

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
July 19, 2018

The meeting was held on Thursday, July 19, 2018, at the Carlisle Community Center. The meeting was called to order by Andy Parker at 7:03 p.m.

ATTENDANCE

Members / Representatives

Present: Brett Flower, Bill Berwick, Andy Parker, James Ruhl, Emily Steenkamer, and Herb Weigl

Members / Representatives Absent: Dennis Burkett, Sandy Kern, and Jinnie Woodward

Staff Present: Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT – None

APPROVAL OF MINUTES – Herb made a motion to approve the June minutes. Brett seconded the motion, and the motion carried.

Administrator - (Kathy Russell) –

- Kathy reported on a phone message received from Bill Hench advising of drain issues on the trail by the quarry. Kathy will contact Mr. Hench to let him know we are aware of this problem and Andy will contact Union Quarry to discuss having gravel added to the trail.
- Kathy is working with an agent at All State Insurance to acquire a quote for insurance coverage for 2019.
 - Kathy asked Andy to review and verify the information before she responds to All State.

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Municipal Contribution (So. Middleton)	+\$6,000.00
Plan review fee	+\$100.00
Prior month Interest	+\$29.38
TOTAL RECEIPTS	+\$6,129.38

Bills Requiring Approval:

Administrator	-\$300.00
Verizon Wireless	-\$26.68
Smith Elliott Kearns	-\$2,795.00
The Sentinel	-\$89.42
Thomas Shoemaker Jr. (Mower Man Lawn Service)	-\$450.00
TOTAL BILLS requiring approval	\$3,661.10

Herb made a motion to approve the July monthly bills for payment in the amount of \$3,661.10. Brett seconded the motion, and the motion carried.

Herb reported that Thomas Shoemaker has mowed the trail three times charging a total of \$450.00. Mr. Shoemaker had given us an initial estimate of \$250.00 for each trail mowing. After mowing the trail, he determined that it is simple enough for him that he is only going to charge us \$150.00 per mowing.

Herb reported:

- We are on track with the budget.
- We may want to keep an eye on the trail maintenance.
 - The trail maintenance currently shows that we've spent 35-38% of what we had budget to date (including the trail mowing).
 - We will owe approximately \$1,100.00 to McCorkle Construction for bridge maintenance as soon as they complete the job.

If you add those service plus the trial maintenance already done, we are up to about 75% of our budget. If we have any significant expenditure for washout repairs that were recently reported, we will be right at the budgeted amount with additional mowing needed.

Andy noted:

- North Middleton Township's contribution of \$2,000 is due in July. Since they forgot to give us a contribution last year, if we don't have their check by the next meeting, we will have to follow up with them.
- Carlisle Borough was budget \$4,500, however, they only paid \$3,000.
- Middlesex Township's contribution is due in September.
- We didn't send out campaign letters last year for Friends.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00
Transfer from Business Savings Acct.....	+ \$3,661.10
Paid bill	- \$3,661.10

Closing Account Balance **\$100.00**

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$13,370.06
Interest	+\$0.60
Plan Review Fee	+\$100.00
Municipal Contribution (So. Middleton).....	+\$6,000.00
Transfer to Checking.....	- \$3,661.10

Closing Account Balance..... **\$15,809.56**

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$9,140.38
Interest	+\$0.75

Closing Account Balance..... **\$9,141.13**

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUN

Beginning Balance	\$3,775.26
Interest	+\$0.16

Closing Account Balance..... **\$3,775.42**

CERTIFICATE OF DEPOSIT #43 (25 Month)

Beginning Balance	\$5,132.71
Interest	+\$5.65

Closing Account Balance..... **\$5,138.36**

CERTIFICATE OF DEPOSIT #44 (25 Month)

Beginning Balance	\$5,132.71
Interest	+\$5.65

Closing Account Balance..... **\$5,138.36**

CERTIFICATE OF DEPOSIT #45 (25 Month)

Beginning Balance	\$5,226.13
Interest	+\$5.76

Closing Account Balance..... **\$5,231.89**

CERTIFICATE OF DEPOSIT #46 (25 Month)

Beginning Balance	\$5,168.33
Interest	+\$5.69

Closing Account Balance..... **\$5,174.02**

CERTIFICATE OF DEPOSIT #47 (15 Month)

Beginning Balance	\$5,025.37
Interest	+\$5.12

Closing Account Balance..... **\$5,030.49**

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... **\$54,539.23**

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

Friends of LeTort – Brett Flower – No report

- Homeowner Flyer – Herb and Andy were contacted by Jinnie Monismith. She had a student that was available to help develop a flyer that we previously discussed. However, that student is finished as of July 20th.
 - Herb and Andy have both tried to contact Jinnie with no success.
- Dickinson students will also help us develop some new maps for the website.

Grants – Andy Parker – We have some money remaining from our grants, in particular Faulkner.

- Andy spoke to the folks from Cross & Crown about the website. They are still on budget.
- Kathy did some research on benches for along the trail.
 - 72" long powder coated metal bench is approximately \$400.
 - Approximately \$1,000-\$1,200 to have the bench delivered and installed.
 - Placement location will be determined – next to one of the trailheads.
 - Purchase one for now and see what the cost is and see how much money we have to purchase additional benches.
- Bill commented that Giant donates recycled benches.
 - Bill will contact Giant and determine if they would be willing to donate a bench to the LRA.

Audit – James Ruhl – The legal announcement of the audit has been published and the Sentinel bill has been paid.

Information and Education - Sandy Kern

- Recent press releases – No report
- Facebook posts – Sandy continues to post various photos, articles, and notifications on our Facebook page. She would appreciate if members would please continue to provide her with items to post, i.e. trail photos, articles, etc.
- Web page content –
 - Andy had a conference call with Cross & Crown (C&C).
 - C&C is still in the design phase.
 - Working on the layout, formatting, and spacing.
 - Providing the appropriate space required based on the content we provided
 - Andy reviewed the sample site and went over the different tab categories that will be available.
 - Andy will email everyone the link to the sample site and he asked that you let him know if you have any comments, questions, or suggestions on the layout.
 - Emily will check with her boyfriend to see if he could take a good high quality high resolution photo of the LeTort to be used on the home page.
 - Once the design phase is completed and approved, C&C will move into the development phase where they will actually be inputting our content, attaching photos, maps, etc.
- Email Addresses – No report

Nature Trail – Dennis Burkett

- Trail maintenance – As reported above:
 - Tom Shumaker has been mowing the trail. He will be happy to help us clear back the brush later in the year.
 - Andy will contact Union Quarry about repairing the washed-out area of the trail.
- 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) –
 - Andy and Herb attended the bi-monthly CCC meeting last Monday night – Strategic Planning Meeting.
 - The meeting was sparsely attended.
 - The CCC was set up to be a networking organization to collaborate with other community organizations.
 - The CCC became a 501(c)3 organization, which was important to the LRA because we are not a 501(c)3.
 - By being affiliated with the CCC, the LRA can apply for grants under the CCC.

The CCC want to find out whether or not they should expand their functions. They would like to know:

- If we are prepared to participate in a goal-oriented action team to try to figure out what they can do?
- Are we prepared to contribute financially to support expansion of the CCC?
- Do we recognize funding sources that would support the expansion of the CCC goals?

After a brief discussion, it was determined that the LRA does not have the funds at this time to support an administrative position for the CCC. We see no need to expand the CCC. The LRA does not want to participate in a facilitated meeting.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – (even months) – The monitoring ranges look good. The stream is a little warm at the mouth, but the temperatures are still well within the tolerance range for brown trout.

Project Review - Andy Parker –

- Jack Williams Tire Center (No. Middleton Twp.) – Andy reviewed this plan and reported on his findings. Site of old Turkey Hill across from Sheetz. Not a lot of impact.
- YRC Worldwide (Middlesex Twp.) – Andy reviewed this plan and reported on his findings. Partially developed site. A lot consolidation / re-subdivision of lots in the triangle between the turnpike and I81. Another warehouse. More plans to come.

OLD BUSINESS:

- Board Vacancies – North Middleton Township
- McCormick Farm –CVSD proposal withdrawn.
- Route 74 Bridge Replacement – We have not had a response on our counterproposal.

NEW BUSINESS:

Andy would like to find someone who can manage a cloud service to function as the authority's server where all members can access files through the cloud.

Andy will ask C&C if they have a cloud function.

Andy also asked if C&C could host an email address for us. They need to have control over our domain and then it would be a \$20.00 per month fee to host the email.

Brett reported that she drove by the CPC property and noticed they are putting herbicide on invasives in the creek. Brett messaged Ben Mummert who said it would take a few years to bring the invasives under control. Andy will contact Anna Yelk to see how the CPC's planning is going and what their plan is to restore and relocate the stream?

Bill made a motion to adjourn the meeting. Herb seconded the motion, and the motion carried. The meeting adjourned at 8:12 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, August 16, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

8/16/18
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary