

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
September 17, 2015

The meeting was held on Thursday, September 17, 2015, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:02 p.m.

ATTENDANCE

Members / Representatives

Present: Bill Berwick, Jerry Gapp, Erich Messerschmidt, Andy Parker, James Ruhl, Holly Smith, and Herb Weigl

Members

Representatives Absent: Sandy Kern, Lorin Snyder, and Jinnie Woodward

Staff Absent:

Kathy Russell

PUBLIC COMMENT - None

PRESENTATIONS - None

ANNOUNCEMENT - None

APPROVAL OF MINUTES - Erich made a motion to approve the August minutes. Bill seconded the motion, and the motion carried. Jerry abstained.

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 \$ 600.00

Prior month

Interest +\$ 7.66

TOTAL Receipts..... +\$607.66

Bills Requiring Approval:

Administrator \$ 300.00

Franklin Bream Landscaping (sign post manufacture & installation) \$725.00

Herb Weigl (reimbursement – paint purchase for bridge)..... \$46.72

Deb Bolger (reimbursement – pine bark nuggets for garden pathway)..... \$168.33

TOTAL bills requiring approval (Subtotal) \$1,240.05

TOTAL BILLS:..... \$1,240.05

Herb made a motion to pay the September bills totaling \$1,240.05. James 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 +\$346.72

Paid bills -\$346.72

Transfer from Supplemental Savings Acct +\$893.33

Paid bills -\$893.33

Closing Account Balance \$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance \$ 9,994.33

Interest +\$0.41

Plan Review Fee +\$100.00

Plan Review Fee +\$100.00

Plan Review Fee +\$400.00

Trfd to Checking -\$346.72

Closing Account Balance..... \$10,248.02

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$ 4,842.21	
Interest	<u>+ \$0.21</u>	
Closing Account Balance.....		\$4,842.42

BUSINESS SUPPLEMENTAL SAVINGS, SOUTH MOUNTAIN PARTNERSHIP GRANT

Beginning Balance	\$4,466.25	
Interest	<u>+ \$0.22</u>	
Transfer to Checking.....	<u>- \$893.33</u>	
Closing Account Balance.....		\$3,573.14

CERTIFICATE OF DEPOSIT #40 (24 Month)

Beginning Balance	\$5,038.34	
Interest	<u>+ \$5.31</u>	
Closing Account Balance.....		\$5,043.65

CERTIFICATE OF DEPOSIT #41 (9 Month)

Beginning Balance	\$5,006.17	
Transfer to CD #42	<u>- \$5,006.17</u>	
Closing Account Balance.....		\$00.00

CERTIFICATE OF DEPOSIT #42 (19 Month)

Beginning Balance	\$5,006.17	
Interest	<u>+ \$1.51</u>	
Closing Account Balance.....		\$5,007.68

NON-BANK FINANCIAL ACCOUNTS

IMPREST FUND – Cash on Hand for Administrator’s Use

Imprest Fund Beginning Balance	\$150.00	
Closing Imprest Fund		<u>\$150.00</u>

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$28,964.91

ON HAND FOR DEPOSIT \$0.00

Closing Account Balance..... \$28,964.91

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

Friends of LeTort – James Ruhl

- Friends status report and donations –
 - James reported that he and Sandy have completed the final list of former and new donors.
 - They are waiting to determine if we have a sufficient supply of maps to send out.
 - Sandy is doing the mail merger herself to save money.
 - James and Sandy plan to get together to stuff envelopes once the printing has been completed.
 - In order to be more aggressive with the business owners being solicited, James suggested that we divide the list of businesses among board members and have each member contact 5-7 businesses to follow up on the written request.

Grants – Jerry Gapp

- South Mountain Partnership mini-grant schedule and status.
 - Jerry reported that we are on schedule with this grant.
 - The Garden Club held their meeting at the park – they did a fantastic job!
- Jerry reported on the signage project status update email from Lorin:
 - All four sign drafts have been submitted to the designer, Crown Trophy, along with Lorin's layout suggestions.
 - Lorin has received one first draft from Crown and he expects the other three by the end of this week.
 - Once they are submitted for our review, we can propose an edit for each, as necessary.
 - Lorin can submit a digital copy of the first drafts for board review.
 - Once the final drafts are affirmed, Crown will send them to the manufacturer for production of the Alumicolor signs, which **Crown will deliver when completed**.
 - We must choose a location for the installation of each sign along the trail.
- Partnership for Better Health Grant Status – Bonnybrook Spur and Trailhead design.
 - Jerry reported:
 - We are wrestling with getting a proper description and pricing for the project.
 - We have to come to an agreement with CCC on their part as our physical agency.
 - CCC will receive the money from the Partnership for Better Health and will forward to us.
 - A legal agreement has been received.
 - Jerry suggested we have our legal counsel review this agreement before executing.

- The lease with the borough for the LRA office and storage closet was discussed and is being reviewed for renewal.
 - Our insurance coverage is being reviewed with PennPRIME.
 - We will look into what it will cost to increase the aggregate to \$3,000,000.
- Cumberland Valley Visitors Bureau mini grant – approved for trail counts only.

Audit – Jerry Gapp – No report

Information and Education – Holly Smith

- Public speaking schedule – None scheduled
- Website stats and updates – Andy reported that board meeting minutes and LeTort garden photos have been posted to the site but Andy and Holly still need to get together to go over other updates required on the web site.
- Facebook page updates – No update

Nature Trail - Erich Messerschmidt

- CVTC report – (in scheduled months) – No update
- Trail Maintenance – Erich reported that the trail will likely require one more mowing and trimming this season

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) - No update

Stream Ecology – Bill Berwick

- ALLARM report and analysis – No Report
- Local Waterways Report Card Presentation – September 1 at 7:00 p.m. at Camp Hill Borough Building – Andy reported that Holly and Alan Howe also attended this presentation. Based on a qualitative assessment of Watershed threats, water quality, riparian zone, and biodiversity; the presenters gave the Conodoguinet Creek, Yellow Breeches Creek, and Susquehanna River overall grades of "B".

Project Review - Andy Parker

- Union Quarries Concept Plan – South Middleton Twp. – The quarry has adjusted their buffer planting plan in response to the comments provided.
- Loves Final Development Plan – Middlesex Twp. – This plan was recently received and the review is not complete.
- Stambaugh Subdivision Plan – Middlesex Twp. – This is a subdivision plan and we have few comments.
- Warner Subdivision Plan – South Middleton Twp. - This is a subdivision plan and we have few comments.

OLD BUSINESS:

- The Middlesex Township representative – Still no candidates identified.
- Crawfoot Award – CCHS Dinner Tuesday October 27 - No update

NEW BUSINESS:

- Annual Budget Requests – Andy will draft a budget request letter for 2016 and revise the requested amounts.
- CPC – Support the LeTort fund raiser is scheduled for Sunday, October 11, all board members are encouraged to attend if possible. Andy will be a Watercress sponsor of the event and the event program will have an ad for Friends of the LeTort. A letter of support has been provided from the LRA to support the CPC's grant requests.
- Andy reported that the First Lutheran Church of Carlisle's Youth Group will be holding a LNT hike and clean-up on Sunday, October 11th.
- Jerry reported that the South Mountain Partnership will be holding their Fall Partners meeting on Friday, October 16. Holly will be attending; other board members are encouraged to attend if possible.
- Andy reported that we have been requested to renew our \$0 lease of our office space at the Stuart Community Center. The Borough's lease agreement contains some insurance requirements that we do not meet. Andy and Jerry will coordinate between PennPRIME and the Borough to settle the differences.

Erich made a motion to adjourn the meeting. Jerry seconded the motion, and the meeting adjourned at 8:15 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, October 15, 2015, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

10/16/15
Date Adopted
Prepared by: Kathy L. Russell


Sandy Kern, Secretary