

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
June 15, 2017

The meeting was held on Thursday, June 15, 2017, at the Carlisle Community Center. The meeting was called to order by Andy Parker at 7:07 p.m.

ATTENDANCE

Members / Representatives

Present: Bill Berwick, Dennis Burkett, James Ruhl, and Andy Parker

Members / Representatives Absent: Herb Weigl, Alan Howe and Sandy Kern

Visitor / Perspective New Member: Andy introduced Brett Flower, who is a potential replacement for Alan on LRA board.

Staff Present: Kathy Russell

PUBLIC COMMENT - None

PRESENTATIONS – None

ANNOUNCEMENT – None

APPROVAL OF MINUTES – Dennis made a motion to approve the May minutes. James 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	
Prior month Interest	+\$24.37
TOTAL RECEIPTS	+\$24.37

Bills Requiring Approval:

Administrator	-\$300.00
Verizon Wireless	-\$26.65
PennPRIME	-\$1,050.00
The Sentinel (Audit Ad)	-\$66.73
TOTAL BILLS requiring approval	\$1,443.38

Andy made a motion to approve the June monthly bills for payment in the amount of \$1,443.38. 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	+\$1,443.37
Paid bill	-\$1,443.37
Closing Account Balance	\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$14,467.89
Interest	+\$0.61
Transfer to Checking	-\$1,443.38
Closing Account Balance	\$12,725.12

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$11,075.39
Interest	+\$0.47
Closing Account Balance	\$11,075.86

BUSINESS SUPPLEMENTAL SAVINGS, FAULKNER GRANT

Beginning Balance	\$2,518.53
Interest	+\$0.11
Closing Account Balance	\$2,518.64

CERTIFICATE OF DEPOSIT #43 (25 Month)		
Beginning Balance.....	\$5,058.67	
Interest.....	<u>+\$5.76</u>	
Closing Account Balance.....		\$5,064.43
CERTIFICATE OF DEPOSIT #44 (25 Month)		
Beginning Balance.....	\$5,058.67	
Interest.....	<u>+\$5.76</u>	
Closing Account Balance.....		\$5,064.43
CERTIFICATE OF DEPOSIT #45 (25 Month)		
Beginning Balance.....	\$5,150.75	
Interest.....	<u>+\$5.86</u>	
Closing Account Balance.....		\$5,156.61
CERTIFICATE OF DEPOSIT #46 (25 Month)		
Beginning Balance.....	\$5,093.76	
Interest.....	<u>+\$5.80</u>	
Closing Account Balance.....		\$5,099.56
PAYPAL ACCONT		
Beginning Balance.....	\$0.00	
Closing Account Balance.....		\$0.00
TOTAL FINANCIAL ASSETS ON DEPOSIT.....		\$46,804.65
ON HAND FOR DEPOSIT.....		<u>\$0.00</u>
TOTAL FINANCIAL ASSETS ON DEPOSIT:.....		\$46,804.65

- 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 – Andy reviewed the Chamber’s monthly mailing which included information on:
 - Chamber Mixer – June 22nd 5:00 p.m. – 7:00 p.m. at the Hertzell Eye Specialist – 37 Brookwood Avenue, Carlisle.
 - Carlisle Chamber will hold a luncheon at Ski Roundtop Mountain Resort on June 28th from 11:30 a.m. – 1:30 p.m.
- Fundraisers and events (Market Cross, Faulkner pet event)
 - The Dine and Donate event at Market Cross Pub is scheduled for July 19th from 11:00 a.m. – 9:00 p.m.
 - Alan has enlisted some of the Friends group to assist with advertising and make table tents to go on each table.
 - This event has been posted on the Friends FB page.
 - Alan asked for volunteers to sit at the end of the bar to greet patrons and make sure they understand that they must say that they want to donate to their waitress in order for the Friends group to get credit.
 - Sandy is working with Mallory Frank and Lynette of the Carlisle Dog Park Association to organize a pet event with Faulkner Subaru at LeTort Park.
 - The proposed date for this event is Saturday, October 7, 2017.
 - LRA and ALLARM will have an opportunity to have a table at this event.
 - Sandy will work with Mallory and Lynette to organize a dog fashion show or dog/owner fashion show and other family-friendly activities.
 - An \$80 rental fee will be charged for the use of the pavilions at LeTort Park.
 - We will need to execute a Park Use Agreement.
 - Faulkner will provide some pet giveaways and a car that the kids can paint with washable paint.

The LRA is looking to do a mailer with all of the property owners adjacent to the stream, an owner’s guide on protecting the stream.

Grants – Andy Parker

- Cumberland Valley Visitors Bureau mini-grant – trail counts – Alan and Andy will work to close out this grant.
- Faulkner Sponsorship –
 - Andy contacted three different firms requesting a bid for our website update using the Faulkner money. We have two criteria for this update:
 - User friendly – easy to update
 - Formatted for mobile devices
 - Cross and Crown was the only firm who gave us a hard proposal - \$4,500.00 (we had budgeted \$6,000).

James made a motion to accept the Cross and Crown bid to proceed with updating our website. Dennis seconded the motion and the motion carried.

- Union Quarries –
 - We received a \$1,500.00 donation from Union Quarries.

- UQ will add additional signage on the trail where it intersects with their driveway.
- Andy agreed that LRA would also place signage on the approaches (150-200 feet away) to warn bikers and hikers about the crossing.
- UQ has agreed to resurface the trail in front of their crusher.

Audit – James Ruhl

- Herb and James attended the meeting with Smith, Elliott, and Kearns, our auditors. We had a completely clean audit.

Information and Education - Sandy Kern

- Recent Press Releases – No report
- Website stats and updates – Sandy is working with Holly to update our website.
- Facebook page updates – Sandy is asking for any board member who goes onto the trail or fishes in the stream to take a few photos and send them to her with some information so that she has news to put on the FB page.

Nature Trail – Dennis Burkett

- Trail maintenance –
 - Dennis made several phone calls to contractors and individuals to try to find someone who has a vertical sickle bar, but he has been unsuccessful.
 - Andy would like to have the lawn service we used last year mow the trail.
 - Andy will work with Alan to get a Friends group together to try to clear the Bonnybrook spur section of the trail.
 - Andy will contract Cory at South Middleton Township again to see if they can get to the trail.
- Union Quarry Help – previously discussed.
- Trail signage – previously discussed
- Tree maintenance – There is a tree between Bonnybrook and South Spring Garden Street that has fallen and is caught in the branches of another tree over the trail. Eventually, it will need to be removed professionally.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) –
 - The CCC reported that there is money coming to Pennsylvania out of the Volkswagen settlement (\$118 million). The priority is on air quality improvements and general environmental projects. If we have anything we would like to identify as potential projects, we should contact the CCC.
 - Andy attended the CCC meeting for Herb on Monday.
 - They are talking about hiring some part-time help to take care of some of the administrative duties.
 - They plan to debrief about the Future of Rural Cumberland County Forum they held.
- CPC purchase of Burgoon property – Nothing new to report.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – Andy reviewed ALLARM's stream data report figures.
 - Turbidity is registering high at sites 5 and 6 through town.
 - Phosphate level is high at one station.
- Apparent herbicide use in stream (South Spring Garden Street upstream of CVTU property)
 - Andy will contact DEP and the Fish & Boat Commission to ask who they want their spokesperson to be when he contacts the newspapers regarding this problem.
 - Andy reported that large trout are hiding under the bridge along the trail, trying to gain cover wherever they can.
 - This will stress the trout and make food more difficult – more competition.
 - James asked if it would be possible to add artificial vegetation.
 - Andy spoke with the Fish & Boat Commission several years ago about restoration efforts in the LeTort. They indicated at the time that they would be interested in that project, but they were still finishing up the Big Spring efforts.
 - A lot of the vegetation we do have is non-native, and if we were to go back and try to reestablish a plant community, now might be a good time to reestablish it with native plants before the non-natives get too much of a foothold.

Project Review - Andy Parker

- No projects for review.
- Andy noticed there is a large land development / land clearing operation going on behind the Flying J. He will check to see how much of this property is in the watershed. We never received any plans to review on this construction.

OLD BUSINESS:

- Board Vacancies – Middlesex Township, North Middleton Township (2).
 - Brett Flower is considering joining the LRA board as a Carlisle Borough representative – replacing Alan Howe.
 - Andy had a conversation with a North Middleton Township resident at the Plant Fest who seemed to be very interested in joining the board. He is an engineer and recently changed jobs. He needs to check with his new employer to make sure there are not conflicts. He will try to attend future LRA meetings. If he can't join the board, he could get involved with Friends.

- Retired Board Member Recognition
 - James asked for feedback on the language for the plaque.
 - James was figuring a 6" x 8" plaque with text.
 - One of the benefits of the plaque is that the engraved part can slide out and be replaced in case of vandalism.
 - The cost of the 6" x 8" plaque is approximately \$80.00 each.
 - Kathy will check the minutes to see how many years Erich was active with the LRA.
 - James will draft verbiage for the plaques and run it by Andy and Sandy before he has the plaques made.
- 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.
 - Andy will follow up with the Carlisle Borough to see if and what they plan to do regarding the downed tree.
- Cumberland County Master Gardeners Plant Fest – May 20, 8:00 a.m. - 1:00 p.m. at the Cumberland County Extension Office.
 - Andy reported that the event was well attended, and we got good exposure.
 - Several people sign up for the Friends group.
 - Andy will follow up with these folks.
 - Andy spoke with a couple who purchase a piece of property along the Mully Grub and were potentially interested in restoring the back end of their property as a riparian zone and possibly putting it into a conservation easement.
 - Andy told them we would be happy to work with them, but he has not heard back from them.

NEW BUSINESS:

James presented a new program being offered by Career Services at the Dickinson School of Law focusing on community outreach.

PROGRAM DETAILS:

- Leading Law Students is a program developed to provide law students with the opportunity to serve their local community by participating on the Board of a nonprofit organization.
- Program runs September – May
- Open to current second-year law students.

HOST ORGANIZATION EXPECTATIONS:

- Provide advance notice of meeting dates and times.
 - Have the student introduced to other board members.
 - Communicate the organization's goals and community partnerships.
 - Provide a brief written evaluation of their experience at the end of the student's board service.
 - Students can assist attorneys in the Organization and on the board in conducting legal research and drafting legal document.
- STUDENTS ARE NOT LICENSED ATTORNEYS.

LAW STUDENT:

- Students commit to serve as a temporary, non-voting member of the board for both fall and spring semesters during the academic year.
- Students required to attend a majority of the meetings and/or events (fundraisers).
- Students are expected to attend and fully participate in the Organization's governing activities.
- Students are not expected to make a financial contribution while serving as a non-voting member.
- Students will attend a board service training organized by Dickinson Law Career Services Office prior to the beginning of their board service.
- Students are expected to provide a brief written evaluation of their experience at the end of their board service.

Andy suggested we work with ALLARM, CPC, or CCC to give the student a well-rounded experience.

LRA board members were asked to review this program. We will discuss and vote on whether we want to participate at the July board meeting.

Dennis made a motion to adjourn the meeting. James seconded the motion, and the meeting adjourned at 8:07 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, July 20, 2017, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

7/21/17

Date Adopted

Prepared by: Kathy L. Russell


Sandy Kern, Secretary