

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
September 20, 2018

The meeting was held on Thursday, September 20, 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, Bill Berwick, James Ruhl, Andy Parker, and Herb Weigl

Members / Representatives Absent: Brett Flower, Sandy Kern, and Jinnie Woodward

Staff Present: Kathy Russell

PUBLIC COMMENT –

PRESENTATIONS – None

ANNOUNCEMENT – Andy made several announcements:

- Emily Steenkamer has submitted her resignation from the LRA.
- Welcome to Andrew Linhome who has joined the LRA as an intern from Dickinson School of Law.
- Mike Danko will not be joining the LRA as the Middlesex Township representative.

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

Administrator - (Kathy Russell) – At Andy's request, Kathy contact Josh VanBrakle, a GIS Specialist with the Pennsylvania Land Trust Association, to have the LRA added to the Find a Pennsylvania Watershed Association tool.

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl) – No Report

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Municipal Contribution	+\$1,000.00
Prior month Interest	+\$37.37
TOTAL RECEIPTS	+\$683.60

Bills Requiring Approval:

Administrator	-\$300.00
Verizon Wireless	-\$26.68
Cross & Crown	-\$1,457.50*
Thomas Shoemaker, Jr. (Mower Man Lawn Service)	-\$300.00
Herbert Weigl, Jr. (The Home Depot) – paint & supplies to paint bridge	-\$203.70
TOTAL BILLS requiring approval	\$2,287.88

*approved by telephone vote 8/24/18

Herb made a motion to approve the September monthly bills for payment in the amount of \$2,287.88 (\$1,457.50 of that total had previously been approved on 8/24/18 by telephone vote). James seconded the motion, and the motion carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00
Void Check #1848	+\$350.00
Transfer from Business Savings Acct	+\$332.50
Paid bill	-\$332.50
Transfer from Business Savings Acct	+\$1,125.00
Paid bill	-\$1,125.00
Transfer from Business Savings Acct	+\$830.38
Paid bill	-\$830.38

Closing Account Balance **\$450.00**

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND	
Beginning Balance	\$14,650.58
Interest	+\$.66
Municipal Contribution.....	+\$1,000.00
Transfer to Checking.....	-\$830.38
Closing Account Balance.....	\$14,488.36
BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT	
Beginning Balance	\$9,141.91
Interest	+\$.78
Closing Account Balance.....	\$9,142.69
BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUN	
Beginning Balance	\$3,775.58
Transfer to Checking.....	-\$1,125.00
Interest	+\$.15
Closing Account Balance.....	\$2,650.73
CERTIFICATE OF DEPOSIT #41 (25 Month)	
Beginning Balance	\$5,146.07
Interest	+\$9.97
Closing Account Balance.....	\$5,156.04
CERTIFICATE OF DEPOSIT #45 (25 Month)	
Beginning Balance	\$5,237.84
Interest	+\$5.96
Closing Account Balance.....	\$5,243.80
CERTIFICATE OF DEPOSIT #46 (25 Month)	
Beginning Balance	\$5,179.91
Interest	+\$5.90
Closing Account Balance.....	\$5,185.81
CERTIFICATE OF DEPOSIT #47 (15 Month)	
Beginning Balance	\$5,035.79
Interest	+\$5.30
Closing Account Balance.....	\$5,041.09
CERTIFICATE OF DEPOSIT #48 (15 Month)	
Beginning Balance	\$5,145.47
Interest	+\$8.65
Closing Account Balance.....	\$5,154.12
TOTAL FINANCIAL ASSETS ON DEPOSIT:.....	\$52,512.64

- Financial Summary – The financial summary report is as noted.
- Budget Report – Herb reported that we have \$4,500.00 budgeted for maintenance - painting and repairing bridges. Currently, we have expended about \$2,365.00. We have already approved \$350.00 charge to pay to have the downed tree removed. As soon as the bill is received, it will be paid. We anticipate another mowing or two \$300-\$400. We should be under budget.

Friends of LeTort – Brett Flower

- Dickinson Service Day – Andy reported that the student were nice kids and easy to work with.
- Friends fund raiser letters should be sent out within the next month or so. Brett will modify the letter that was prepared for last year, but never sent.

Grants – Andy Parker –

- Benches – Bill continues to research and work on coordinating the new benches from Giant – Bags to Benches program. We are hoping for a donation of two benches. Giant makes bench donations once a year – in February.
 - There was a question on whether or not the LRA is a 501(c)(3) organization.
 - Herb did some research on how to apply for the 501(c)(3) status.
 - Herb believes that the LRA, as an organization, would qualify.
 - Assets must be no more than \$250,000.00
 - LRA assets run around \$236,000.00
 - The application fees \$400.00.
 - Herb anticipates approximately 25-30 man-hours to research and fill out the application.
 - No guarantee that we would qualify.
 - Acquiring this status would make our fund raising easier.

