

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
January 19, 2017

The meeting was held on Thursday, January 19, 2017, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:00 p.m.

ATTENDANCE

Members / Representatives

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

Members / Representatives Absent: Dennis Burkett and James Ruhl

Staff Present: Kathy Russell

PUBLIC COMMENT - None

PRESENTATIONS – None

ANNOUNCEMENT – None

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

Administrator - (Kathy Russell) –

- Kathy reported that an ad announcing the 2017 meeting dates for the LRA was published for three days in The Sentinel.
- Kathy distributed the State Ethics Commission Statement of Financial Interest forms to board members for their completion.
 - Forms are due to be filed by May 1, 2017.

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Municipal Contribution (Carlisle Borough)	\$3,000.00
Friends Cash Contributions	\$1,500.00
Prior month Interest	+\$22.49
TOTAL RECEIPTS	+\$4,522.49

Bills Requiring Approval:

Administrator	-\$300.00
Verizon Wireless	-\$26.62
Pixel & Hammer	-\$200.00
Herb Weigl (OfficeMax)	-\$ 23.82
Alan Howe (Carlisle Chamber of Commerce)	-\$65.00
The Sentinel	-\$116.20
PennPRIME	-\$667.00
TOTAL BILLS requiring approval	\$1,398.64

Herb made a motion to approve the January monthly bills for payment in the amount of \$1,398.64. Alan 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	+\$1,000.00	
Paid bills	-\$1,000.00	
Transfer from Business Savings Acct	+\$1,333.64	
Paid bills	-\$1,333.64	
Transfer from Money Management Acct	+\$65.00	
Paid bill	-\$65.00	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$15,804.86	
Transfer to Checking	-\$1,000.00	
Interest	+\$0.66	
Transfer to Checking	-\$1,333.64	
Closing Account Balance		\$13,471.88

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$8,106.54	
Donations	+\$400.00	
Donations	+\$250.00	
Donations	+\$750.00	
Interest.....	+\$0.36	
Donations	+\$100.00	
Transfer to Checking.....	<u>-\$65.00</u>	
Closing Account Balance		\$9,541.90

BUSINESS SUPPLEMENTAL SAVINGS, FAULKNER GRANT

Beginning Balance	\$2,518.00	
Interest.....	<u>+\$.11</u>	
Closing Account Balance.....		\$2,518.11

CERTIFICATE OF DEPOSIT #40 (24 Month)

Beginning Balance.....	\$5,122.52	
Interest.....	+\$2.96	
Close – Transfer to CD 45	<u>-5,125.48</u>	
Closing Account Balance.....		\$0.00

CERTIFICATE OF DEPOSIT #42 (19 Month)

Beginning Balance.....	\$5,070.75	
Interest.....	<u>+\$4.31</u>	
Closing Account Balance.....		\$5,075.06

CERTIFICATE OF DEPOSIT #43 (19 Month)

Beginning Balance.....	\$5,030.72	
Interest.....	<u>+\$5.73</u>	
Closing Account Balance.....		\$5,036.45

CERTIFICATE OF DEPOSIT #44 (19 Month)

Beginning Balance.....	\$5,030.72	
Interest.....	<u>+\$5.73</u>	
Closing Account Balance.....		\$5,036.46

CERTIFICATE OF DEPOSIT #45 (25 Month)

Beginning Balance.....	\$5125.48	
Interest.....	<u>+\$2.63</u>	
Closing Account Balance.....		\$5,128.11

PAYPAL ACCONT

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

TOTAL FINANCIAL ASSETS ON DEPOSIT..... \$45,907.96

ON HAND FOR DEPOSIT..... \$3,000.00

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$48,907.96

- Financial Summary – Herb reviewed the financial summary figures.
- Budget Report – The budget is acceptable as is.

Friends of LeTort – Alan Howe

- Molly Pitcher fundraiser –
 - Alan reported that the final revenue on the December 17th fundraiser for the CPC event was approximately \$1,650.
 - \$1,400 went to the CPC
 - \$250 to the LRA
 - LRA Friends gained approximately 19 members.
 - The Alliance for the Chesapeake Bay will sponsor a “Project Clean Stream” event on April 1, 2017.
 - The Friends of the LeTort will be participating in this event.
 - Alan will request that all groups participating in the cleanup bring their trash to one location in the park.
 - This will provide a newsworthy event and photo opportunity.
 - Any trash taken to the park will be removed by Parks and Rec.
 - Alan is working on an afternoon community event following the cleanup on April 1.
 - He proposes a family event with activities for kids, educational speakers, and displays.
 - Proposed participants in the community event are:
 - ALLARM
 - The Audubon Society
 - LeTort Regional Authority

- o Environmental groups
 - o Food and drink vendors
 - o Public speakers.
- Andrea has reserved both the large and small pavilions at LeTort Park for our use at no charge.
 - o We must follow up with Andrea to confirm this event.
 - o Alan will meet with Andrea to review all of the details on the park rules.
 - o Alan will look for participants for the event.
- Everyone was encouraged to mark their calendars.
- o South Mountain Partnership Speaker Series – Alan sent an email announcing the event to be held on May 13 at the barn by the CPC/Bagoon property.
 - They will walk through the area followed by a meeting in the barn.
 - Neither group's funders want to authorize spending money on porta johns.
 - Alan spoke with Katie Hess, and she has suggested that if the LRA sponsors the porta johns for this event. We can put our name on them "presented by the LRA". We could also collect donations.
 - Alan will check on porta john vendors and pricing.
- o Alan attended a Chamber of Commerce mixer representing the Friends of LeTort and LeTort Regional Authority.
 - These chamber events are open to chamber members, and Alan encouraged LRA members to consider attending.
 - You must register in advance.
 - The chamber also has events such as forums, panel discussions, and meetings with politicians.
 - Alan asked if we want to consider adding an insert to the Chamber of Commerce mailings.
 - We have until February 15 to be eligible for their March mailing.
 - Alan would like to:
 - o introduce the fact that the "Friends of LeTort" membership is open to them,
 - o explain that the LRA can accept in-kind donations under certain circumstances, and
 - o state that we would consider doing joint fundraisers.
- o Alan will reach out to Fred Baldwin and his wife about their interest in the Friends group and stream cleanup.
- o Alan is waiting to hear back from Holly on a day and time in late February, early March, that work well for her to be a speaker for the first Friends of LeTort meeting.
 - We hope to schedule this event early enough to help her recruit volunteers for the stream ecology program and help us recruit for the stream cleanup.
- Letter campaign results -
 - o Herb reported that we received a total of \$1,780 from the mailing campaign.
 - o Sandy will be sending out three letters to businesses: Faulkner Subaru, Union Quarries, and Carlisle Construction Materials, LLC requesting their continued support.

Grants – Andy Parker

- Cumberland Valley Visitors Bureau mini-grant – trail counts – No report.
- Faulkner Sponsorship – Sandy will be sending a letter and schedule a meeting with Faulkner. Andy will try to attend this meeting.

Audit – James Ruhl –

- We received the engagement letter from Smith, Elliott & Kearns Company to review the financials for 2016.
 - o James reviewed the letter and questioned the "not to exceed \$2,660" verbiage.
 - James thought we had only approved \$2,500.00 for the audit.
 - Andy confirmed that we have approved \$2,750 in the budget for auditing, so we should be good.
 - o Andy made a motion to approve the signing of the engagement letter to SEK, Sandy seconded the motion, and the motion carried.
 - James voted yes to this motion by email prior to the meeting.
 - o Andy will sign the letter and return it to SEK.

Information and Education - Sandy Kern

- Public Speaking – None
- Recent Press Releases – Sandy sent a press release to the local media about Holly's AAUW presentation.
- Website stats and updates – None
- Facebook page updates – Sandy is waiting for Holly to give her administrative access to the LRA Facebook page. This will allow Sandy to post items on Facebook as needed.

Nature Trail – Dennis Burkett

- CVTC report (in schedules months) – After speaking with Ronnie Anderson at the County Sheriff's Office, Dennis made a motion via email to accept the offer to have the sheriff's bicycle patrol monitor the trail on a regular basis. Alan seconded the motion, and the motion carried.
 - The LRA welcomes this service, and we are thankful to the sheriff's department for their generous offer and willingness to serve our community in this way.
- Trail maintenance –
 - Alan reported that Japanese honeysuckle vines are taking over a portion of bank along the trail.
 - Andy will contact Ben Mummert to see if he has any ideas on how to control the honeysuckle.
 - This may be a potential project for a Boy Scout troop, a Dickinson fraternity, or the Friends group to oversee.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) –
 - o Herb emailed everyone the minutes from the CCC meeting held on January 9, 2017.
 - o Herb forwarded a link to the website for the county comp plan survey asking members to complete the survey.
- CPC Purchase of Burgoon Property –
 - o Andy reported that the CPC has received a grant from DCNR for \$95,000.⁰⁰.
 - o The CPC has extended their purchase agreement on the properties to include Lot 3.
 - o They are on track to have the purchase of Lots 1 and 2 completed by September 2017.

CPC - LeTort Working Group – Alan and Andy plan to attend the next meeting scheduled for March 3.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – No report.
- CVTU Stream Improvements Project – No report.

Project Review - Andy Parker – None

OLD BUSINESS:

- Board Vacancies – Middlesex Township, North Middleton Township (2).
 - o Andy requested that we ask around for suggestions of people who may be interested in filling these positions.
 - o Andy will announce these vacancies at the South Mountain Partnership annual meeting.
- Board Term Expiration –
 - o Bill 12/31/16 – Bill has agreed to serve another term;
 - o Herb 1/1/17 – Herb has agreed to serve another term; and
 - o Sandy 3/7/17 – Sandy has agreed to serve another term.
- Retired Board Member Recognition – James contacted Scott at Muffin, Inc. to get a price quote and some ideas about the plaques. He is waiting to hear back from him.
- 2017 Budget and Funding Requests –
 - o The Carlisle Borough contribution of \$3,000 has been received.
 - o North Middleton has approved our requested amount.
 - o South Middleton has approved our requested amount.
 - o No word from Middlesex Township. Herb will follow up with them.
- PennPrime Insurance renewal –
 - o Our insurance renewal notice has been signed and returned to PennPrime.
 - o The invoice from PennPrime has been paid.
 - o We are covered for 2017.
 - o We will look into other insurance alternatives for 2018.
 - o Herb suggested each board representative check with their municipalities to see who they have for their insurance coverage.
 - Who is covering their Water and Sewer Authority?
- Administrator Contract Renewal – The contract with Kathy Russell has been renewed for 2017.

NEW BUSINESS:

Herb reported that every year we must complete an annual report of municipal authorities. Herb will complete this form.

Sandy asked what our plans are for improving the way-finding signage at Bedford Street. Andy will ask Dennis, as Trail Committee Chair, to take a look at that section of the trail and come up with some recommendations.

Andy received a notice about the Pennsylvania Land Conservation Conference coming up May 4-6, 2017, in Lancaster, presented by the Pennsylvania Land Trust Association. Pennsylvania's annual training, networking, and inspirational event for those involved in public and private land conservation. If anyone is interested in attending, please contact Andy for details.

- We received an email from Meredith Malone, a DCNR employee, expressing some concern about the erosion in Biddle Mission Park along the LeTort.
 - Meredith has come up with a proposal that Andy will review.
 - This could be the start of an RFP to get some grant funding to stabilize that section of bank.
 - Matching funds are required. In order to do any work, you need a permit. To get a permit you need engineering, drawings, geo-bio engineers, etc.
 - Alan has contact information for Jay Schreiber, Regional Advisor with DCNR, who has offered to look at the project and advise us on the best way to approach DCNR for funding.
 - It is thought that it would be best if the Carlisle Borough pursued this project with DCNR.
 - Alan also reminded us that Mayor Scott has asked for priorities from the LRA for what the borough can do to enhance the LeTort.
 - DCNR loves projects involving handicap accessibility.
 - There are places where handicap platforms can be installed to provide handicap fishing access.
- Alan and Andy received an email from Holly reporting rusty barrels thrown up on the stream bank.
 - The barrels were installed years ago by Charlie Fox to give trout overhead cover for spawning.
 - These barrels have deteriorated.
 - Trout Unlimited removed the rusty barrels from the stream.
 - Charlie's daughter, who still lives along the stream, saw this activity and got upset because they were removing her father's legacy, so she ran them off of the property.
 - TU and Sue have since talked and came to an agreement where TU has disposed of the barrels.
 - TU made a commitment to Sue that they will rebuild the spawning channels and maintain them.

Sandy made a motion to adjourn the meeting. Herb seconded the motion, and the meeting adjourned at 8:10 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, February 16, 2017, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

2/23/17
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary