

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
April 16, 2015

The meeting was held on Thursday, April 16, 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, and Herb Weigl

Members

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

Staff Present:

Kathy Russell

PUBLIC COMMENT

APPROVAL OF MINUTES

Jerry made a motion to approve the March minutes. Erich seconded the motion, and the motion carried.

PRESENTATIONS - None

Administrator - (Kathy Russell) – Kathy reported that the 2014 ethics financial statements have been emailed to the Carlisle Borough and all of the municipalities.

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 | +\$ 6.93 |
| TOTAL Receipts | +\$106.93 |

Bills Requiring Approval:

| | |
|---|-----------------|
| Administrator..... | -\$ 300.00 |
| TOTAL bills requiring approval (Subtotal)..... | \$300.00 |
| TOTAL BILLS:..... | \$300.00 |

Herb recommended that the April bills be approved for payment.

Erich made a motion to pay the April bills totaling \$300.00. Herb 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..... | +\$300.00 | |
| Paid bills | -\$300.00 | |
| Closing Account Balance | | \$100.00 |

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

| | | |
|--------------------------------------|-------------|-------------------|
| Beginning Balance | \$ 7,364.94 | |
| Interest | +\$0.35 | |
| Plan Review Fee | \$100.00 | |
| Trfd to Checking | -\$300.00 | |
| Closing Account Balance | | \$7,166.29 |

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

| | | |
|--------------------------------------|------------|-------------------|
| Beginning Balance..... | \$4,821.19 | |
| Interest | +\$0.20 | |
| Closing Account Balance | | \$4,821.39 |

BUSINESS SUPPLEMENTAL SAVINGS, SOUTH MOUNTAIN PARTNERSHIP GRANT

| | | |
|--------------------------------------|------------|-------------------|
| Beginning Balance..... | \$6,520.00 | |
| Interest | +\$.25 | |
| Closing Account Balance | | \$6,520.25 |

CERTIFICATE OF DEPOSIT #40 (24 Month)

| | | |
|--------------------------------------|------------|-------------------|
| Beginning Balance..... | \$5,012.24 | |
| Interest | +\$5.28 | |
| Closing Account Balance | | \$5,017.52 |

CERTIFICATE OF DEPOSIT #41 (9 Month)

| | | |
|--------------------------------------|------------|-------------------|
| Beginning Balance..... | \$5,001.98 | |
| Interest | +\$0.85 | |
| Closing Account Balance | | \$5,002.83 |

NON-BANK FINANCIAL ACCOUNTS

IMPREST FUND – Cash on Hand for Administrator’s Use

| | | |
|-------------------------------------|----------|-----------------|
| Imprest Fund Beginning Balance..... | \$150.00 | |
| Closing Imprest Fund | | \$150.00 |

TOTAL FINANCIAL ASSETS ON DEPOSIT: **\$28,777.28**

ON HAND FOR DEPOSIT **\$0.00**

Closing Account Balance **\$28,777.28**

Budget Report - Herb reported that the budget figures are in alignment with the financial statement.

Friends of LeTort – James Ruhl

- Friends status report and donations.
 - James and Jerry met to discuss strategies on how to get current Friends to rejoin.
 - A direct mailing will be sent out the day after Labor Day.
 - Andy will email the contact list to James to see if purging is necessary.
 - Andy suggested that we identify all of the adjacent property owners along the LeTort in order to pursue them for membership.
 - Herb thought that Middlesex Township already has a listing of the property owners. He will verify and get a copy of the list.
 - Andy will check with South Middleton to see if they can provide a list of property owners.
 - Andy also suggested that we ask each township to publish the Friends notification in their newsletters.
 - James and Jerry discussed the possibility of an outreach to the college network, Greek organizations, environmentally-minded students, etc., to see if there would be any interest from those groups to join Friends.
- Friends Table at Cumberland County Master Gardeners Plant Fest – 5/16/15 - 8:00 a.m. – 1:00 p.m.
 - James, Andy and Kathy will set a table up at this event for the LRA and Friends Group in hopes of getting a few new members.
 - Herb mentioned that May 16 is also the date of the CCC cleanup day.
- James asked the authority members to contact him if they have any suggestions for a fundraising event.

Grants – Jerry Gapp

- South Mountain Partnership Mini Grant Schedule and status – Jerry reported on Lorin’s progress on the trail signs:
 - Lorin has created a draft of the Civil War sign.
 - Herb submitted a draft of the fly fishing sign.
 - Holly submitted a draft of the birding sign.
 - Lorin is waiting to receive a draft of the ecology/geology sign from Andy.
 - Lorin received three quotes for the signage project:
 - Crown Trophy (our previous designer / manufacturer)
Alumicolor signs (the only such supplier)
\$600 each for the signs, including 2 sets of revisions
Agar welding manufactured the posts last time for approximately \$150 each.
4 signs = \$3,000 + installation
5 signs = \$3,750 + installation
 - Lark Label
Fused polycarbonate top with ABS plastic back
\$315 each for the signs + \$125 each for the posts = \$440 total per sign
4 signs = \$1,760 + installation
5 signs = \$2,200 + installation

- Hopewell Manufacturing
Two options:
Option 1 – HP Laminate
4 signs = \$5,064 including posts and installation
5 signs = \$5,768 including posts and installation
Option 2 – Fiberglass
4 signs = \$4,732 including posts and installation
5 signs = \$5,577 including posts and installation
- Because we've worked with them before and we know what type of work they produce, Herb is leaning toward using Crown Trophy and Agar Welding. By using these two vendors, we would be supporting local companies.
- Jerry will meet with Lorin to discuss finalization of the signage process, go over the quotes, placement of signage, and make a decision to move ahead with this project. If Andy's schedule allows, he will also attend this meeting.
- Herb suggested we coordinate the installation of the signage at the same time as the installation of the mile markers and fence. We should plan to use the same contractor for all three projects.
 - Jerry will contact Franklin A. Bream Landscaping and Lawn Service to get a quote.
- South Mountain Partnership Spring Meeting – Herb and Jerry attended this meeting. Jerry reported on the meeting and some of the presentations that were made.
 - SMP will be presenting a workshop at Allenberry in May on "Understanding Grow Local for Health."
 - Jerry plans to attend this event.
- Partnership for Health Grant Status –
 - Jerry is waiting to receive a copy of the trail map from Andy before he proceeds with inquiring about this grant.
 - Jerry called Gail, but he feels he needs a visual of the trail to explain what we want to do.
- Stuart Foundation –
 - Jerry is waiting to receive a copy of the trail map from Andy before he proceeds with inquiring about this grant.

Audit – Jerry Gapp

- Status - The auditors are reviewing our figures.
 - We should have results within 15-20 days.
 - James volunteered to go to the auditor's meeting with Jerry, when scheduled.

Information and Education – Holly Smith

- The local events calendar – No report
- Public speaking schedule – Sandy reported:
 - Herb and Holly will speak at a brown bag lunch at the Historical Society on June 3rd at 12 p.m.
- Website stats and updates – No report
- Facebook page updates – No report

Nature Trail - Erich Messerschmidt

- CVTC report – (in scheduled months) – Erich reported:
 - The CVTC received a request from Cumberland Valley Rail-to-Trails for a letter of support for their grant for the next phase of their construction.
 - Erich agreed, on behalf of the LRA, to have them send out the letter of support.
 - The CVTC requested support from the members of the Cumberland County Trail Committee to get involved with the Greater Carlisle Project, South Mountain Partnership, and the Community Services of PA as a community partner.
 - After some discussion, it was decided that since the LRA is already associated with the CCC, SMP, and the CVTC, we will already have a tie to them.
 - Dickinson College – Community Services of PA Partner form was discussed and it was decided to drop this matter.
 - Erich received a letter from Dickinson College – Cumberland Valley Trails is looking for assistance to transport a skid steer that Volvo Construction Equipment is loaning to them for work on the trail at Allen Road.
 - Erich will give them contact information for Gleim Construction.
- Trail Maintenance –
 - Erich suggested that if maintenance is going to be done on the trail, it should be scheduled before the leaves are out.
- Graffiti on LRA wooden bridge
 - Herb suggested that instead of participating in the CCC Action Day trail cleanup on May 16, we paint the superstructure of the bridge.
 - Herb will:
 - Chair a committee for this project,
 - do some research on what would be the best available paint to use, and
 - coordinate this project with members by email.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative (CCC) report (Herb)
 - The next meeting is scheduled for April 27th at 6:30 p.m. at the CVVB office.
 - At this meeting, they would like the LRA to consider a support letter for the Cumberland Valley Rails-to-Tails Council, which will ask the CCC to endorse their efforts to get funding for the trail connecting Newville to Carlisle.
 - Herb made a recommendation that the LRA approve backing of the CCC and a support letter.
- Burgoon Property – Andy received a notification from Mike Danko advising that Lot 1 of the Burgoon property is for sale.
 - Approximately 17 acres
 - Asking price is \$89,000.00
 - Andy will try to contact Mike to get his regulatory perspective on whether the area could be restored as wetlands. This could possibly be a funding source for PennDOT to come in, restore the wetlands, and get mitigation credits for one of their projects.
 - We think it would be a good idea for some conservation organization to try to purchase this property.
 - After some discussion, it was determined that the LRA may want to look into pursuing a grant to purchase this property.
 - Herb commented that, given the LRA's current financial status, he sees our role as being passive at this point.
 - We have no means to acquire the \$89,000 purchase price.
 - We would have to acquire a total grant.
 - We don't want to be committed to any plans for doing anything with the property in the immediate future.
 - We should look for partners to develop and manage this property.
 - By being the land owner, we would have a controlling vote on whatever is done with it.
 - Andy made a motion to pursue feasibility of a grant for the purchase of this property. Erich seconded the motion and the motion carried.

Stream Ecology – Bill Berwick

- ALLARM report and analysis (Julie/Jinnie in even months) – No report

ALLARM Water Quality Annual Report Presentation
Thursday, April 23
7:00-8:00 p.m.
Dickinson College
Kauffman Building on Cherry Street

Holly will send a notice on this presentation to the Conodoguinet Association, Big Spring and Yellow Breeches, CVTU, and volunteers and teachers associated with the Audubon program.

Kathy will email an invitation to the municipalities and Carlisle Borough.

Project Review - Andy Parker

- Kostyak Property – Andy is still reviewing this small plan. He will report at the May meeting.

OLD BUSINESS:

- The Middlesex Township representative – This position is still vacant.
 - Herb spoke with Mark, Middlesex's zoning officer, who said he had a potential person in mind, but that person is currently on their planning commission. If interested, he does have the qualifications needed.
 - Herb will follow up with Mark

NEW BUSINESS:

- Miriam Crawfoot Award –
 - Herb made motion to give an individual Miriam Crawfoot Award to both Richard L. Tritt (primary editor) and Robert Schwartz (author of the section on the LeTort) for the work they've done in publishing a book entitled, "The Water-Powered Mills of Cumberland County, Pennsylvania." Sandy seconded the motion, and the motion carried.
 - Jerry spoke with Jason Illari, executive director of The Cumberland County Historical Society, who has agreed to allow us to make this presentation at the Historical Society's annual dinner meeting/fundraising event to be held in October 2015.
 - Jerry will follow up with Jason Illari.
 - The LRA may want to purchase a table at this fundraising event to show support.
 - This is a major event, and we will want to make sure we have publicity coverage.
- Sandy was complimented for the excellent job in assembling the LRA display for the Cumberland County Historical Society.
 - Sandy thanked Bill and everyone who helped her with the display.
- PennPRIME –
 - Insurance Member Participation Agreement – James and Andy will review this agreement. If the agreement is acceptable to both James and Andy, Andy will execute and return to PennPRIME.
 - Webinar – "Procuring and Reviewing Certificates of Insurance"

- If we participate in these workshop webinars, we will be eligible for a 10% credit on our 2016 insurance contribution.
- Andy will register to participate in this webinar.

Erich made a motion to adjourn the meeting. Bill 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, May 21, 2015, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

5/21/15
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary