

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
November 21, 2019

The meeting was held on Thursday, November 21, 2019, at the Carlisle Community Center. Andy called the meeting to order at 7:04 p.m.

ATTENDANCE

Members / Representatives:

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

Members / Representatives

Absent: Dennis Burkett and Sandy Kern

Staff Present:

Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT – James M. Ruhl, a long-time judicial law clerk for Judge Masland, and the Vice Chairman and member of the Letort Regional Authority Board, died on October 27, 2019, surrounded by his family. Several members of the Letort Regional Authority paid their respects by attending a memorial open house given by James' parents Shirley and Mark Ruhl on November 16 from 2:00-5:00. James will be sadly missed and we are thankful for his past dedication and service to the Letort Regional Authority.

APPROVAL OF MINUTES – Luke made a motion to approve the October 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		
Plan review fees	+\$200.00	
Friends Cash Contributions	+1505.00	
Prior month Interest	+\$58.68	
TOTAL RECEIPTS	+\$763.68	

Bills Requiring Approval:

Administrator	-\$300.00	
Verizon Wireless	-\$27.95	
Sellers Tree Service	-\$700.00	
TOTAL BILLS requiring approval	-\$1,027.95	

Herb made a motion to approve the November monthly bills for payment in the amount of \$1,027.95. Mark 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.	+\$1,027.95	
Paid bill	-\$1,027.95	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$22,543.69	
Plan review fees	+\$200.00	
Interest	+\$1.93	
Transfer to Checking	-\$1,027.95	
Closing Account Balance		\$21,717.67

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$8,854.85	
Donation	+\$250.00	
Interest.....	+\$1.89	
Donation	+\$130.00	
Donation	+50.00	
Donation	+\$75.00	
Closing Account Balance.....		\$9,361.74

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance	\$1,502.51	
Interest.....	+\$.13	
Closing Account Balance.....		\$1,502.64

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

Transferred from CD#45	\$5,370.15	
Interest.....	+\$12.18	
Closing Account Balance.....		\$5,382.33

CERTIFICATE OF DEPOSIT #41 (25 Month)(Matures 8/17/20)

Beginning Balance	\$5,284.70	
Interest.....	+\$10.23	
Closing Account Balance.....		\$5,294.93

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

Beginning Balance	\$5,265.65	
Interest.....	+\$4.86	
Transfer to Certificate #51	-\$5,270.51	
Closing Account Balance.....		\$0.00

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

Beginning Balance	\$5,136.52	
Interest.....	+\$10.16	
Closing Account Balance.....		\$5,146.68

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

Beginning Balance (4/20/19).....	\$5,293.00	
Interest.....	+\$12.00	
Closing Account Balance.....		\$5,305.00

CERTIFICATE OF DEPOSIT #51 (29 Month) (Matures 03/19/212)

Beginning Balance (10/18/19).....	\$0.00	
Transfer from Certificate #48	+\$5,270.51	
Interest.....	+\$5.30	
Closing Account Balance.....		\$5,275.81

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$59,086.80

- Financial Summary – The financial summary report is as noted.
- Budget Report – The budget report is as noted. Andy will prepare a budget for 2020 to be presented at the next meeting.

Friends of Letort – Luke Shaffner

Donations continue to trickle in.

Luke reported that the on the Friends of Letort website the DONATE button is still not functioning. Andy will contact Cross and Crown to have that corrected.

- Fall Fundraiser – No report
- Other activities – No report

Grants – Andy Parker – No report

Audit — Herb followed up with Hamilton & Musser regarding the unsolicited letter, an accounting firm in Mechanicsburg offering their services for our audit. They provided an estimate of approximately \$4,000.00 to perform our audit. Herb recommended that since this will be Luke's first year working with the auditor and he will be taking over the audit/treasurer duties that we continue to use Smith, Elliott, Kearns for our audit since they are familiar with our practices. We should be receiving their formal letter in the next week or two. SEK only charges us approximately \$3,000.00 for their services.

Information and Education - Sandy Kern

- Recent press releases – None

- Facebook posts -
 - Sandy continues to post on our Facebook page.
 - Members should provide photos and writeups to Sandy for posting.
 - Andy will be sending Sandy photos of the tree that was removed from the trail.

Nature Trail – Dennis Burkett

- Trail maintenance – No report
- Tree maintenance –
 - On 11/7/19 Andy requested authorization, by email, to spend up to \$1,500 to address the removal of a downed tree and a broken willow overhanging the trail. Six yes votes were received by email response to approve this request.
 - Sellers Tree service was hired to remove a broken willow overhanging on the trail at a cost of \$700.00.
 - Andy reported that a kind citizen took care of a downed tree on the trail
- Benches Project –
 - Kathy was contacted by Lucy Kauffman, a childhood, high school, and college friend of James Ruhl. Lucy and several of James' friends would like to have a trail bench dedicated in the memory of James. Lucy has already collected the \$500 minimum needed for the dedication and she expects to receive additional donations which will also be given to the LRA.
 - Lucy requested the size of the memorial bench plaque so that she can provide wording to be inscribed.
 - Herb will measure the bench to determine the size of the plaque.
 - Placement of the benches will be determined after the Thanksgiving holiday.
- 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) – Upon Herb's resignation from the board, someone else will need to volunteer to attend the CCC meetings which are held every two months on Monday nights at 6:00 at the Carlisle Borough Hall Basement.
 - Bill Berwick volunteered to attend the CCC meeting on behalf of the LRA.

Stream Ecology - William Berwick

- ALLARM report and analysis – (even months) –
 - Andy spoke with Julie who said the numbers are in error for the phosphates. She will correct the readings and look into why the numbers are jumping around.
 - Nitrate numbers seem to be high.

Project Review - Andy Parker – None

- Carlisle Steel Supply – Middlesex Twp.- Andy completed his review of this plan and submitted his comments.

OLD BUSINESS:

- Board Vacancies – North Middleton Township, Cumberland County (2)
- Authority charter expiration 2024 –No report – This topic will be revisited after the first of the year.
- SMT Trail Extension – Andy contacted Cory Adams who said they are waiting for the leaves to drop so that they can perform the surveys. He expects the survey to take place after the first of the year.
- Liability Insurance –
 - Andy has contacted Strickler Insurance and received the renewal forms for our renewal request.
 - Kathy will submit the form completed by Andy and the additional documents they are requesting.
- Nomination Committee –
 - Sandy provided a list of the slate of officers for 2020 as follows:

▪ Andy Parker	Chairman
▪ Mark White	Vice-Chairman
▪ Luke Shaffner	Treasurer
▪ Fred Vigeant	Secretary
 - This slate will be voted on at the December meeting.

NEW BUSINESS:

Andy announced several stream workshops coming up:

- Tri-county Watershed Association meeting – Dec. 3 in Shippensburg from 6:15-8:30 p.m.
 - Agenda – Dr. Cornell from Shippensburg will discuss the Conodoguinet Creek Surger and update on the Center for Land Use and Sustainability.
 - There will be a group sharing session where we will be given five minutes to talk about our organization, a project we have, some networking time with other watershed associations and a presentation by a watershed specialist from the extension services.
 - If anyone is interested in attending this meeting, please contact Andy for additional information.

- Holly Smith is taking over a new position with the Penn State Extension office and she is looking for volunteer master watershed stewards.
 - They will meet on December 11 at 2:00 to go over the requirements.
 - Training programs
 - Provide volunteer hours to various groups that are helping to maintain the stream
 - If anyone is interested in attending this meeting, please contact Andy for additional information.
- South Mountain Water Workshop – Municipalities and watershed groups working together for greater impact.
 - January 9, 2020 from 2:00-6:00 p.m.
 - Dickinson College
- Pennsylvania Association of Watersheds and Rivers (POWR) – Regional Watershed Workshop is being held at the Trees and Trails Environmental Education Center in Mechanicsburg from 8:30-3:30

We received a Standard Right-to-Know form from the Pennsylvania Office of Open Records.

- Chelsea felt that this form is from someone who wants to sell us something (electricity). Since we do not pay an electric bill and our electric is included with our agreement in the use of the community center, all of our responses are NONE.
- Andy completed the form. Kathy will email the form back to the Energy Research Council.


Luke attended the CCWA annual member meeting last week. They showed off their new website, which has a lot of great information and functionality: A Long Way With Many Bends. The Letort Falls and the Spring Garden Preserve show up on the "Explore the Water Trail" tab.

Fish Kill - Mark met with Brian Oaks, who is the constituent outreach specialist for representative Barb Gleim. He received a response back from DEP: "I know there were findings that a contractor was found viable and that the Carlisle Borough was charged, but nothing more than that. There were violations, but I haven't heard about the consequences".

Bill made a motion to adjourn the meeting. Mark seconded the motion, and the motion carried. The meeting adjourned at 7:40 p.m.

NEXT MEETING

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



Sandy Kern, Secretary

12/19/19

Date Adopted
Prepared by: Kathy L. Russell