

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
May 18, 2017

The meeting was held on Thursday, May 18, 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, Dennis Burkett, Alan Howe, Sandy Kern, and Andy Parker

Members / Representatives Absent: James Ruhl and Herb Weigl

Staff Present: Kathy Russell

PUBLIC COMMENT - None

PRESENTATIONS - None

ANNOUNCEMENT - None

APPROVAL OF MINUTES - Alan made a motion to approve the April minutes. Dennis seconded the motion, and the motion carried.

Administrator - (Kathy Russell) - No report

COMMITTEE REPORTS

Finance / Budget - (Herb Weigl) - In Herb's absence, Andy reviewed the financials.

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Friends Cash Contribution	\$50.00
Prior month Interest	+\$23.56
TOTAL RECEIPTS	+\$73.56

Bills Requiring Approval:

Administrator	-\$300.00
Verizon Wireless	-\$26.65
TOTAL BILLS requiring approval	\$326.65

Andy made a motion to approve the May monthly bills for payment in the amount of \$326.65. Dennis 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.....	+\$326.65	
Paid bill	-\$326.65	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$14,493.94	
Interest.....	+\$0.60	
Transfer to Checking.....	-\$326.65	
Closing Account Balance.....		\$14,167.89

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$11,024.94	
Interest.....	+\$0.45	
Donation	+\$50.00	
Closing Account Balance.....		\$11,075.39

BUSINESS SUPPLEMENTAL SAVINGS, FAULKNER GRANT

Beginning Balance	\$2,518.43	
Interest.....	+\$.10	
Closing Account Balance.....		\$2,518.53

CERTIFICATE OF DEPOSIT #43 (25 Month)

Beginning Balance.....	\$5,053.10	
Interest.....	<u>+\$5.57</u>	
Closing Account Balance.....		\$5,058.67

CERTIFICATE OF DEPOSIT #44 (25 Month)

Beginning Balance.....	\$5,053.10	
Interest.....	<u>+\$5.57</u>	
Closing Account Balance.....		\$5,058.67

CERTIFICATE OF DEPOSIT #45 (25 Month)

Beginning Balance.....	\$5,145.08	
Interest.....	<u>+\$5.67</u>	
Closing Account Balance.....		\$5,150.75

CERTIFICATE OF DEPOSIT #46 (25 Month)

Beginning Balance.....	\$5,088.16	
Interest.....	<u>+\$5.60</u>	
Closing Account Balance.....		\$5,093.76

PAYPAL ACCONT

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

TOTAL FINANCIAL ASSETS ON DEPOSIT..... \$48,223.66

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

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$48,223.66

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

Friends of LeTort – Alan Howe

- Chamber Membership and Mailing – Alan announced that the Chamber will be holding three mixer events next week:
 - Tuesday, May 23 – Business Leader's Reception - Penn State Dickinson School of Law – 5:00-7:00 p.m. - \$25/member rate
 - Wednesday, May 24- Member-to-Member Network Building Lunch – Hoss's Steak & Sea House – 12:00-1:00 p.m. (there is no cost to attend, however each individual will order and pay for their own meal).
 - Thursday, May 25 – Member Mixer with YWCA Carlisle and CenturyLink – YWCA Carlisle – 5:00-7:00 p.m. – free for members.

The Friends' Steering Committee will be meeting at 3:30 p.m. on Monday, May 22 to discuss:

- The Instagram account and how we can use this account to set up activities for members.
- The organization of future events.

- Fundraisers and events (Market Cross, Faulkner pet event)
 - Alan received an email from the chair of the Carlisle Area Dog Park Association. They are interested in working with us to organize the Faulkner Subaru pet event.
 - Alan is waiting for a response from Ashley at Market Cross to confirm the timeframe for the July 9th fundraiser.
 - Alan is hoping to have the Steering Committee take on the task of poster design for this event.
 - We need to make sure patrons know they must say they are dining and donating.
 - Alan has requested a seat or two at the end of the bar at the entrance of the pub to allow us to greet people and hand out LRA brochures and ALLARM stickers as a reminder of the fundraiser event.
 - Andy found an email from the owner of Capital Renters.
 - Alan will follow up with this potential funding source.

Grants – Andy Parker

- Cumberland Valley Visitors Bureau mini-grant – trail counts –
 - Alan is still waiting for the trail count data from Paul.
 - Alan will follow up.
 - Andy sent an email to Ashley at CVVB updating her on the status of the data results.
- Faulkner Sponsorship
 - The funding from Faulkner has been approved.
 - Andy and Sandy have a photo op set up for next week with Chris, the Faulkner sales manager.
 - This money is earmarked for use on updating the website design.
- Union Quarries
 - We received a \$1,000 donation from Union Quarries in February.
 - Sandy and Andy did a photo op with Chris Wright, the president of Union Quarries, on May 16th.

Audit – James Ruhl

- Ad hoc committee formation
 - James and Herb will attend a meeting with the auditor on May 25th.
 - Dennis volunteered to participate on the ad hoc Audit Committee with James to review the audit results and develop any recommendations for reporting changes as needed.

Information and Education - Sandy Kern

- Recent Press Releases –
 - Sandy wrote and submitted a press release on Tuesday about Union Quarries' sponsorship.
 - Sandy asked Holly to post the press release on our website.
 - Sandy also posted the photo and announcement on our Facebook page.
 - Sandy is waiting for the Faulkner photo to be taken before submitting the Faulkner press release.
- Website stats and updates –
 - Sandy needs assistance on how to get set up with Google Analytics.
 - Hopefully, when we get the new website set up, we will have this capability.

Andy has contacted:

- Alpha Graphics – with no response yet.
- Sean Campbell – Sean replied but did not provide us with a proposal. He doesn't see any problem making the site mobile-friendly, recommends we use WordPress. Sean offered to give an in-kind donation of his services.
- A revised quote of \$4,500.00 was received from Cross and Crown.
- We know we like the quality of work offered by Cross and Crown.
- Andy will wait to see if he gets a response from Alpha Graphics.
- No further action was discussed.

- Facebook page updates –
 - Sandy has been keeping the Facebook page updated and posting events such as the watercress farm tour, information from ALLARM regarding rain barrels, and sustainable lawn care tips.
 - Sandy requested that when members visit the trail, they send her a photo and brief description of what they're doing to be posted on our Facebook page.
 - Herb has submitted photos and information on his birdwatching and the native plant garden created by the Garden Club.

Nature Trail – Dennis Burkett

- Trail maintenance –
 - SMT has not responded to Andy's request to do brush cutting along the trail.
 - Dennis volunteered to make several phone calls to see if he can locate someone who has the proper equipment to trim back the vegetation.
 - Dennis posed a question to Alan about the possibility of landowners hiring the Friends volunteers to come in and remove vegetation along the banks with the landowners making a donation to the organization.
 - Alan responded that the Friends group will want to participate in this type of cleanup as long as it is advantageous to the stream.
- Union Quarry Help –
 - Union Quarries has agreed to resurface a section of the trail in front of the rock crusher.
 - There is a 12" steel well cap surrounded by concrete in the middle of the trail that should remain accessible and not be covered.
 - Union Quarries has agreed to remove the large piece of steel/metal located about 10 feet off of the trail on the quarry side.
 - Andy talked with Chris Wright at Union Quarries.
 - UQ has some conflicts with the truck crossing due to people not yielding.
 - There are stop signs on the trail on each side of their quarry road.
 - UQ has told their drivers to be cautious.
 - UQ had added flashing red lights to remind their drivers to be careful.
 - UQ will add additional signage to the stop signs that says "truck crossing".
 - The LRA should post signage approximately 100-150 feet in each direction on the trail warning "truck crossing ahead".
 - Andy made a motion to get a quote on signage "truck crossing ahead" to be posted at the trail. Alan seconded the motion, and the motion carried.
- Trail signage – Andy will add arrow signage on Bedford Street directing people to the trail.
- LeTort Park Bridge – Carlisle Parks and Rec submitted a maintenance request reported by a bicyclist about a board on the wooden bridge between LeTort Park and the LeTort trail that was sticking up and could be a potential liability for the LRA. Andy made the repairs by inserting several deck screw into the board.
- Tree maintenance – Andy reported that there is a downed tree over the trail that is hung up in another tree. It does not appear to be an immediate hazard.
- Andy reminded everyone to keep the trail map boxes full. He also stated that the lid on the box at S. Spring Garden Street is broken and needs new screws.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) –
 - Andy reported that the Future of Cumberland County Forum was a success with over 120 in attendance.
 - Herb is not available to attend the next meeting on Monday, June 12 at 6:00 p.m.

- Andy will try to attend.
 - If anyone else is interested, please let Andy know.
 - They will be doing an After Action Assessment of the Future of Rural Cumberland County Forum.
 - They will discuss what the next steps will be as a follow-up to the forum.
- CPC purchase of Burgoon property – SMP Speakers Series LeTort Headwaters Tour
 - Bill, Sandy, and Alan were in attendance.
 - The event was well attended - 41 people.
 - High Street property sewer easement and PennDOT ROW – The Borough has processed and recorded the deed of easement for its sewer line.
 - We've been contacted by representatives from PennDOT about the right-of-way.
 - PennDOT is replacing the bridge.
 - PennDOT wants to take 884 square feet from the LRA for right-of-way
 - PennDOT would like a temporary construction easement for 1,682 feet.
 - This overlaps with the current sewer easement already in place.
 - They have appraised the property.
 - Andy is waiting for a callback from PennDOT.
 - The County Tax Assessment Office has assessed our value of .18 acres at \$40,500 (\$5.17/ sq. ft.)
 - Looking at the other properties on the block, they range in value from a low of \$4.06 / sq. ft. to a high of \$9.23 / sq. ft., which averages out to \$5.92 / sq. ft.
 - The \$5.17 that our property is valued at is within the range.
 - If they take 884 sq. ft. from the LRA, we should get approximately \$4,500-\$5,000 for the right-of-way.
 - PennDOT will make us an offer that they feel is fair market value.
 - If we choose to fight, they will take the property by eminent domain.
 - We can request that PennDOT do some ecological-type restoration of the area.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – Andy reviewed ALLARM's stream data report figures.
- Apparent herbicide use in stream (South Spring Garden Street upstream of CVTU property)
 - Alan reported on an alarming concern that there is a stretch of the stream (from Otto's farm downstream to the LeTort Park) that has no vegetation.
 - A DEP representative and Tom Miller suggested that South Middleton might have sprayed herbicide along the side of the road that ended up in the stream.
 - Another option could have been something caused by the property owners (Berkhouser) at Otto's farm.
 - Alan noticed last year at Vince's Meadow that there was a stretch of 100 feet or more where someone had gone from mid-channel of the stream to the shore and raked out all the vegetation.
 - Alan's concern is that someone attempted to remove the vegetation and was not satisfied with the result and tried to dump Roundup or something else in the stream to clear it.
 - Vegetation is normal where the stream runs through the Carlisle Barracks.
 - Vegetation at Andy's property is also normal.
 - The permit reviewer for the Union Quarries permit is Dan Welte.
 - Dan reported the sinkhole.
 - Andy reported the lack of vegetation to Dan who stated that we should reach out to the Fish & Boat Commission.
 - Andy reported the vegetation issue to the Fish & Boat Commission.
 - Andy received acknowledgement that they received the report.
 - We have not gotten any results to date.
 - If Andy does not have a response by early next week, he will follow up.
 - This may be a good opportunity for us to push possible stream restoration.
 - More structural cover in the stream.
 - Alan suggested that the LRA send out a notification letter to the county, borough, and municipalities stating that the vegetation problem is beyond our resources as they are currently funding us. If they want the LRA to take care of this problem, we will need additional funding to hire an executive director to spearhead these issues; otherwise, they will have to address the issues themselves.
We need to bring to their attention that:
 - There is economic value in the stream.
 - Poor stream conditions could impact the entire community.
 - Alan suggested that we issue signage giving contact information on who to notify if you see any issues with the stream.
 - Department of Environmental Protection
 - Fish & Boat Commission
 - LeTort Regional Authority

Project Review - Andy Parker

- No projects for review.

OLD BUSINESS:

- Board Vacancies – Middlesex Township, North Middleton Township (2).
 - Sandy will continue another term as the county representative.
 - Cumberland County said they do not need to be involved.
 - The LRA has authority to appoint our own county board members.

- Retired Board Member Recognition
 - Andy reported that James is ready to order the plaques.
 - Plaque costs will be \$50 to \$80 each, depending on size.
 - The plaques will be able to be screwed directly onto the bridges.
 - The plaques are designed to resist weathering.
 - In the event of vandalism, we can swap out the engraved part without removing the plaques from the bridge.
 - Andy is waiting to hear from James on the word count that is available on each plaque.
 - Andy and Sandy will work together to come up with the wording for the plaques.

NEW BUSINESS:

- Tree across stream upstream of North Street.
 - We received a report of a tree across the stream just upstream of North Street.
 - Property owners on Porter Avenue are concerned that the tree could cause flooding to their property.
 - Andy identified where the tree was located and reported it to the Carlisle Borough, who said they would take care of it.
 - The borough reached out to the property owners saying they didn't feel the trees were the borough's responsibility.
 - The borough is trying to figure out if they have the authority to tell the property owner to take care of the downed tree.
- Cumberland County Master Gardeners Plant Fest – May 20, 8:00-1:00 at the Cumberland County Extension Office.
 - Andy will be setting up a booth for the LRA.
 - Anyone interested in joining Andy to man the booth should stop by.

Sandy made a motion to adjourn the meeting. Bill seconded the motion, and the meeting adjourned at 8:30 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, June 15, 2017, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

6/19/17
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary