

**LETORT REGIONAL AUTHORITY**  
**415 Franklin Street**  
**Carlisle, PA 17013**

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**September 19, 2019**

The meeting was held on Thursday, September 19, 2019, at the Carlisle Community Center. Andy called the meeting to order at 7:00 p.m.

**ATTENDANCE**

Members / Representatives:

Present: Chelsea Dickert, Sandy Kern, Andy Parker, Luke Shaffner, Herb Weigl, Fred Vigeant, and Mark White

Members / Representatives

Absent: Bill Berwick, Dennis Burkett, James Ruhl

Staff Present:

Kathy Russell

**PUBLIC COMMENT** – None

**PRESENTATIONS** – None

**ANNOUNCEMENT** – Andy welcomed Fred Vigeant, the new Carlisle Borough representative.

**APPROVAL OF MINUTES** – Luke made a motion to approve the August minutes. Mark 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	
Prior month Interest .....	+\$57.51
<b>TOTAL RECEIPTS .....</b>	<b>+\$57.51</b>

Bills Requiring Approval:

Administrator .....	-\$300.00
Verizon Wireless .....	-\$27.90
Kathy Russell (Friends mailing).....	-\$118.59
Treetop Products Inc. (benches).....	-\$2,259.65
Thomas M. Shoemaker, Jr. (trail mowing).....	-\$300.00
<b>TOTAL BILLS requiring approval .....</b>	<b>-\$3,006.14</b>

Herb made a motion to approve the September monthly bills for payment in the amount of \$3,006.14. Mark seconded the motion, and the motion carried.

**Treasurer's Report:**

**BANK ASSET ACCOUNTS:**

**BUSINESS CHECKING ACCOUNT (07)**

Beginning Balance .....	\$100.00	
Transfer from Money Mgmt. Savings Acct. ....	+\$2,259.65	
Paid bill .....	-\$2,259.65	
Transfer from Money Mgmt. Savings Acct. ....	+\$118.59	
Paid bill .....	-\$118.59	
Transfer from Business Savings Acct. ....	+\$627.90	
Paid bill .....	-\$2627.90	
<b>Closing Account Balance .....</b>		<b>\$100.00</b>

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

Beginning Balance .....	\$23,245.66	
Interest.....	+\$1.99	
Transfer to Checking.....	-\$627.90	
<b>Closing Account Balance.....</b>		<b>\$22,619.75</b>

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

Beginning Balance .....	\$11,099.11
Transfer to Checking.....	-\$2,259.65
Interest.....	+\$2.17
Transfer to Checking.....	-\$118.59

Closing Account Balance.....		\$8,723.04
<b>BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01</b>		
Beginning Balance .....	\$1,502.26	
Interest.....	+\$ .13	
Closing Account Balance.....		\$1,502.39
<b>CERTIFICATE OF DEPOSIT #40 (25 Month) (Matures 2/1/7/21)</b>		
Transferred from CD#45 .....	\$5,346.27	
Interest.....	+\$12.12	
Closing Account Balance.....		\$5,358.39
<b>CERTIFICATE OF DEPOSIT #41 (25 Month)</b>		
Beginning Balance .....	\$5,264.63	
Interest.....	+\$10.19	
Closing Account Balance.....		\$5,274.82
<b>CERTIFICATE OF DEPOSIT #48 (15 Month) (Matures 10/18/19)</b>		
Beginning Balance .....	\$5,248.26	
Interest.....	+\$8.83	
Closing Account Balance.....		\$5,257.09
<b>CERTIFICATE OF DEPOSIT #49 (15 Month) (Matures 07/05/20)</b>		
Beginning Balance .....	\$5,116.57	
Interest.....	+\$10.13	
Closing Account Balance.....		\$5,126.70
<b>CERTIFICATE OF DEPOSIT #50 (15 Month) (Matures 05/20/21)</b>		
Beginning Balance (4/20/19).....	\$5,269.46	
Interest.....	+\$11.95	
Closing Account Balance.....		\$5,281.41
<b>TOTAL FINANCIAL ASSETS ON DEPOSIT:</b> .....		<b>\$59,243.59</b>

- Financial Summary – The financial summary report is as noted.
- Budget Report – The budget report is as noted.
- CD Renewal – Herb made a motion to renew CD#48 (which will mature on 10/18/19) at Members First at a rate of 2.65% APY for 29 months. Luke seconded the motion and the motion carried.

**Friends of Letort** – Luke Shaffner

- Fall Fundraiser –
  - Members were asked to review the Friends of Letort campaign letter and mailing address list and advise Kathy by Sunday, September 22<sup>nd</sup> if there are any changes or revisions.
  - Kathy will print out the letters and envelopes.
  - The letters will be mail on October 1<sup>st</sup>.
- Other activities –
  - We received a notice that South Middleton and Carlisle municipal funding requests are due by October 4<sup>th</sup>.
  - Andy made a motion to request the same amounts as last year. Luke seconded the motion and the motion carried.
  - Sandy will contact the Cumberland County office to discuss possible funding from them.

**Grants** – Andy Parker – No report

**Audit** – James Ruhl –

- We received a proposal from Hamilton & Musser for an audit review.
  - Our current auditors Smith, Elliott, & Kern charges approximately \$2,500.
  - Herb received a questionnaire to complete.
  - Herb will complete the questionnaire and will work with Hamilton & Musser to get a second bid to compare with SE&K.
  - If Hamilton & Musser is not going to save us a substantial amount of money, Herb recommends that we stay with SE&K since they are already familiar with our organization and procedures.

**Information and Education** - Sandy Kern

- Recent press releases – None

- Facebook posts -
  - Sandy continues to be active posting on our Facebook page. Sandy circulated a listing of the posts.
  - Members should provide photos and writeups to Sandy for posting.

**Nature Trail** – Dennis Burkett

- Trail maintenance – Tom Shumaker has mowed the trail several times this summer. We anticipate he will need to mow one or two more times.
- Tree maintenance – There are a few trees down in Letort Park. Andy contacted Tom Boltz and asked if CVTU – FITS (Feet In The Stream) crew could possibly consider taking out the tree by the Letort Park entrance.
- Benches Project –
  - The benches have been delivered and are being stored in Herb's garage.
  - Andy, Herb, and Luke will meet at 1:00 on Sunday to walk the trail and determine the best locations to place the benches.
- 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)
  - There will be a Climate Conference on October 16, 2019 from 6:30 PM—8:30 PM at Dickinson College ATS Auditorium, Carlisle, PA
  - On November 6, PEMA will be making a presentation and putting out new flood plain maps between 5:00-8:00 PM at the County Conservation District building on Allen Road. Herb will confirm the location

**Stream Ecology** - William Berwick

- ALLARM report and analysis – (even months) –
  - Jinnie has left ALLARM.
  - Helen Schlimm will be our new contact at ALLARM. ([schlimmh@dickinson.edu](mailto:schlimmh@dickinson.edu))
  - No abnormalities seen on the current readings.
  - Andy has not received a response from his questions presented to ALLARM last month.
    - Andy will resend the questions to Helen.

**Project Review** - Andy Parker – None

- Burkholder Poultry Operation – South Middleton Twp. – Andy will review this plan.
- Keystone Field House – South Middleton Twp. – Andy will review this plan.

**OLD BUSINESS:**

- Board Vacancies – North Middleton Township
  - Carlisle Borough has approved Fred Vigeant as their new representative for the LRA.
  - Herb reminded the North Middleton Township office that his term will expire at the end of the year and that they would have to look for someone else to replace him. Apparently, there is a gentleman who was on the planning commission who resigned and is looking for another job. Hopefully, he will be interested and we will have a replacement quickly.
- Authority charter expiration 2024 – No updates
- SMT Trail Extension – SMT is looking to extend our trail.
  - This project continues to move forward.
  - They have applied for grants to accomplish this project.
  - Everything looks favorable.
- Liability Insurance
  - Andy will contact Strickler Insurance to get our liability insurance renewed.
  - Pennsylvania Organization for Watersheds and Rivers (POWR) required notice of events 2 months in advance. It does not sound like POWR will be able to provide coverage for us.

**NEW BUSINESS:**

- Fish Kill –
  - No new report
  - The Fish & Boat Commission are pursuing criminal charges against the contractor responsible for this kill.

**OLD BUSINESS**

- Vegetation Kill
  - One of our former members reported a vegetation kill in a section of the stream downstream of Biddle Mission Park.
- Andy suggested that we should have a waiver (liability release) form for volunteers to sign in case of injury while working on the trail.

- Chelsea will pull a sample and circulate to members for review and consideration.


**ADDITIONAL INFORMATION**

- On September 13<sup>th</sup>, Mark attended the South Mountain Partnership meeting.
  - He reported on the topics covered at the meeting.
    - Public/Private Partnerships for Taking Action
    - Precision Mapping for Water Quality Programs
    - Programs for Watersheds – Implementation Programs (WIPS)
  - We may want to consider participating in their Annual Water Day Celebration.
- Mark will be participation in the Letort Stream Studies Fall Program which will be starting next week and will run for three weeks.
  - Penn State Extension program working with the Carlisle School District where students in 2<sup>nd</sup> , 5<sup>th</sup> , and 7<sup>th</sup> grades come to Letort Park to perform stream studies on water quality, invasive species, turbidity.
- Mark will be attending ALLARMS fall training on Tuesday, September 24<sup>th</sup>.
  - Hopefully, with Mark's participation, we will be able to get the stream study results faster.

Luke made a motion to adjourn the meeting. Mark seconded the motion, and the motion carried. The meeting adjourned at 7:58 p.m.

**NEXT MEETING**

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



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Sandy Kern, Secretary

10/17/19

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Date Adopted  
Prepared by: Kathy L. Russell