

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
April 20, 2017

The meeting was held on Thursday, April 20, 2017, at the Carlisle Community Center. The meeting was called to order by Andy Parker at 7:00 p.m.

ATTENDANCE

Members / Representatives

Present: Sandy Kern, Andy Parker and Herb Weigl

Members / Representatives Absent: Bill Berwick, Dennis Burkett, Alan Howe, and James Ruhl

Staff Present: Kathy Russell

Guests Present Jinnie Monismith

PUBLIC COMMENT - None

PRESENTATIONS – None

ANNOUNCEMENT – None

APPROVAL OF MINUTES – Herb made a motion to approve the March minutes. Sandy seconded the motion, and the motion carried. Since we didn't have a quorum, Dennis Burkett voted by text to approve the minutes.

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 Contribution	\$25.00
Prior month Interest	<u>+\$23.46</u>
TOTAL RECEIPTS	+\$48.46

Bills Requiring Approval:

Administrator	-\$300.00
Verizon Wireless	<u>-\$26.65</u>
TOTAL BILLS requiring approval	\$326.65

Herb made a motion to approve the April monthly bills for payment in the amount of \$326.65. Sandy seconded the motion, and the motion carried. Since we didn't have a quorum, Dennis Burkett voted by text to approve the bills to be paid in the amount of \$326.65.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
Transfer from Business Savings Acct	+\$326.65	
Paid bill	<u>-\$326.65</u>	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$14,819.93	
Interest	+\$0.66	
Transfer to Checking	<u>-\$326.65</u>	
Closing Account Balance		\$14,493.94

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$10,999.47	
Interest	+\$0.47	
Donation	<u>+\$25.00</u>	
Closing Account Balance		\$11,024.94

BUSINESS SUPPLEMENTAL SAVINGS, FAULKNER GRANT

Beginning Balance	\$2,518.32	
Interest	<u>+\$.11</u>	
Closing Account Balance		\$2,518.43

CERTIFICATE OF DEPOSIT #42 (19 Month)

Beginning Balance.....	\$5,083.27	
Interest.....	+ \$2.65	
Matured Transfer to CD #46.....	- \$5,085.92	
Closing Account Balance.....		\$0.00

CERTIFICATE OF DEPOSIT #43 (19 Month)

Beginning Balance.....	\$5,047.36	
Interest.....	+ \$5.74	
Closing Account Balance.....		\$5,053.10

CERTIFICATE OF DEPOSIT #44 (19 Month)

Beginning Balance.....	\$5,047.36	
Interest.....	+ \$5.74	
Closing Account Balance.....		\$5,053.10

CERTIFICATE OF DEPOSIT #45 (25 Month)

Beginning Balance.....	\$5,139.23	
Interest.....	+ \$5.85	
Closing Account Balance.....		\$5,145.08

CERTIFICATE OF DEPOSIT #46 (25 Month)

Beginning Balance.....	\$0.00	
Transfer from CD#42.....	+ \$5,085.92	
Interest.....	+ \$5.85	
Closing Account Balance.....		\$5,088.16

PAYPAL ACCONT

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

TOTAL FINANCIAL ASSETS ON DEPOSIT..... \$48,476.75

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

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$48,476.75

- Financial Summary – Herb reviewed the financial summary figures.
- Budget Report – The budget report is as noted.

Friends of LeTort – Alan Howe

- Chamber Membership and Mailing - We received a mailing from the Chamber of Commerce.
 - The chamber will sponsor a breakfast at the Carlisle Comfort Suites on Tuesday, May 2nd from 7:30-9:00 a.m. featuring Republican Senator John Eichelberger.
 - Senator Eichelberger will speak on the economic climate, specifically related to the state budget.
 - The cost is \$25 per person.
 - The chamber will sponsor a breakfast at the Carlisle Country Club on Thursday, May 4th from 7:30-9:00 a.m. featuring Republican Senator Mike Regan.
 - Senator Regan will inform us of issues in our state.
 - The cost is \$25 per person.
 - If available, Andy will plan to attend the event on May 4th.
- Andy reported that the stream cleanup on April 1st went very well. We had a good turnout, and several participants expressed an interest in repeating this event in the fall.
 - Sandy sent out a press release.
 - Andy suggested that the release also be sent to the Alliance for the Chesapeake Bay.

Grants – Andy Parker

- Cumberland Valley Visitors Bureau mini-grant – trail counts – Alan is working on finishing the trail counts report, which will allow us to close out this grant.
- Faulkner Sponsorship – New donation – Sandy will contact Chris Carvell to set up a photo shoot.
- Union Quarries - Andy had no comments on Sandy's press release. She will contact Chris Wright to schedule a photo shoot.
- We previously discussed applying for the Land Partnership grant or the South Mountain Mini grant but determined that these grants are too difficult to obtain.
 - Andy spoke with Stephanie Williams at the Cumberland County Planning Department. She is willing to help us identify all the properties along the LeTort starting with the people who live along the LeTort stream.
 - We would like to partner with ALLARM to develop and mail an owner's manual for the LeTort.

- Andy asked Jinnie if ALLARM would be willing to assist the LRA in drafting a brochure with tips about what to do and not do to keep the stream clean.
 - Jinnie said ALLARM will have two full-time summer students (June 5 – July 21) who could possibly work on this project.
- The LRA would cover printing and mailing costs.
 - Herb volunteered to be the LRA point on this project.
 - Stephanie will provide a list of landowners who live along the stream and their addresses.
- There is no hard deadline on this project.
- We would start off with people who live adjacent to the stream but eventually reach out to everyone in the watershed.
- Jinnie commented that there is a lot of grant funding available for educational mailings.

Audit – James Ruhl

Herb reported that Smith, Elliott & Kearns has scheduled the LRA's audit for April 24, 2017. Herb will be delivering our reports to SEK starting next week. James will have to meet with the representative from SEK to assist in the audit.

Information and Education - Sandy Kern

- Recent Press Releases –
 - Sandy sent out a press release on the April 1st stream cleanup.
 - Sandy wrote a press release on Union Quarry's sponsorship.
 - Sandy plans to write another release on the Faulkner sponsorship.
- Website stats and updates –
 - Sandy is eager to have our website revamped.
 - Google analytics showed that it had no visitors in the past month.
 - Sandy encouraged everyone to take a look at the LRA Facebook page, which links to the Friend's page, Holly's Audubon page, and ALLARM's page.

Andy spoke to Trevor at Cross and Crown and asked him to renew his proposal for our website.

- Andy told him that we are looking to secure additional funding, but would like to keep the cost as reasonable as possible.
- The most important aspect of this project is our ability to add and revise information on the site without a lot of effort.

Andy called Alpha Graphics, but has not gotten a response.

- Facebook page updates – Sandy has been active in posting several events:
 - Anniversary of the Susquehanna Appalachian Trail Club
 - John Audubon's birthday
 - CCC event – May 11th

If anyone has any environmental events or interesting news to share, please contact Sandy.

Sandy plans to post notices on:

- Tips on how to protect the stream when you are watering or fertilizing your lawn.
- Historic markers along the trail.

Nature Trail – Dennis Burkett

- Trail maintenance – Andy will touch base with South Middleton about cutting the vegetation along the trail.
- Union Quarry Help –
 - Andy will contact Chris Wright to discuss the resurfacing of the trail at the rock crusher.
 - Andy will advise Chris that there is a large desk-like object in the stream that needs removed. It is located where the water discharges into the stream.
 - Sandy will advise Andy where the roll of carpet and padding are located so that they can also be removed.

Andy reminded those who have a trail pamphlet box assigned to them to please keep the boxes filled. This is a busy time of the year for trail walkers.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) – The CCC will host a community forum on Thursday, May 11, 2017, at the Penn Township Volunteer Fire Department Social Hall. The title of the forum is "Preserving Cumberland County's Rural Landscape & Nature Resources." The forum will include presentations and discussion by four expert panelists as well as a question and answer session. The panel discussions will begin at 6:30 p.m. and conclude by 8:00 p.m. Prior to the panel, there will be a reception between 5:30-6:30 p.m.
 - Herb and Alan plan to attend this event.
- Andy reported that the Carlisle Borough continues to work on improvements to the sewer interceptor.
 - Andy executed the Deed of Easement for the Carlisle Borough to allow them access if they ever need to work on the interceptor by High Street.
 - PennDOT is still looking to take a couple hundred square feet of right-of-way from the LRA at that location.

Stream Ecology – Bill Berwick

- ALLARM report and analysis –
 - Jinnie reported that all values are within range.
 - She added conductivity figures to the results.
- Jinnie mentioned that ALLARM is working with Lori Glace, Watershed Specialist for the Cumberland County Conservation District.
 - The event will be called "*Snapshot for the Conodoguinet Creek Watershed*".
 - A volunteer crew will collect water samples on four different dates.
 - Twenty site locations are in the process of being selected.
 - If there is a specific area along the LeTort we would like to have monitored, we should advise Jinnie.
 - The first date of collection will be sometime in July.

Project Review - Andy Parker

- No projects for review.

OLD BUSINESS:

- Board Vacancies – Middlesex Township, North Middleton Township (2), Carlisle Borough.
 - Alan has resigned his position on the Board. He has agreed to stay on until a replacement can be found.
 - For now, Alan has agreed to continue to chair the Friends committee.
 - Andy was contacted by the Borough of Carlisle asking for a meeting to verify what we are looking for in a replacement board member for Alan.
- Retired Board Member Recognition – No report – Andy will follow up with James.
- Biddle Mission Park Streambank Stabilization – We continue to review this issue and consider how we want to handle.

NEW BUSINESS:

- South Mountain Semi-Annual Partnership Meeting will be held on April 28th from 9:30-noon in Greencastle, PA.
 - Cost to attend is \$10.00.
 - The presentation topic for this meeting is "*Chambersburg Borough's Sustainable Community Certification and Creative MS4*".
 - Partner Profile: Allison Antrim Museum's Antrim Archaeology Park project.
 - Andy is tentatively planning to attend.

Herb made a motion to adjourn the meeting. Sandy seconded the motion, and the meeting adjourned at 8:00 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, May 18, 2017, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

5/18/17
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary