

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

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**April 16, 2020**

Due to the Corona Virus warnings, the Stuart Community Center continues to be closed. Our regular meeting is being held remotely on Thursday, April 16th.

**ATTENDANCE**

*All members absent, business conducted remotely.*

Members / Reps Participating: Andy Parker, Luke Shaffner, Fred Vigeant, Chelsea Dickert, and JD Price,

Members / Reps Not Participating: Bill Berwick, Dennis Burkett, and Mark White

Staff Present Kathy Russell

**PUBLIC COMMENT** – None

**PRESENTATIONS** – None

**ANNOUNCEMENT** – We welcomed a new board member, John David (JD) Price. JD will be joining Luke as a representative for Middlesex Township.

**APPROVAL OF MINUTES** – Luke made a motion to approve the minutes of the March meeting. Fred Seconded the motion and the motion carried.

**Administrator** - (Kathy Russell) –

- Kathy reminded Andy, Fred, and Mark to turn in their completed PA State Ethics Commission Statements of Financial Interest Forms.

**COMMITTEE REPORTS**

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

**Monthly Financial Status**

The memorandum of bills is as follows:

**Receipts:**

Current Month	
Municipal Contribution (North Middleton Townshp).....	+\$2,000.00
Prior month Interest .....	+\$60.32
<b>TOTAL RECEIPTS .....</b>	<b>+\$2,060.32</b>

**Bills Requiring Approval:**

Administrator .....	-\$330.00
Verizon Wireless .....	-\$27.70
Verizon Service Transfer Fees .....	-\$15.70
<b>TOTAL BILLS requiring approval .....</b>	<b>-\$373.40</b>

Luke provided the financial documents and made the motion that we pay the bills. Fred seconded the motion and the motion was carried.

**Treasurer's Report:**

**BANK ASSET ACCOUNTS:**

**BUSINESS CHECKING ACCOUNT (07)**

Beginning Balance .....	\$100.00	
Transfer from Business Savings Acct .....	+\$373.40	
Paid bill .....	-\$373.40	
<b>Closing Account Balance .....</b>		<b>\$100.00</b>

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

Beginning Balance .....	\$24,243.37	
Interest.....	+\$2.02	
North Middleton 2020 Contribution.....	\$2,000.00	
Transfer to Checking.....	-\$373.40	
<b>Closing Account Balance.....</b>		<b>\$25,871.99</b>

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

Beginning Balance .....	\$11,218.97	
Interest.....	+\$1.29	
<b>Closing Account Balance.....</b>		<b>\$11,220.26</b>

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

Beginning Balance .....	\$1,503.14	
Interest.....	+\$ .13	
<b>Closing Account Balance.....</b>		<b>\$1,503.27</b>

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

Transferred from CD#45 .....	\$5,430.12	
Interest .....	<u>+\$12.31</u>	
<b>Closing Account Balance .....</b>		<b>\$5,442.43</b>

**CERTIFICATE OF DEPOSIT #41 (25 Month) (Matures 8/1/7/20)**

Beginning Balance .....	\$5,335.06	
Interest .....	<u>+\$10.33</u>	
<b>Closing Account Balance .....</b>		<b>\$5,345.39</b>

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

Beginning Balance .....	\$5,186.54	
Interest .....	<u>+\$10.26</u>	
<b>Closing Account Balance .....</b>		<b>\$5,196.80</b>

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

Beginning Balance (4/20/19).....	\$5,352.11	
Interest .....	<u>+\$12.14</u>	
<b>Closing Account Balance .....</b>		<b>\$5,364.25</b>

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

Beginning Balance (10/18/19).....	\$5,321.79	
Interest .....	<u>+\$11.84</u>	
<b>Closing Account Balance .....</b>		<b>\$5,333.63</b>

**TOTAL FINANCIAL ASSETS ON DEPOSIT:.....** **\$65,378.02**

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

**Friends of Letort** – Mark White

- All events have been cancelled.

**Grants** – Andy Parker – No Report

**Audit** - Vacant.

- Luke reported that the audit is concluded, clean, no recommended changes in procedure..

**Information and Education** – Fred Vigeant

- Fred has taken over the account
- Recent press releases and Facebook posts – Fred has made a few posts to the LRA Facebook page. He asked all board members to submit any photos taken along the trail.

**Nature Trail** – Dennis Burkett

- Trail maintenance –
  - Andy will contact Tom Shumaker to see if he is interested in mowing the trail again this year.
  - JD suggest the possibility of getting a few tree carvers to carve animal figures on trees along the trail.
- Tree maintenance –
  - Andy reported three trees are down and hung up over the trail and there are several dead trees that should be cut down.
    - Andy and JD thought they could cut the trees down.
  - A good Samaritan has opened the trail at several areas. Thank you.
- Benches Project – Andy has been trying to make contact with McCorkel Construction to get a price on installing the benches. He will reach out to them again.
- Fill your trail map boxes – Please continue to fill your assigned map boxes as needed.
- Plaques for map boxes – No discussion

**Long-Range Planning & Easements** - Andy Parker

- Cumberland Conservation Collaborative report (Bill) – No report

**Stream Ecology** - William Berwick

- ALLARM report and analysis –
  - Andy emailed Suzanne Hartley regarding the results of the water quality report and she responded as follows:

There are a couple of things that may be impacting the numbers, precipitation, season, and even the person sampling in the lab. We looked at the last five years of Letort data, and while the nitrate values this spring and the orthophosphate in the fall were high, they are within the range of values that have been seen in the last five years. I also noticed there is a lot of variability from month to month, particularly in orthophosphate over the last five years. This variability could be due to precipitation. Large amounts of precipitation can increase groundwater flow in the Letort – flushing out nutrients in the stream leading to lower levels in some months while higher in others. Nutrient levels also change depending on the season. Nitrate levels tend to be higher in winter and spring because there is less plant growth to use the nitrate. The person measuring the samples in the lab can also have an impact on the variability. These tests are dependent on shaking the samples and differences in how two people shake the samples can add to the variability. It can be hard to pinpoint exactly what is causing the values to vary, but we'll be watching them in the coming months to see if there are any consistent trends.

**Project Review** - Andy Parker

- Carlisle reformed Presbyterian Church – SMT, 14 Westminster Drive – Andy will review this plan

**OLD BUSINESS:**

- Board Vacancies – North Middleton Township and Cumberland County (2) –
- Authority charter expiration 2024 – Nothing new to report.
- 501(c)(3) –
  - Chelsea will complete the application form making Andy the contact person.
  - Luke made a motion to approve cutting a \$70.00 check to cover the application fee for the 501(c)(3) application fee. Andy seconded the motion and the motion carried.
- Volunteer Liability Waiver - Chelsea provided two sample templates. JD will review and compile a draft to be considered.
- Statements of financial interest – previously discussed
- South Middleton Township has started construction of the trail extension that is running from South Spring Garden Street up to Hiser's Lane.
  - This will add a little over a mile extension to the trail.
  - A trailhead parking area should be considered

**NEW BUSINESS:**

- Andy announced that the Carlisle Cares is using the Carlisle Community Center as a shelter for the homeless.
- Carlisle Parks and Rec have temporarily relocated their office to the Carlisle Borough office building on South Street.
- Luke has forwarded the LRA mail from the community center to his home address.
- Andy has contacted Community Cares to let them know if a FedEx or DHL delivery is made, they should contact Andy.

JD made the following suggestion to think about and table for future discussion:

- We talk about volunteers on the trail for clean ups. Is there anything that board members need to sign to be on the trail?
  - Our current general liability insurance covers the trail and anyone using it.
  - Officer and director's insurance covers board members.
- Do we see any major expenditures, issues, or problems near term or in 1-5 years?
  - Our projected costs are laid out in the budget.
  - Budgets are done one year in advance.
  - We do not usually spend everything that is budgeted.
  - We have allowances for postage
  - For major expenses beyond maintenance of the trail, we usually pursue a grant.
- A five-mile fun run was suggested.
  - The trail is not wide enough to have a large group of people on the trail.
  - Media / Advertising / Social Media exposure
- Provide LRA board volunteers with a t-shirt / polo shirt to wear while out on the trail to recognize us as members of the LRA. A way to engage the community.

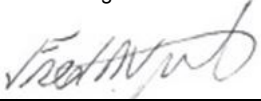
Andy's comments:

- There is a section of trail between Bonnybrook Road and the main trail that is an old driveway. There are two bridges – one across the Letort and one across the left branch. Those bridges have not been improved. Andy would like to see us get a grant to improve the trail bed and also redo the bridges and put rails on it to bring them up to code.
- Andy would also like to see us do some work trying develop a better trailhead at South Spring Garden Street. (parking is bad).

Luke made a motion to adjourn the meeting. Fred seconded the motion and the motion carried. The meeting adjourned a 8:04.

**NEXT MEETING**

The next regular meeting of the Letort Regional Authority is scheduled for Thursday, May 21, 2020, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA

  
Fred Vigeant, Secretary

May 21, 2020

Date Adopted

Prepared by: Kathy L. Russell