

LETORT REGIONAL AUTHORITY  
415 Franklin Street  
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY  
September 21, 2017

The meeting was held on Thursday, September 21, 2017, at the Carlisle Community Center. The meeting was called to order by Andy Parker at 7:02 p.m.

**ATTENDANCE**

Members / Representatives

Present: Bill Berwick, Sandy Kern, James Ruhl, Andy Parker, and Herb Weigl

Members / Representatives Absent: Dennis Burkett, Brett Flower

Visitors: Frank Gally, Dominik Maida (Dickinson Law Student)

Staff Present: Kathy Russell

Frank and Dominik introduced themselves to Herb, who was absent at the last meeting.

Brett is representing the LRA at an event at Faulkner this evening.

**PUBLIC COMMENT** - Frank asked if the LRA had an insurance liability policy in place that would cover board members. Andy explained that we do have insurance coverage for board members. Andy has not checked to confirm Frank's question on professional liability as an engineer; however, Andy explained that Frank would not be "sealing" any documents as an engineer as part of the LRA board. Frank has concerns that his involvement with the LRA would cause a conflict, and there would be liability to the engineering firm he works for if he would perform plan reviews on behalf of the authority. Andy and Frank will discuss these issues after the meeting.

**PRESENTATIONS** – None

**ANNOUNCEMENT** – None

**APPROVAL OF MINUTES** – James made a motion to approve the August minutes. Bill seconded the motion, and the motion carried.

**Administrator** - (Kathy Russell) – Kathy gave a phone message and number to Herb regarding fishing at the LeTort. Herb will return the call.

**COMMITTEE REPORTS**

**Finance / Budget** – (Herb Weigl)

We had expected to receive \$2,000 from North Middleton Township, but we only received \$1,000.00. Andy will follow up with North Middleton, and there is a potential we may receive more.

**Monthly Financial Status**

The memorandum of bills is as follows:

Receipts:

Current Month	
Municipal Contribution – South Middleton Twp.....	+\$6,000.00
Municipal Contribution – North Middleton Twp.....	+\$1,000.00
Friends Cash Contributions.....	+\$20.00
Prior month Interest.....	+\$24.15
<b>TOTAL RECEIPTS.....</b>	<b>+\$7,044.15</b>

Bills Requiring Approval:

Administrator.....	-\$300.00
Verizon Wireless.....	-\$26.68
<b>TOTAL BILLS requiring approval.....</b>	<b>\$331.68</b>

Herb made a motion to approve the September monthly bills for payment in the amount of \$331.68. James 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.....	+\$331.68	
Paid bill.....	-\$331.68	
<b>Closing Account Balance .....</b>		<b>\$100.00</b>

**BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND**

Beginning Balance .....	\$6,943.73	
Interest.....	+\$0.31	
Municipal Contribution – South Middleton Twp.....	+\$6,000.00	
Municipal Contribution – North Middleton Twp.....	+\$1,000.00	
Transfer to Checking.....	-\$331.68	
<b>Closing Account Balance.....</b>		<b>\$13,612.36</b>

**BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT**

Beginning Balance .....	\$10,977.48	
Fundraising .....	337.16	
Interest .....	<u>+ \$0.47</u>	
Closing Account Balance .....		\$11,315.11

**BUSINESS SUPPLEMENTAL SAVINGS, FAULKNER GRANT**

Beginning Balance .....	\$2,518.85	
Interest .....	<u>+\$ .11</u>	
Closing Account Balance .....		\$2,518.96

**CERTIFICATE OF DEPOSIT #43 (25 Month)**

Beginning Balance .....	\$5,075.78	
Interest .....	<u>+\$5.78</u>	
Closing Account Balance .....		\$5,081.56

**CERTIFICATE OF DEPOSIT #44 (25 Month)**

Beginning Balance .....	\$5,075.78	
Interest .....	<u>+\$5.78</u>	
Closing Account Balance .....		\$5,081.56

**CERTIFICATE OF DEPOSIT #45 (25 Month)**

Beginning Balance .....	\$5,168.17	
Interest .....	<u>+\$5.88</u>	
Closing Account Balance .....		\$5,174.05

**CERTIFICATE OF DEPOSIT #46 (25 Month)**

Beginning Balance .....	\$5,110.99	
Interest .....	<u>+\$5.82</u>	
Closing Account Balance .....		\$5,116.81

**TOTAL FINANCIAL ASSETS ON DEPOSIT..... \$48,000.41**

**ON HAND FOR DEPOSIT..... \$20.00**

**TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$48,020.41**

- Financial Summary – Herb reviewed the financial summary figures.
- Budget Report – The budget report is as noted.
  - Herb commented that everything is tracking well with the budget, except that we have spent nothing for trail maintenance this year.
    - Dennis looked into contacting the people who mowed the trail last year and did not get a response.
    - Dennis then contacted Andy asking permission to contact the people he hires to do his property maintenance to also do the trail maintenance.
      - Andy gave Dennis the scope of the job and provided additional information and said that if they could mow the trail for \$250.00 or less, we would approve.
      - Dennis' contact has agreed to mow the trail.
      - They will mow tomorrow.
      - Andy will remind Dennis that we will need a Certificate of Insurance from this contractor.
    - Herb commented that he is glad the trail is finally being mowed.
      - Herb is concerned that we had budgeted \$2,500 for trail maintenance and \$2,000 for trail and bridge improvements, and we have not spent anything.
      - The fact that we haven't spent any funds doesn't help when we go out to do fundraising for next year.
- Andy will be submitting a request letter to all municipalities and the county for funding for 2018 as follows:
  - Carlisle Borough \$4,500
  - Cumberland County \$5,000 – not received in 2017
  - Middlesex Twp. \$3,500
  - South Middleton Twp. \$6,000
  - North Middleton Twp. \$2,000

Andy will check to see if the Carlisle Borough still requires an LRA representative to present our funding request in person at a borough board meeting.

Andy will forward the funding request letters to Kathy for her to mail out.

**Friends of LeTort** – Brett Flower

- Fundraisers and Events
  - Carlisle PetFest – October 7 at LeTort Park – 11:00 a.m. - 2:00 p.m.  
Brett continues to make progress in planning this event.
    - Two LeTort Park pavilions have been reserved and rented for this event.
    - Flyers to promote this event are being circulated.

- Various local businesses will be invited to participate:
  - Veterinarians will be present to give shots.
  - Pet groomers will be available for grooming.
  - Furry Friends Network, a pet adoption agency, will be represented.
  - Food vendors
  - Stream ecology information with crayfish pool.
  - Dog T.A.G.– Service dogs for veterans
  - Dog agility demonstration from the Carlisle Dog Park Association
  - Create-A-Palooza will have a stand where attendees can create a pet paw print ornament.
  - Faulkner Subaru will provide a car for the kids to paint.
- Andy will be judging the pet costume contest.
- Create-A-Palooza is interested in sponsoring a fundraiser event.

#### Grants – Andy Parker

- Cumberland Valley Visitors Bureau mini-grant – trail counts – Andy finally submitted what he hopes is the final closeout documentation for this grant.
- We need to look into what new grants we would like to pursue.
  - The two projects Andy has in mind for next spring are:
    - Improving the trail from Bonnybrook Road out to the trail, and re-doing the two bridges, and
    - Streambank stabilization at Biddle Mission Park.

#### Audit – James Ruhl – No Report

#### Information and Education - Sandy Kern

- Recent press releases –
    - The press release for the PetFest has been approved by Chris Carvell at Faulkner.
    - Sandy will submit the press release and will start posting it on media calendars.
  - Website stats and updates –
    - Andy met for a kickoff meeting with Cross & Crown on August 30<sup>th</sup> at 9:00 a.m. in Chambersburg.
- Below is the sitemap discussed and created. Cross & Crown will need our signoff on this in order to begin the design phase of the project.

##### **Item No. 1: The Sitemap**

**Home:** Hero + message, mission statement, what we do, get involved, donate, recent news, what you can do to help

**Who We Are:** Mission Statement, Structure Content, Board Members (photo, title, responsibility/bio)

**What We Do:** Conservation, Restoration, Recreation, Education

**Nature Trail:** Hikers, Fishermen, Biking, Families (activity-focused) (Get Involved), Trail Maps

**Get Involved:** Events, Volunteer, Report, Friends of LeTort

**Friends of LeTort:** General Information, Join Form (Name, Email, Phone Number, Address, Checkboxes, Comment Box), Events/Activities, Donate

**News:** Categories, Sharing, meeting minutes, water quality report

**Contact:** Contacts for reporting fishing and water quality violations (Pull from current site)

**Donate:** Page for explanation of where donations go, ways to give, link to donate, how to get involved.

##### **Item No. 2: Process Document**

This gives an overview of all the steps Cross & Crown will be walking through.

##### **Item No. 3: Items Needed**

- More photos
- **Content:** Cross & Crown will need either 1) an outline of all of the content we will be writing or 2) all of the actual content for the pages of the site before they can begin the interior page designs

At a minimum, Cross & Crown needs to know the volume of content that we will be putting into each page and then, eventually, the content itself.

A lot of this information can be copied from our existing content and updated and expanded where necessary.

Andy asked for volunteers. Herb, Sandy and Bill volunteered to assist with developing content for the new website.

- Facebook page updates
  - Sandy continues to post news on our Facebook page about the LRA and Friends activities, articles about the stream, events of related organizations, and photos.
  - Sandy posted the bridge dedication notice for Erich and Jerry.
  - Although Sandy has been posting regularly on Keep PA Growing Greener and an article on our informational signage, our statistics are not stellar. We are still stuck at 56 followers.
  - Several topics have attracted attention:
    - Carlisle area storm drainage
    - Stream vegetation loss
    - Clean Water Act
    - Patriot News story about different streams.
- Board members were asked to continue to provide Sandy with comments and photos of their activities on the trail and with the stream.

Nature Trail – Dennis Burkett

- Trail maintenance – As previously discussed, Dennis has arranged to have the trail mowed tomorrow.
- Union Quarry Help – No report.
- Trail signage – No report.
- Tree maintenance – No report.
- Fill your trail map boxes – Those who have been assigned to a trail map box were asked to make sure they continue to keep the boxes stocked with trail maps
- The Carlisle Garden Club has requested the LRA's assistance in funding the purchase of a better grade of mulch to use in the garden. They have determined that ten (10) cubic yards would cover the areas where needed until the native plants become firmly established. The estimated cost would be no more than \$300.00. The purchase would allow them to apply a layer of mulch over the bare ground where the school children access the stream, making that area much safer. The layer of mulch applied two years ago has completely composted.

Sandy made a motion to approve the expenditure of up to \$300.00 to the Carlisle Garden Club to purchase mulch for the trail garden. James seconded the motion, and the motion carried.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) –
    - At the CCC meeting held on Monday night, they announced that they have the funds to purchase two of the lots.
      - They will proceed with these purchases.
    - The purchase of the third lot is still in the works.
    - A lengthy discussion was held on hiring an intern from Shippensburg University for either next semester or the summer semester.
      - They voted to pay an intern up to \$10.00 per hour for his/her time.
      - They also held a discussion on hiring a full-time executive director.
        - A grant will be needed to pay for this position.
        - They currently have up to \$1,200 available to support the internship position.
- The next meeting CCC will be in approximately two months.

- CPC purchase of Burgoon property –
  - The LeTort Working Group meeting is scheduled for September 29<sup>th</sup> at 1:00 p.m. in the CVVB conference room.
    - Andy plans to attend this meeting.
- Follow up on PennDOT ROW at SR 74 Bridge – Andy reported:
  - The bridge is being re-designed because of a previously undiscovered utility that was in the way.
  - The right-of-way acquisition is on hold until the re-design has been completed.
  - There is no current timeline for when the re-design will be completed.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – The ALLARM results were reviewed.
  - Much higher than normal turbidity in town.
  - All other parameters appear to be normal.

Project Review - Andy Parker

- No projects for review.

OLD BUSINESS:

- Board Vacancies – Middlesex Township, North Middleton Township (2).
  - Herb announced at the CCC meeting that we still have these three vacancies on the LRA board.
  - Herb was given a name of Nick Henry who may be interested in becoming involved.
    - Andy will contact Nick.
- Retired Board Member Recognition –
  - The bridge dedications for Erich and Jerry has been scheduled for Saturday, September 23<sup>rd</sup> at 11:00 a.m. at the LeTort trailhead.
    - Those in attendance will be invited to meet for lunch following the ceremony at Momma Spriggs.
    - The LRA will pay for Erich and Jerry's meals.
- Tree across stream upstream of North Street. – The borough continues to work with the property owner to secure permission to cross his property so that they can move forward on the tree removal.
- Apparent herbicide use in stream (S. Spring Garden St. upstream of CVTU property)
  - Andy thanked Sandy, as we finally got some movement from the PA Fish & Boat Commission and DEP.
    - They walked the stream on Aug. 24, took some samples, and took photos.
    - DEP provided us with a Field Narrative Form:
      - Met at Vince's Meadow access parking log.

- Walked upstream from the access to a bridge on the Rail Trail.
- The stream appeared clear throughout this stretch.
- Relatively little vegetation was noted in the stream.
- Noticed an increase in stream vegetation south of a sinkhole that was plugged in 7/9/17.
- Walked the LeTort downstream from the Vince's Meadow access to the LeTort trailhead behind Lamberton M.S.
  - Approximately 100 yards downstream of Vince's Meadow access they noted cloudiness in the stream.
    - A source of the cloudiness could not be located.
  - An increase in siltation on the stream bottom.
  - Cloudiness persisted downstream to between Harmony Hall Road and Shady Lane.
- Field testing for pH, dissolved oxygen (DO), conductivity, and temperature was conducted at four locations.
- Samples were collected at Bonnybrook Road and the rail trail access behind Lamberton M.S. and submitted to DEP Bureau of Laboratories for analysis of herbicides.
  - All samples came back below detection levels for herbicides.

Every 5-6 years the PA Fish and Boat Commission performs electrofishing sampling on the LeTort.

- One of their long-term stations is at Bonnybrook.
  - The numbers at Bonnybrook were good, which are consistent with past results.
- Herb would like to have the PA Fish Commission on record that there was, in fact, a vegetation kill in the LeTort.
- Andy will follow up with Rachel Thurner-Diaz, at DEP.
- Andy has been contacted by a reporter from The Sentinel who is working on a story on the vegetation kill.
- In Andy's replies to the Fish & Boat Commission, copying DEP, mentioning that we are going to be talking with The Sentinel and he wants to make sure that his facts are straight.
- Andy reached out to the Fish & Boat Commission in May, and they didn't do anything because they didn't have to. It wasn't until the Facebook post and the public noticing the problems that they got a bit nervous and concerned.
- Since the vegetation kill occurred sometime in April or May, it was not surprising that they did not find anything.
- Andy reported that the South Middleton Township Authority Water Interconnect Project – where they want to cross the LeTort.
  - Andy has requested specs for restoring the trail and how they plan to maintain trail traffic during construction.
  - They are still developing the specifications.

#### NEW BUSINESS:

- Insurance Renewal – Andy spoke with Joann, our agent at Strickler's Insurance. She is looking into finding us a better price than we are getting with PennPRIME.
- Frank questioned the process of becoming a board member and was told that the appointment is decided by the individual's township supervisor. Frank will contact Deb Ealer, Township Manager for North Middleton.
- Sandy contacted Barbara Gleim and left a message for her that the LRA needs a representative from Middlesex Township.
- Herb commented that it is time for us to do our annual Friends fundraising letter.
  - Herb volunteered to head up the Friends fundraiser for this year.
  - Sandy will email Herb the letter from last year and the mailing list.
  - We will keep the same contribution categories that we used last year.
  - Frank requested a copy of the "Friends" mailing list – he has some additional ideas for business funding.
    - Sandy will email Frank the list.

James made a motion to adjourn the meeting. Bill seconded the motion, and the meeting adjourned at 8:20 p.m.

#### NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, October 19, 2017, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

10/19/17  
Date Adopted  
Prepared by: Kathy L. Russell

Sandy Kern  
Sandy Kern, Secretary