

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
August 20, 2020

The meeting was held on Thursday, August 20, 2020, at the Stuart Community Center. Andy called the meeting to order at 7:07 p.m.

ATTENDANCE

Members / Reps Participating: Andy Parker, Luke Shaffner, Fred Vigeant, Bill Berwick , and Dave Price

Mark White participated by phone

Members / Reps Not Participating: Dennis Burkett

Staff Present Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT –.

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

Administrator - (Kathy Russell) –

- No report

COMMITTEE REPORTS

Finance / Budget – (Luke Shaffner)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

| | | |
|-----------------------------|------------------|--|
| Current Month | | |
| Plan review payment..... | +\$100.00 | |
| Prior month Interest | +\$58.25 | |
| TOTAL RECEIPTS | +\$158.25 | |

Bills Requiring Approval:

| | | |
|--|------------------|-------------------|
| (Last month) Carlisle Garden Club – 2020 donation | \$300.00 | Approved and Paid |
| (Last month) McCorkel Construction (bench installation)..... | \$1,885.00 | Approved and Paid |
| Verizon Wireless – Phone | \$24.63 | |
| Administrator | -\$330.00 | |
| Unpaid Bills Subtotal requiring approval | -\$354.63 | |

Luke provided the financial documents and made a motion that we pay all outstanding bills totaling \$354.63. Bill seconded the motion and the motion was carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

| | | |
|--------------------------------------|-----------------|--|
| Beginning Balance | \$100.00 | |
| Transfer from General Fund | +\$300.00 | |
| Transfer from General Fund | +\$1,885.00 | |
| Paid bills | -\$2,185.00 | |
| Transfer from General Fund | +\$354.63 | |
| Paid bills | -\$354.63 | |
| Closing Account Balance | \$100.00 | |

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

| | | |
|---|--------------------|--|
| Beginning Balance | \$28,649.23 | |
| Transfer to Business Checking Account | -\$300.00 | |
| Transfer to Business Checking Account | -\$1,885.00 | |
| Interest..... | +\$2.37 | |
| Check rec'd – Plan Review | +\$100.00 | |
| Transfer to Business Checking Account | -\$354.63 | |
| Closing Account Balance..... | \$26,211.97 | |

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

| | | |
|-------------------------------------|-------------|--------------------|
| Beginning Balance | \$11,222.50 | |
| Interest..... | +\$.76 | |
| Closing Account Balance..... | | \$11,223.26 |

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

| | | |
|-------------------------------------|----------|-----------------|
| Beginning Balance | \$100.07 | |
| Interest..... | +\$.01 | |
| Closing Account Balance..... | | \$100.08 |

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

| | | |
|-------------------------------------|------------|-------------------|
| Transferred from CD#45..... | \$5,478.74 | |
| Interest..... | +\$12.42 | |
| Closing Account Balance..... | | \$5,491.16 |

CERTIFICATE OF DEPOSIT #41 (25 Month) (Matures 8/17/22)

| | | |
|-------------------------------------|------------|-------------------|
| Beginning Balance | \$5,375.84 | |
| Interest..... | +\$10.41 | |
| Interest..... | +\$5.38 | |
| Closing Account Balance..... | | \$5,391.63 |

CERTIFICATE OF DEPOSIT #49 (15 Month) (Matures 1/3/22)

| | | |
|-------------------------------------|------------|-------------------|
| Beginning Balance | \$5,228.37 | |
| Interest..... | +2.70 | |
| Closing Account Balance..... | | \$5,231.07 |

CERTIFICATE OF DEPOSIT #50 (25 Month) (Matures 05/20/21)

| | | |
|-------------------------------------|------------|-------------------|
| Beginning Balance (4/20/19)..... | \$5,400.03 | |
| Interest..... | +\$12.25 | |
| Closing Account Balance..... | | \$5,412.28 |

CERTIFICATE OF DEPOSIT #51 (29 Month) (Matures 03/19/22)

| | | |
|-------------------------------------|------------|-------------------|
| Beginning Balance (10/18/19)..... | \$5,368.55 | |
| Interest..... | +\$11.95 | |
| Closing Account Balance..... | | \$5,380.50 |

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... **\$64,541.95**

- Financial Summary – Luke renewed CD#41 – it will mature on August 27, 2022.
- Budget Report – The budget report looks good.

Friends of Letort – Mark White

- All events have been cancelled.
- We plan to send out a campaign letter in the fall.

Grants – Andy Parker

- No report

Audit – Vacant

- No report

Information and Education – Fred Vigeant

- Recent press releases and Facebook posts – Fred has made several posting;
 - Posted:
 - photos of benches
 - article on Spotted Lantern Flies
 - Carlisle Garden Club – garden
 - Donation for Master Watershed Stewards Program

Nature Trail – Dennis Burkett

- Safety Concerns – We had a report of homeless activity along the trail. Be on the lookout for other activity.
- Letort Garden maintenance –
 - The Carlisle Garden Club has been working hard to maintain the garden.
 - There is an infestation of Canada Thistle.
 - Ben Mummert did some spraying.
 - They will try to schedule periodic garden clean-up in late winter before the flush of vegetation to work on the garden.
 - We will try to provide some help. (Carlisle High School Green Team?).
- Trail maintenance –
 - Andy contacted Tom Shumaker who has been mowing the trail.

- A Certificate of Insurance has been requested. We should not allow him to mow until the COI has been received.
- Tom will be sending an invoice for his services.
- Tree Maintenance – Andy reported on a tree down at the entrance of Letort Park, there are also two trees down at the Mully Grub. Andy will contact Luke to work on removing the tree at the entrance.
- Benches Project – Luke has contacted Muffin Enterprises regarding the memorial plaques for the benches. He has the text for two of the benches which he will order. Waiting to receive text from Dennis for the bench he donated.
- Fill your trail map boxes – Please continue to fill your assigned map boxes as needed.
- Plaques for map boxes – Luke reported - If we provide the design to Muffin Enterprises, they can make a metal plaque for the boxes. Luke will see if Rowe's can provide the design.

Long-Range Planning & Easements – Andy Parker

- Cumberland Conservation Collaborative report (Bill) – Andy contacted Herb and Rick Riveno to get an update. Rick will add Andy to the mailing list, but did not reply with any activity.
- **AFTER MEETING NOTE:** The CCC is exploring a grant to share a full-time position in CPC and another agency. They are looking into getting one of the local universities to do a marketing study on what social media platforms would target specific constitutes.

Stream Ecology - William Berwick

- ALLARM report and analysis – The water quality results were reviewed.
- Cumberland County Watershed Implementation Plan - Mark and Andy participated in a conference call today for the Cumberland County Countywide Watershed Implementation Action Plan. This is part of the county's requirement for the MS4 Program to reduce nutrients, and sediments, and remove impairments from the streams. The Letort was identified as one of the top five priority watersheds in the county. We should be coordinating with our municipalities a bit more about their MS4 Plans and what they are planning for our watershed and what we can do to help them with our watershed.

Project Review - Andy Parker

- Masonic Temple – Carlisle – Andy will review this plan.

OLD BUSINESS:

- Board Vacancies – North Middleton Township and Cumberland County (2) –
 - Dave is working on finding candidates for the county vacancies.
 - Mark will contact North Middleton to see if they have any candidates.
- Verizon account – Luke reported that it appears as though Google will be removing the Google Voice option. The ability to transfer an existing number to Google Voice cannot be done. We will have to continue to utilize Verizon's service.
- Potential Projects
 - Trail and bridge rehabilitation (incl: spur trail, new bridges, trailhead parking, bridge, sign, and kiosk repair)
 - Dave made a motion to do improvement projects on September 26th, which would require us to put together a team of 6-8 volunteers to do the refurbishments on the three bridges and the dock with stain and paint and replace some of the boards. Luke seconded the motion and the motion carried.
 - Dave will compile and email a list of tools, i.e. blowers, weed eaters, saws, drills and items needed to do the project.
 - Dave has submitted a request to Lowe's for local support for improvements to the bridges;

| | | | |
|------------------------------------|--------|--------------|-------------------|
| Deck / Stain – Valspar | 20-gal | \$157.00 x 4 | \$628.00 |
| 1 ¼ x 6" wood decking x 10' | 96 ft | \$12.57 x 10 | \$125.70 |
| Brushes | 10 | \$9.48 x 10 | \$94.80 |
| Roller Knit Covers | 18 | \$9.48 z 3 | \$28.44 |
| Rollers – Whizz | 4 | \$6.98 x 4 | \$27.92 |
| Roller Extension Poles | 4 | \$6.98 x 4 | \$27.92 |
| Roller Pans | 4 | \$4.18 x 4 | \$32.92 |
| Paint Gloves | 12 | \$4.18 x 12 | \$50.16 |
| Exterior Wood Screws – 2.5 to 3.5" | 1000 | \$29.98 | <u>\$29.98</u> |
| TOTAL COSTS WITHOUT TAXES | | | \$1,044.84 |
 - Dave spoke with Marlin, a manager at Lowe's, who seemed to think that Valspar might donate the 20-gallon cost for stain and Marlin may be able to get Lowe's to contribute the remaining supplies.
 - Bridge repair
 - Warning signs

- More benches
- Trail beautification
- Fun run
- Fishing/access signs
- Trail access signs for shirts/vests for members
- Trail access cart/ATV
- Trail map update
- Revisit trail extension – Lambertton MS to Letort Park (along stream)
- “Stream Owners Guide” to protecting the Letort for adjacent property owners
- Watershed protection guide for entire watershed
- Watershed mapping upgrades for website
- Inspection and assessment of LRA property and easements (incl. adjacent property owner notification).

Dave would like to see us acquire a grant to upgrade trailhead parking and any other major restoration or upgrades to the trail that are necessary.

Dave suggest we prepare a flyer packet for the residence on Bedford Street to inform them that we are interested in accessing behind their homes to evaluate the possibility of extending the trail. Instead of going door-to-door a flyer would provide a point of contact which would allow us to determine if they have any push back on us accessing their property. Andy would like to first do some deed research to verify what property the LRA has and what belongs to the property owners.

NEW BUSINESS:

- PennPrime Annual Meeting – Andy received a notice of PennPrime’s annual membership meeting trust. No one was interested in attending.
 - Andy made a motion that he fill out the proxy to allow PennPrime to vote our membership. Luke seconded the motion and the motion carried.
- PennPrime Specimen Contract – Kathy has completed the form, but never received a response. Kathy will follow up with PennPrime.

Luke made a motion to adjourn the meeting. Dave seconded the motion and the motion carried. The meeting adjourned at 8:27 p.m.

NEXT MEETING

The next regular meeting of the Letort Regional Authority is scheduled for Thursday, September 17, 2020, at 7:00 p.m. at the Stuart Community Center.



Fred Vigeant, Secretary

9/17/20

Date Adopted

Prepared by: Kathy L. Russell