

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
December 16, 2021

The meeting was held on Thursday, December 16, 2021 at the Stuart Community Center. Andy called the meeting to order at 7:05 p.m.

ATTENDANCE

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

Member / Rep Absent Luke Gibson & Dave Price

Staff Present Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT – None

APPROVAL OF MINUTES – Luke made a motion to approve the minutes of the November 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 received – UGI	+\$1,500.00
Checks received – 4x plan reviews	+\$700.00
Checks received – 6x FoL donations	+\$510.00
PayPal – 1x FoL donation	+\$100.00
Interest	+\$26.39
TOTAL RECEIPTS:	+\$2,836.39

Bills Requiring Approval:

Administrator - Services	-\$330.00
Verizon Wireless - Phone	-\$24.97
Unpaid Bills Subtotal	-\$354.97

Paid Bills:

PennPrime – Payment 3 of 3	\$1,230.00
Paid Bills Subtotal	-\$1,230.00

Fees

PayPal	\$3.38
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TOTAL BILLS: **-\$1,588.35**

Luke provided the financial documents and made a motion that we pay all unpaid bills totaling \$1,588.35. 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	+\$1,230.00
Paid Bill	-\$1,230.00
Transfer from Business Savings	+\$354.97
Paid Bill	-\$354.97

Closing Account Balance **\$100.00**

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$28,310.93	
2x Checks Received	+\$1,600.00	
Interest.....	+\$2.39	
Transfer to Business Checking	-\$1,230.00	
2x Checks Received	+\$500.00	
1x Check Received	+\$100.00	
Transfer to Business Checking	<u>-\$354.97</u>	
Closing Account Balance.....		\$28,928.35

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$13,106.12	
Interest.....	+\$0.86	
6x Checks Received	+\$510.00	
1x PayPal Donation	<u>+96.62</u>	
Closing Account Balance.....		\$13,713.60

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance	\$100.23	
Interest.....	<u>+\$0.01</u>	
Closing Account Balance.....		\$100.24

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

Beginning Balance	\$5,593.57	
Interest.....	<u>+\$2.52</u>	
Closing Account Balance.....		\$5,596.09

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

Beginning Balance	\$5,440.51	
Interest.....	<u>+\$3.34</u>	
Closing Account Balance.....		\$5,443.85

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

Beginning Balance	\$5,276.97	
Interest.....	<u>+\$3.03</u>	
Closing Account Balance.....		\$5,280.00

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

Beginning Balance (4/20/19).....	\$5,541.48	
Interest.....	<u>+2.27</u>	
Closing Account Balance.....		\$5,543.75

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

Beginning Balance (10/18/19).....	\$5,559.72	
Interest.....	<u>+\$11.97</u>	
Closing Account Balance.....		\$5,571.69

TOTAL FINANCIAL ASSETS ON DEPOSIT:.....70,277.57

- Financial Summary – As noted
- Budget Report – As noted
 - Luke will add a new line item to the budget for settlements.
 - Andy commented that we are under budget for trail maintenance. We will need to do more work on the trail.

Friends of Letort – Mark White –

- Database of Friends for Volunteer Opportunities – We continue to build and update this list.
- 2021 Fund Raising Appeal – We have begun to receive funds from the appeal letter. Total received so far is \$610.00.

Grants – Andy Parker

- Rotary club grant (Spring Garden Parking) –
 - The Rotary Club provided a format that they want to have followed for this grant.
 - Ben has submitted documents that will be forwarded to the district.
- Faulkner? –
 - We are trying to come up with a project that Faulkner can fund – possibly printing of the new trail maps.
- NMT ARPA funds –
 - Andy submitted a Subrecipient Agreement to South Middleton Township along with a letter.
 - John at SMT accepted an will be forwarding \$5,000 to us - \$2,000 from NMT and \$3,000 from the ARPA funds.

Audit – Joel Hicks

- Joel will review the agreement received for the 2022 audit and make sure the proposal is in line with our budget.

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 –
 - Ben has a volunteer who is taking pictures along the trail.
 - The South Middleton Township has been asked to remove/shred bushes along the trail.
 - Ben will mark the bushes that are to be removed.
- Plaques for map boxes – Andy to install the plaques in the near future.
- Trail extension – ROW and Trail opening –
 - Andy will set up a virtual meeting with SMT to discuss this matter.
 - Andy will send out an email with potential dates for this meeting.
- Meeting with Union Quarry – Parking solutions trail maintenance materials –
 - Andy and Ben will meet to discuss options then a meeting will be scheduled with Union Quarry.
- Spring Garden trailhead Parking –
 - Andy has submitted the License Agreement to the PA Conservancy.
 - The License Agreement for the Trail extension has not been sent.
 - Ben reported that PPL will donate showy meadow mix for each homerun hit by the Harrisburg Senators.

Long-Range Planning & Easements – Andy Parker

- Cumberland Conservation Collaborative (Bill/Ben) – Meeting 12/13 at 6:00
 - The CCC will be taking on a larger advocacy role in the county
 - Rick Riveno will be stepping down from his position.
 - They will be hiring a intern to handle mediation, website, and social media matters.
- UGI Easement update – Planning for spring persimmon planting.
 - We need to determine the size and placement of the persimmons trees that will be replacing those cut down by PPL.
- Parker Spring – vegetation management
 - We need to do a winter inventory on what kind of vegetation management would be appropriate.
- Inventory and inspect LRA easements and properties – winter 2021/2022 (notify property owners) –
 - Luke composed a list of eight property owners involved in our easements.
 - Andy has drafted a letter to these property owners outlining our intentions to inspect our easement in compliance with the easement agreement.

Stream Ecology - William Berwick

- ALLARM report and analysis – (Ginny) –
 - Several locations tested with high nitrates.

Project Review - Andy Parker

- IOS (between Trindle and Lisburn Roads) – SMT – Andy will complete his review of this plan with his comments. No storm water management reports were received.
- Cumberland Crossing Expansion – SMT - Andy will complete his review of this plan with his comments. No storm water management reports were received.
- IOS 25 Lisburn Road – SMT - Andy will complete his review of this plan with his comments. No storm water management reports were received.
- 20 Roadway Drive – MT - Andy will complete his review of this plan with his comments. No storm water management reports were received.

OLD BUSINESS:

- Board Vacancy – North Middleton Township (1) and Carlisle Borough (Bill's term expires 12/21)
- Insurance Renewal – proposal received (past due payment paid)
- New Trail Maps – update map and brochure
 - Kathy will contact Rowe's Printing to see if they have a PDF of our last trail map/brochure.
 - Andy will check with a co-worker to see if he will be able to update the map.
 - Ben would like to see better signage and/or sidewalk stencils added between Goodyear Park and the Lamberton Middle School.
- Crawfoot Award – Herb Weigl
 - Andy and Kathy will work together to come up with a certificate and plaque.

NEW BUSINESS:

- Changing By-laws – Quorum –
 - Ben made a motion to revise the by-laws (ARTICLE IV – MEETINGS / Section 4. Quorum) to read as follows:
"At all meetings of the Board will need more than 50% of the members to constitute a quorum for the purpose of transacting business; votes on tabled issue items will still require 50% plus one."
Mark seconded the motion and the motion carried.
- Board Officer Nomination Committee
 - Catrina presented a slate of officers for 2022 and made a motion to accept this slate.:
 - Andy Parker – Chairman

- Mark White – Vice Chairman
- Luke Shaffner – Treasurer
- Fred Vigeant – Secretary

Ben seconded the motion and the motion carried.

- CCMG Plant Fest – Scheduled for May 21, 2022
 - Catrina and her husband have volunteered to updated the LRA display / demonstration
- Administrator Contract renewal
 - Andy made a motion by email to renew Kathy's administrator contact for 2022. Luke seconded the motion. Seven members voted yes, and two members abstained. The motion carried.
 - Andy will send the contract to Kathy for her signature.
- Joel reported on the Carlisle Climate Action Plan.

Joel made a motion to adjourn the meeting. Bill 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, January 20, at 7:00 p.m.



Fred Vigeant, Secretary

January 20, 2022

Date Adopted
Prepared by: Kathy L. Russell