

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

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**February 20, 2020**

The meeting was held on Thursday, February 20, 2020, at the Carlisle Community Center. Andy called the meeting to order at 7:00 p.m.

**ATTENDANCE**

Members / Representatives Present: Bill Berwick, Andy Parker, Luke Shaffner, and Fred Vigeant,  
Members / Representatives Absent: Dennis Burkett, Chelsea Dickert, Sandy Kern, and Mark White  
Staff Absent: Kathy Russell

**PUBLIC COMMENT** – None

**PRESENTATIONS** – None

**ANNOUNCEMENT** – None

**APPROVAL OF MINUTES** – Luke made a motion to approve the January minutes. Fred seconded the motion and the motion carried.

**Administrator** - (Kathy Russell) –

- Kathy was absent due to knee replacement surgery. Kathy is doing well. Her surgery was more extensive than planned.

**COMMITTEE REPORTS**

**Finance / Budget** – (Luke Shaffner)

**Monthly Financial Status**

The memorandum of bills is as follows:

**Receipts:**

Current Month	
Municipal Contribution (Middlesex) .....	+\$3,500.00
Prior month Interest .....	+\$60.38
<b>TOTAL RECEIPTS .....</b>	<b>+\$3,560.38</b>

**Bills Requiring Approval:**

Administrator .....	-\$330.00
Verizon Wireless .....	-\$27.70
The Sentinel .....	-\$123.46
Verizon Wireless (Late Fee) .....	5.00
<b>TOTAL BILLS requiring approval .....</b>	<b>-\$486.16</b>

Luke made a motion to approve the February monthly bills for payment in the amount of \$486.16 . Fred seconded the motion, and the motion carried.

Luke and Sandy will be going to Verizon to see about cancelling Verizon and changing to Google Voice.

**Treasurer's Report:**

**BANK ASSET ACCOUNTS:**

**BUSINESS CHECKING ACCOUNT (07)**

Beginning Balance .....	\$100.00	
Transfer from Business Savings Acct .....	+\$486.16	
Paid bill .....	-\$486.16	
<b>Closing Account Balance .....</b>		<b>\$100.00</b>

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

Beginning Balance .....	\$19,835.70	
Middlesex Contribution .....	+\$3,500.00	
Interest .....	+\$1.75	
Transfer to Checking .....	-\$486.16	
<b>Closing Account Balance .....</b>		<b>\$22,851.29</b>

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

Beginning Balance .....	\$11,215.33	
Interest .....	+\$1.86	
<b>Closing Account Balance .....</b>		<b>\$11,217.19</b>

**BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01**

Beginning Balance .....	\$1,502.89	
Interest .....	+\$ .13	
<b>Closing Account Balance .....</b>		<b>\$1,503.02</b>

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

Transferred from CD#45 .....	\$5,406.37	
Interest .....	<u>+\$12.26</u>	
<b>Closing Account Balance.....</b>		<b>\$5,418.63</b>

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

Beginning Balance .....	\$5,315.12	
Interest .....	<u>+\$10.29</u>	
<b>Closing Account Balance.....</b>		<b>\$5,325.41</b>

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

Beginning Balance .....	\$5,166.74	
Interest .....	<u>+\$10.22</u>	
<b>Closing Account Balance.....</b>		<b>\$5,176.96</b>

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

Beginning Balance (4/20/19).....	\$5,328.70	
Interest .....	<u>+\$12.08</u>	
<b>Closing Account Balance.....</b>		<b>\$5,340.78</b>

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

Beginning Balance (10/18/19).....	\$5,298.94	
Interest .....	<u>+\$11.79</u>	
<b>Closing Account Balance.....</b>		<b>\$5,310.73</b>

**TOTAL FINANCIAL ASSETS ON DEPOSIT:.....** **\$62,244.01**

There are two CDs that will be expiring – one in July and one in August. We plan to roll them over to another CD.

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

**Friends of Letort** – Luke Shaffner

- No report

**Grants** – Andy Parker

- No report

**Audit** - Vacant.

- We are in the process of submitting information, including minutes from the first three months of this calendar year and spreadsheets from the checking account.

**Information and Education** - Sandy Kern

- Facebook posts -
  - Sandy has been active on Facebook (trail extension), taking pictures to post.
- Luke is reviewing the back-end of the website. Website has blogging capability. We can set that up to post information directly to our website instead of Facebook (or in addition to). If anyone wants to update their information on the website, Luke can take care of that. Luke wants to contact website provider with some questions.

**Nature Trail** – Dennis Burkett

- Trail maintenance – No issues reported. Luke walked the trail recently and said it looked good.
- Tree maintenance –. Andy and Luke intend to do some trail maintenance.
- Benches Project –
- 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 –
  - CCC misquoted in minutes about bench placement.
  - Next meeting is scheduled for March 9<sup>th</sup>.
- SMP Partnership Meeting 1/13 – No one got to this meeting

**Stream Ecology** - William Berwick

- ALLARM report and analysis – (even months) – Two high turbidities, others are seasonal. Nitrates were high (still within limits), phosphates are low (after being high in recent months)
- Watershed Association – Meeting will be held at the Conservation District on March 5<sup>th</sup> from 6:30-8:30 p.m.
- Conodoguinet Watershed Association added 50 new members

**Project Review** - Andy Parker

- None

**OLD BUSINESS:**

- Board Vacancies – North Middleton Township, Cumberland County
- Authority charter expiration 2024 –
- Map box plaques

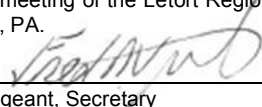
**NEW BUSINESS:**

- New Committee Chairs: Andy asked for members to volunteer for committee chairs.
  - Friends of Letort – Mark White
  - Grants – No volunteer
  - Audit – Dennis Burkett
  - Information/Education – Fred Vigeant
  - Long Range Planning / Easements – Andy Parker
- 501(c)(3)
  - Person to act as point person (submitting) – Andy
  - \$70 application fee
  - Working with Chelsea to start the process.
- Conservationist Democrats of PA 10 trail walk – Saturday, February 29 at 8:30
  - Andy received an email from Alan Howe (former LRA board member) regarding a trail walk of Democrat group. He asked Andy to lead the walk, however, Andy may not be available. Bill is available to lead the walk if the group is interested.
- Website Inquiry – Chapter 93 designation
  - Several website inquiries from former board member, retired DEP employee about LRA's legal designation on the website. He notes that it is also High Quality and Expectation Value Fish. Andy rewrote designation information. Andy provided information to Luke. Luke has updated the website.
- Still have not heard anything about the fish kill. Mark asked Barb Gleim. There will probably be a fine, but still in discussion.
- Web inquiry (request for history/flooding)
  - Somebody is buying a property on Louther Street and they are worried about the flood plain. Andy responded to help them find information about flood insurance.
- Master Gardener Plant Fest – Saturday, May 16, 8:00-1:00 –
  - Asking if we can have a booth present at the event.
  - LRA has been there the past 5-6 years.
  - We should probably update our informational display.
  - Hand out trail maps at the event.
  - Luke can attend.
- South Mountain research Corps – “support resource conservation” – Shippensburg Center for Sustainability and the South Mountain Partnership reaching out to land managers and owners along the Letort and other streams. They would provide tools to help manage the land. Do we want to sign up as the authority as well? Not sure what is involved. Andy will sign up personally to investigate to determine if it makes sense for LRA's involvement.
- Letort Clean Up – Contacted through Holly Smith – Carlisle students (maybe HS) Green Team wants to do a Letort Clean up in the spring. The board can supply garbage bags and gloves. Probably coming up some time in April or maybe May. Perhaps behind Keystone Arms, Biddle Park. Follow up to figure out a date. Will need to figure liability, come up with a one-page document. May check with other associations to see what they may use. We need to finalize liability waiver.

Luke made a motion to adjourn the meeting. Bill 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, March 19, 2020, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

  
Fred Vigeant, Secretary

3/19/20  
Date Adopted  
Prepared by: Kathy L. Russell