

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

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**November 18, 2021**

The meeting was held on Thursday, November 18, 2021 at the Stuart Community Center. Andy called the meeting to order at 7:05 p.m.

**ATTENDANCE**

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

Member / Rep Absent Luke Gibson and Joel Hicks

Staff Present Kathy Russell

**PUBLIC COMMENT** – None

**PRESENTATIONS** – None

**ANNOUNCEMENT** – None

**APPROVAL OF MINUTES** – Mark made a motion to approve the minutes of the October meeting. Dave seconded the motion and the motion carried.

**Administrator** - (Kathy Russell) – Act 205 Plan Declaration – Andy reminded Kathy to make sure this form has been completed.

**COMMITTEE REPORTS**

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

**Monthly Financial Status**

The memorandum of bills is as follows:

**Receipts:**

Current Month	
Interest.....	+\$27.25
<b>TOTAL RECEIPTS:</b> .....	<b>+\$27.25</b>

**Bills Requiring Approval:**

Administrator - Services.....	-\$330.00
Administrator – Office supplies.....	-\$112.24
Muffin Enterprises Inc. – Metal plates.....	-\$115.00
Verizon Wireless - Phone.....	-\$24.21
<b>Unpaid Bills Subtotal</b> .....	<b>-\$582.21</b>

**TOTAL BILLS:** ..... **-\$582.21**

Luke provided the financial documents and made a motion that we pay all unpaid bills totaling \$582.21. Fred seconded the motion by email and the motion was carried.

**Treasurer's Report:**

**BANK ASSET ACCOUNTS:**

**BUSINESS CHECKING ACCOUNT (07)**

Beginning Balance .....	\$100.00	
Transfer from Business Savings .....	+\$582.21	
Paid Bills.....	-\$582.21	
<b>Closing Account Balance</b> .....		<b>\$100.00</b>

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

Beginning Balance .....	\$28,890.67	
Interest.....	+\$2.47	
Transfer to Business Checking .....	-\$582.21	
<b>Closing Account Balance</b> .....		<b>\$28,310.93</b>

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

Beginning Balance .....	\$13,105.23	
Interest.....	+\$0.89	
<b>Closing Account Balance</b> .....		<b>\$13,106.12</b>

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

Beginning Balance .....	\$100.22	
Interest .....	+\$0.01	
<b>Closing Account Balance.....</b>		<b>\$100.23</b>

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

Beginning Balance .....	\$5,590.96	
Interest .....	+\$2.61	
<b>Closing Account Balance.....</b>		<b>\$5,593.57</b>

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

Beginning Balance .....	\$5,437.06	
Interest .....	+\$3.45	
<b>Closing Account Balance.....</b>		<b>\$5,440.51</b>

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

Beginning Balance .....	\$5,273.84	
Interest .....	+\$3.13	
<b>Closing Account Balance.....</b>		<b>\$5,276.97</b>

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

Beginning Balance (4/20/19).....	\$5,539.13	
Interest .....	+2.35	
<b>Closing Account Balance.....</b>		<b>\$5,541.48</b>

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

Beginning Balance (10/18/19).....	\$5,547.38	
Interest .....	+\$12.34	
<b>Closing Account Balance.....</b>		<b>\$5,559.72</b>

**TOTAL FINANCIAL ASSETS ON DEPOSIT:.....\$69,029.53**

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

**Friends of Letort – Mark White –**

- Database of Friends for Volunteer Opportunities – We continue to build and update this list.
- 2021 Fund Raising Appeal –
  - The draft appeal letter was reviewed and several minor revisions were made.
  - Kathy will finalize the letter and they will be mailed out within the next week.

**Grants – Andy Parker**

- Rotary club grant (Spring Garden Parking) –
    - Ben reported that he is waiting for a response from South Middleton Township.
    - Andy will reach out to Cory to see if he can get a response.
  - Faulkner? – No report
  - Other Sources? –
    - Andy drafted a letter (outlined below) to John Epley, Township Manager, North Middleton Township in response to a proposed donation.
      - We received a generous proposal to donate \$5,000 from North Middleton Township.
      - These funds are being made available, in part by the American Rescue Plan Act (ARPA).
      - The funds will be used to support ongoing Authority programs including water quality monitoring on the Letort Spring Run, stream clean-up efforts, and Letort Nature trail maintenance activities, including trail resurfacing.
      - The Authority will also undertake an effort to clear our Parker Spring property (located on Post Road in the township), of invasive species in an effort to improve the habitat along this important tributary of the Letort Spring Run
    - The letter was discussed and several minor revisions were made.
- Ben made a motion to approve sending the revised letter, Mark seconded the motion and the motion carried
- We will also need to sign a recipient agreement.
  - If anyone has any ideas on a project that we could do in North Middleton Township or Middlesex Township, please let Andy know.

