

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
August 20, 2015

The meeting was held on Thursday, August 20, 2015, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:03 p.m.

ATTENDANCE

Members / Representatives

Present: Sandy Kern, Erich Messerschmidt, Andy Parker, James Ruhl, and Herb Weigl

Members

Representatives Absent: William Berwick, Jerry Gapp, Holly Smith, Lorin Snyder, and Jinnie Woodward

Staff Present: Kathy Russell

PUBLIC COMMENT - Alan Howe joined the meeting as a guest

PRESENTATIONS - None

ANNOUNCEMENT - None

APPROVAL OF MINUTES - Erich made a motion to approve the July minutes as amended. Herb 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
Municipal Contributions	\$7,800.00
- South Middleton Township - \$5,800.00.	
- North Middleton Township - \$2,000.00.	

Prior month

Interest	+\$ 6.78
TOTAL Receipts.....	+\$8,106.78

Bills Requiring Approval:

Administrator	\$ 300.00
Crown Trophy (50% deposit for signs).....	\$1,200.00
First Capital Engineering (refund).....	100.00
Rob Weibley (mow trail)	<u>\$135.00</u>
TOTAL bills requiring approval (Subtotal)	\$1,735.00

TOTAL BILLS:..... \$1,735.00

Herb made a motion to pay the July bills totaling \$1,735. 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.....	+\$535.00	
Paid bills	-\$535.00	
Transfer from Supplemental Savings Acct	+\$1,200.00	
Paid bills	<u>-\$1,200.00</u>	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$ 2,429.15	
Interest	+\$0.16	
Plan Review Fee	+\$300.00	
Municipal Contributions	\$7,800.00	
Trfd to Checking	<u>-\$535.00</u>	
Closing Account Balance.....		\$9,994.33

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$ 4,842.00	
Interest	+ <u>\$0.21</u>	
Closing Account Balance.....		\$4,842.21

BUSINESS SUPPLEMENTAL SAVINGS, SOUTH MOUNTAIN PARTNERSHIP GRANT

Beginning Balance	\$5,666.01	
Interest	+ <u>\$.24</u>	
Transfer to Checking.....	- <u>\$1,200.00</u>	
Closing Account Balance.....		\$4,466.25

CERTIFICATE OF DEPOSIT #40 (24 Month)

Beginning Balance.....	\$5,033.04	
Interest	+ <u>\$5.30</u>	
Closing Account Balance.....		\$5,038.34

CERTIFICATE OF DEPOSIT #41 (9 Month)

Beginning Balance.....	\$5,005.32	
Interest	+ <u>\$0.85</u>	
Closing Account Balance.....		\$5,006.17

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:..... **\$29,597.30**

ON HAND FOR DEPOSIT **\$0.00**

Closing Account Balance..... **\$29,597.30**

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

Herb reported that one of our nine-month, \$5,000 no penalty Certificates of Deposit is non-renewable and due to expire on September 15. After discussing several options, it was decided to re-invest these funds into a 19-month 1% interest CD. Herb will take care of this transfer.

Friends of LeTort – James Ruhl

- Friends status report and donations –
 - James and Sandy continue to work on the mailing campaign.
 - Sandy is updating the request letters to current and new potential contributors.
 - James suggested that a mailer be sent to business owners located along the LeTort, followed up by a phone call and a personal visit from an LRA member.
 - Erich suggested the possibility of businesses purchasing an ad of sponsorship as a Friends member.
 - We would show sponsorships on our website or on our map/brochure
 - Sell ads and create a membership address book for distribution to sponsors.
 - James and Sandy welcome any additional input or suggestions from the board members.

Grants – Jerry Gapp (as reported by Andy Parker, Herb Weigl, and Sandy Kern)

- South Mountain Partnership mini-grant schedule and status.

Lorin emailed a progress report:

 - Four sign drafts have been completed and submitted to Crown Trophy.
 - Herb has been requested to make a 50% down payment of \$1,200.
 - Crown will design the signs and will respond with first drafts
 - Sign drafts will be reviewed and approved by Lorin.
 - We are still on track for timely installation.
 - Jerry is working with Agar Welding to have the frames constructed.
 - Jerry coordinated with Crown and Agar that when they complete the frames and signs, they will deliver them to McCorkel Construction, which will perform the installation.
- We accepted the quote for the distance markers from Franklin Bream.
 - Herb will meet with Mr. Bream on Tuesday morning at 11:00 a.m. to discuss the installation.
 - They will pin down and approve the actual locations and install.
 - Mile markers will be placed every ½ mile starting at LeTort Park, heading south.
- Trail Mark Counters
 - Bill was to work with Jerry on the trail use of infrared counters we are borrowing from South Mountain Partnership; however, Bill is scheduled for heart surgery.
 - Alan Howe volunteered to help with this project.
 - A professor from Shippensburg University will show Alan how to set up the counters and gather the data
- Garden Club Project
 - Herb reported that this project is complete.
 - A work day will be scheduled in August.

- Discussed security camera at garden location.
 - Jerry spoke with Andrea Crouse, the Carlisle Parks and Recreation director, who spoke to the Carlisle Borough Police.
 - The police are willing to monitor the camera and tie it into their system.
 - Jerry spoke with the company that supplied the Carlisle Borough with its security cameras.
 - We are waiting to receive a quote.
 - If this security option is too expensive, we may want to purchase a cheaper camera that would at the very least provide deterrence for vandals.
- Partnership for Better Health Grant Status – Bonnybrook Spur and Trailhead design.
 - Jerry waiting for information from Andy.
 - Andy has a letter of support drafted for approval of his property.
 - Andy is working on a letter for Trout Unlimited.
 - We are also trying to obtain a letter of support from the Central Pennsylvania Conservancy and South Mountain Partnership.
 - We have the agreement from CCC to manage it.
 - James is reviewing the agreement.
 - Agreement looks pretty standard
 - Questions on the insurance coverage clause.
- CVVB 2015 mini-grant – To be used for printing trail map/brochure and development of social media.
 - Our grant application has been submitted.
 - The 2015 Cumberland Valley tourism Conference will hold its 6th Annual Tourism Conference on Wednesday, November 4, 2015, at Linwood Estate in Carlisle.
 - We have been offered two complimentary tickets.
 - Herb will be out of town and unable to attend.
 - Andy will check his schedule for his availability.
 - Herb will check with Jerry to see if he is interested in attending.
 - The CVVB will announce its tourism grant award recipients at this conference.

Audit – Jerry Gapp – No report

Information and Education – Holly Smith

- Public speaking schedule – None scheduled
- Website stats and updates –
 - Website corrections and updates are needed.
 - Andy will schedule a meeting with Holly to discuss.
- Facebook page updates – No update

Nature Trail - Erich Messerschmidt

- CVTC report – (in scheduled months) – No report
- Trail Maintenance –
 - Erich reported that we have \$600 remaining in the trail maintenance account for 2015.
 - Erich is hoping to put off another mowing until September.
 - Rob Weibly will send us a copy of his insurance certificate in September when his policy renews.
 - Andy asked if there would be any benefit to Rob and/or the LRA to have him invoice us, and we pay him as a contractor, or should he be considered a volunteer and we pay his expenses. We will wait to see if Mr. Weibly has insurance coverage.
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Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) -
 - Next meeting scheduled for September 24.
 - Herb will attend.

Stream Ecology – Bill Berwick

- ALLARM long-term data presentation
- ALLARM report and analysis – Andy reported that some of the readings were well above the overall averages and close to the threshold values. We will keep an eye on these figures.
- Local Waterways Report Card Presentation – September 1 at 7:00 p.m. at Camp Hill Borough Building.

Project Review - Andy Parker

- Mallios Property Land Development Plan – South Middleton Township – Andy reviewed this plan and submitted his comments.
- Restaurant Management Corporation Land Development Plan – Middlesex Township – Andy reviewed this plan and submitted his comments.
- Union Quarries concept plan – South Middleton Township –
 - This concept was reviewed for free
 - Not an official review
 - Andy made several comments.

OLD BUSINESS:

- The Middlesex Township representative –
 - Herb will seek advice and guidance on recruiting a new Middlesex Township representative at the CCC meeting.
 - Herb will contact Eileen to see if the township will post an ad in the Sentinel.

- Crawfoot Award –
 - We have decided to give this award to the authors of the book "Mills of Cumberland County"
 - Cumberland County Historical Society Annual Dinner & Meeting is scheduled for Tuesday, October 27 at the Carlisle Country Club
 - Special guest speaker, Andre Weltman, "The Park before the Park".
 - Cost is \$50 per person.
 - 6:00 p.m. social hour
 - 7:00 p.m. dinner
 - 7:45 p.m. meeting/award ceremony
 - We are hoping to get a group of eight from the LRA to attend.

NEW BUSINESS:

The two-day PennPRIME Annual Membership Meeting & Risk Management Conference is scheduled for September 17-18, 2015 at the Nittany Lion Inn, State College, PA.

- No one expressed an interest in attending.

The budget request for the Borough of Carlisle is coming up.

- We need to submit our budget request by September 25th.
- We need to present our request to the board on Thursday, October 8th.
- Andy has a conflict on October 8th.
- Lorin and Bill are Carlisle's representatives, and they should be the ones attending this meeting.
- The borough did pass a resolution that budget requests must be presented in person or the request will be automatically denied.

Erich made a motion to adjourn the meeting. James seconded the motion, and the meeting adjourned at 8:05 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, September 17, 2015, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

9/21/15
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary