

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
March 19, 2015

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

ATTENDANCE

Members / Representatives

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

Members

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

Staff Absent:

Kathy Russell

PUBLIC COMMENT

Vince DiFilippo, a Republican candidate for the Cumberland County commissioner seat in 2015, gave a brief presentation to the group and answered several questions.

APPROVAL OF MINUTES

Jerry made a motion to approve the February minutes. Sandy seconded the motion, and the motion carried.

PRESENTATIONS - None

Administrator - (Kathy Russell) – No report

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Friends Cash Contributions.....	+\$ 20.00
South Mountain Partnership Mini-Grant	+\$6,520.00
Prior month	
Interest	<u>+\$ 6.08</u>
TOTAL Receipts.....	+\$6,546.08

Bills Requiring Approval:

Administrator.....	-\$ 300.00
PennPRIME	-\$ 975.00
717 Studios	<u>-\$ 112.50</u>
TOTAL bills requiring approval (Subtotal)	\$1,387.50

TOTAL BILLS:..... \$1,387.50

Herb recommended that the March bills be approved for payment.

Erich made a motion to pay the March bills totaling \$1,387.50. James 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.....	+\$1,387.50	
Paid bills	<u>-\$1,387.50</u>	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$ 7,352.07	
Interest.....	+\$0.37	
Trfd to Checking	<u>-\$1,387.50</u>	
Closing Account Balance.....		\$7,364.94

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance.....	\$4,801.01	
Donation	+\$20.00	
Interest	<u>+\$0.18</u>	
Closing Account Balance.....		\$4,821.19

BUSINESS SUPPLEMENTAL SAVINGS, SOUTH MOUNTAIN PARTNERSHIP GRANT

Beginning Balance.....	\$0.00	
Initial Deposit	<u>+\$6,520.00</u>	
Closing Account Balance.....		\$6,520.00

CERTIFICATE OF DEPOSIT #40 (24 Month)

Beginning Balance.....	\$5,007.48	
Interest	<u>+\$4.76</u>	
Closing Account Balance.....		\$5,012.24

CERTIFICATE OF DEPOSIT #41 (9 Month)

Beginning Balance.....	\$5,001.21	
Interest	<u>+\$0.77</u>	
Closing Account Balance.....		\$5,001.98

NON-BANK FINANCIAL ACCOUNTS

IMPREST FUND – Cash on Hand for Administrator’s Use

Imprest Fund Beginning Balance	\$150.00	
Closing Imprest Fund		<u>\$150.00</u>

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$28,970.35

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

Closing Account Balance..... \$28,970.35

Budget Report - Andy thought we had added a line item for training. Andy will review his notes and we can add a line if needed.

Friends of LeTort – James Ruhl

- Friends status report and donations – No report.
 - Jerry and James will meet in the near future.

Grants – Jerry Gapp

- South Mountain Partnership Mini Grant –
 - Jerry reported that the check has been received and deposited.
 - Andy read an email from Lorin reporting on the status of the trail signage.
 - Sign quotes, images, text, and designs are being reviewed.
 - Andy will arrange to meet with Lorin to discuss the ecology / geology sign.
 - Holly will work on writing some information on birds for the Audubon sign.
 - Herb will meet with the Garden Club members who are working on the plantings.
 - Andy has begun planning the mile marker design and placement.
 - James reported that he has written a sexual harassment and non-discrimination agreement for use by our subcontractors.
 - If anyone has any suggestions or additions to this agreement, please contact James.
 - Jerry will take a copy of the agreement to the office at South Mountain Partnership to get their approval of the form and confirm that, if we have a subcontractor sign this agreement, we will be cleared by all state organizations.
 - Jerry instructed everyone to keep track of the hours spent on performing tasks related to this project.
- Partnership for Health Grant Status –
 - Jerry and Herb met with them to discuss the possibility of requesting \$25,000.⁰⁰. These funds will be used to obtain a survey, engineering design, plan, etc. to develop the south side of the trail and develop a trailhead to make the connection with Bonnybrook and South Spring Garden Street.
 - Parking lot
 - Bridge repair
- Stuart Foundation –
 - Jerry had a brief conversation with the executive director of the Stuart Foundation.
 - We have a grant application but need to hurdle the 501c3 issue.
 - Andy commented on developing the Bonnybrook spur.
 - Who would be the best contact at Trout Unlimited to coordinate this project?
 - Improve the section of trail from the Bonnybrook parking lot to the trail.
 - Improve the parking lot area (Bonnybrook @ South Spring Garden Street).
 - Improve the two bridges.
 - Bill will get back to us on a TU contact name.

Audit – Jerry Gapp

- Meeting with Auditors – The auditors requested that we send them the LRA minutes from January and February 2015. Herb will forward the minutes to them.

Information and Education – Holly Smith

- The local events calendar –
 - Holly is still organizing.
 - There is a trail movie in Camp Hill in a few days. Holly will send details to everyone and post the information on the website.
 - The Water Quality Snap Shop Program scheduled to take place at Camp Hill Borough was cancelled due to weather.
 - Holly will inquire to see if this program has been rescheduled.
- Public speaking schedule – Sandy reported:
 - A display will be created on Wednesday, April 1 at 8:00 a.m. at the Cumberland County Historical Society.
 - Bill will provide some historic photographs and fishing equipment.
 - Herb will supply a bamboo rod and reel and other items for the display.
 - Margaret Parker and Holly will assist Sandy with this project.
 - Herb and Holly will speak at a brown bag lunch at the Historical Society on June 3rd.
- Website stats and updates –
 - Holly thanked the authority for her website training. She said the training was very helpful.
 - Holly asked 717 about changing the image on our website homepage.
 - They gave her a quote to add scrolling photos.
 - 4 hours @ \$75.00 per hour
 - Andy will review our budget to see if there are funds available for a website update.
 - The board pages also need to be updated.
 - Holly will work on updating the board information.
 - Sandy will forward a photo of herself to Holly.
- Facebook page updates –
 - Holly got onto our FB page.
 - Mike is the administrator.
 - Mike can assign permission to Holly to make changes, but he would still be considered the administrator.
 - Holly suggested that Andy talk with Mike to have him cancel the current FB page.
 - Holly would then recreate a new LRA FB page.
 - Holly would like to pin our “Friends” on FB and ask them to “like us”.
- Sentinel article –
 - Andy was contacted by a Sentinel reporter.
 - They have our press release for the South Mountain Partnership Grant, and a reporter requested additional information.
 - Herb, Jerry, and Andy met with Daniel Walmer, the Sentinel reporter, at LeTort Park.
 - Photos were taken, and an article should be published in the outdoor section of next Sunday's Sentinel.

Nature Trail - Erich Messerschmidt

- CVTC report – (in scheduled months) – No report
- Trail Maintenance –
 - Andy plans to walk the trail to double check on mile marker placement and take an inventory of what cleanup is needed.
 - A few trees need to be removed to make way for grass mowing.
 - No problems have been reported on the trail.
 - Herb and Andy noted a few “soft spots” in the trail bed at LeTort Park. (The trail was originally constructed in 2011.)
We need to:
 - Get the design done for improving Bonnybrook
 - Pursue another grant to do the construction.
 - Roll the resurfacing of the mainline trail into the same grant.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative (CCC) report (Herb) –
 - No meeting this month.
 - The next meeting is scheduled for April 27th.

Stream Ecology - Holly Smith

- ALLARM report and analysis (Julie/Jinnie in even months) –
 - Holly spoke with Jinnie Monismith at ALLARM about storing the data in a place that we access.
 - Jinnie was recently trained and registered with the EPA – Federal Water Quality Database.
 - They wanted to know if we are interested in receiving this information.
 - Holly will meet with Jinnie next Friday to discuss.
- Annual report presentation – April
 - Holly reported that the student presentation in April is approximately 30 minutes and is high tech.
 - The audience will need to understand environmental issues in order to interpret the material presented.
 - We may want to invite other stakeholders who would understand that language.
 - The presentation can be made on campus at 6:00 p.m. on the night of our regular monthly meeting or we can schedule it on a different night.
 - The consensus of the group was to have the meeting on a separate night – April 23rd at 7:00 p.m.

- Holly will confirm the date, time, and location and send out invitations to Trout Unlimited, Conodoguinet Creek Watershed Association, Cumberland Conservation Collaborative, and Big Spring Watershed Association.

Project Review - Andy Parker

- Cumberland Valley Commons subdivision – Andy sent a letter with comments, but he has not received a response from Alpha Consulting Engineers with their comments, questions, or any additional payments.

OLD BUSINESS:

- The Middlesex Township representative position is still vacant.
 - Herb emailed Eileen today. There is an article in this month's Middlesex Township newsletter announcing the vacancy.
 - Unless they get a response from the newsletter, they have no ideas of people who can fill that position.
- We will adapt the multi-colored logo as our current LRA logo.

NEW BUSINESS:

Erich made a motion to adjourn the meeting. James 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, April 16, 2015, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

4/22/15
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary