

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
May 16, 2019

The meeting was held on Thursday, May 16, 2019, at the Carlisle Community Center. Andy called the meeting to order at 7:02 p.m.

ATTENDANCE

Members / Representatives:

Present: Dennis Burkett, Sandy Kern, Andy Parker, James Ruhl, Luke Shaffner, Herb Weigl, and Mark White

Members / Representatives

Absent: Bill Berwick, Andrew Lindhome, and Jinnie Woodward

Staff Present:

Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT – None

APPROVAL OF MINUTES – Luke made a motion to approve the April minutes. James seconded the motion and the motion carried.

Administrator - (Kathy Russell) –

- Kathy 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		
Municipal Contributions (N. Middleton & Middlesex)	+4,500.00	
Prior month Interest	+\$50.15	
TOTAL RECEIPTS	+\$4,550.15	

Bills Requiring Approval:

Administrator	-\$300.00	
Verizon Wireless	-\$26.79	
TOTAL BILLS requiring approval	\$326.79	

Herb made a motion to approve the May monthly bills for payment in the amount of \$326.79. Dennis seconded the motion, and the motion carried.

Although our bills for May were lower than usual, Herb is expecting three bills in June – one for approximately \$2,000 for the audit, and one for approximately \$1,500 from PennPRIME for our insurance, and one from Tom Shumaker for mowing services.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
Transfer from Business Savings Acct.	+\$326.79	
Paid bill	-\$326.79	
Closing Account Balance	\$100.00	

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$18,625.01	
Municipal Contribution (Middlesex)	+\$3,500.00	
Interest	+\$1.61	
Municipal Contribution (North Middleton)	+\$1,000.00	
Transfer to Checking	-\$326.79	
Closing Account Balance	\$22,800.83	

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$10,839.96	
Interest	+\$2.22	
Closing Account Balance	\$10,842.18	

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance \$1,526.75
Interest..... +\$.13

Closing Account Balance..... \$1,526.88

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

Transferred from CD#45 \$5,298.82
Interest..... +\$11.63

Closing Account Balance..... \$5,310.45

CERTIFICATE OF DEPOSIT #41 (25 Month)

Beginning Balance \$5,224.70
Interest..... +\$9.79

Closing Account Balance..... \$5,234.49

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

Beginning Balance \$5,226.30
Interest..... +\$3.65
Transfer to CD #50..... -\$5,229.95

Closing Account Balance..... \$0.00

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

Beginning Balance \$5,213.68
Interest..... +\$8.48

Closing Account Balance..... \$5,222.16

CERTIFICATE OF DEPOSIT #49 (15 Month) (Matures 07/05/20)

Beginning Balance \$5,078.20
Interest..... +\$8.43

Closing Account Balance..... \$5,086.63

CERTIFICATE OF DEPOSIT #50 (15 Month) (Matures 05/20/21)

Beginning Balance (4/20/19)..... \$5,229.95
Interest..... +\$4.21

Closing Account Balance..... \$5,234.16

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$61,357.78

CERTIFICATE OF DEPOSIT #47 (15 Month) (Matures 04/05/19)

Beginning Balance \$5,072.17
Interest..... +\$5.34
Final Interest..... +.69
Transfer to CD #49..... -\$5,072.17

Closing Account Balance..... \$0.00

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

Friends of Letort – VACANT

- Stream / Trail Clean Up –
 - A Letort Friends trail clean-up has been scheduled for Saturday, May 4th from 9:00 a.m. – 12:00 noon. (Rain date Sunday, May 5 beginning at 1:00 p.m.)
 - Although this event was poorly attended, the volunteers were able get a pick-up load of trash and clean an area from Letort Park to South Spring Garden Street.
 - It was suggested that better advertising of the event would draw more interest.

Grants –

- Faulkner Subaru –
 - Sandy will request sponsorship for a grant from Faulkner Subaru to purchase a bench(es) for along the trail.
 - Kathy will research to find bench options (preferably made from recycled material).
 - Placement of the benches has yet to be determined.
 - Luke volunteered to walk the trail and make several suggestions on where to place them.
 - Benches should be able to be mounted into the ground.

Audit –

- Andy, Herb, and James met with the auditors.
James reported:
 - We received a clean audit indicating our internal controls are appropriate.
 - Beginning this year, Smith, Elliott, and Kern will be filing our DCED report – due at the end of June.
 - As of the end of 2018, the LRA total assets were \$214,000.29 / \$56,381.00 in capital assets and \$157,648 in non-capital assets.
 - The comparison between our budget and the actual expenditures, we had shortfalls mainly because the Carlisle and South Middleton both were short to their contributions.
 - We had an increase of plan review fees of \$800.00.
 - Friends of Letort memberships and donations fell short because we did not do the letter campaign last year.
 - We budgeted more than we used by \$6,685.00 for trail maintenance and consulting.
 - We should be thinking about projects to use these funds.
 - We did not go over our budget.
 - James also noted that the year of termination of the Letort Regional Authority is 2024. We were established as a 50-year charter.
- Kathy will send the public notice regarding the yearly audit to The Sentinel for publication.

Information and Education - Sandy Kern

- Recent press releases – None
- Facebook posts –Sandy continues to posts on our Facebook page:
 - Clean Up Day
 - New Members
 - Plant Fest – Sandy requested a short summary about the fest and several photos.
 - Andy suggested that we post some of the Conodoguinet Watershed activities on our website.
 - Sandy has contacted Cross & Crown and requested that they add Captcha – Bot Security to our website.
 - Sandy also encourage all members to please submit photos, suggestions for articles, etc. to help her in ideas for postings.
- Web page –
 - Andy received a notice from a scout leader a few weeks ago who wanted to know if there were any activity information.
 - Andy thought it would be nice to develop some educational materials.
 - Luke volunteered to work on this.
 - Andy will continue to work on getting various maps added to our website.

Nature Trail– Dennis Burkett

- Trail maintenance – Andy sent out an email to members indicating that he had contacted Tom Shoemaker regarding his mowing service along the trail for 2019 and asked for board member approval (after the fact) to engage Tom Shoemaker. A unanimous vote was received for approval of services from Mr. Shoemaker.
- Tree maintenance – Andy met with South Middleton Township last week:
 - They are very excited about extending the trail from South Spring Garden Street to Heiser Lane.
 - They have thoughts and plans to maybe extend down to Craig’s Head, but initially, they are going to concentration on the area from South Spring Garden Street to Heiser Lane.
 - We own about 300 feet of the rail corridor south of Spring Garden Street.
 - South Middleton owns half of the right-of-way from Heiser’s for about 1,000 feet.
 - South Middleton discussed buying our portion of the corridor or doing a long-term lease.
 - We will do whatever is necessary to expedite the extension of the corridor.
 - This will add approximately 1 mile to the trail
 - South Middleton is interested in doing a better connection with their parks. They feel if they can get to Heiser Lane in the near term, at least it will be safe for families to ride bikes to get to their parks.
 - SM will be pursuing grants for this extension and said they would take care of any maintenance needed on the trail through that section.
 - Andy would like to pursue a potential for a parking area at South Spring Garden Street with the CPC.
 - Herb made a resolution for the Letort Regional Authority to cooperate with South Middleton Township on extending the trail. James seconded the motion and the motion carried.
- Fill your trail map boxes – Please continue to fill your assigned map boxes as needed.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) –
Herb attended and reported on the meeting he attended on Monday night.
 - The meeting was poorly attended – only 5 or 6 people in attendance
 - Discussion on the Scott Farm located on the Conodoguinet Creek (where it crosses Bernheisel Road).
 - The National Park Service is proposing that this farm be demolished (including the parking lot).
 - The buildings on the farm are currently sound, however, they need roof and siding work.
 - The buildings are currently being used for work days, equipment storage, and meeting place to meet when they do work on the trail.
 - It is used by the public for parking to access the stream and trail.
 - Herb made a motion that the LRA submit a letter of support to Congressman, Scott Perry in Washington and Wendy Janssen at the National Park Service asking for a one-year delay on this demolition so that people can assess whether a

public non-profit partnership can be arranged to take over management of this facility. Mark seconded the motion and the motion carried.

- Andy will draft and send out the support letters this week.

Stream Ecology - William Berwick

- ALLARM report and analysis – (even months) – ALLAM provided the water quality results for May.
 - Andy reviewed the numbers.
 - Numbers look good
 - Mark gave a report on his work with the Education Program.

Project Review - Andy Parker –

- Andy is reviewing a plan for the Aquatic Center on Midway – they are adding a 36' extension on their building. Andy has question, but overall it is not a huge project. Andy will speak with Brian O'Neil next week to discuss how to approach this project.

OLD BUSINESS:

- Board Vacancies – North Middleton Township and Carlisle Borough
- Andy will follow-up on the right-of-way agreement to be signed and payment to us of \$2,813.50.

NEW BUSINESS:

- Cloud Service - Luke continues to work on the Cloud Service. He will need access to all e-mail accounts that will be allowed access to this service. Once he has completed the process, he will send out an invite. Letortregionalauthority2018@gmail.com
- Cumberland County Master Gardener's Plant Fest is scheduled for Saturday for this Saturday, May 18, from 8:00 am – 1:00 pm. At the county extension office at 310 Allen Road, Carlisle.
 - Andy, Luke, Bill, Dennis, and Herb have volunteered to man the tent / display board.
- Andy asked Bill to try to track down some information from CVTU regarding their stream restoration and habitat improvements plans.
 - Their "Feed The Stream" group plans to do some vegetation management from the quarry towards Bonnybrook on Wednesday, May 29th.
- The Greenways Trails Conference will be held in the fall in Shippensburg – September 22nd.
 - They are looking for field trips – DCNR recommended the Letort Spring Run Nature Trail, which has been approved.
 - We are in the process of planning this event.
 - There will be a program at Letort Park with Andrea Crouse and Stephanie Williams followed by a trail walk ending up at the South Spring Garden Street Preserve where the CPC will hold a program.
 - Herb and Andy will lead the trail walk.
 - Everyone is welcome to attend the trail walk beginning at noon in Letort Park.
 - Herb recommended that Kathy attend the Partnership for Better Health Advocacy Work Shop scheduled for Monday, June 10, 2019 from 10:00 a.m. – 2:30 p.m. at Dickinson – Allison Hall.
 - Kathy will sign up for this event.
 - Sandy asked about the status of the trail box stickers.
 - Herb will look into the status.

Luke made a motion to adjourn the meeting. Sandy seconded the motion, and the motion carried. The meeting adjourned at 8:15 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, June 20, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.



Sandy Kern, Secretary

6/20/19

Date Adopted
Prepared by: Kathy L. Russell