

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
February 16, 2017

The meeting was held on Thursday, January 16, 2017, at the Carlisle Community Center. Since Andy will be arriving a little late to the meeting tonight, James Ruhl called the meeting to order at 7:02 p.m.

ATTENDANCE

Members / Representatives

Present: Bill Berwick, Dennis Burkett, Andy Parker, James Ruhl, and Herb Weigl

Members / Representatives Absent: Alan Howe and Sandy Kern

Staff Present: Kathy Russell

Guests Present: Jinnie Monismith w/ALLARM

PUBLIC COMMENT - None

PRESENTATIONS - None

ANNOUNCEMENT - None

APPROVAL OF MINUTES - Dennis made a motion to approve the January minutes. Herb 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:

Current Month	
Plan Review Fee	\$200.00
Friends Cash Contributions	\$1,750.00
Prior month Interest	+\$22.78
TOTAL RECEIPTS	+\$1,972.78

Bills Requiring Approval:

Administrator	-\$300.00
Verizon Wireless	-\$26.62
TOTAL BILLS requiring approval	\$326.62

Herb made a motion to approve the February monthly bills for payment in the amount of \$326.62. James seconded the motion, and the motion carried.

Herb commended and thanked Sandy on her successful efforts in securing a \$1,500 Friends donation from Union Quarries. We also received a \$250 donation from Dr. Stoken and his wife.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
Transfer from Business Savings Acct	+\$326.62	
Paid bill	-\$326.62	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$13,471.88	
Municipal Donation: Carlisle	+\$3,000.00	
Plan Review Fee	200.00	
Interest	+\$0.65	
Transfer to Checking	-\$326.62	
Closing Account Balance		\$16,345.91

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$9,541.90	
Interest	+ \$0.41	
Donation	250.00	
Corporate Donation	<u>+ \$1,500.00</u>	
Closing Account Balance		\$11,292.31

BUSINESS SUPPLEMENTAL SAVINGS, FAULKNER GRANT

Beginning Balance	\$2,518.11	
Interest	<u>+ \$1.11</u>	
Closing Account Balance		\$2,518.22

CERTIFICATE OF DEPOSIT #42 (19 Month)

Beginning Balance	\$5,075.06	
Interest	<u>+ \$4.31</u>	
Closing Account Balance		\$5,079.37

CERTIFICATE OF DEPOSIT #43 (19 Month)

Beginning Balance	\$5,036.45	
Interest	<u>+ \$5.73</u>	
Closing Account Balance		\$5,042.18

CERTIFICATE OF DEPOSIT #44 (19 Month)

Beginning Balance	\$5,036.45	
Interest	<u>+ \$5.73</u>	
Closing Account Balance		\$5,042.18

CERTIFICATE OF DEPOSIT #45 (25 Month)

Beginning Balance	\$5,128.11	
Interest	<u>+ \$5.84</u>	
Closing Account Balance		\$5,133.95

PAYPAL ACCONT

Beginning Balance	\$0.00	
Closing Account Balance		\$0.00

TOTAL FINANCIAL ASSETS ON DEPOSIT \$50,554.12

ON HAND FOR DEPOSIT \$0.00

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$50,554.12

- Financial Summary – Herb reviewed the financial summary figures.
- Budget Report – The budget tracking is on schedule with what has been budgeted.

Friends of LeTort – Alan Howe

- Chamber Mailing – In Alan's absence, Andy made a motion to approve Alan's request to add a flyer to the Chamber mailing in March. Dennis seconded the motion, and the motion carried.
 - o The estimated cost for the flyer will average \$225-\$235 for the mailing.
 - o Herb requested that Alan not pay for the printing personally, but submit the invoice directly to Herb for payment.
- Friends Membership Meeting – The first Friends membership meeting is scheduled for Wednesday, February 22 at 6:30 pm at the Stuart Community Center. Holly Smith will be making a presentation outlining the school program.
- Upcoming Events – The next Friends event will be the stream cleanup on April 1.

Grants – Andy Parker

- Cumberland Valley Visitors Bureau mini-grant – trail counts – No report.
- Faulkner Sponsorship –
 - o We have money left from the original Faulkner grant. Andy suggested we use the funds to purchase additional signage at the truck crossing and directional arrows where the trail comes out at Goodyear Park onto South Bedford Street.
 - Herb commented that he has several arrow signs that may be suitable for us to use.
 - o Sandy and Andy met with Chris Carvell, the sales manager at Faulkner Subaru of Mechanicsburg, to discuss a new grant for website upgrades.
 - Chris provided several tips on how to phrase the request to make it easier for him to process.
 - He would like us to make sure the website design is compatible with iPhone usage.

- Chris would like to cosponsor an event in October. Subaru has a Suba Loves Pets promotion that month. We could possibly invite the Furry Friends Network to participate.
 - Faulkner would supply folding dog bowls, leashes, etc., as giveaway items.

Audit – James Ruhl –

- The SEK engagement letter has been submitted.

Information and Education - Sandy Kern

- Recent Press Releases – No report
- Public speaking schedule – No report
- Website stats and updates – No report
- Facebook page updates – No report

Nature Trail – Dennis Burkett

- CVTC report (in schedules months) – No report
- Trail maintenance –
 - Dennis noted that he saw the invasive honeysuckle overgrowth Alan mentioned at last month's meeting.
 - Dennis reported that the bicycle patrols are being done officially and unofficially along the trail.
 - We appreciate any patrolling the Cumberland County Sheriff's office can provide.
 - Concerns were expressed that there are several illegal dealings happening on the trail.
 - It is important that we be proactive in pursuing and eliminating any unwanted, illegal activity.
 - Andy will follow up with Cory about South Middleton trimming back the vegetation along the trail.
 - James reported that there is a large metal box in the stream right before the Bonnybrook spur.
 - Andy, Herb, and James volunteered to check it out and remove the box.
- Union Quarries – Sandy met with the president of Union Quarries, Chris Wright, on Feb. 1. He agreed to provide in-kind services, i.e. stone material, labor, and equipment, to resurface portions of the trail near the rock crusher.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) – No report
- CPC Purchase of Burgoon Property – LeTort Working Group – Another meeting is scheduled for March where the Nature Conservancy will present their conceptual designs for the stream and wetland restoration. Andy will email the date to members.

Stream Ecology – Bill Berwick

- ALLARM report and analysis –
 - Jinnie Monismith with ALLARM reported on the monitoring results.
 - Jinnie commented that they have had trouble with one of their meter probes which has cause a delay in Bill's participation in a monitoring session. Now that the probe issue has been corrected, Jinnie will work with Bill to schedule the next reading.
 - In order to help eliminated a data gap and allow more student participation, Jinnie suggested:
 - We consider going back to monitoring monthly instead of bimonthly.
 - This change would give us 12 readings per year versus 6 readings.
 - To be cost-effective, we eliminate the following sites:
 - Site 4 – underneath the I-81 underpass
 - Site 7 – along Post Road (safety hazard – very steep and close to the road)
 - Site 8 – along Claremont Road / Harmony Hall

Herb made a motion to accept ALLARM's proposal to provide monthly monitoring – eliminating Sites #4, #7, and #8 – at our current cost of \$1,000 per year. James seconded the motion, and the motion carried.

- CVTU Stream Improvements Project – No report

Project Review - Andy Parker

- Keystone Arms Lot 163 – Andy is in the process of reviewing this plan. He will report back at the next meeting.

OLD BUSINESS:

- Board Vacancies – Middlesex Township, North Middleton Township (2). – No report
- Retired Board Member Recognition – James reported that he is working with Muffin Enterprises Incorporated to manufacture the metal plaques for placement on the bridges. We may do this recognition in conjunction with the stream cleanup event.

- Biddle Mission Park Streambank Stabilization – Andy is continuing to work with Andrea Crouse and Meredith Malone, a Carlisle citizen and a DCNR employee, on the Biddle Mission Park streambank stabilization. They will look into acquiring grant funding. The Borough is also interested in this project.
- Statement of Financial Interests – Statements of Financial Interests were submitted. Kathy will scan and email to the Carlisle Borough and respective municipalities.

NEW BUSINESS:

- Herb will schedule payment of \$250 we have budgeted for the Carlisle Garden Club to purchase replacement plants for the garden along the trail. Making a payment early will allow the club to purchase plants at the most advantageous prices.
- Carlisle Stormwater Park –
 - Andy received an email from Andrea Crouse asking us to partner with the Carlisle Borough on plans to design and fund the Fairground Avenue Stormwater Park.
 - The grant administrators indicated that an applicant may improve the rating of a project by including “partners” who will fulfill non-financial roles in the park.
 - The group would provide some type of limited role once construction is completed such as litter cleanup, adopt a planting area, or water quality sampling.
 - Final construction for the site may not take place until 2018 (or later) but for the purposes of this grant, they are trying to coordinate partners in advance.
 - All stormwater from this park will eventually flow into the LeTort Spring Run.
 - Herb expressed a concern about the fact that we are having trouble maintaining our own trail without taking on someone else’s trail.
 - Herb suggested we may want to get involved in the educational aspect.
 - Andy will present this project to Alan for consideration by the Friends group.

Herb made a motion that a letter of support be sent on behalf of the LRA and the Friends of the LeTort modifying the type of limited role we would be willing to take. Dennis seconded the motion and the motion carried.

Jinnie announced several upcoming ALLARM events:

- April 1 – In conjunction with stream cleanup, they will have a storm drain marking event – 2 locations (drains surrounding Dickinson College and LeTort Park)
- April 6 – 6:30 p.m. at the Bosler Library - “Lawns and LeTort” presentation on lawn care and best management practices.

There is an opening on the Stormwater Steering Committee. Jinnie circulated the description of the position and asked that we contact her at ALLARM if we knew anyone who might be interested.

Dennis 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, March 16, 2017, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

3/20/17
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary