

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
July 16, 2015

The meeting was held on Thursday, July 16, 2015, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:02 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, and Jinnie Woodward

Staff Present:

Kathy Russell

We had one visitor at the meeting – Alan Howe

PUBLIC COMMENT - None

PRESENTATIONS - None

ANNOUNCEMENT - None

APPROVAL OF MINUTES - Erich made a motion to approve the June minutes. James seconded the motion, and the motion carried.

Administrator - (Kathy Russell) – No report

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Plan Review Fees	\$ 300.00
Prior month	
Interest	+\$ 6.64
TOTAL Receipts.....	+\$306.64

Bills Requiring Approval:

Administrator	\$ 300.00
Deborah E. Bolger (Friends of Kings Gap Invoice)	975.00
Smith Elliott Kearns & Co (audit)	2,475.00
The Sentinel (publish audit notice).....	56.10
Rob Weibley (mow trail)	375.00
TOTAL bills requiring approval (Subtotal)	\$4,381.00

TOTAL BILLS:..... \$4,381.10

Herb made a motion to pay the July bills totaling \$4,381.10. Erich 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.	+\$200.00	
Paid bills	-\$200.00	
Transfer from Bus. Savings Acct.	+\$4,181.10	
Paid bills	-\$4,181.10	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$ 6,509.98	
Transfer from Bus Savings Acct.	+\$200.00	
Trf'd to Checking	-\$200.00	
Interest.....	+\$0.27	
Plan Review Fee	+300.00	
Trf'd to Checking	-\$4,181.10	
Closing Account Balance.....		\$2,429.15

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$ 4,841.80	
Interest	+ \$0.20	
Closing Account Balance		\$4,842.00

BUSINESS SUPPLEMENTAL SAVINGS, SOUTH MOUNTAIN PARTNERSHIP GRANT

Beginning Balance	\$5,665.78	
Interest	+ \$0.23	
Closing Account Balance		\$5,666.01

CERTIFICATE OF DEPOSIT #40 (24 Month)

Beginning Balance	\$5,027.92	
Interest	+ \$5.12	
Closing Account Balance		\$5,033.04

CERTIFICATE OF DEPOSIT #41 (9 Month)

Beginning Balance	\$5,004.50	
Interest	+ \$0.82	
Closing Account Balance		\$5,005.32

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:..... \$23,225.52

ON HAND FOR DEPOSIT **\$0.00**

Closing Account Balance..... \$23,225.52

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

We expect to receive the yearly contributions from North Middleton and South Middleton Townships by the end of July.

- Andy will follow up with South Middleton Township on its expected contribution of \$5,800.00.
- James will follow up with North Middleton Township on its expected contribution of \$2,000.00.

Erich reported that we have \$588 remaining in the budget for trail maintenance.

- He expects that we will only need to have mowing done three or four more times, so the budgeted funds should be sufficient to cover this expense.

Herb commented that we had authorized him to spend up to \$1,000 extra for plantings. The Garden Club members were generous with their donations and purchased plants at low cost from one of their vendors, so they did not have to spend any of the extra funds. In fact, they only spent \$200 of the LRA's money on plantings. The garden is not completed yet, but they are doing very well at managing their funds for the project.

Friends of LeTort – James Ruhl

- Friends status report and donations –
 - James is organizing a projected September direct mail campaign.
 - Sandy will assist James with the mailing and with drafting the campaign letters.
 - It was suggested that we should identify all property owners and businesses located along the LeTort and send them a separate campaign letter.
 - A copy of the trail map will be included in the mailings of previous contributors.
 - Sandy and James will meet to edit the mailing list and organize this campaign.

Grants – Jerry Gapp

- South Mountain Partnership mini-grant schedule and status
 - Jerry reported that we have approval from South Mountain to use their sensors for 18 months to acquire a trend line of increased usage on the trail.
 - The Cumberland Valley Tourist, Partnership for Better Health, and South Mountain Partnership are looking for results from this trail usage data.
 - The plan is to place three sensors at three locations along the trail.
 - Jerry will pick up the sensors from the Appalachian Trail office on Monday.
 - Jerry will contact the professor from Shippensburg University, who will meet and instruct him and Bill on how to set up the sensors and collect data.
 - Once the data has been collected, it will be forwarded to the professor, who will perform a usage study similar to the one he did for the Rails-to-Trails project.
 - Bill has agreed to collect the data from the sensors.
 - Lorin provided an email update on the status of the signage project:
 - Lorin has received the last sign draft from Andy and is moving forward on final editing and assembly of the drafts and illustrations for submission to the designer/manufacturer.
 - He will send the LRA board members, via group email, a copy of the Word and JPEG files to obtain approval for submission.

- As with last year, Crown Trophy will require a 50% prepayment with submission of the drafts to begin work.
 - For five signs, including the map, a check would need to be mailed in the amount of \$1,500.00.
 - If we are dropping the map sign, a check for \$1,200 for four signs would be required.
 - Jerry indicated he had procured a manufacturer other than Agar for the backing/posts, and perhaps a new installer.
 - Lorin would like to schedule a meeting with Jerry for early next week to review the drafts and the plans for completing the project.
 - Lorin would like to have the sign draft mailed to Crown by the end of July so that the design and manufacture is completed in a timely manner for installation prior to the arrival of prohibitive temperatures.
 - Herb made a motion to authorize a check for up to \$1,500.00 for signage to Crown Trophy. Sandy seconded the motion, and the motion carried.
 - Partnership for Better Health Grant Status – Bonnybrook Spur and Trailhead design – Invitation for full grant application.
 - Jerry has 90% of this grant written.
 - He is waiting for information from the CCC.
 - At the June 29th meeting of the CCC, Herb and Jerry briefed them on the grant.
 - LRA seeks a grant from PHB to enhance the southern portion of the LeTort Recreational Trail to improve access to the trail, improve safety, and upgrade the Bonnybrook spur to ensure ADA compliance.
 - Phase I is estimated at \$24,500 to do the design, survey, and permitting work to define the project.
 - After discussion of the particulars of Phase I and the need for the LRA to partner with the CCC for use of its 501c3 status, the following action items were agreed upon:
 - LRA will reach out to impacted landowners and get letters of understanding or support.
 - For the Bonnybrook spur - Trout Unlimited, Union Quarry, and Andy Parker
 - For the south side of South Spring Garden Street, we will need to verify who the current owner is.
 - These letters should go with the application to strengthen our request.
 - CCC (Wilkes, Richards): Rough out an agreement between the CCC and LRA assuming a \$24,500 grant.
 - CCC would be the grant recipient and the LRA the subcontractor/executor.
 - CCC (Wilkes, Richards) Develop a policy on fiscal sponsorship.
 - The LRA can participate on this issue, but we have no vote.
 - The grant requires that we provide letters of support from two affiliated organizations, so we will contact South Middleton Township and Central Pennsylvania Conservancy.
 - LRA would like to present the application for review in September.
 - LRA desires a mid-July agreement draft.
 - Charges for CCC and attorney costs to be determined.
- CVVB 2015 mini grant – To be used for printing trail map / brochure and development of social media.
 - The value of the grant will be \$1,800.
 - The grant cash will be \$1,200.
 - Jerry's anticipated costs:
 - \$900 for map printing
 - \$300 expenses for installing the counters
 - \$110 each for three pamphlet boxes
 - \$250 miscellaneous
 - The LRA cash match of \$600 will come out of the 2016 operating budget.
 - The grant will not be awarded to us until November.
 - Herb made a motion to authorize Jerry to submit the CVVB grant application tomorrow morning. Sandy seconded the motion, and the motion carried.

Audit – Jerry Gapp – No report

Information and Education – Holly Smith

- Public speaking schedule – No report
- Website stats and updates – No report
- Facebook page updates – No report
- CCHS LeTort Educational Exhibit @ CVVB – Sandy plans to contact Jason Illari, the Cumberland County Historical Society executive director, to find out details on how he would like us to proceed with this project.

Nature Trail - Erich Messerschmidt

- CVTC report – (in scheduled months) – No report
- Trail Maintenance –
 - Erich trimmed briars along the trail
 - Mowing looks good
 - Last year we had expenses for two mowings and some major cutback on brush
 - Erich believes there is sufficient funds in the budget for three mowings and cleanup from storm damage.
 - Andy reported that a dead tree and a leaning ash tree are causing safety hazards along the trail.
 - Andy will walk the trail and take inventory of additional liabilities that need to be addressed.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) – See notes above for Partnership for Better Health Grant.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – No report

Project Review - Andy Parker

- Mallios Property – Andy will review this 2½ acre site plan located off Fairview Street for construction of two garden apartments plus a garage for tenants. He will report at the next meeting.

OLD BUSINESS:

- The Middlesex Township representative –
 - This position is still vacant.
 - Middlesex Township ran an advertisement for this position in their township newsletter but received no response.
 - Please let Herb know if you are aware of an interested or qualified person to fill this position.
- Crawfoot Award –
 - Herb spoke with Jason Illari at CCHS.
 - Jason agreed that the CCHS membership dinner, which is open to the public, would be a wonderful time to present LRA's Crawfoot Award.
 - The dinner is scheduled for Tuesday, October 27th at the Carlisle Country Club.
 - Social Hour beginning at 6:00 p.m.
 - Dinner – 7:00 p.m.
 - Presentations – 7:45-8:00 p.m. Meeting / Award Ceremony
 - Tables seat approximately 8 people
 - Cost per person is approximately \$50
 - Linda Mann is the program coordinator organizing this event.
 - The 2015 Crawfoot Award will be presented to the Cumberland County Historical Society as the primary mover behind the book.
 - A plaque will be presented to the executive director or principle author of the book.
 - Framed certificates also will be presented to each of the other eight authors of the book.
 - Herb will not be able to attend this event but would like to see at least one table of LRA members in attendance.

NEW BUSINESS:

- The Carlisle Garden Club has expressed concerns about the garden area being a high-value target for people who may want to remove plants for their personal gardens and continued vandalism on the bridge.
 - Herb suggested that since we have approximately \$800 that was budgeted for plant materials but not spent, he would like to use the extra funds to purchase a security camera to monitor both the planting area and the bridge.
 - Herb contacted Andrea Crouse, the Carlisle Parks and Recreation supervisor, and informed her that we may be interested in purchasing or partially funding a camera, as long as we can hook it into the security system they are using to monitor, which happens to be the Carlisle Police Department.
 - Andrea contracted a lieutenant at the Carlisle Police Department who is in charge of this function, and he will meet with the camera company involved.
 - After this meeting, the lieutenant will contact Herb and advise if this is a feasible idea.
 - Herb will then reach out to the camera company, research the costs, determine the process, and decide if we can proceed.
 - Herb will update us on the status of this project at the August meeting.
- Letters of Support for:
 - Andy provided a letter of support to the Cumberland County Housing and Redevelopment Authorities for "Urban Stormwater Park."
 - Andy provided a letter of support to the Central Pennsylvania Conservancy for "Purchase of the Burgoon Property."
- Alan Howe made several comments:
 - At the Trout Unlimited meeting last evening, a member mentioned that there is a farmer who plowed and tilled his fields but didn't replant anything. During rains, the silt runoff from the field is turning the LeTort brown. The field is located at the headwaters above the Bonnybrook Road Bridge.
 - Herb said this issue is nothing to be concerned about. The water clears after about 6-8 hours.
 - Andy will contact the Conservation District to advise them of this problem.
 - Alan is now one of the Sentinel's unpaid community columnists.
 - He is asking LRA members to let him know if there are any topics they would like to have addressed in his articles.

Erich made a motion to adjourn the meeting. Jerry seconded the motion, and the meeting adjourned at 8:18 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, July 16, 2015, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

8/24/15
Date Adopted
Prepared by: Kathy L. Russell


Sandy Kern, Secretary