

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

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**May 21, 2020**

Due to the Corona Virus warnings, the Stuart Community Center continues to be closed. Our regular meeting is being held remotely on Thursday, May 21, 2020.

**ATTENDANCE**

*All members absent, business conducted remotely.*

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

Members / Reps Not Participating: Dennis Burkett

Staff Present Kathy Russell

**PUBLIC COMMENT** – None

**PRESENTATIONS** – None

**ANNOUNCEMENT** –.

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

**Administrator** - (Kathy Russell) –

- Kathy requested that Mark mail her his completed PA State Ethics Commission Statements of Financial Interest Form.

**COMMITTEE REPORTS**

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

**Monthly Financial Status**

The memorandum of bills is as follows:

**Receipts:**

Current Month		
Plan review fee.....	+\$100.00	
Verizon wireless – Account transfer credit.....	+19.16	
Prior month Interest.....	+\$58.17	
<b>TOTAL RECEIPTS .....</b>	<b>+\$177.33</b>	

**Bills Requiring Approval:**

Administrator .....	-\$330.00	
PA Dept of State – 501(c)3 Application Fee .....	-470.00	(Board previously voted to approve)
Verizon Wireless .....	-\$24.03	
SEK CPAs and Advisors – Audit Services.....	-\$3,025.00	
<b>TOTAL BILLS requiring approval .....</b>	<b>-\$3,449.03</b>	

Luke provided the financial documents and made a motion that we pay the bills totaling \$3,449.03. Mark 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 .....	+\$3,379.03	
Paid bill .....	-\$3,379.03	
<b>Closing Account Balance .....</b>		<b>\$100.00</b>

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

Beginning Balance .....	\$25,871.99	
Plan review fee.....	+\$100.00	
Interest.....	+\$2.14	
Transfer to Checking.....	-\$3,449.03	
<b>Closing Account Balance.....</b>		<b>\$22,525.10</b>

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

Beginning Balance .....	\$11,220.26	
Interest.....	+\$ .74	
<b>Closing Account Balance.....</b>		<b>\$11,221.00</b>

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

Beginning Balance .....	\$1,503.27	
Interest .....	+\$ .12	
<b>Closing Account Balance.....</b>		<b>\$1,503.39</b>

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

Transferred from CD#45 .....	\$5,442.43	
Interest .....	+\$11.94	
<b>Closing Account Balance.....</b>		<b>\$5,454.37</b>

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

Beginning Balance .....	\$5,345.39	
Interest .....	+\$10.02	
<b>Closing Account Balance.....</b>		<b>\$5,355.41</b>

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

Beginning Balance .....	\$5,196.80	
Interest .....	+\$9.95	
<b>Closing Account Balance.....</b>		<b>\$5,206.75</b>

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

Beginning Balance (4/20/19).....	\$5,364.25	
Interest .....	+\$11.77	
<b>Closing Account Balance.....</b>		<b>\$5,376.02</b>

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

Beginning Balance (10/18/19).....	\$5,333.53	
Interest .....	+\$11.49	
<b>Closing Account Balance.....</b>		<b>\$5,345.12</b>

**TOTAL FINANCIAL ASSETS ON DEPOSIT:.....** **\$62,087.16**

- Financial Summary – The financial summary report is as noted.
- Budget Report – The budget report is as noted.
- Luke is in the process of transferring our phone service from Verizon to Google.

**Friends of Letort** – Mark White

- All events have been cancelled.

**Grants** – Andy Parker – No Report

**Audit** –

- Luke has hard copies of the audit. If anyone is interested in getting a copy, please advise Luke.
- Kathy will submit the public notice announcement on the completed audit to The Sentinel for publication.
- Kathy submitted an electronic copy of the audit to the borough and townships.

**Information and Education** – Fred Vigeant

- Recent press releases and Facebook posts – Fred asked all board members to submit any photos taken along the trail to him for posting.
- We have 160 followers on our Facebook page.
- Outside facilities are being used more often since social distance is still active we have much room for improvement.
- Fred provided two screen shots from our Facebook page showing activity reported.

**Nature Trail** – Dennis Burkett

- Trail maintenance – Dave reported that he did some clean up on the trail and he plans to clean up the trail with his chain saw sometime in May. Andy said if he is available, he will assist.
- Tree maintenance –
  - Andy emailed Tom Shumaker to see if he is interested in mowing the trail again this year.
  - Andrea Crouse and her maintenance crew took care of one tree that was over the trail in Letort Park just south of the bridge.
  - The plaque that was installed at the bridge in Letort Park for Jerry Gapp – the written part of the plaque has come loose. We need to get that glued on again.
  - When the plaques for Erich Messerschmidt was installed on his bridge, it was installed vertically and seems to be holding up well, so when the plaque for Jerry is re-glued, Andy will move it so that it hangs down and is vertical and will shed the weather a little better.
- Benches Project –
  - Andy spoke with Joe McCorkle with McCorkle Construction. He is in the process of preparing a quote for the installation of the three benches.
    - Andy expects to hear back from Joe within the next several days.
    - If we accept their price, they will be able to install the benches fairly quickly, which will make Herb happy.

- Andy will send out an email to get approval of the quote, once he receives it.
- Fill your trail map boxes – Please continue to fill your assigned map boxes as needed.
- Plaques for map boxes – No discussion

**NOTE:** After the meeting (on 5/29/20), Andy sent out an email to board members attaching a quote from McCorkel Construction for \$1,885.00 to install three memorial benches. Andy asked for a cast of votes on whether to accept or decline the quote. All members voted unanimously to accept McCorkel's quote.

In a second motion, Andy communicated with Tom Shumaker, the gentleman that mowed the trail last year. He is interested in doing it again for the same price as last year, \$150.00 per mowing. Andy asked for a cast of votes on whether to hire Mr. Shumaker. All members voted unanimously to hire Mr. Shumaker for trail mowing.

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

- Cumberland Conservation Collaborative report (Bill) – No report

**Stream Ecology** - William Berwick

- ALLARM report and analysis –
  - The readings were reviewed.
  - There were questions regarding the phosphate numbers.
  - Andy contacted ALLARM and raised some concerns about the phosphate readings being unstable.
  - ALLARM is looking into it and trying to be more consistent.

**Project Review** - Andy Parker

- Carlisle Reformed Presbyterian Church – SMT, 14 Westminster Drive – Andy has completed his review of this plan and made a few minor comments and suggestions.

**OLD BUSINESS:**

- Board Vacancies – North Middleton Township and Cumberland County (2) –
  - We would like to get some candidates to fill these vacancies.
- Authority charter expiration 2024 – Nothing new to report.
- 501(c)(3) –
  - Our application was submitted to the state and we were rejected.
  - The rejection stated that the application was not applicable to authorities.
  - Andy called and left a message, but he hasn't heard back from them.
  - We may have used the wrong form for the application.
  - Did they consider that the LRA is an extension of municipalities?
  - The 501(c)3 status would be useful for us in pursuing grants.
- Volunteer Liability Waiver –
  - Dave prepared a draft waiver utilizing wording from both samples provided by Chelsea.
  - We reviewed the draft Accident Waiver and Release of Liability Form.
  - Mark made a motion to have our attorney, Dave Baric, review the draft waiver, Dave seconded the motion, and the motion carried.
    - Andy will send the waiver to Dave Baric for review.
- Statements of financial interest – previously discussed

**NEW BUSINESS:**

- Continuation of Dickinson Law Leading Law Student Program –
  - Andy was contacted by Kristin Thomas at Penn State Dickinson Law School.
    - In the past, the LRA has partnered with Penn State Dickinson Law in their Leading Law Students Program.
      - Chelsea has enjoyed participating in this program, but she does not plan on signing up next year because she has plans to do a semester in California.
    - Andy will respond that we are interested in participating in this program again.
  - Dave also suggested that we use a student from Carlisle, Cumberland County, or South Middleton school district.
    - Dave will contact the high schools to see if he can get a senior who is interested in government, politics, or environmental, etc. to sit in on our meetings and participate in volunteering.
  - In the next 45 days, Dave plans to get a representative from the Carlisle War College and another representative for Cumberland County.
- New Projects (Dave)  
Proposals from Dave:
  - Sign replacement –
    - We will try to clean up the Letort trail sign at Letort Park
    - This sign would be expensive to replace
    - The sign was part of the DCNR grant that improved the trail about seven years ago.

- The Kiosk at Goodyear Park will need to be made weathertight and updated with laminated displays
- Bridge repair
  - Sanding, Staining, Painting and lumber replacement is badly needed
  - Upkeep now will save us money down the road
- Warning signs
  - In terms of our responsibility, should there be signage stating that hikers are leaving the trail?
  - Should there be "fishing" signs?
  - Is warning signage really needed?
    - Andy will discuss with Dave to get hi thoughts.
- Agreement with SMT
  - What is our official kind of linkage with South Middleton Township in terms of the connecting trails?
  - We need to get an agreement in writing.
- Trailhead parking
  - How much of the south end trailhead do we have access to?
    - We only own the railway right-of-way
    - The property where Dave proposed to have trees removed is owned by the Central Pennsylvania Conservancy (previously Burgoon crest beds property)
  - Can we create a useable parking area there?
    - Dave would head this effort
  - We will need to acquire a grant to get this parking area made.
  - Need to develop plans and get bids.
- More benches
- Trail beautification
- Fun run –
  - Not a loop trail.
  - is the trail wide enough?
  - Six feet is not wide enough to have a two-way run.
  - Would give the trail exposure.
- Carlisle Borough coordination
- Fishing / access signs
- Trail access signs for shirts / vests for members – Not high on our priority list.
- Trail access cart / ATV - No motorized vehicles are permissible.

Andy will discuss these items with Dave and we will revisit at next month's meeting.

Bill made a motion to adjourn the meeting. Luke seconded the motion and the motion carried. The meeting adjourned at 8:25 p.m.

**NEXT MEETING**

The next regular meeting of the Letort Regional Authority is scheduled for Thursday, June 18, 2020, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA



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Fred Vigeant, Secretary

6/18/20

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Date Adopted  
Prepared by: Kathy L. Russell