

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
March 16, 2017

The meeting was held on Thursday, March 16, 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, Alan Howe, Sandy Kern, Andy Parker, and Herb Weigl

Members / Representatives Absent: Dennis Burkett and James Ruhl

Staff Present: Kathy Russell

PUBLIC COMMENT - None

PRESENTATIONS - None

ANNOUNCEMENT - None

APPROVAL OF MINUTES - Alan made a motion to approve the February 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.....	\$100.00
Prior month Interest.....	+\$20.69
TOTAL RECEIPTS.....	+\$120.69

Bills Requiring Approval:

Administrator.....	-\$300.00
Verizon Wireless.....	-\$26.62
PennPRIME.....	-\$1,050.00
Carlisle Garden Club.....	-\$250.00
Carlisle Area Chamber of Commerce - quarterly membership.....	-\$65.00
Alan Howe (Chamber of Commerce \$145 + Rowe's \$83.25).....	-\$228.25

TOTAL BILLS requiring approval..... \$1,919.87

Herb made a motion to approve the March monthly bills for payment in the amount of \$1,919.87. Sandy seconded the motion, and the motion carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance.....	\$100.00
Transfer from Business Savings Acct.....	+\$1,626.62
Paid bill.....	-\$1,626.62
Transfer from Money Mgmt. Savings Acct.....	+\$293.25
Paid bill.....	-\$293.25
Closing Account Balance.....	\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance.....	\$16,345.91
Plan Review Fee.....	+\$100.00
Interest.....	+\$0.64
Transfer to Checking.....	-\$1,626.62
Closing Account Balance.....	\$14,819.93

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$11,292.31	
Interest.....	+\$0.41	
Transfer to Checking.....	-\$293.25	
Closing Account Balance.....		\$10,999.47

BUSINESS SUPPLEMENTAL SAVINGS, FAULKNER GRANT

Beginning Balance.....	\$2,518.22	
Interest.....	+\$0.10	
Closing Account Balance.....		\$2,518.32

CERTIFICATE OF DEPOSIT #42 (19 Month)

Beginning Balance.....	\$5,079.37	
Interest.....	+\$3.90	
Closing Account Balance.....		\$5,083.27

CERTIFICATE OF DEPOSIT #43 (19 Month)

Beginning Balance.....	\$5,042.18	
Interest.....	+\$5.18	
Closing Account Balance.....		\$5,047.36

CERTIFICATE OF DEPOSIT #44 (19 Month)

Beginning Balance.....	\$5,042.18	
Interest.....	+\$5.18	
Closing Account Balance.....		\$5,047.36

CERTIFICATE OF DEPOSIT #45 (25 Month)

Beginning Balance.....	\$5,133.95	
Interest.....	+\$5.28	
Closing Account Balance.....		\$5,139.23

PAYPAL ACCONT

Beginning Balance	\$0.00	
Closing Account Balance		\$0.00

TOTAL FINANCIAL ASSETS ON DEPOSIT..... \$48,754.94

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

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$48,754.94

- Financial Summary – Herb reviewed the financial summary figures.
- Budget Report – Andy noted that the business sponsorship, cloud services and expenses, memberships, and trail maintenance lines on our budget all need the formulas added in the Total Received, Remaining, and % Received columns. Herb will make the adjustments.

\$250 was budgeted for the telephone service. Our monthly telephone service bill is \$26.62, which means we will be exceeding our budget for this line item. This is a fixed expense, and the budget will remain as is.
- CD Maturity – Herb reported that we have one 19-month CD that will expire on 3/20/17.
 - Herb made a motion to renew this CD for 25 months at 1.35% interest. Alan seconded the motion, and the motion carried.

Friends of LeTort – Alan Howe

- Chamber Membership and Mailing
 - Alan reported that the Friends flyers have been printed and delivered to the Chamber of Commerce office.
 - The chamber packs will be mailed at the end of March or early April.
 - Alan spoke to the couple that owns Create-A-Palooza. They are interested in doing a fund-raiser with the Friends group.
 - We received a membership plaque and window stickers from the Chamber of Commerce to display stating that we are now members.
 - Keycards for discounts to member participants were distributed to the LRA members.
 - The LRA is listed as a new member on the front page of the Chamber newsletter.
 - Upcoming Chamber events:
 - The Chamber is hosting a Member-to-Member networking lunch at the Hoss's Steak House on March 22 from 12:00-1:00 p.m. Attendees will pay for their own meals.
 - A Chamber mixer will be held at the Two Mile House on Thursday, March 23rd from 5:00-7:00 p.m. Attendance is free.
 - A State of the County Breakfast will be held downstairs at the Comfort Suites in Carlisle on March 30th from 7:30-9:00 a.m.
 - The three commissioners will be in attendance.
 - There will be an opportunity to address the commissioners.
 - The cost for the breakfast meeting is \$25 per person
 - Andy plans to attend.

- Friends Membership Meeting –
 - The first Friends membership meeting was held at the Stuart Community Center on Wednesday, February 22 at 6:30 p.m.
 - Holly Smith made a presentation outlining the school program.
 - Attendees signed up to be team captains for the clean-up on April 1.
 - Attendees also signed up as steering committee members for the Friends of the LeTort.
 - This committee will help determine the activities that could bring volunteers to the Friends group.
 - Alan will be meeting with the steering committee tomorrow.
 - LRA members are invited to attend.
 - Periodic meetings will be scheduled.
 - This committee will begin to focus on fun, volunteer events that will help build a relationship between local residence and the LeTort Regional Authority.
- Upcoming Events – The next Friends event will be the stream cleanup on April 1 from 8:30 a.m.-1:00 p.m.
 - The LRA will have a table set up at this event to hand out trail maps and brochures and answer questions.
 - Alan, Sandy, and Andy plan to attend.
 - ALLARM will partner with the LRA for this event and provide an advertising flyer.
 - Breakfast food and lunch food will be provided for the beginning and end of the clean-up period from 9:00 a.m.-12:00 p.m.
 - Alan suggested we help ALLARM with the food expenses.
 - ALLARM will be bringing a group of students and their storm drain maintenance program.
 - They will be cleaning and marking storm drains in addition to helping out the teams that will work along the LeTort.
 - Alan has a volunteer from the Carlisle Barracks who wants to clean on the post.
 - We are asking people to bring their trash to the LeTort Park for pick up by the Carlisle Borough.
 - The Alliance for the Chesapeake Bay would like pictures of people cleaning and the outcome of this event.
 - Holly Smith will be leading a team to clean upstream from the Lamberton Middle School where, in a few weeks, she will be doing stream work with 7th graders.
 - Ben Mummert from CPC will lead a clean-up team for invasive species.
- Alan contacted Ashley at Market Cross.
 - Market Cross is now doing a Dine-and-Donate Program on Sundays.
 - Market Cross will give 10% of the check total to the Friends group if the customer requests the donation.
 - Alan has confirmed July 9th with Ashleigh as our date for a Dine-and-Donate fundraiser event.
- Mike Moll of the Molly Pitcher would like to do another fund raiser with us.
 - He'd like to do an outside beer garden event.
 - This event could be coordinated with the car show event or an Army Heritage event.
 - Alan will continue to do research.
 - If anyone has ideas for a location for the beer garden event, please contact Alan.
- Sandy commented that Faulkner would also like to do a pet-themed family event in October.
 - Faulkner will bring in a car and provide washable paint for kids to paint the car.
 - Pet bowls and leashes advertising Faulkner would be handed out.
- Alan has also talked with the owners of the North Hanover Grill, they are happy to do a fund raiser with us in early May or late April.
- Alan will propose some dates for these events and we will plan around accordingly.

Grants – Andy Parker

- Cumberland Valley Visitors Bureau mini-grant – trail counts
 - The grant agreement wraps up at the end of April.
 - Alan will collect the cameras and get the last batches of data to Paul Taylor so he can analyze.
 - Mary at Friends of Pine Grove would like to borrow the cameras again.
 - Because we will be turning the cameras in, Mary will need to contact Katie Hess of the South Mountain Partnership to borrow the camera.
- Faulkner Sponsorship – New grant application. –
 - Sandy and Andy met with Faulkner.
 - Sandy will submit a proposal to Faulkner requesting another round of funding for \$4,500.
 - We will use these funds toward improving our website.
 - Cross and Crown and Alpha Graphics are being considered for our website upgrade.

Audit – James Ruhl

Herb reported that Smith, Elliott & Kearns has scheduled the LRA's audit for April 24, 2017.

Information and Education - Sandy Kern

Recent Press Releases –

- Sandy will set up a photo shoot with Andy, and the president of Union Quarries.
- Andy would like to discuss the resurfacing of the trail in front of the crusher with the UQ representative.
- Andy discussed with UQ that it would be impractical to install a bridge over the trail.
- Additional signage to the trail crossing might be helpful.

- Website stats and updates – No report
- Facebook page updates – Sandy is learning to post items on Facebook. She needs to find more people to “like” our page.

Nature Trail – Dennis Burkett

- CVTC report (in schedules months) –
- Trail maintenance –
 - Andy cut a tree that was across the trail, and has contacted Cory at South Middleton Township to remind him about using the sickle mower to cut back brush along the trail.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) –
 - The next CCC meeting will be held on April 3 at 6:00 p.m. at the CVVB conference room in the Carlisle Borough building.
 - Herb will attend.
 - A meeting will be held on Thursday, May 11 at the Penn Township Fire Hall (Huntsdale) for the planning of a new educational forum: “What Is the Future of Rural Cumberland County?”
 - LRA members are encouraged to attend.
 - The CCC recommended that the LRA have a display, maps, and brochures at the forum for distribution.
- CPC Purchase of Burgoon Property – LeTort Working Group –
 - March 3 meeting was postponed – no new date has been scheduled.
 - The Nature Conservancy was going to present their concepts for restoring the wetland and stream.
 - The CPC is continuing to acquire grants to purchase the three Burgoon properties.
 - They have a funding gap of \$85,000.00.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – The readings were reviewed – all readings were within the ideal range.

Project Review - Andy Parker

- State Police Barracks – Andy reviewed and commented. No landscape plan was provided.
- PennDOT High Street Bridge Replacement (Rt. 7
- 4 bridge over the LeTort). PennDOT wants to take 884 square feet of right-of-way from the LRA, leaving us with 6,957 square feet. They want a 1,682 square foot construction easement. They will pay us for the right-of-way. Andy will look up the tax appraisal on this property and contact PennDOT to discuss.
 - Alan suggested that this may be a good opportunity to address the business at the High Street bridge location and take an in-kind service payment from them for pulling up the impervious surfaces.
 - Andy also thought a storm water management facility along the edge of the payment may be something to consider.
 - Alan suggested this may be a good place for a parklike setting, fishing access, or stream access.
- LeTort Interceptor – Andy was contacted by Matt Warner with Herbert, Rowland, & Grubic, Inc., an engineering firm in Harrisburg. Matt's firm has been contracted by the Carlisle Borough and Sewer Authority to perform a mapping project on the LeTort interceptor from the Carlisle Borough to the confluence with the Conodoguinet. Matt is looking for records/information regarding conservation easements and, in particular, any type of protection buffers on that section of the LeTort Spring Run.
 - Andy will review the Corridor Atlas and report back to Mr. Warner.
- Carlisle Amended Deed of Easement – Repairs have been completed on the sewer main. Now the Carlisle Borough wants to come back and amend the deed of easement to make sure they have access to their sewer pipe if they ever need to get back into it.

OLD BUSINESS:

- Board Vacancies – Middlesex Township, North Middleton Township (2). – No report
 - Sandy will contact Sandy Moyle at Cumberland County to check on her renewal status.
- Retired Board Member Recognition – No report – We need to determine if James has taken steps to finalize this event.
- Biddle Mission Park Streambank Stabilization – Andy will follow up with Andrea and Meredith.

NEW BUSINESS:

- Carlisle Borough Resolution on Climate Change – Alan made a motion to have Andy write a letter of support to the Carlisle Borough. Sandy seconded the motion, and the motion carried.
- Audubon Student Project – Shrub planting and invasive pruning – Andy has been in contact with Holly Smith. She wanted to know if it would be all right if some of her 7th grade students planted shrubs behind the Lamberton Middle School.
 - Holly will try to get some shrubs donated for planting.
 - She will have a crew prune back some of the invasive plants in that area.

- Herb made a motion to incorporate Sandy's revisions into the previously approved minutes. Alan seconded the motion, and the motion carried.

Herb made a motion to adjourn the meeting. Sandy 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, April 20, 2017, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

4/20/17
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary