

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
December 17, 2020

Due to the Corona Virus warnings, the Stuart Community Center will be closed. Our regular meeting is being held remotely on Thursday, December 17, 2020. Andy called the meeting to order at 7:00 p.m.

ATTENDANCE

Members / Reps Present William Berwick, Catrina Hamilton-Drager, Joel Hicks, Ben Mummert, Luke Shaffner, Andy Parker, Dave Price, Fred Vigeant, and Mark White

Staff Present Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT

APPROVAL OF MINUTES – Luke made a motion to approve the minutes of the November meeting. Catrina 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	
Friends of Letort donation PayPal.....	+\$45.00
Friends of Letort donation PayPal.....	+\$250.00
Plan review fee.....	+\$300.00
Plan review fee.....	+\$100.00
Prior month Interest.....	+\$44.87
TOTAL RECEIPTS:	+\$739.87

Bills Requiring Approval:

Verizon Wireless – Phone	-\$24.95
Administrator	-\$330.00
Friends of Letort mailer – materials / postage	-\$317.37

Unpaid Bills Subtotal

-\$672.32

Fees

PayPal	-\$2.21
TOTAL BILLS:	-\$674.53

Luke provided the financial documents and made a motion that we pay all outstanding bills totaling \$674.53. Fred seconded the motion and the motion was carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
PayPal deposit – FoL donation.....	+\$18.82	
Transfer to Friends of the Letort Savings	-\$18.82	
Transfer from General Fund	+\$672.32	
Paid bills	-\$672.32	
PayPal deposit – FoL donation.....	+\$23.97	
Transfer to Friends of the Letort Savings	-\$23.97	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$24,676.69	
Interest.....	+\$2.04	
3X Checks rec'd	+\$650.00	
Transfer to Friends of the Letort Savings	-\$250.00	
Transfer to Business Checking Account	-\$672.32	
Closing Account Balance		\$24,406.41

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$11,325.52	
Interest.....	+\$.74	
PayPal donation – FoL donation	+\$18.82	
FoL donation	+\$250.00	
PayPal deposit – FoL donation.....	+\$23.97	
Closing Account Balance.....		\$11,619.05

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance	\$100.11	
Interest.....	+\$.01	
Closing Account Balance.....		\$100.12

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

Transferred from CD#45	\$5,528.20	
Interest.....	+\$12.13	
Closing Account Balance.....		\$5,540.33

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

Beginning Balance	\$5,400.02	
Interest.....	+\$3.32	
Closing Account Balance.....		\$5,403.34

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

Beginning Balance	\$5,240.27	
Interest.....	+\$3.01	
Closing Account Balance.....		\$5,243.28

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

Beginning Balance (4/20/19).....	\$5,448.78	
Interest.....	+\$11.96	
Closing Account Balance.....		\$5,460.74

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

Beginning Balance (10/18/19).....	\$5,416.11	
Interest.....	+\$11.66	
Closing Account Balance.....		\$5,427.77

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... **\$63,301.04**

- Financial Summary – As noted
- Budget Report – We are under our budget, but we are awaiting outstanding invoices from ALLARM and Baric & Scherer. These bills will be paid as soon as they are received.

Friends of Letort – Mark White –

- The 2020 appeal letters have been mailed and donations are beginning to come in.

Grants – Andy Parker - No report

Audit –

- Luke nominated Joel Hicks to chair the Audit Committee, Bill seconded the motion and the motion carried.
- Smith, Elliott & Kerns have been hired to perform our audit.

Information and Education – Fred Vigeant

- Recent press releases and Facebook posts –
 - Fred posted photos of the trail with the snowfall that were provided by Ben.
 - The most popular post was welcoming Ben to the board.
 - The appeal letter will be posted.
 - The hunting notice will be reposted.
 - Fred is still working on creating a space on Next Door – there is an issue with phone/answering machine. Need a working phone.
 - Luke will look into a revised Google product for our phone service.
 - Fred reposted The Conservancy’s post on cross-county skiing.

Nature Trail – Ben Mummert

- Ben reported that the trail is available for cross-country skiing.
- Ben also reported that the Eberly’s agreed to clear the parking areas of snow.
- Benches Project – memorial plaques
 - Luke has installed the plaques on the benches.
 - We will schedule a formal dedication ceremony sometime in the spring.
 - Luke will advise Dennis and James Ruhl’s parents of our plans.

- Plaques for map boxes – Luke is working on this.

Long-Range Planning & Easements – Andy Parker

- Cumberland Conservation Collaborative report (Bill).- No December meeting
- Climate initiatives – Joel emailed everyone meeting documents from the meeting held on December 8. Climate Action Forum activity of the Borough, as well as links to Smart Talk (WITF) and Climate Action Forum.
 - If anyone is interested in joining one of the teams or if you have any questions, please contact Joel.
 - They have started a collaboration relationship with the town of Carlisle in England.
 - Four sub-teams will be formed: Energy, Transportation, Economic Growth, and Community Outreach.

Stream Ecology - William Berwick

- ALLARM report and analysis – The report was reviewed and discussed.
 - Andy stated that we are due for a presentation from ALLARM.
 - Catrina volunteered to reach out to ALLARM to try to organize a presentation.
 - Mark will be performing an ALLARM sponsored stream study tomorrow.
 - Water quality testing on the Conodoguinet at his house.
 - If anyone is interested in coming to watch, it will take place at 4:00 p.m.

Project Review - Andy Parker

- Cumberland Crossings II, Cottages Expansion, SMT – Andy will review
- Westminster Drive Lt 10, SMT – Andy will review

OLD BUSINESS:

- Board Vacancies – North Middleton Township (1)
- Potential Projects for 2021
 - Trail and bridge rehabilitation (incl: spur trail, new bridges, trailhead parking, bridge, sign, and kiosk repair) –
 - Trail map update –
 - “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).
 - Andy would like to get GIS maps made of the watershed. He thought ALLARM could assist by seeing if we could get a Dickinson College class or someone interested in this as a senior project.
- Liability Insurance renewal – Andy has signed the renewal with PennPRIME.
 - Our insurance covers homeless issues.

NEW BUSINESS:

- SSL Security Certificate – Luke will contact Cross & Crown to inquire.
- Administrator Contract – Andy made a motion to renew the Administrator Contract with Kathy, Luke seconded the motion and the motion carried.
- 2021 Budget –
 - Andy will adjust several figures and reissue a renewed proposed budget for 2021
 - Our audit will cost \$3,145.00
 - The insurance renewal cost is \$4,100.00
 - Our total administrating / operating / legal expenses to \$14,155.00.
 - With our proposed receipts for 2021, we are proposing a budget deficit of \$2,305.00
 - Andy made a motion to approve the proposed budget for 2021, Bill seconded the motion and the motion carried.
- Ben volunteered to do the mowing along the trail and he suggested we put the funds budgeted for mowing into doing more vegetation management along the trail to try t get some of the invasive plants under control. Both the trail maintenance and trail improvements budgets would be geared more toward the vegetation management.
- Ben presented the slate of officers for 2021:

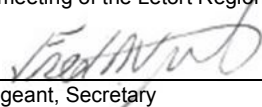
Andy Parker	-	Chairman
Mark White	-	Vice Chairman
Luke Shaffner	-	Treasurer
Fred Vigeant	-	Secretary

Ben made the motion to accept this slate of officers for 2021, Dave seconded the motion and the motion carried.

Luke made a motion to adjourn the meeting. Dave seconded the motion and the motion carried. The meeting adjourned at 7:48 p.m.

NEXT MEETING

The next regular meeting of the Letort Regional Authority is scheduled for Thursday, January 21, 2021, at 7:00 p.m. at the Stuart Community Center.


Fred Vigeant, Secretary

01/21/21

Date Adopted
Prepared by: Kathy L. Russell