

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

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**September 16, 2021**

The meeting was held on Thursday, September 16, 2021 at the Stuart Community Center. Andy called the meeting to order at 7:00 p.m.

**ATTENDANCE**

Members / Reps Present William Berwick, Luke Gibson, Catrina Hamilton-Drager, Ben Mummert, Luke Shaffner, Andy Parker, Fred Vigeant, and Mark White.

Member / Rep Absent Joel Hicks and David Price

Staff Present Kathy Russell

**PUBLIC COMMENT** – None

**PRESENTATIONS** – None

**ANNOUNCEMENT** – None

**APPROVAL OF MINUTES** – Bill made a motion to approve the minutes of the August meeting. Mark 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		
Check rec'd – Donation.....		+\$250.00
Interest.....		+\$27.22
<b>TOTAL RECEIPTS:</b> .....		<b>+\$277.22</b>

**Bills Requiring Approval:**

Administrator - Services.....	-\$330.00
Verizon Wireless - Phone.....	-\$25.30
<b>Unpaid Bills Subtotal</b> .....	<b>-\$355.30</b>
 <b>TOTAL BILLS:</b> .....	 <b>-\$355.30</b>

Luke provided the financial documents and made a motion that we pay all unpaid bills totaling \$355.30. 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 .....	+\$355.30	
Paid Bills.....	-\$355.30	
 <b>Closing Account Balance</b> .....		 <b>\$100.00</b>

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

Beginning Balance .....	\$29,596.25	
Interest.....	+\$2.53	
Transfer to Business Checking .....	-\$355.30	
 <b>Closing Account Balance</b> .....		 <b>\$29,243.48</b>

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

Beginning Balance .....	\$12,853.50	
Check received .....	+\$250.00	
Interest.....	+\$0.87	
 <b>Closing Account Balance</b> .....		 <b>\$13,104.37</b>

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

Beginning Balance .....	\$100.20	
Interest .....	<u>+\$0.01</u>	
<b>Closing Account Balance.....</b>		<b>\$100.21</b>

**CERTIFICATE OF DEPOSIT #40 (25 Month) (Matures 2/17/23)**

Beginning Balance .....	\$5,585.84	
Interest .....	<u>+\$2.60</u>	
<b>Closing Account Balance.....</b>		<b>\$5,588.44</b>

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

Beginning Balance .....	\$5,430.27	
Interest .....	<u>+\$3.45</u>	
<b>Closing Account Balance.....</b>		<b>\$5,433.72</b>

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

Beginning Balance .....	\$5,267.70	
Interest .....	<u>+\$3.12</u>	
<b>Closing Account Balance.....</b>		<b>\$5,270.82</b>

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

Beginning Balance (4/20/19).....	\$5,534.51	
Interest .....	<u>+2.35</u>	
<b>Closing Account Balance.....</b>		<b>\$5,536.86</b>

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

Beginning Balance (10/18/19).....	\$5,523.17	
Interest .....	<u>+\$12.29</u>	
<b>Closing Account Balance.....</b>		<b>\$5,535.46</b>

**TOTAL FINANCIAL ASSETS ON DEPOSIT:.....\$69,913.36**

- Financial Summary – As noted
- Budget Report – As noted

**Friends of Letort** – Mark White –

- Database of Friends for Volunteer Opportunities – We continue to update this list.
- 2021 Fund Raising Appeal –
  - Luke made a motion to not include businesses in the appeal mailing. We should only send appeal letters to individuals; Fred seconded the motion and the motion carried.
  - Fred and Andy volunteered to work together to edit the appeal letter.
  - We hope to get this mailing out sometime in November.

**Grants** – Andy Parker

- Rotary club grant (Spring Garden Parking) – No report
- Faulkner, Other Sources – No report

**Audit** – Joel Hicks

- None

**Information and Education** – Fred Vigeant

- Recent press releases and Facebook updates – Fred continues to post updates
  - Extension of Letort trail to Heiser's Lane
- Next Door – No report
- Web hosting – Kathy will contact Cross & Crown to inquire about renewing our domain registration.

**Nature Trail** – Ben Mummert

- Letort Garden thistle treatment – Ben retreated the thistle.
- Trail width and vegetation management (MWS mile-a-minute, other invasives)
  - Andy was contacted by Holly for a watershed steward project to remove mile-a-minute.
  - Mark will follow-up with Holly on the status.
- Tree cleared on the trail – Ben cleared a tree behind the Carlisle DPW yard. Thank you to Ben!
- Acts of vandalism –
  - Jerry Gapp plaque removed from Letort Park Bridge
    - Andy has the plaque and will clean it, check out the damage, and reinstall it.
  - Trail Closed sign torn down at S. Spring Garden
    - Ben's folks put the sign back up.
- Plaques for map boxes – Luke is still working on this project.

- Trail extension – ROW and Trail opening –
  - There was an email discussion/debate prior to tonight's meeting among the LRA members, wherein Ben made a motion: That LRA welcome friends and families to set foot across Spring Garden Street and enjoy a walk down to and past the source of the Letort, if not further (further provided, our insurance and the Recreational Use of Land and Water Act limit liability for open spaces available for public use). This motion carried via email communications with a vote of 7 – for, 1 – against, and 1 abstained.
  - Andy has been in communication with Brian O'Neil and Cory Adams from South Middleton Township.
    - The problem they are having identifying and clearing the right-of-way for the trail is because their surveyor isn't able to get clear title.
    - They want to see the railroad valuation maps that are stored in the National Archives in DC, which is currently closed to the public because of COVID.
    - SMT's solicitor is recommending that they not build the trail without clear title.
    - Andy suggested that the LRA build that segment of trail and then the township clear the remaining right-of-way they need to get their easements to build the rest of the trail.
  - Ben has been speaking with Stephanie Williams.
    - Stephanie has asked that we prepare a committal letter from the LRA making clear that the LRA is granting permission to the township to surface the trail.
      - The SMT would build the trail and we would give permission to have the trail built on the 400 yards owned by the LRA.
      - Union Quarry will provide materials at cost.
- Meeting with Union Quarry –
  - Andy would like to meet with Union Quarry.
  - Ben will set up a meeting with UQ within the next few weeks.
  - Discuss parking solutions, trail maintenance materials, and the redesign of the area where the old crusher was located.
- Bridge Maintenance completion –
  - Bonnybrook bridge needs cleaned up.
  - The other bridges need to have a penetrating preservative applied.
  - Make sure we periodically clean off the leaves and debris on the bridges to prevent wood from rotting.

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

- Cumberland Conservation Collaborative report (Bill/Ben) –
  - The next meeting is scheduled for September 27<sup>th</sup> at 6:00 – in person at the Carlisle Borough Building.
- UGI Easement update – Ben and Andy met with UGI in the field on 8/31
  - UGI has agreed to compensate the LRA for the persimmon trees cut down along the trail as part of their gas line easement maintenance. They would either 1) compensate us monetarily or 2) do the restoration themselves. We agreed at our September meeting to lean toward the compensation option. UGI has come back with a compensation offer of \$1500.00. We would use this money to secure the trees and plant them ourselves. The plant material will be about \$500+. Because we would complete the planting with volunteer labor, the remaining funds could then be used to further enhance/restore the UGI easement.
    - This agreement with UGI was discussed and Andy made a motion to accept this compensation offer, Ben seconded the motion and the motion carried with 7 affirmative email responses.
    - After the meeting, Andy emailed a motion to authorize him to execute the agreement with UGI to settle cutting of the persimmons along the Letort trail for \$1,500.00.
      - Six LRA members responded giving their approval to have Andy sign the agreement.
- Trail Extension Easement (update insurance) –
  - Andy spoke with Strickler, our insurance agent, regarding the trail extension and our insurance coverage.
  - Andy is waiting for our agent to return a call.
- PennPrime Annual Meeting 9/21
  - Andy submitted our Proxy
  - The meeting is available virtually, if interested, contact Andy.
- South Mountain Partnership Fall Partnership - Meeting 9/17
- Greenway-preservation potential at Parker Spring – meet with Cumberland County Planning
- Inventory and inspect LRA easements and properties – winter 2021/2022 (notify property owners)
  - Luke volunteered to create a list of property owners where we have easements on their property – use Atlas
- Climate initiatives – (Joel) –
  - Cumberland County released its County Climate Action Plan (CAP) and is inviting public comment. You can access the plan and comment form online: <https://www.ccpa.net/4898/Climate-Action-Plan>. Please also share with your members and networks so that the County receives feedback from as many members of the community as possible.  
**The comment period closes on September 30.**

#### Stream Ecology - William Berwick

- ALLARM report and analysis – (Ginny) – No report
- Tri-County Watershed Association fall meeting 9/29 10:30-12:00
  - Chesapeake Conservancy Restoration reports riparian Buffer identification.
- Minor flooding reported on the lower Letort from Ida, no flooding on the upper Letort.
- Master Watershed Stewards –
  - Mark announced that their annual tree sale will be the first week of October.
  - Ben will send out a notice of a clean-up event at the park scheduled at the end of October.

#### Project Review - Andy Parker

- Keystone Field House, SMT – Andy will review
- Cumberland County Housing & Redevelopment Authority – Harbour Village affordable housing within the previously reviewed Smith Farms (lot 2 – South Spring Garden Street).

**OLD BUSINESS:**

- Board Vacancy – North Middleton Township (1)
- Potential Projects – No report

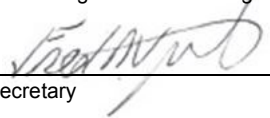
**NEW BUSINESS:**

- Since we have not had to pay a professional for mowing, budget funds are available. Luke suggested that we pay Ben or the Conservancy for the mowing services Ben has been providing.
  - Andy wrote a trail maintenance guide which he will redistribute.
- Changing By-laws – Quorum – This topic was tabled for a future meeting.
- 2022 Proposed Budget
  - Andy prepared a proposed 2022 budget.
  - After a review and brief discussion Ben made a motion to accept the proposed 2022 budget, Mark seconded the motion, and the motion carried.
  - Andy will send out the proposed budget out with the funding request letters to the borough and municipalities.
    - The Carlisle Borough is the only ones that require a request presentation for funding.
    - Carlisle Borough's letter is due September 30.
  - Andy asked if anyone would be willing to revamp the funding request letter – no one volunteered.

Luke made a motion to adjourn the meeting. Fred seconded the motion and the motion carried. The meeting adjourned at 8:10 p.m.

**NEXT MEETING**

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

  
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Fred Vigeant, Secretary

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10-21-21  
Date Adopted  
Prepared by: Kathy L. Russell