83
The Sentinel	-\$123.46
PennPRIME	-\$909.00
TOTAL BILLS requiring approval	\$1,374.11

Herb made a motion to approve the January monthly bills for payment in the amount of \$1,374.11. James seconded the motion, and the motion carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00
Transfer from Money Mgmt. Savings Acct.....	+\$1,374.11
Paid bill	-\$1,374.11
Closing Account Balance	\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$18,384.02
Interest.....	\$0.79
Transfer to CD 47	\$2,500.00
Transfer to Checking.....	-\$1,374.11
Closing Account Balance	\$14,510.70

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$11,336.54
Interest.....	+\$0.48
Transfer to CD 47	\$2,500.00
Closing Account Balance	\$8,837.02

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUNDS

Beginning Balance	\$3,774.32	
Interest	<u>+\$.18</u>	
Closing Account Balance		\$3,774.48
CERTIFICATE OF DEPOSIT #43 (25 Month)		
Beginning Balance	\$5,098.56	
Interest	<u>+\$5.50</u>	
Closing Account Balance		\$5,104.36
CERTIFICATE OF DEPOSIT #44 (25 Month)		
Beginning Balance	\$5,098.56	
Interest	<u>+\$5.80</u>	
Closing Account Balance		\$5,104.36
CERTIFICATE OF DEPOSIT #45 (25 Month)		
Beginning Balance	\$5,191.35	
Interest	<u>+\$5.91</u>	
Closing Account Balance		\$5,197.26
CERTIFICATE OF DEPOSIT #46 (25 Month)		
Beginning Balance	\$5,133.93	
Interest	<u>+\$5.84</u>	
Closing Account Balance		\$5,139.77
CERTIFICATE OF DEPOSIT #47 (15 Month)		
Beginning Balance	\$0.00	
Transfer from Business Savings	<u>+\$2,500.00</u>	
Transfer from Money Mgmt. Savings	<u>+ 2,500.00</u>	
Closing Account Balance		\$5,000.00
TOTAL FINANCIAL ASSETS ON DEPOSIT:.....		\$52,767.95

As voted and approved at the December meeting, Herb indicated that he opened a new CD #47 for an endowment to use to preserve the trail in the years to come.

- Financial Summary – The financial summary report is as noted.
- Budget Report – The budget report is as noted.

Friends of LeTort – Brett Flower

- Donor Appeal Letter – Herb and Andy are still drafting the donor appeal letter.
- Next project(s) for Faulkner Grant? – No report
- Activities – A joint fundraiser with CPC is scheduled for Saturday, January 20, 2018 from 12:00-4:00 p.m. at the **Molly Pitcher** Brewery.
 - We are hoping this event will be successful and help us to recruit new members to the LRA and Friends group.

Grants – Andy Parker

- Next Grants – No report

Audit – James Ruhl –

- The engagement letter was received from Smith, Elliott, and Kearns.
 - The cost of the audit has increased to \$2,795.00 this year.
 - James commented that we have been happy with SEK in the past and they have done a good job.
 - James made a motion to approve the engagement letter for SEK to do our auditing. Herb seconded the motion and the motion carried.
 - Andy will sign on behalf of the LRA.

Information and Education - Sandy Kern

- Recent press releases – None
- Facebook posts – Sandy continued to encouraged members to share their news and photos from the trail with her so that she can post them on FB and our website.
- Website stats and updates –
 - A meeting is scheduled for January 23rd at 7:00 p.m. in the conference room at the Stuart Community Center to work on the updates for the new website content.
 - Brett, Sandy, Andy, and Herb are the main contributors to the write-ups, but all members are encouraged to attend to give their input.
 - Sandy advised that she has another meeting and will be unable to attend.
- Web hosting update – Cross and Crown are continuing to work as our web host.

- The access issues with our website domain company, GoDaddy, seems to have been resolved. Kathy has identified and recorded all necessary information needed to manage this account.

Nature Trail – Dennis Burkett

Dennis announced that he has renewed his appointment to the LRA as a South Middletown Township representative.

Dennis also commented that his absence to our meetings over the past few months was due to health issues. He has been diagnosed and is being treated for Lyme Disease.

- Trail maintenance –
 - Dennis has a contacted who is willing to mow the trail.
 - Dennis has also contacted Cory with South Middletown Township regarding the vertical element because of the encroachment.
 - o No response received to date.
- Tree maintenance – No report
- Fill your trail map boxes – Please continue to fill your assigned map boxes as needed.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) –
 - o The next meeting will be held on January 29, 2018.
 - o Herb plans to attend.
- CCC Volunteer Hour Survey
 - o Herb requested that members complete the volunteer hour survey provided by Kathy so the list can be submitted to the CCC.
- CPC purchase of Burgoon property – Andy provided an update.
 - o The CPC plans are to close on lots 1 and 2 this spring.
 - o The CPC still has the option on lot 3, however, they do not have the full funding to proceed at this time.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – (even months) – Andy reported on the water quality result figures from ALLARM.
 - o Turbidity seems to be a bit high and Ortho-phosphates figures seem to look strange in several sites.
- Stream Vegetation Kill Status – No significant changes have been reported.

Project Review - Andy Parker

- Dawood – Carlisle United Methodist Church, South Spring Garden Street, SMT – Andy will review.
- Bohler – Restaurant Development (Popeye's Chicken & Burger King), Harrisburg Pike, MT – Andy will review.

OLD BUSINESS:

- Board Vacancies – Middlesex Township and North Middleton Township.
- SUNOCO Mariner East Pipeline Fines –
 - o The Sunoco project has shut down statewide due to multiple permit violations.
 - o Andy has several names at DEP to contact to see about getting the fines that were generated from the LeTort spill earmarked for LeTort projects.
 - Trail maintenance
 - Wetland restoration / CPC Burgoon project
 - Endowment

NEW BUSINESS:

Herb is down to his last 25 checks for the LRA.

- The checks we are currently using are duplicate checks, which are very expensive and unnecessary.
- Herb can get 150 single ply checks from Members First at a cost of \$16 per box.
- It was agreed to allow Herb to purchase of a new box of checks.

Herb provided Kathy with 65 stamps for the appeal mailing. Herb will be replenishing the stamp supply by purchasing a new roll of stamps - \$50.00

Kathy has distributed the Statement of Financial Interest forms to board members and asked them to complete and return to her at their earliest convenience – Forms are due in May.

PennPrime Insurance Coverage:

- Andy renewed our insurance cover with PennPrime.
- Our insurance coverage with PennPrime has risen.
- Due to the lack of time, we have no other option this year, but to agree on this increase.
- Andy, Herb, and Kathy will research other option with better pricing for insurance coverage for 2019.

Andy completed an updated W-9 for the LRA. The document has been filed for future use.

Brett, Herb, and Andy plan to attend the South Mountain Partnership "Power of the Partnership" Annual Year-End Celebration breakfast meeting on Friday, January 26th. Breakfast will be at 7:30 – Program 8:30-10:30 at the Bongiorno Conference Center on Union Hall Road in Carlisle. The cost to attend this breakfast is \$10.

James made a motion to adjourn the meeting. Dennis seconded the motion, and the meeting adjourned at 7:33 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, February 15, 2018, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

2/15/18

Date Adopted

Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary