

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
March 19, 2020

Due to the Corona Virus warnings, the Stuart Community Center is closed to the public through the end of March, so, our regular meeting will be cancelled this Thursday, March 19th. Required motions and board approvals will be made via email.

ATTENDANCE

Members / Representatives: *All members absent, business conducted via email.* Bill Berwick, Andy Parker, Luke Shaffner, Fred Vigeant, Dennis Burkett, Chelsea Dickert, Sandy Kern, and Mark White

Staff Present Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT – This is Sandy's last "meeting" as a board member. Sandy joined the board first Middlesex Township representative and then continued her involvement as a Cumberland County representative. Sandy was instrumental in developing our Friends fund raising campaign and establishing our social presence among other accomplishments. Please join me in thanking Sandy for her contributions to the LRA and its mission to protect the Letort Spring Run Watershed.

APPROVAL OF MINUTES – Members were asked to notify Kathy of any revisions to the February Board Meeting minutes. If no revisions are received by Monday, March 23rd, given the circumstances, we will consider the minutes approved and they will be distributed accordingly.

Administrator - (Kathy Russell) –

- Kathy provided information regarding CCWA events in her email transmitting the meeting documents.

COMMITTEE REPORTS

Finance / Budget – (Luke Shaffner)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Municipal Contribution (Carlisle Borough)	+\$3,000.00
Prior month Interest	+\$56.79
TOTAL RECEIPTS	+\$3,056.79

Bills Requiring Approval:

Administrator	-\$330.00
Verizon Wireless	-\$27.70
PennPRIME Insurance	-\$1,050.00
Cross & Crown – website hosting	-\$180.00
Luke Shaffner – Postage	-\$22.00
TOTAL BILLS requiring approval	-\$1,609.70

Luke provided the financial documents and made the motion that we pay the bills. Mark seconded the motion. Six board members voted to pay the bills, one abstained, the motion carried via email vote.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
Transfer from Business Savings Acct.	+\$1,609.70	
Paid bill	-\$1,609.70	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$22,851.29	
Interest	+\$1.78	
Carlisle Borough 2020 Contribution	\$3,000.00	
Transfer to Checking	-\$1,609.70	
Closing Account Balance		\$24,243.37

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$11,217.19	
Interest.....	<u>+\$1.78</u>	
Closing Account Balance.....		\$11,218.97

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance	\$1,503.02	
Interest.....	<u>+\$.12</u>	
Closing Account Balance.....		\$1,503.14

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

Transferred from CD#45	\$5,418.63	
Interest.....	<u>+\$11.49</u>	
Closing Account Balance.....		\$5,430.12

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

Beginning Balance	\$5,325.41	
Interest.....	<u>+\$9.65</u>	
Closing Account Balance.....		\$5,335.06

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

Beginning Balance	\$5,176.96	
Interest.....	<u>+\$9.58</u>	
Closing Account Balance.....		\$5,186.54

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

Beginning Balance (4/20/19).....	\$5,340.78	
Interest.....	<u>+\$11.33</u>	
Closing Account Balance.....		\$5,352.11

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

Beginning Balance (10/18/19).....	\$5,310.73	
Interest.....	<u>+\$11.06</u>	
Closing Account Balance.....		\$5,321.79

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... **\$63,691.10**

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

Friends of Letort – Luke Shaffner

- Stream/Watershed Clean-up with Carlisle HS Green Team – April 5th – We are scheduled to host a clean-up with Carlisle high school students on the 5th (as permitted given the Coronavirus situation). We can do the clean-up along the trail, at Letort & Goodyear Parks, Thornwald Park, and/or behind Keystone Arms. Please let Andy know who is available to join us and if you have a preference on where to do the clean-up.
- Cumberland Valley Rising Earth Day – Saturday April 25, 12:00 to 4:00 at Biddle Mission Park – There seems to be minimal interest in participating in this event. We will skip it unless Andy hear otherwise.
- Master Gardener Plant Fest – Saturday, May 16, 8:00 to 1:00 at Cumberland Co Extension – Luke and Andy will be available to man the LRA booth. Is anybody else available to attend?

Grants – Andy Parker – No Report

Audit - Vacant.

- The audit is proceeding. Luke has responded to all the auditor's questions so far. We should have the results in another month or two. We do not anticipate any significant problems.

Information and Education - Sandy Kern

- Recent press releases and Facebook posts - Sandy is making a few last posts to the LRA facebook page and will then turn the controls over to Fred

Nature Trail– Dennis Burkett

- Trail maintenance – No trail issues have been reported.
- Tree maintenance – No report
- Benches Project – Andy has played phone tag with McCorkel regarding installing the benches. If we are able to come to a reasonable agreement with McCorkel, we can get the benches out of Herb's garage.
- 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 (Bill) – No Report

Stream Ecology - William Berwick

- ALLARM report and analysis – The ALLARM results again show elevated nutrients at several sample sites. We should discuss the potential causes for this with ALARM and try to address the issue.

Project Review - Andy Parker

- None

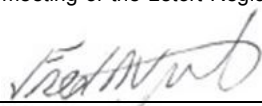
OLD BUSINESS:

- Board Vacancies – North Middleton Township, Middlesex Twp., Cumberland County (2) – We need to follow up with each municipality to try to fill these vacancies. Andy will contact the County if Mark and Luke can reach out to their townships?
- Authority charter expiration 2024 – Nothing new to report.
- 501(c)(3) – Nothing new to report.
- Volunteer Liability Waiver - Please provide comment on the two samples provided by Chelsea (attached). Although there are a lot of good points in the long version, Andy thinks it is important to keep the waiver brief. What can we take from the long version and add to the short version without making to too daunting to sign?
 - Comments from Luke: I think both of them are pretty usable. The longer one could be printed on both sides of a piece of paper, and the shorter one can easily fit on a single side. We might want to do some formatting and throw our logo at the top, but I think they will work nicely for our purposes.

NEW BUSINESS:

NEXT MEETING

The next regular meeting of the Letort Regional Authority is scheduled for Thursday, April 16, 2020, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA



Fred Vigeant, Secretary

4-16-20
Date Adopted
Prepared by: Kathy L. Russell