**Audit – Joel Hicks**

- None

**Information and Education – Fred Vigeant**

- Recent press releases and Facebook updates – Fred continues to post notices.
- Next Door – No report
- Web hosting – No report

**Nature Trail** – Ben Mummert

- Trail vegetation management – No report
  - Plaques for map boxes –
    - Luke picked up the new metal plates to be applied to the map boxes at the trailheads.
    - The plaques will be adhered and pop riveted to the map boxes.
    - Several of the map box lids may also need repaired
  - Trail extension – ROW and Trail opening –
    - Ben presented a letter drafted to Stephanie Williams, Land Partnerships Program Grant Director for the Cumberland County Planning Department, outlining Land Partnerships Grant activities.
      - The letter was review and it was suggested that we add a written description/definition for the “greenway” and add a map outlining the greenway.
- Dave made a motion to move forward with adding appropriate verbiage on the greenway and sending the letter. Catrina seconded the motion and the motion carried.
- Ben also presented two agreements for review:
    - License resolution and Cooperative Agreement between South Middleton Twp. and the LRA for the Letort Greenway Extension trail Surfacing.
    - License Resolution and Cooperative Agreement between The Central Pennsylvania Conservancy and the LRA for Letort Greenway Stewardship.
- Several minor revisions to these agreements were suggested.
- South Middleton Township provided an Agreement and Grant of Easement between the LRA and South Middleton Township for review for the construction of the trail extension.
    - There were no comments or suggestions
- Meeting with Union Quarry – No report
- Spring Garden trailhead Parking –
  - Township Engineer is reviewing
  - No response from South Middleton Township
  - Parking will have ADA Accessibility

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

- Cumberland Conservation Collaborative (Bill/Ben) – Next Meeting 12/13 at 6:00
- UGI Easement update – The \$1,500 settlement check has been received.
- Greenway-preservation potential at Parker Spring –
  - Andy met with Kurt Stoner and Stephanie Williams.
    - They are not in favor of doing anything by Parker Springs because the Cumberland County Prison is in the vicinity.
  - We could do habitat restoration on the Parker Spring property.
- Inventory and inspect LRA easements and properties – winter 2021/2022 (notify property owners) –
  - Luke has identified property owners of our easements.
  - Andy will draft a letter property owners and he will send it to LRA board members for comments.

**Stream Ecology** - William Berwick

- ALLARM report and analysis – (Ginny) –
  - October numbers looked good
  - No report for November – as soon as the report is received, Andy will forward.

**Project Review** - Andy Parker

- NONE

**OLD BUSINESS:**

- Board Vacancy – North Middleton Township (1)
- Potential Projects – We are still looking for projects to undertake.
- Memorial Bench along trail – We need to come up with a good location for an additional memorial bench.

**NEW BUSINESS:**

- Changing By-laws – Quorum – This item will be, once again, be tabled for a future meeting.
- Board Officer Nomination Committee
  - Catrina is developing a slate of officers which she will e-mail to LRA board members.
  - We will vote on the new officers in December.
- Bill's term expiration 12/21
  - Bill expressed concern that his chemistry background is not being utilized.
    - Andy suggested that Bill may want to perform water quality testing at another location along the Letort.
    - South Mountain Partnership may also have some opportunities for Bill to participate in.
  - Bill agreed to temporarily serve on the LRA board until a Carlisle Borough replacement can be found.
- CCMG Plant Fest – Scheduled for May, 2022
- Andy received a renewal application for our liability insurance from Penn Prime.
  - Luke made a motion to have Andy complete the renewal application, Dave seconded the motion and the motion carried.
- We discussed the Crawfoot Award, which is awarded to a person or group that has given valuable service to the Letort watershed.

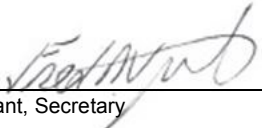
- Ben made a motion to recognize Herb Weigl for his years of service to the LRA, Mark seconded the motion and the motion carried.
- Our trail map supply needs to be replenished.
  - The map information will need to be updated.
  - Kathy will contact Sandy Kern to see if she can provide a PDF file from the last printing of the map.
  - Catrina will see if the Dickinson College print shop would be available to print the maps at a reasonable cost.
- Andy received a letter from the Pennsylvania Municipal Authority Association giving the LRA a complimentary membership.
  - The PA Municipal Authority Association is primarily water and sewer authorities.
  - Andy will complete the form and have it submitted.
- Ben announced that the CPC will be holding a "Deck the Habitat" event on Black Friday (November 26<sup>th</sup>)

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

On December 1<sup>st</sup>, Luke sent out an email request to LRA members making a motion to pay the outstanding PennPrime invoice of \$1,230.00. Ben seconded the motion and the motion carried.

**NEXT MEETING**

The next regular meeting of the Letort Regional Authority is scheduled for Thursday, December 16, 2021, at 7:00 p.m.

  
\_\_\_\_\_  
Fred Vigeant, Secretary

\_\_\_\_\_  
12/16/21  
Date Adopted  
Prepared by: Kathy L. Russell