

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
December 21, 2017

The meeting was held on Thursday, December 21, 2017, at the Carlisle Community Center. The meeting was called to order by Andy Parker at 7:00 p.m.

ATTENDANCE

Members / Representatives

Present: Bill Berwick, Brett Flower, Sandy Kern, Andy Parker, and James Ruhl

Members / Representatives Absent:

Dennis Burkett, Dominik Maida, Jinnie Monismith / ALLARM Representative, and Herb Weigl

Staff Present:

Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT – Frank Gally, North Middleton Townships representative, has stepped down from the board.

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

Administrator - (Kathy Russell) – None

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

| | | |
|-----------------------------|------------------|--|
| Current Month | | |
| Plan Review Fees | +\$600.00 | |
| Prior month Interest | +\$23.97 | |
| TOTAL RECEIPTS | +\$623.97 | |

Bills Requiring Approval:

| | | |
|---|-----------------|--|
| Administrator | -\$300.00 | |
| Verizon Wireless | -\$26.76 | |
| TOTAL BILLS requiring approval | \$326.76 | |

James made a motion to approve the December monthly bills for payment in the amount of \$326.76. Sandy seconded the motion, and the motion carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

| | | |
|---|-----------|-----------------|
| Beginning Balance | \$100.00 | |
| Transfer from Money Mgmt. Savings Acct..... | +\$326.76 | |
| Paid bill | -\$326.76 | |
| Closing Account Balance | | \$100.00 |

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

| | | |
|---|-------------|--------------------|
| Beginning Balance | \$15,760.06 | |
| Deposit Plan Review Fee (11/17/17)..... | \$100.00 | |
| Transfer from Supp Savings..... | \$2,250.00 | |
| Deposit Plan Review Fee (11/22/17)..... | \$100.00 | |
| Interest..... | \$0.72 | |
| Deposit Plan Review Fee (12/6/17)..... | +\$500.00 | |
| Transfer to Checking..... | -\$326.76 | |
| Closing Account Balance | | \$18,384.02 |

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

| | | |
|--------------------------------------|-------------|--------------------|
| Beginning Balance | \$11,336.07 | |
| Interest..... | +\$0.47 | |
| Closing Account Balance | | \$11,336.54 |

BUSINESS SUPPLEMENTAL SAVINGS, FAULKNER GRANT

| | | |
|-------------------------------------|-------------|-------------------|
| Beginning Balance..... | \$6,024.12 | |
| Transfer to Business Savings..... | -\$2,250.00 | |
| Interest..... | +\$5.20 | |
| Closing Account Balance..... | | \$3,774.32 |

CERTIFICATE OF DEPOSIT #43 (25 Month)

| | | |
|-------------------------------------|------------|-------------------|
| Beginning Balance..... | \$5,092.95 | |
| Interest..... | +\$5.61 | |
| Closing Account Balance..... | | \$5,098.56 |

CERTIFICATE OF DEPOSIT #44 (25 Month)

| | | |
|-------------------------------------|------------|-------------------|
| Beginning Balance..... | \$5,092.95 | |
| Interest..... | +\$5.61 | |
| Closing Account Balance..... | | \$5,098.56 |

CERTIFICATE OF DEPOSIT #45 (25 Month)

| | | |
|-------------------------------------|------------|-------------------|
| Beginning Balance..... | \$5,185.64 | |
| Interest..... | +\$5.71 | |
| Closing Account Balance..... | | \$5,191.35 |

CERTIFICATE OF DEPOSIT #46 (25 Month)

| | | |
|-------------------------------------|------------|-------------------|
| Beginning Balance..... | \$5,128.28 | |
| Interest..... | +\$5.65 | |
| Closing Account Balance..... | | \$5,133.96 |

TOTAL FINANCIAL ASSETS ON DEPOSIT..... \$54,117.28

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$54,117.28

- Financial Summary – Andy reviewed the financial summary figures.
- Budget Report – The budget report is as noted.
- Designated funds for trail maintenance endowment –
 - We have set a goal of \$140,000 to pay for regular maintenance on the trail.
 - Andy made a motion to allow Herb to open a new CD for \$5,000, taking half of the funds from the general account and half of the funds from the Friends account. Sandy seconded the motion and the motion carried.

Friends of LeTort – Brett Flower

- Donor Appeal Letter – Delayed until January
 - Kathy, Sandy, and James reviewed the donor spreadsheets to finalize a mailing list.
 - Andy and Herb are working on revising and finalizing the annual appeal letter.
- Next project(s) for Faulkner Grant? –
Two suggestions were presented at the meeting:
 - Placement of 2-3 benches along trail
 - Clean up graffiti at I-81 bridge using anti-graffiti paint (will need PENNDOT approval for this project).
 Andy asked each member to come up with 3-4 ideas for projects to be presented at the January meeting.
- Activities – A joint fundraiser with CPC is scheduled for Saturday, January 20, 2018 from 12:00-4:00 p.m. at the Molly Pitcher Brewery.
- Website hosting update – On November 30, 2017, Andy initiated an email vote. Based on that vote and a savings of \$75 per year; Andy made a motion to change our web host to Cross & Crown. Herb seconded the motion, and the motion carried. (Cross & Crown will charge us \$15 per month or \$180 per year to host our website.

Grants – Andy Parker – No Report

Audit – James Ruhl – No Report

Information and Education - Sandy Kern

- Recent press releases – Sandy has posted several items on FB.
 - Posting regarding the markers along the trail (architecture).
 - Posted video of kayaker on the LeTort stream.
 - Sandy reported that we have 68 followers on FB.
- Facebook posts – Sandy continues to post on the Facebook page and asked board members to email her photos and information when they walk on the trail, fish in the stream or do other LeTort activities.
- Website stats and updates –
 - Kathy continues to work with GoDaddy to acquire access to our domain.
 - GoDaddy said they can only clear access to the account by getting permission from the originator - Mike Blumenthal.
 - Kathy has called Mike and left an urgent message, but she has not had success in getting a response.

- Sandy will reach out to Mike to see if she can get a response from him.

Nature Trail – Dennis Burkett

- Trail maintenance –
 - Brett is working on getting a quote for logo plates for the trail map boxes.
 - It was suggested that along with Faulkner and LRA logos, the words "TRAIL MAPS" be added to the plates.
 - Four plates will be needed.
 - Andy requested that the manufacturer place a hole on all four corners of each plate for easy mounting.
- 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) –
 - The next meeting will be held on January 29, 2018.
 - They are looking for a grant to hire an executive director or administrator.
 - CCC Volunteer Hour Survey – Kathy has created a spreadsheet and will email a copy to all members for their revisions, additions, and input.
 - CPC purchase of Burgoon property –
 - Anna Yeik from the Central Pennsylvania Conservancy was unable to attend the December LRA meeting to receive an update on the cress bed land acquisition.
 - Andy reported the CPC is planning to close on Lots 1 and 2 in the very near future.
 - They have a shortfall of \$28,000, but plan on closing on Lot 3 in the summer of 2018.
 - Followup on PennDOT ROW at SR 74 Bridge – No report
 - SMTMA Water Interconnect – (South Middleton Township Municipal Authority) –
 - They need to submit updated plans and specifications for approval.
 - No date has been scheduled for construction of this project.
 - The trail will need to be shut down for approximately 3 days.
- Andy made a motion to approve signing of an agreement to give permission to SMTMA to go under the trail for this water interconnect construction. James seconded the motion, and the motion carried.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – Andy reviewed the readings from ALLARM.
- Stream Vegetation Kill Status – Andy has seen recovery of vegetation growth in the stream. Pending any additional issues, the vegetation should continue to grow back.
 - Andy is waiting for Holly to provide the insect data from the school project.

Project Review - Andy Parker

- RGS – Dunkin Donuts – Dunwoody Dr. & Alexander Spring Road, SMT – Andy reviewed this plan with minimal comments.
- Brehm-Lebo – Medical Clinic @ Flying J – 1501 Harrisburg Pike, MT – This is a modular building in an existing parking lot that will serve as an urgent care facility for truck drivers. Andy reviewed and made several comments.
- Dawood – Carlisle UMC – S. Spring Garden Street, SMT/Carlisle – Andy will review this plan and report at the January 2018 meeting.
- Two plan review fee schedules are floating around. Andy requested that representatives contact their townships and verify which schedule is in use.

OLD BUSINESS:

- Board Vacancies – Middlesex Township and North Middleton Township.
 - Unfortunately, due to health issues, Frank Gally had to resign from the LRA board as North Middleton Township's representative.
 - Andy informed North Middleton Township of his resignation and requested that they continue to search for two residents to fill the two vacant positions for their township representatives.
 - James gave Andy contact information for Calli Wise, a recent college graduate with an environmental background, who may be interested in joining the LRA as a North Middleton Township representative.
 - Andy will contact Calli.
- Insurance Renewal –
 - We continue to struggle with getting a better price quoted for our insurance coverage.
 - Since we have run out of time, we will have to renew with PennPrime for another year.
 - Bill made a motion to have Andy renew the PennPrime Insurance by executing the agreement. James seconded the motion, and the motion carried. (Yearly cost for insurance is \$2,767.00).
- SUNOCO Mariner East Pipeline Fines – No Report
- U.S. Census Survey – Andy completed and submitted a survey of local government finances.

NEW BUSINESS:

- Administrator Contract Renewal –
 - Andy made a motion to renew Kathy's administrator yearly contract for 2018. Sandy seconded the motion, and the motion carried.
 - The contract renewal was signed by Andy and Kathy and witnessed by James.
- Andy received an email from Andrea Crouse on a tree down on a fishing deck in LeTort Park.
 - We are not sure which organization built this fishing deck.
 - Andrea went ahead and initiated repair of the deck by the Carlisle Borough.
 - James suggested that since we have unused money in the trail maintenance fund, we should offer to pay the Borough for the materials used to make this repair.
 - Andy will contact Andrea to offer to reimburse the Borough.
- Brett made a motion to reconfirm all nominations for the 2018 slate of officers as follows:
 - Chairman - Andy Parker
 - Vice Chairman - James Ruhl
 - Treasurer - Herb Weigl
 - Secretary - Sandy Kern

Bill seconded the motion, and the motion carried.

- 2018 Budget – Andy presented the proposed 2018 budget figures.
 - Andy will amend the 2018 proposed budget as follows:
 - Under Receipts - Remove Business Sponsorship from the revenue.
 - Under Expenses – Change proposed insurance figure from \$2,750 to \$2,800.00
 - Under Project Expenses – Remove Trail Maintenance endowment with a footnote indicating that this \$5,000 expense will only be approved if funds are available at the end of the year (2018).
 - Andy made a motion to accept the 2018 budget as amended. Sandy seconded the motion, and the motion carried.
- Andy reminded everyone of the "Power of the Partnership" Annual Year-End Celebration of the South Mountain Partnership scheduled for Friday, January 26, 2018.
 - Breakfast is scheduled at 7:30 a.m.
 - Program 8:30 – 10:30 a.m.
 - Bongiorno Conference Center, Carlisle
 - Cost is \$10 – includes a hot breakfast.
 - Andy will try to attend.

James made a motion to adjourn the meeting. Bill seconded the motion, and the meeting adjourned at 8:28 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, January 18, 2018, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

1/18/18
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary