

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
December 17, 2015

The meeting was held on Thursday, December 17, 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, Holly Smith, and Herb Weigl

Members

Representatives Absent: Lorin Snyder, and Jinnie Woodward

Staff Present:

Kathy Russell

Guest Present:

Alan Howe

PUBLIC COMMENT - None

PRESENTATIONS - None

ANNOUNCEMENT - None

APPROVAL OF MINUTES – James made a motion to approve the November minutes with one correction. Holly seconded the motion, and the motion carried

Administrator - (Kathy Russell) –

- Kathy requested the dissolution of the imprest fund for FY 2016.
- Herb made a motion to close out the imprest fund totaling \$150. James seconded the motion, and the motion carried.
 - o Following the meeting Kathy gave a \$150 personal check made payable to the "LeTort Regional Authority" to Herb to deposit into the LRA's account to close out the imprest fund account.

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month

Friends Cash Contributions \$ 1,350.00

Prior month

Interest +\$ 10.19

TOTAL Receipts..... **+\$1,360.19**

Bills Requiring Approval:

Administrator..... \$ 300.00
Crown Trophy \$1,200.00
McCorkel Construction Services Inc..... \$1,580.00 – estimated charge
ALLARM \$ 1,000.00 – water quality monitoring for 2016
Postage (Friends of LeTort) \$ 49.00

TOTAL BILLS requiring approval **\$4,129.00**

Two checks for bills have been written but will not be paid tonight: Crown Trophy and McCorkel Construction.

- Herb will pick up the signs on Monday and pay Crown Trophy \$1,200.
 - o Herb will have Crown Trophy sign a letter clearing that invoice.
 - o Herb will give the signed letter to Jerry to use to close out the grant.
- Herb used the estimate from McCorkel Construction, who will be mounting the signs.
 - o The \$1,580.00 is an estimate and may change slightly.

Herb made a motion to pay the December bills totaling \$4,129.00. Holly seconded the motion, and the motion carried.

Herb reported that we will have zeroed out the money sent to us from the South Mountain Partnership Grant. The account will remain open until SM sends us the additional money owed. Once the funds are received, Herb will deposit the funds and create a paperwork trail of where the funds were spent.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
Transfer from Business Savings Acct.	+\$2,581.22	
Transfer from Supplemental Savings Acct.	+\$1,498.78	
Transfer from Money Mgmt. Savings Acct.	+\$49.00	
Paid bills	-\$2,549.00	
Transfer from Business Savings Acct.	+\$541.96	
Paid bills	-\$2,121.96	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$13,008.58	
Interest	+\$0.54	
Transfer to Checking	\$2,581.22	
Transfer to Checking	\$541.96	
Interest	+\$0.54	
Closing Account Balance		\$9,886.44

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$ 6,444.21	
Donation	+\$250.00	
Donation	+1,000.00	
Interest	+\$0.27	
Donations	+\$100.00	
Transfer to Checking	-\$49.00	
Donations	+\$100.00	
Donations	+\$100.00	
Interest	+\$0.27	
Closing Account Balance		\$7,945.81

BUSINESS SUPPLEMENTAL SAVINGS, SOUTH MOUNTAIN PARTNERSHIP GRANT

Beginning Balance.....	\$1,498.67	
Interest	+\$.11	
Transfer to Checking	\$1,498.78	
Interest	+\$.03	
Closing Account Balance		\$0.03

CERTIFICATE OF DEPOSIT #40 (24 Month)

Beginning Balance.....	\$5,054.11	
Interest	+\$5.15	
Interest	+\$5.33	
Closing Account Balance		\$5,064.59

CERTIFICATE OF DEPOSIT #42 (19 Month)

Beginning Balance.....	\$5,016.06	
Interest	+\$4.12	
Interest	+\$4.26	
Closing Account Balance		\$5,024.44

NON-BANK FINANCIAL ACCOUNTS

IMPREST FUND – Cash on Hand for Administrator's Use

Imprest Fund Beginning Balance.....	\$150.00	
Closing Imprest Fund		\$150.00

TOTAL FINANCIAL ASSETS ON DEPOSIT: **\$28,171.31**

ON HAND FOR DEPOSIT **\$0.00**

Closing Account Balance **\$28,171.31**

Andy reported that we have not spent as much as we had budgeted. We budgeted \$26,000 and spent \$20,000, which means we will have more money in our reserve for 2016. We provided enough volunteer hours, especially with the work from the Garden Club and the Carlisle Borough that our match was completely covered. We only had to expend a small amount of our own cash.

