

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
March 21, 2019

The meeting was held on Thursday, March 21, 2019, at the Carlisle Community Center. Andy advised that he will be running a bit late, therefore, the meeting was called to order at 7:03 by Herb Weigl, Jr.

ATTENDANCE

Members / Representatives:

Present: Bill Berwick, Sandy Kern, Andy Parker, Luke Shaffner, Herb Weigl, and Mark White

Members / Representatives

Absent: Dennis Burkett, Andrew Lindhome, James Ruhl, and Jinnie Woodward

Staff Present:

Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT – We welcomed Mark White as the newly appointed North Middleton Township Representative to the LRA.

APPROVAL OF MINUTES – Herb made a motion to approve the February minutes. Bill seconded the motion and the motion carried.

Administrator - (Kathy Russell) –

- Kathy reminded members to please contact their township to acquire their current term expiration dates.
- Kathy again reminded members to submit their volunteer hours for 2018.

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

| | | |
|----------------------------|--|------------------------|
| Current Month | | |
| Prior month Interest | | + <u>\$41.73</u> |
| TOTAL RECEIPTS..... | | +<u>\$41.73</u> |

Bills Requiring Approval:

| | |
|---|--------------------|
| Administrator | -\$300.00 |
| Verizon Wireless..... | -\$31.86 |
| PennPRIME..... | <u>-\$1,050.00</u> |
| TOTAL BILLS requiring approval | \$1,381.86 |

Luke made a motion to approve the March monthly bills for payment in the amount of \$1,381.86. Sandy 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. | + <u>\$1,381.86</u> | |
| Paid bill..... | <u>-\$1,381.86</u> | |
| Closing Account Balance | | \$100.00 |

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

| | | |
|-------------------------------------|--------------------|--------------------|
| Beginning Balance | \$20,331.39 | |
| Interest | + <u>\$1.58</u> | |
| Transfer to Checking | <u>-\$1,381.86</u> | |
| Closing Account Balance..... | | \$18,951.11 |

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

| | | |
|-------------------------------------|----------------|--------------------|
| Beginning Balance | \$10,735.63 | |
| Interest | <u>+\$2.05</u> | |
| Closing Account Balance..... | | \$10,737.68 |

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance..... \$1,526.50
Interest +\$.12

Closing Account Balance..... \$1,526.62

CERTIFICATE OF DEPOSIT #40 (25 Month) (Matures 2/1/7/21)

Transferred from CD#45..... \$5,276.02
Interest +\$10.81

Closing Account Balance..... \$5,286.83

CERTIFICATE OF DEPOSIT #41 (25 Month)

Beginning Balance..... \$5,202.50
Interest +\$9.10

Closing Account Balance..... \$5,214.60

CERTIFICATE OF DEPOSIT #45 (25 Month)

Beginning Balance..... \$5,267.33
Interest +\$3.29
Matured Transferred to CD#40 -\$5,270.62

Closing Account Balance..... \$0.00

CERTIFICATE OF DEPOSIT #46 (25 Month) (Matures 04/20/19)

Beginning Balance..... \$5,215.00
Interest +\$5.36

Closing Account Balance..... \$5,220.36

CERTIFICATE OF DEPOSIT #47 (15 Month) (Matures 4/05/19)

Beginning Balance..... \$5,067.35
Interest +\$4.82

Closing Account Balance..... \$5,072.17

CERTIFICATE OF DEPOSIT #48 (15 Month) (Matures 10/18/19)

Beginning Balance..... \$5,197.04
Interest +\$7.89

Closing Account Balance..... \$5,204.93

TOTAL FINANCIAL ASSETS ON DEPOSIT: \$57,314.30

Herb reported that we currently have five active Certificates of Deposit.

- Two of these CDs will mature/expire in April, one on April 5th, and one on April 20th.
- Herb researched and determined that Members First is competitive with other financial institutions in the area.
- Members First has three potential CDs that pay a higher rate that we are currently receiving.
 - 36-month CD paying 2.9% interest
 - 25-month CD paying 2.7% interest
 - 15-month CD paying 2.36% interest

Herb made a motion to renew one of the CDs for 25 months at 2.7% interest, and one for 15 months at 2.36% interest. Bill seconded the motion and the motion carried.

These renewals will give us five CDs stair stepping with maturity beginning this October, two expiring in 2020, one expiring in 2021, and one expiring in 2022.

- Financial Summary – The financial summary report is as noted.
- Budget Report – The budget report is as noted.

Friends of Letort – VACANT

- Trail Clean Up –
 - Earth Day is Monday, April 22nd, which is the day after Easter.
 - A Letort Friends trail clean-up has been scheduled for Saturday, May 4th from 9:00 a.m. – 12:00 noon.
 - Andy asked for volunteers to be team leaders, so we can split the trail up into segments.
 - Sandy will get the word out on our website and Facebook page.
 - Holly Smith has agreed to pass the word along at the school.
 - Herb will reach out to the CCC to have them make an announcement.

Grants – No report

Audit – The audit is currently underway.

- Kathy was able to get the LRA registered with a DCED account so that the SE&K can file the mandatory report electronically.
- Herb is expecting to hear from SE&K within the next 10 days to set up an appointment for the Audit Committee to meet with them to get a briefing from them on their report, which will be followed by hard copies. We will be getting an invoice from them for approximately \$2,500.

Information and Education - Sandy Kern

- Recent press releases – None
- Facebook posts –
 - Sandy posted Luke Shaffner as a new LRA member.
 - Sandy thanked Luke for a great job updating the LRA kiosk display located at Goodyear Park and for taking photos at the falls.
 - Sandy also encourage all members to please submit photos, suggestions for articles, etc. to help her in ideas for postings.
- Web page –
 - Andy will continue to work on getting various maps added to our website.
 - We would like to see a watershed map with overlays showing land use land cover / zoning / soils / geology / property lines / walking trails / parking areas, and protected lands within the watershed.
 - Andy will work with Jinnie and Dickinson students to assist in providing maps.
 - Bill suggested we add a link for the Cumberland Valley Visitors Bureau to our website.

Nature Trail – Dennis Burkett

- Trail maintenance – Herb reported that a trail sign is down between South Spring Garden Street and Bonnybrook Road and is in need of replacement. Herb will work on it.
- Tree maintenance – We will need to look for tree damage from the winter months.
- Fill your trail map boxes – Please continue to fill your assigned map boxes as needed.

Andy arrived and took over running the meeting.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) – No meeting this month.
 - At their last meeting they discussed having a focus on education.
 - Climate change – focused on what local municipalities can do to be ready for climate change.
 - Save money
 - Infra structure
 - Energy costs
 - Land preservation

Stream Ecology - William Berwick

- ALLARM report and analysis – (even months) – ALLAM provided the water quality results for March.
 - Andy reviewed the numbers.
 - Andy will check with Jinnie to see if she has any ideas on why there are a few elevated numbers.
- On Saturday, March 16th, Herb and Andy attended the South Mountain Watershed Workshop in Gettysburg.
 - Dr. Elizabeth George of the Johnston Run Revitalization Project discussed recreational opportunities and storm water runoff management coordination with the Borough of Mercersburg.
 - Dr. George is a pediatrician who connected childhood obesity with the lack of activity which she connected to having opportunities to get outdoors.
 - They are working with the townships and borough to develop trails and improve water quality.
 - Brook Lenker from the Yellow Breeches Watershed Association shared how they are working with Lower Allen Township on Municipal Separate Storm Sewer System (MS₄) coordination.
 - Bill Ferris from the Big Spring Watershed Association shared how they work with multiple municipalities to improve water quality.
 - Andy was disappointed that the topics were not more informative.

Project Review - Andy Parker – No report

OLD BUSINESS:

- Board Vacancies – North Middleton Township and Carlisle Borough
- State Ethics Commission – James will scan and email his form to Kathy.
- High Street Bridge Construction – Construction is scheduled to begin this summer. We are still waiting on the right-of-way agreement to be signed and payment to us of \$2,813.50.


NEW BUSINESS:

- Cloud Service - Luke researched and found a few options for our cloud service.
 - We can go with a free service that we don't have to pay for that gives us up to 10 gigabytes of storage.
 - Each member would need to sign up to create an account and choose a password.
 - Once an account has been created, Luke would then link the accounts and give access to various files.
 - Luke is looking at the cloud service: Box.com
 - If we do want to move in to a team base, where we would have to pay, the cheapest options he found was \$5 per user per month. (10 people as users would be \$600 per year).
 - Luke felt that the 10 gigabyte option would be sufficient for our needs.
- Mark volunteered to work on the Stream Ecology Committee.
- Luke volunteered to work on the Nature Trail Committee.
- The Cumberland County Master Gardener's Plant Fest event is scheduled for Saturday, May 18th from 8:00-1:00.
 - Andy will contact them to register the LRA to set up a table at this event.
- Andy was contacted and interviewed by a consultant from a consulting group working for the CPC. They are in the process of doing a strategic plan update.
- Sandy contacted Verizon to see about having the LRA's account authorization changed to a business account in Kathy's name.
 - Kathy and Herb are waiting to be contacted by a Verizon representative to discuss a better account for the LRA that may be a lower cost.
 - Sandy asked the Verizon representative if they would waive the \$5.00 late fee on the last invoice, but the person she spoke with said he didn't have authority to waive this fee.
- Herb announced that the Cumberland Area Economic Development Corporation is having their annual celebration on Wednesday, April 10th from 4:00-6:00 p.m. at the Barn at Creeks Bend (Sports Emporium), 29 South Middlesex Road, Carlisle.
 - If you're interested in attending this event, please RSVP to Lauren at events@cumberlandbusiness.com by March 29th.

Herb made a motion to adjourn the meeting. Luke seconded the motion, and the motion carried. The meeting adjourned at 8:00 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, April 18th, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.



Sandy Kern, Secretary

March 31, 2019
Date Adopted
Prepared by: Kathy L. Russell