

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
December 19, 2019

The meeting was held on Thursday, December 19, 2019, at the Carlisle Community Center. Andy called the meeting to order at 7:03 p.m.

ATTENDANCE

Members / Representatives:

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

Members / Representatives

Absent: Dennis Burkett and Chelsea Dickert

Staff Present:

Kathy Russell

Andy extended a thank you to Herb Weigl for his service as a member of the LRA and for his excellent Treasurer responsibilities. Herb will be missed.

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT – None

APPROVAL OF MINUTES – Luke made a motion to approve the November 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 | +\$50.00 |
| Cash Contributions (Benches) | +\$500.00 |
| Friends Cash Contributions | +\$200.00 |
| Prior month Interest | +\$58.46 |
| TOTAL RECEIPTS | +\$858.46 |

Bills Requiring Approval:

| | |
|---|--------------------|
| Administrator | -\$300.00 |
| Verizon Wireless | -\$27.95 |
| Sellers Tree Service..... | -\$1,000.00 |
| TOTAL BILLS requiring approval | -\$1,327.95 |

Herb made a motion to approve the December monthly bills for payment in the amount of \$1,327.95. Fred 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. | +\$1,327.95 | |
| Paid bill | -\$1,327.95 | |
| Closing Account Balance | | \$100.00 |

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

| | | |
|--------------------------------------|-------------|--------------------|
| Beginning Balance | \$21,717.67 | |
| Plan review fees | +\$100.00 | |
| Donation (Benches) | +\$500.00 | |
| Interest | +\$1.84 | |
| Transfer to Checking | -\$1,327.95 | |
| Closing Account Balance | | \$20,991.56 |

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

| | | |
|-------------------------------------|------------|-------------------|
| Beginning Balance | \$9,361.74 | |
| Donation | +\$50.00 | |
| Interest | +\$1.91 | |
| Donation | +50.00 | |
| Donation | +\$100.00 | |
| Closing Account Balance..... | | \$9,563.65 |

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

| | | |
|-------------------------------------|------------|-------------------|
| Beginning Balance | \$1,502.64 | |
| Interest | +\$.12 | |
| Closing Account Balance..... | | \$1,502.76 |

CERTIFICATE OF DEPOSIT #40 (25 Month) (Matures 2/17/21)

| | | |
|-------------------------------------|------------|-------------------|
| Transferred from CD#45 | \$5,382.33 | |
| Interest | +\$11.81 | |
| Closing Account Balance..... | | \$5,394.14 |

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

| | | |
|-------------------------------------|------------|-------------------|
| Beginning Balance | \$5,294.93 | |
| Interest | +\$9.92 | |
| Closing Account Balance..... | | \$5,304.85 |

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

| | | |
|-------------------------------------|-------------|-------------------|
| Beginning Balance | \$5,1346.68 | |
| Interest | +\$9.56 | |
| Closing Account Balance..... | | \$5,156.54 |

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

| | | |
|-------------------------------------|------------|-------------------|
| Beginning Balance (4/20/19)..... | \$5,305.00 | |
| Interest | +\$11.64 | |
| Closing Account Balance..... | | \$5,316.64 |

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

| | | |
|-------------------------------------|------------|-------------------|
| Beginning Balance (10/18/19)..... | \$5,275.81 | |
| Interest | +\$11.36 | |
| Closing Account Balance..... | | \$5,287.17 |

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... **\$58,617.31**

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

Andy reviewed the figures for the 2020 budget. After a brief discussion, Mark made a motion to approve a 15% increase to the Administrator’s salary for 2020 (which will increase the monthly payment from \$300.00 per month to \$345.00 per month). Herb seconded the motion and the motion carried.

Once Andy has made the changes discussed during the review of the 2020 budget, Mark made a motion to approve the 2020 budget with all of the suggested changes. Herb seconded the motion and the motion carried. Andy will make the changes and email the new budget to the members.

Herb is expecting to receive a bill for our web site hosting / domain registration in the amount of \$250.00. Herb made a motion to approve the bill for payment if it comes in before the end of the year. Mark seconded the motion and the motion carried.

Friends of Letort – Luke Shaffner

- Fall Fundraiser – We have received \$2,200 so far from our fall fundraiser efforts. Hopefully, we will receive additional contribution before the end of the year.
- Other activities – No report

Grants – Andy Parker – No report

Audit — The engagement letter for Smith, Elliott, and Kern to perform our yearly audit has been submitted. We are waiting for the formal quote. After the first of the year, we will need a volunteer to work with Luke on the audit committee.

Information and Education - Sandy Kern

- Recent press releases – None
- Facebook posts -
 - Sandy continues to post photos on the trail and several articles.

- Members should provide photos and writeups to Sandy for posting.

Nature Trail – Dennis Burkett

- Trail maintenance – No report
- Tree maintenance – No report
- Benches Project – Andy, Fred, and Luke will be meeting this Sunday, December 22 at 1:00 p.m. behind the Lamberton Middle School to walk the trail to finalize the location for the three benches.
- New trail connections – Andy will follow up with Andrea
- 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 reported that the next scheduled meeting will be on Monday, January 13 at 6:00 in the CVVB conference room at the borough offices. Bill Berwick has volunteered to represent the LRA at these meetings.

Stream Ecology - William Berwick

- ALLARM report and analysis – (even months) – The water quality monitoring results were reviewed.
- Upcoming Watershed Meetings –
 - We were not able to get anyone to attend the Tri-County Watershed Association meeting. Andy will reach out to Lori at the Extension Office to see if there is anything that we need to know about the presentation.
 - January 9, 2020 the South Mountain Partnership Watershed Workshop will be held at Dickinson College from 2:00-6:00.
 - Andy will try to attend.
 - March 27, 2020, from 8:30-3:30, the Pennsylvania Organization for Watersheds and Rivers will be hosting a regional watershed workshop to be held at the Environmental Education Center in Mechanicsburg. A small fee will be charged to cover the cost of refreshments and lunch.
- Master Watershed Stewards –
 - Mark attended this presentation which included a detailed slide presentation from Holly Smith.
 - Approximately 30 people from various organizations were in attendance.
 - Mark has a 2020 training schedule if anyone is interested, please see Mark.

Project Review - Andy Parker

- Medical Building – Alexandra Court – SMT – Andy is in the process of reviewing this plan.

OLD BUSINESS:

- Board Vacancies – North Middleton Township, Cumberland County
 - Luke is working on recruiting a representative for the county
- Authority charter expiration 2024 –
 - Herb informed Middlesex Township that this expiration was occurring, but he did not get any feedback.
- SMT Trail Extension – No report
- Liability Insurance – We received the quote from PennPRIME to renew our liability insurance at a cost of \$3,500.00. Herb made a motion to approve renewal of our insurance with PennPRIME. Luke seconded the motion and the motion carried.
 - The first payment of \$1,400 is due on January 10th
 - The second payment of \$1,050 will be due April 1st
 - The third and final payment of \$1,050 will be due July 1stHerb made a motion to approve payment between January 1st and January 10th to pay \$1,400.00 to PennPRIME for our initial payment. Luke seconded the motion and the motion carried.
- Nomination Committee – A slate of officers for 2020 was presented for approval as follows:
 - Andy Parker Chairman
 - Mark White Vice-Chairman
 - Luke Shaffner Treasurer
 - Fred Vigeant Secretary

Herb made a motion to accept the slate of officers for 2020 as listed above. Sandy seconded the motion and the motion carried.

Herb checked with the branch manager at Members 1st, they will not require the new officers to show up at the bank, but they will need a copy of everyone's drivers license. All new officers were asked to please provide Luke with a copy of their license as soon as possible.

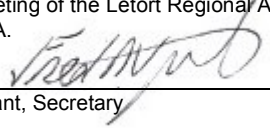
NEW BUSINESS:

- Administrators contract – Andy will update the administrator's contract as previously discussed. Herb made a motion to give Andy permission to enter into a new contract for 2020. Fred seconded the motion and the motion carried. Andy will send a new contract to Kathy for signing before the end of the year.

Luke made a motion to adjourn the meeting. Fred 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, January 16, 2020, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.



Fred Vigeant, Secretary

1/16/20

Date Adopted

Prepared by: Kathy L. Russell