Budget Report

Friends of LeTort – James Ruhl

- Friends annual fund mailing:
 - James reported that we have received two more family memberships.
- Andy reported that this year's Friends of LeTort campaign was very successful thanks to the efforts of James and Sandy.
 - We brought in approximately \$4,500.
 - We spent \$457.62 for the mailing.
- Andy will contact a few businesses after the first of the year to solicit their sponsorship.
- Holly will contact Appalachian Running Company to ask for their support.

Grants – Jerry Gapp

- South Mountain Partnership mini-grant schedule and status.
Jerry reported that this grant has been completed. He will continue to work on additional items needed to closeout this grant.
 - Sandy volunteered to photograph the signs and prepare a press release.
 - A 30-day extension has been received from South Mountain Partnership to close out the grant.
 - Jerry will complete the final reports, and Andy will sign off on them.
- Partnership for Better Health Grant Status – Bonnybrook Spur and Trailhead design. – No report
- Cumberland Valley Visitors Bureau mini-grant – approved for trail counters only.
 - Alan will move the Bonnybrook camera to the other trail and will make sure the clock is set correctly.

Audit – Jerry Gapp

- James will take over as chairman of this committee beginning January 2016.

Information and Education – Holly Smith

- Website
 - Holly spoke with Trevor from Cross and Crown.
 - Holly will meet with Trevor sometime between Christmas and New Year's to discuss a plan to update our current website.
- Facebook
 - Holly has our new Facebook page up, but she still cannot delete Mike's site.
 - Holly reported to Facebook that Mike's page is obsolete and should be deleted.
 - She will follow up and make sure it has been removed.
 - Holly asked for someone to volunteer to be the co-administrator of our Facebook account.
 - Possibly a "Friend" could help.
 - Andy will check with his wife, Margaret, to see if she would be willing to help.

Nature Trail – Holly Smith

- CVTC report – (in scheduled months)
 - Andy asked for a volunteer who would be willing to attend the Cumberland Valley Trail Collaborative meeting.
 - Holly will look into their schedule to see if she is able to attend.
- Trail Maintenance – Andy and Herb walked the trail and found an area above Bonnybrook going towards South Spring Garden Street where a tree has come down across the trail and is hanging on a cracked tree. They feel this is something that should be taken care of.
 - Andy does not feel comfortable removing it himself.
 - Andy and Herb will call to get several estimates to have the tree taken down.
 - Alan also stated that there is a dead tree near the Bonnybrook parking lot that could be removed.
 - Alan will check with Trout Unlimited to see if we could marriage these two jobs to get a better price on removing both trees.

Long-Range Planning & Easements - Andy Parker

- Herb reported that Rick Rovegno made a presentation this morning at the Cumberland Valley Planning Commission regarding the CCC.
 - Mr. Rovegno is going to include the LRA's use of their 501(c)3 as an example in his presentation
 - Herb attended this meeting and gave a brief report to the commission on our Bonnybrook spur project.
 - The commission suggested another possible source of funding for us.
 - Developers who are doing something along the stream need to find a mitigation. Sometimes they don't want to use the mitigation at that site. They are looking for other sites to mitigate. They would much rather give a check to let them do the work than have to do it themselves.
 - The CCC could serve as a focal point for the environmental side, and they gave us ideas on who could be the central point of contact for the developers.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – Report reviewed and discussed – high phosphate readings.

Project Review - Andy Parker

- No projects reviewed this month.

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 contacted Middlesex Township. They have no one interested.
 - Andy reported that South Middleton Township's newsletter was recently received, but there was no announcement of their representative vacancy.
- **Committee Assignments**
 - James agreed to chair the Audit Committee.
 - Andy volunteered to be penciled in as the interim Grants Committee chairman.
 - Thanks to Jerry for a job well done.
 - Holly volunteered to chair the Trail Committee

NEW BUSINESS:

- **Annual Budget**
 - Andy emailed a proposed 2016 budget.
 - The budget figures were reviewed.
 - The municipality and borough contributions were added:
 - Cumberland County declined to make a contribution.
 - Middlesex Township advertised that it would give \$3,500.
 - Approval is expected on 12/18.
 - A formal presentation was made to the Carlisle Borough.
 - No word from any of the other municipalities.
 - Herb made a motion to accept the proposed 2016 budget with the suggested changes to include the addition of a \$3,000 line item for web design. Sandy seconded the motion, and the motion carried.
- **Insurance Renewal**
 - Andy is still working on renewing our insurance.
 - Andy met with Herb and Jerry to complete the application and make sure it was completed accurately.
 - The Carlisle Borough has requested liability insurance coverage for the lease of our office and the meeting space.
 - \$2,000,000 aggregate coverage and \$1,000,000 per occurrence
 - Herb and Andy will meet with our agent, Joann George, to make sure we have coverage beginning January, 2016.
- Andy received an email from Alan outlining two proposed LeTort-focused scholarships. Alan is asking for the LRA's support in the amount of at least \$250.00.
 - **Proposal:** Two scholarships offered to area high school seniors in the LeTort watershed (Carlisle, South Middleton, Cumberland Valley). One scholarship will be focused on science, the other on "citizenship" to include social, political, artistic, educational, economic, and related areas. Both scholarships will address the "challenges and hopes for the LeTort.
 - **Requirements:** Candidates will author one essay of 500-750 words and create one poster (tri-fold, 36" X48")
 - **Judging:** Each school may select three candidates in the science and three candidates in the citizenship categories (total of six per school). Candidates will submit essays to a panel of sponsors for voting. Candidates will present posters at a public event for judging by Dickinson professors. Scores for essays and posters will be combined to determine winners. Awards will be made at a public event.
 - **Schedule:** Essays must be submitted to sponsors by April 15th. Posters must be presented at a public event on April 30th. (Location to be determined).
 - **Prizes:** Winners in each category will receive a check for \$500. If additional sponsors and donations are secured, the winner in each category will receive not less than \$500 with the remainder to a second-place finisher. Amounts will be split on a 2/3 to 1/3 basis as donations increase. (e.g. \$500 and \$250, \$600 and \$300, \$800 and \$400, etc.).
 - **Proposed sponsors:** Cumberland Valley Trout Unlimited, LeTort Regional Authority, Audubon Society, Central Pennsylvania Conservancy, Chesapeake Bay Foundation, Alliance for Aquatic Monitoring (venue and judging support at Dickinson College only). Financial sponsors will be asked to donate a minimum of \$250.
 - **Sponsor advertising:** Nonprofit financial sponsors will be provided table space at the poster-judging event for outreach to participants and attendees. Sponsors will be noted on scholarship advertisements and press releases in order of contribution amounts, then alphabetically. Alan Howe will use his monthly Sentinel column and contacts to advertise the scholarship and the public event. All sponsors are welcome to advertise their participation.
 - **Finances:** Donations will be consolidated by Cumberland Valley Trout Unlimited. CVTU will write the checks for the winners.

Alan would like to announce the criteria and advertise this scholarship by mid-January.

Andy will send out an email to LRA members for input and discussion via email and be prepared to have a final discussion and decision at the January 2016 meeting.

Andy announced that tonight is Jerry's final meeting with the LRA. He thanked Jerry for his contribution to the authority and especially for the excellent work he has done on our grants. We will use Jerry's efforts as a springboard to continue acquiring future grants.

James made a motion to adjourn the meeting. Herb seconded the motion, and the meeting adjourned at 8:36 p.m.

We then had enjoyed light refreshments in Jerry's honor.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, January 21, 2016, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

1/21/16
Date Adopted

Sandy Kern
Sandy Kern, Secretary

Prepared by: Kathy L. Russell