- After a brief discussion, Herb made a motion which was seconded by James to allow Herb to continue researching/investigating the possibility of us obtaining a 501(c)(3) status.
- Herb will contact the CCC to see if they would be interested in partnering with us on the bench project.
- Herb is looking for the LRA's Articles of Incorporation.
 - Andy suggested that Dave Baric may have a record of them.
 - Herb thought he may be able to search the state public records.
 - Herb also suggested we make changes to our by-laws adding language about non-discrimination, and not supporting political candidates.
- Map box labels – Herb will work on these labels with Brett.

Audit – James Ruhl – No report

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 reported that Cross & Crown have been making progress on our new website. They are in the development stage where they are doing the back-end coding. Andy hopes to hear from them within the next two weeks.
- Email Addresses – No report

Nature Trail – Dennis Burkett

- Trail maintenance –
 - Thank you to Home Depot and the students from Dickinson for their assistance in completing the bridge painting project.
 - Andy reported that there is a trail washout near the quarry.
 - Andy emailed the quarry asking them to place stone at the washout location. No response.
- Tree maintenance – Herb had a report that there is a tree leaning over the trail just downstream of the big bridge. Andy will check it out.
- 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) – Herb reported:
 - A meeting was held on September 17th.
 - The next meeting will be in November.
 - With the exception of the Conodoguinet Watershed Association and the Rails-to-Trails group, all of the other watershed associations that were there, Yellow Breeches, LeTort Regional Authority, and some of the other groups are all having declining membership among their groups. Big Spring Watershed Association was not present at this meeting.
 - The CCC will take a look at how they can get one of the municipal or county organizations or the CCC itself to look at ways to help boost volunteers to the area.
 - There will be a program sponsored by Capitol Resource Conservation and Development (RC&D) on October 2nd at 6:30 p.m. at the Cumberland County planning department building on Allen Road. The topic is "The Economic Value of Protected Open Space" – Cumberland County's Return on Environment Report. Andy plans to attend.
 - The CCC continues to work on their by-laws. They will have a draft within the next few days. Herb will email the draft to everyone for review.
- CPC Dedication – Herb and Andy attended the dedication of the LeTort Spring Garden Preserve. A nice event with approximately 100 people in attendance. Andy lead a tour of the trail. The third building lot has been sold.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – (even months) – Bill reported that the figures look good.

Project Review - Andy Parker – None

OLD BUSINESS:

- Board Vacancies – North Middleton
 - Andy has reached out to Mike Danko to see if he would be interested in joining the Friends group or if he can recommend a possible representative for North Middleton.
- PennDOT right-of-way taking from our property on High Street – This is still up in the air. PennDOT did not receive our counteroffer. Andy will follow up.

NEW BUSINESS:

- Funding Requests – we should be receiving the Middlesex contribution in September.

James made a motion that we maintain the same request amounts as last year. Dennis seconded the motion and the motion carried.

- Borough of Carlisle - \$4,500
- North Middleton Township - \$2,000
- South Middleton Township - \$6,000
- Middlesex Township - \$3,500
- Cumberland County - \$3,000

Andy will send out the request letters by the end of September.

- SMP Partnership meeting – Thursday, September 27 – 9:00 a.m. @ Kings Gap. Herb will attend.
- SMP Trail Workshop – Capital RC&D and the South Mountain Partnership are teaming up for a Building Storm Community Connections (a trail workshop). Tuesday, November 20 – 8:30 a.m. – 5:00 p.m. in Shippensburg. Please advise Andy if you are interested in attending.
- LRA picnic – Dennis and Marsha Burkett have offered to host the annual LRA picnic – Sunday, September 30 – 12:00-5:00 at 57 Lindsay Lane. Kathy will send out an email with the date, time, details.
- There was a trail webinar today presented by Cumberland County Planning Department. Andy missed it, but he will reach out to Stephanie Williams to see if he can obtain any information on it. The webinar was entitled: "The Devils and Details – Common Trail Design Mistakes and How to Avoid Them.

Bill made a motion to adjourn the meeting. Dennis seconded the motion, and the motion carried. The meeting adjourned at 8:02 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, October 18, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

10/18/18
Date Adopted
Prepared by: Kathy L. Russell


Sandy Kern, Secretary