

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
February 19, 2015

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

ATTENDANCE

Members / Representatives

Present: Jerry Gapp, Sandy Kern, Erich Messerschmidt, Andy Parker, James Ruhl, Holly Smith, and Herb Weigl.

Members

Representatives Absent: William Berwick, Lorin Snyder, James Wilkinson, and Jinnie Woodward

Staff Present:

Kathy Russell

PUBLIC COMMENT:

Andy opened the meeting by thanking Erich and Herb for their generous donations and for becoming the first Brown Trout Society Lifetime Members of the Friends of the LeTort.

APPROVAL OF MINUTES

Erich made a motion to approve the January minutes as amended. James seconded the motion, and the motion carried.

PRESENTATIONS - None

Administrator - (Kathy Russell)

- Jerry Gapp is the only member who has not turned in a Financial Interest Summary.
 - Jerry is working on completing his summary and will submit shortly.
- We had a brief discussion on the LRA phone number and how to resolve the LeTort phone call forwarding issue.
 - Kathy will work with Carlisle Parks and Rec to resolve.

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Plan Review Fees	\$ +100.00
Friends Cash Contributions	\$+1,060.00
Prior month	
Interest	+6.69
TOTAL Receipts.....	+1,166.69

Bills Requiring Approval:

Administrator	-\$300.00
PennPRIME	-256.00
Franklin A. Bream Landscaping & Lawn Service	-985.00
Herb Weigl (Office Max)	-16.99
TOTAL bills requiring approval (Subtotal)	\$1,652.95

TOTAL BILLS:..... \$1,652.95

Herb recommended that the February bills be paid.

Erich made a motion to pay the February bills totaling \$1,652.95. Jerry seconded the motion, and the motion carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
Transfer from Bus. Savings Acct	+\$150.00	
Paid K Russell Imprest fund	-\$150.00	
Transfer from Bus. Savings Acct	+\$594.96	
Paid bill	-\$594.96	
Transfer from Bus. Savings Acct	+\$1,557.99	
Paid bills	-\$1,557.99	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$ 7,304.63
Carlisle Borough Contribution	+\$3,000.00
Transfer to Checking (Imprest Fund).....	-\$150.00
Imprest Fund Reimbursement	+\$150.00
Interest	+\$0.39

Transfer to Checking	-\$94.96
Plan Review Fee.....	+100.00
Trf'd to Checking	<u>-\$1,557.99</u>

Closing Account Balance..... \$8,752.07

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance.....	\$3,690.83
Donation	+\$50.00
Donation	+\$1,060.00
Interest	<u>+\$0.18</u>

Closing Account Balance..... \$4,801.01

CERTIFICATE OF DEPOSIT #40 (24 Month)

Beginning Balance.....	\$5,002.21
Interest	<u>+\$5.27</u>

Closing Account Balance..... \$5,007.48

CERTIFICATE OF DEPOSIT #41 (9 Month)

Beginning Balance.....	\$5,000.36
Interest	<u>+\$0.85</u>

Closing Account Balance..... \$5,001.21

NON-BANK FINANCIAL ACCOUNTS

IMPREST FUND – Cash on Hand for Administrator’s Use

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

PAYPAL ACCOUNT, FRIENDS OF THE LETORT:

Beginning Balance.....	\$00.00
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Closing Account Balance..... \$0.00

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$23,811.77

ON HAND FOR DEPOSIT \$0.00

Closing Account Balance..... \$23,811.77

Budget Report

Friends of LeTort – James Ruhl

- Andy reported that we received several Friends donations, making the total contributions so far in 2015 \$1,110.00.

Grants – Jerry Gapp

- South Mountain Partnership Mini Grant –
 - Jerry sent an invoice to South Mountain.
 - South Mountain has acknowledged receipt of the invoice, and they are having it processed for payment.
 - Jerry expects to receive the check within the next week or two.
 - Sandy reported that the press release for the grant was sent to the media.
 - Jerry and Lorin met to discuss the trail signage project.
 - Lorin will continue to work on this project.
 - Jerry would like have the board finalize the subjects we want to use for the sign panels.

Subjects previously discussed were:

 - Civil War
 - Fly Fishing – Herb volunteered to assist.
 - Birding along the LeTort – Holly volunteered to assist.
 - Geology/Ecology – Andy volunteered to work on this sign.
 - Andy received a phone call and email from Carl Miller with Lark Label, located in Wichita, Kansas
 - Mr. Miller is interested in having an opportunity to provide the trail signage.
 - Andy will forward Mr. Miller’s contact information to Herb.
 - Herb suggested a future LRA project could be to find a Boy Scout interested in building an observing platform along the trail.
 - The Audubon Society may be able to assist us in selecting a proper site for this platform.
- Assignment of Task Managers - Jerry will be assigning tasks to the people who have volunteered to do projects.
- PBH grant status: Partnership for Better Health – Jerry will re-introduce and explore the possibility of requesting a larger PBH grant amount.

- Jerry has contacted the Stuart Foundation regarding the possibility of a grant through this organization.

Audit – Jerry Gapp

- Jerry had a pre-audit conversation with someone at Smith Elliott and Kearns & Company.
 - They have signed a confirmation letter.
 - They will begin our audit sometime after April 1.

Information and Education – Holly Smith

- The local events calendar –
 - Penn State Extension Master Gardeners of Cumberland County will be presenting “Green Your Blues” and “Homeowner’s Guide to Stormwater” on Tuesday, March 10, 2015, from 7:00-8:30 PM, in the lower-level community room at the Cleve J. Fredricksen Library, 100 N. 19th Street, Camp Hill, PA.
- Herb and Jerry attended the South Mountain Partnership’s year-end breakfast on Friday, January 30th, where they were presented with a grant check payable to the LRA in the amount of \$7,245.00.
- Public speaking schedule – Sandy reported:
 - The Cumberland County Historical Society would like us to give a brown bag lunch presentation.
 - Sandy will coordinate with Holly and Herb.
 - We have an opportunity to fill a display case at the Historical Society.
 - a conference call to discuss our options is scheduled for Monday afternoon.
 - Sandy will contact Andy’s wife, Margaret Parker, for assistance.
- Website stats and updates (Holly)
 - Holly asked the 717 Studios designers to set up a two-hour training session for her on our website.
 - Waiting to get their response.
 - Web stats have been requested.
 - Will ask them to post a new image on the home page of our site.
 - Would like to provide some scrolling images as well.
 - Holly suggested that we try to get a Dickinson tech club student to re-design and run the site for us.
 - She will follow up with Dickinson personnel.
- Facebook page updates – No update.

Nature Trail - Erich Messerschmidt

- CVTC report – (in scheduled months) – No report
- Trail Maintenance – Due to the weather, Andy has not yet contacted Ben Mummert regarding tree removal at the side of the trail.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative (CCC) report (Herb) –
 - Herb attended and emailed the minutes from the February 2nd CCC meeting.
 - A Cumberland County Trail Clean-Up Day is scheduled for May 16th at 9:00 AM.
 - Herb is the contract person.
 - Six volunteers needed.
 - LRA will provide volunteers with materials, i.e. gloves, trash bags, safety vests, etc.
 - Volunteers should wear appropriate attire.
- Andy reported on his research with respect to the ownership of the trail and surrounding properties at Bonnybrook Road.
 - If we decide to do work at the trailhead, we will need to contact property owners Burgoon, Eberly, and Shambaugh.
 - If we decide to do work at Bonnybrook Road, we will need to contact Trout Unlimited, Parker and Burgoon.
 - We already have an easement for access from TU.
 - Andy Parker will not be problem.
 - Burgoon should not be a problem.
 - With this ownership information, Jerry suggested that we begin discussing a Phase I project and apply for a new grant.
 - Concept
 - Develop cost estimates
 - Surveying
 - Design
 - Permits
 - Herb reported that we have \$2,000 budgeted for trail and bridge improvements.
 - We have spent \$985.00 so far.
 - Jerry would like to come up with a \$3,000-\$4,000 project.
 - Bridge repair / re-decking
 - Repair abutments and fill in
 - Build a rail system on the bridge
 - Provide additional parking at the end of the trail (South Spring Garden Street)
 - Construct pavements and add signs for pedestrian crossings.
 - Herb suggested, if we are going to contact Health and Wellness to get a grant for planting, we should also ask for money to do the survey, which will be required by DCNR for its grants.

Stream Ecology - Holly Smith

- ALLARM report and analysis (Julie/Jinnie in even months) –
 - Holly reported that the numbers look good.
 - The phosphates numbers are still fluctuating high at several locations.
 - Holly will email Jinnie to address these accuracy concerns.
 - Kathy will advise Jinnie to email future ALLARM water quality reports to her with a copy to Bill Berwick.
- Annual report presentation – April
 - It was suggested that it may be better if the meeting is held on the Dickinson campus and on a separate night, other than the same night as the LRA meeting.
 - Holly will contact Jinnie to coordinate a date and time that works for them.
 - Sandy will work with Jinnie to put together a press release promoting this event and have it placed on the Sentinel's events calendar.
 - Holly will place the event on our website and Facebook page.
 - ALLARM will advertise to students on campus.

Project Review - Andy Parker

Andy is currently reviewing a plan from Alpha Engineers for Cumberland Valley Commons.

- This is a large 4-phase subdivision at Middlesex Road and Claremont Road Extended.
 - 137 acres of farm field
 - 156 lots and 229 units
 - Alpha sent \$100 for their plan review; however, according to our approved 2012 review fees, they should pay \$500.00.
 - Andy contacted Alpha today and will call again tomorrow to discuss the fee schedule.
 - Erich volunteered to assist Andy with reviewing these plans, if needed.

OLD BUSINESS:

- Sandy Kern has been appointed as the Cumberland County representative.
- The Middlesex Township representative position is still vacant.

NEW BUSINESS:

- Appointment of committee chairs:
 - Budget & Finance – Herb Weigl (Chair), Jerry Gapp
 - Friends of the LeTort – James Ruhl (Chair), Sandy Kern, Andy Parker, Jerry Gapp
 - Grants – Jerry Gapp (Chair), Herb Weigl, James Ruhl
 - Audit – Jerry Gapp (Chair), James Ruhl, Lorin Snyder
 - Information and Education – Holly Smith (Chair), Sandy Kern, Lorin Snyder, Herb Weigl
 - Nature trail – Erich Messerschmidt (Chair), Lorin Snyder, Andy Parker
 - Long-Range Planning & Easements – Andy Parker (Chair), James Ruhl
 - Stream Ecology – Bill Berwick (Chair), Holly Smith, Herb Weigl, Andy Parker
 - Project Review – Andy Parker (Chair), Erich Messerschmidt

Kathy will update the LRA Roster and send out a revised version.

Andy, Herb, and Kathy will meet at 9:00 AM on Saturday morning to clean up the LRA office and storeroom.

Sandy is working on creating the LRA logo.

The LRA banner has been found.

We haven't located the LRA's E-Z up canopy. Andy will follow up with Mike.

Erich made a motion to adjourn the meeting. Sandy seconded the motion, and the meeting adjourned at 8:27 p.m.

Kathy advised that she will not be able to attend the March meeting.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, March 19, 2015, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

3/23/15
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary