

LETORT REGIONAL AUTHORITY  
415 Franklin Street  
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY  
November 19, 2015

The meeting was held on Thursday, November 19, 2015, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:00 p.m.

**ATTENDANCE**

Members / Representatives

Present: Bill Berwick, Jerry Gapp, Sandy Kern, Andy Parker, James Ruhl, and Herb Weigl

Members

Representatives Absent: Holly Smith, Lorin Snyder, and Jinnie Woodward

Staff Present: Kathy Russell

Guest Present: Alan Howe

**PUBLIC COMMENT** - None

**PRESENTATIONS** - None

**ANNOUNCEMENT** - None

**APPROVAL OF MINUTES** – Bill made a motion to approve the October minutes. Jerry seconded the motion, and the motion carried.

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

**COMMITTEE REPORTS**

Finance / Budget – (Herb Weigl)

**Monthly Financial Status**

The memorandum of bills is as follows:

**Receipts:**

<b>Current Month</b>	
Friends Cash Contributions .....	\$ 2,010.00
<b>Prior month</b>	
Interest .....	+\$ 10.48
<b>TOTAL Receipts</b> .....	<b>+\$2020.48</b>

**Bills Requiring Approval:**

Administrator.....	\$ 300.00
Agar Welding .....	\$1,440.00
Deb Bolger.....	\$ 84.79
Franklin A. Bream Landscaping .....	<u>\$ 550.00</u>

**TOTAL BILLS** requiring approval ..... **\$2,374.79**

Herb made a motion to pay the November bills totaling \$2,374.79. James seconded the motion, and the motion carried.

**Treasurer's Report:**

**BANK ASSET ACCOUNTS:**

**BUSINESS CHECKING ACCOUNT (07)**

Beginning Balance .....	\$100.00	
Friends Donation .....	+\$150.00	
Transfer donation to Friends Account .....	-\$150.00	
Transfer from Money Mgmt. Savings Acct. ....	+\$300.00	
Transfer from Supplemental Savings Acct.....	+\$2,074.79	
Paid bill .....	-\$300.00	
Paid bills .....	<u>-\$2,074.79</u>	
Closing Account Balance .....		<b>\$100.00</b>

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

Beginning Balance .....	\$13,308.04	
Interest .....	+\$0.54	
Transfer to Checking .....	<u>\$300.00</u>	
Closing Account Balance .....		<b>\$13,008.58</b>

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

Beginning Balance .....	\$ 4,434.00	
Donation .....	+\$1,040.00	
Interest .....	+\$0.21	
Donations .....	+\$730.00	
Donations .....	+\$90.00	
Transfer from Checking .....	+\$150.00	
<b>Closing Account Balance .....</b>		<b>\$6,444.21</b>

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

Beginning Balance.....	\$3,573.31	
Interest .....	+\$ .15	
Transfer to Checking .....	<u>\$2,074.79</u>	
<b>Closing Account Balance .....</b>		<b>\$1,498.67</b>

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

Beginning Balance.....	\$5,048.79	
Interest .....	+\$5.32	
<b>Closing Account Balance .....</b>		<b>\$5,054.11</b>

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

Beginning Balance.....	\$5,011.80	
Interest .....	+\$4.26	
<b>Closing Account Balance .....</b>		<b>\$5,016.06</b>

**NON-BANK FINANCIAL ACCOUNTS**

**IMPREST FUND – Cash on Hand for Administrator's Use**

Imprest Fund Beginning Balance .....	\$150.00	
<b>Closing Imprest Fund .....</b>		<b>\$150.00</b>

**TOTAL FINANCIAL ASSETS ON DEPOSIT: .....** **\$31,271.63**

**ON HAND FOR DEPOSIT .....** **\$0.00**

**Closing Account Balance .....** **\$31,271.63**

Herb suggested we consider allocating some of the \$6,500+ in the Friends account toward a project so that we can show Friends contributors that we are doing something with these funds.

- Herb commented that we are showing \$10,000 remaining in the SMP mini grant fund.
- Andy stated that we need to spend this money and either show that we have paid ourselves our own money in cash or in-kind services in equal amounts.
- Once the project is complete and all the paperwork is cleared, SMP will reimburse the LRA \$680.00.

**Budget Report** - Herb reported that the budget figures are in alignment with the financial statement.

Friends of LeTort – James Ruhl

- Friends annual fund mailing:
  - James reported that we have received contributions from our mailing as follows:
    - 25 donors who are "old" friends (repeat donors)
    - 4 new family donors
    - 2 new business owners
- Business Solicitation
  - Sandy met with the current and incoming presidents of Union Quarries.
    - Union Quarries has agreed to give the LRA a \$1,000 donation.
    - In return for their contribution, the LRA will give Union Quarries recognition on our website, in two kiosks, and through a press release.
    - Union Quarries has also agreed to provide us with any building materials needed for our parking lot.
  - Sandy met with John Goss, the owner of Market Cross Pub.
    - Mr. Goss is considering giving the LRA approximately \$750.
    - These funds will be raised partially through fund raisers with their customers and partially as a donation.
  - Sandy has a meeting scheduled with Carlisle Events on December 2<sup>nd</sup> to solicit their support.
  - Sandy spoke with the manager of the Carlisle Country Club.
    - They will not make a donation but agreed to hand out our trail maps in order to build awareness of the nature trail among their members.
  - Sandy will schedule a meeting with Giant Foods in January or February.
  - Kathy secured a \$250 contribution from Carlisle Construction Materials Incorporated.
  - Jerry is working with a friend at Faulkner Subaru.
    - Faulkner is considering underwriting our new trail maps and purchasing three metal map holders, estimated at a cost of \$4,500.

- o James received an offer from Classic Cleaners.
  - Their policy is to not give financial contributions.
  - They offered to provide free bottled water for future LRA-sponsored events, i.e. trail clean-up.

LRA's expenses for printing and postage for the Friends mailing was \$408.

Sandy suggested, since we've had a poor response from our Friends mailing, we should consider only soliciting businesses and eliminating the personal mailings in 2016.

James reported that the total net donations for Friends, so far, is \$2,852.

Sandy requested that we have additional trail maps printed.

- Andy will check his files to see if he has the original trail map file.
- Andy has a "revised" map that is more complete than the original map.
- Sandy suggested that we replace one panel of text or photos with the Friends membership application.
- Rowe's Printing should have a file of the original map file.
- Dave Cornett made the original map and may have the original.
- Jerry suggested that the map possibly shows locations of mile markers and the display panels.
  - o Andy commented that we need to make sure the map doesn't become too busy and difficult to read.

#### Grants – Jerry Gapp

- South Mountain Partnership mini-grant schedule and status.  
Jerry reported that the LRA will need to complete a punch list in order to close out this grant.
  - o Jerry needs a report on hours and in-kind services from several board members: James, Lorin, Herb, and Andy.
  - o Lorin reported in an email:
    - The finalized signs were submitted by Crown Trophy to the manufacturer.
    - The turnaround time is expected to be 3-4 weeks.
    - The signs should be ready for delivery between 2 and 3 weeks from today's date.
  - o McCorkel Construction has quoted a price to install four signs.
    - Steve Waller, Project Manager, said they could attach the signs to the posts, but they will need to up-charge for that work.
  - o Herb volunteered to pick up the signs from Crown Trophy and deliver them to McCorkel Construction.
    - McCorkel will attach the signs to the stand/post.
    - Herb volunteered to meet with Steve to walk the trail and determine exactly where to place the signs.
  - o Sandy volunteered to take photos of the signs, distance markers, native plant garden, and extended railing on the bridge.
    - She will also prepare a press release on the completion of the projects for the SMP grant.
  - o Andy will plot out a larger version of the trail map and have it laminated and posted at the kiosk.
  - o Jerry will continue to work on additional items needed to complete the closeout documents for this grant.
  - o Franklin Bream has completed the installation of two additional fence sections as an extension of the split rail fence on the LeTort Nature Trail at the bridge and new native plant garden in LeTort Park.
    - The extension of the fence will help protect the garden from people cutting the corner and crossing through the garden.
  - o The SMP grant funds must be expended before December 31, 2015.

Herb made a motion to preapprove expenditures of \$1,200 to Crown Trophy and up to \$1,600 to McCorkel Construction. James seconded the motion, and the motion carried.

- Partnership for Better Health Grant Status – Bonnybrook Spur and Trailhead design. – No report
- Cumberland Valley Visitors Bureau mini-grant – approved for trail counters only.

#### Audit – Jerry Gapp – No report

#### Information and Education – Holly Smith

Andy received a text from Holly thanking Sandy for writing the press releases. Holly is working on getting these releases added to the website.

- Businesses that have contributed to the Friends fund will have their company logos posted on our website.
  - o For 2016, we will consider setting up tiered levels to recognize business contributions.
- Alan reported that there will be a meeting tomorrow morning at the Lamberton Middle School with school officials, Audubon Society, Trout Unlimited, and ALLARM regarding the education classes for 7<sup>th</sup> graders scheduled for May 2016.
- Mike Blumenthal's Facebook page is still active.
  - o Mike told Andy on several occasions that the page has been taken down, but it is still showing as being active.
  - o This active page is interfering with Holly creating a new Facebook page with the same name.
  - o Andy will contact Mike again.
  - o James suggested that a complaint be made directly to Facebook saying that the page is not our official site.
  - o Holly will speak with Jinnie at ALLARM.
    - For stream ecology, do we want to look at an alternative proposal for macroinvertebrates?
  - o Stormwater project done by Skelly & Lloyd.
    - The municipalities and Penn DOT have identified a number of projects and are now looking for funding for the priority projects.
    - Penn DOT was going to take the lead on Trindle Road, but the state budget has halted that project.

#### Nature Trail – Holly Smith

- CVTC report – (in scheduled months)
- Trail Maintenance – No report

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report  
Herb reported:
  - The CCC board had a meeting prior to their regular meeting. At that meeting, they approved the way that the CCC will administer requests for support from non-201(c)3 organizations from the CCC.
    - Part of the reason the CCC was created was to provide an umbrella organization to become a 501(c)3 so that it could support or coordinate grant giving to organizations that do not have a 501(c)3 status.
    - From the very beginning of the CCC, Herb recognized it could play a major role for the LRA.
      - The LRA is a municipal authority.
      - People who give donations to the LRA can deduct their donations from their taxes.
      - The LRA is not an official 501(c)3.
    - Over the last six months, we have been working with the CCC, the Wellness Foundation, and the Cumberland County Economic Development Corporation (CCEDC) to come up with a procedure by which the CCC could and would perform administrative duties for us in the future.
      - The CCEDC approved this process.
      - It also approved the initial grant between the CCC and the LRA for our project on the Partnership for Better Health grant.
        - This is an example of the kind of grant they would love to give us, but unless they can give it to a 501(c)3 organization, the granting organization cannot give out any money.
    - The LRA is responsible for publicity and any news releases as a result of this grant.
  - There will be a meeting of the CCC and the County Planning Commission on December 17 at 7:30 a.m. at Cumberland County's Allen Road facility to discuss how grant monies can be allocated in the future.
    - It would be a good idea to have a few LRA members attend this meeting.
  - The CCC would like the LRA to review its mission statement and come up with some ideas or themes that we might be interested in having the CCC pursue in the future.
    - Themes that Herb thinks would be interesting would be:
      - Vince DiFilippo was elected County Supervisor and received the most popular votes in that election.
        - If the commission follows its historical precedence, Mr. DiFilippo will become the chairman of the county commissioners.
        - Mr. DiFilippo is a strong advocate for farmland and green space preservation.
        - Herb feels that the CCC should make farmland and green space preservation one of its primary themes.
      - Herb suggested additional themes could be:
        - The Portable Care Act
        - Community Wellness
          - Development of trail plans
          - Trail networks
        - The most critical fundraising event happening now that impacts water environment is the Central Pennsylvania Conservancy's efforts to acquire the B&W Nursery property (Burgoon property).
          - This project should have priority and be supported by the CCC.
    - If you have any ideas for themes, please email them to Jerry as soon as possible.
  - FYI - Sunoco is working to run a new high-pressurized liquid pipeline through Cumberland County.
  - The next CCC meeting will be February 1<sup>st</sup> at 6:00 p.m.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – No report
  - Bill reported he has been working on the Cold Water Heritage Partnership Grant application.
    - Bill has contacted several stream experts with no success.
      - Bill has several more stream experts he can contact.
    - The deadline for the application submission is December 18, 2015  
The goals of the CHP include:
      - Fostering a greater public understanding of watershed characteristics and how they affect cold water ecosystems.
      - Identification of special areas of concern, such as areas with exceptional water quality and high potential for impacts; and,
      - Providing technical assistance and financial opportunities to organizations dedicated to protecting our cold water ecosystems.
- Cold water Conservation Plans are useful in building local awareness and support for the long-term stewardship of cold water streams and their surrounding watersheds. The plans are meant to identify potential problems and opportunities for stream conservation, and may often also lead to more detailed watershed studies or projects, ultimately improving the health of cold water ecosystems.
- TU Mini-grant – No report

Project Review - Andy Parker

- Loves final development plan – Middlesex Twp.
  - Andy reviewed the revised plans and made several comments.
    - There is no provision for treatment of wastewater or wash water.

**OLD BUSINESS:**

- Board Vacancies – Cumberland County, Middlesex Township, South Middleton Township
  - Andy will follow up with Cumberland County on the appointment of Alan Howe.
  - Herb will attend the supervisor's workshop at Middlesex and will make an inquiry on their representative.
  - Andy followed up with South Middleton Township's manager for a replacement for Jerry when he steps down in January.
    - Cory asked for any assistance we can offer to find a replacement would be appreciated.
- Committee Assignments
  - This matter will be tabled until the December meeting.
    - Board members were asked to please think of which committees you would like to volunteer to serve on.
- Nominating Committee  
Herb reported:
  - At the October meeting, the existing slate, except for Jerry who will be resigning at the end of 2015, indicated that they would be willing to continue in their current positions.
    - Herb spoke with Holly who has agreed to accept the position of Vice Chairman.James made a motion to accept the slate, Herb seconded the motion, and the motion carried.
  - Effective January 1, 2016 the new LRA board officers are:
    - Chairman: Andy Parker
    - Vice Chairman: Holly Smith
    - Treasurer: Herb Weigl
    - Secretary: Sandy Kern
  - Herb will check with the bank to see who needs to sign the signature card for LRA's accounts.
    - Holly may be the only person who needs to sign since she is a new officer.

**NEW BUSINESS:**

- Annual Budget
  - Andy presented proposed 2016 budget figures.
  - Several revisions were suggested.
  - Andy will revise the budget figures and it will be finalized and voted on at the December meeting.
- Insurance Renewal
  - Andy will contact PennPRIME and complete the application for renewal adding the Carlisle Borough as an additional insured.
    - \$1,000,000 per occurrence
    - \$2,000,000 aggregate
- Alan reported that the trail cameras are installed and functioning.
  - Alan downloaded data from all three cameras.
    - The file has been sent on to Paul Taylor, who will upload and calculate the numbers.
  - Alan selected two days, Friday, November 6 and Saturday, November 7 for each of the camera so that he could report some numbers.
    - *LeTort Park*
      - Nov. 6 – there were 60 counts
      - Nov. 7 – there were 116 counts
    - *Lamberton Middle School*
      - Nov. 6 – there were 29 counts
      - Nov. 7 – there were 61 counts
    - *Bonnybrook Spur*
      - No daytime counts for this camera on either day.
      - There were several counts recorded between 11:00 p.m. and 4:00 a.m. – Alan thought the counts may be deer or animals walking the trail.
      - Alan will relocate this camera next month to the branch that goes off of Spring Garden Road and reset the clock.

James made a motion to adjourn the meeting. Herb seconded the motion, and the meeting adjourned at 8:25 p.m.

**NEXT MEETING**

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, December 17, 2015, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

12/17/15  
Date Adopted

Sandy Kern  
Sandy Kern, Secretary

Prepared by: Kathy L. Russell