

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
January 20, 2022

The meeting was held on Thursday, January 20, 2022 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, Joel Hicks, Ben Mummert, Andy Parker, David Price, Luke Shaffner, Fred Vigeant, and Mark White.

Staff Present Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT – We welcomed Don Ward to our meeting. Don is a North Middleton Township resident and is considering becoming the NMT representative to the LRA board.

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

Administrator - (Kathy Russell) – Kathy has distributed the Statements of Financial Interest forms to LRA members for completion. Forms are due back before May 1st.

COMMITTEE REPORTS

Finance / Budget – (Luke Shaffner)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
PayPal – 2x FoL donation	+\$250.00
Checks received – 4x FoL donations	+\$325.00
North Middleton township – ARPA donation	+\$5,000.00
Interest	+\$27.54
TOTAL RECEIPTS:	+\$5,602.54

Bills Requiring Approval:

Administrator - Services	-\$330.00
Verizon Wireless - Phone	-\$24.97
PennPRIME – Insurance payment 1 of 3	-\$1,640.00
ALLARM – For 2021 testing services	-\$1,000.00
Unpaid Bills Subtotal	-\$2,994.97

Paid Bills:

Paid Bills Subtotal	-\$0.00
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Fees

PayPal	<u>\$8.21</u>
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TOTAL BILLS: **-\$3,003.18**

Luke provided the financial documents and made a motion that we pay all unpaid bills totaling \$2,994.97. Mark 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	+\$2,994.97
Paid Bill	<u>-\$2,994.97</u>

Closing Account Balance **\$100.00**

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$28,928.35	
Interest.....	+\$2.48	
Transfer to Business Checking	-\$2,994.97	
Closing Account Balance.....		\$25,935.86

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$13,713.60	
Interest.....	+\$0.91	
4x Checks Received	+\$325.00	
2x PayPal Donation	+241.79	
Closing Account Balance.....		\$14,281.30

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance	\$100.24	
1x Check Received	+\$5,000.00	
Interest.....	+\$0.01	
Closing Account Balance.....		\$5,100.25

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

Beginning Balance	\$5,596.09	
Interest.....	+\$2.51	
Closing Account Balance.....		\$5,598.70

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

Beginning Balance	\$5,443.85	
Interest.....	+\$3.45	
Closing Account Balance.....		\$5,447.30

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

Beginning Balance	\$5,280.00	
Interest.....	+\$3.13	
Interest.....	+\$0.20	
Closing Account Balance.....		\$5,283.33

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

Beginning Balance (4/20/19).....	\$5,543.75	
Interest.....	+2.35	
Closing Account Balance.....		\$5,546.10

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

Beginning Balance (10/18/19).....	\$5,571.69	
Interest.....	+\$12.40	
Closing Account Balance.....		\$5,584.09

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$72,876.93

- Financial Summary – As noted
- Budget Report – The budget is on track.

Friends of Letort – Mark White –

- Database of Friends for Volunteer Opportunities – We continue to build and update this list.
- 2021 Fund Raising Appeal – Total received to date is: \$1,185.00

Grants – Andy Parker

- Rotary club grant (Spring Garden Parking) – Ben reported that we can expect a sketch design by the end of the month.
- NMT ARPA funds – Submitted Subrecipient Agreement
- Ben proposed that he would like to help with LRA applying for a land partnership grant in July. Discussions will continue on this matter.

Audit – Joel Hicks

- Approve SEK’s financial audit - \$3,325.
 - Joel made a motion to approve and authorize himself to sign the audit engagement agreement on behalf of the LRA. Luke seconded the motion and the motion carried.

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 – Andy to install the plaques in the near future.
- Trail extension – ROW and Trail opening –
 - Andy will contact South Middleton Township about the trail opening.
 - Ben asked Andy to also check on the use of the SMT tractor.
- Debris on trail
 - Andy reported that there are several branches down along the trail.
- Ben distributed a flyer for the Manada Conservancy Volunteers in Land Management online program scheduled for February 10th at 7:00 p.m. and a copy of the Central Pennsylvania Conservancy 2021 Annual Report.

Long-Range Planning & Easements – Andy Parker

- UGI Easement update – Planning for spring persimmon planting. – order trees and seed.
 - Settlement funds have been received from UGI.
 - Ben volunteered to take the lead on ordering trees and seed.
 - We are to replace 15" of Persimmons trees
- Parker Spring – vegetation management
 - Andy will schedule a date to meet at Parker Springs to discuss the vegetation management.
 - Ben and Don expressed an interested in attending this meeting.
- Inventory and inspect LRA easements and properties – winter 2021/2022 (notify property owners) –
 - Andy will send out the letters to property owners before the end of the month.
- Carlisle Borough Climate Action Plan Approved (Joel)
 - Joel reported that they are in the implementation phase.
 - They are working through policy planning and roles and responsibilities.

Stream Ecology - William Berwick

- ALLARM report and analysis – (Ginny) –
 - Andy reported that there were elevated nitrogen levels.
 - A discussion was held on our mission to track water quality and improving water quality.
 - Ben asked by a show of hands how many members think that a part of the LRA's mission is to improve water quality with conservation planning.
 - All members agreed that this is an important part of our mission.

Project Review - Andy Parker

- Cumberland Preserve Phase 1, MT – Andy will review this plan.

OLD BUSINESS:

- Board Vacancy – North Middleton Township (1) and Carlisle Borough (Bill's term expires 12/21)
 - Andy will follow-up with the Carlisle Borough on the applicants for their representatives.
- New Trail Maps – update map and brochure
 - Kathy contacted Rowe's Printing and received a copy of the PDF file of the brochure and map and a quote to have new brochures printed.
 - The trail extension will need to be added to the map.
 - The quote and PDF files were given to Andy for updating.
- Crawfoot Award – Herb Weigl
 - Luke will contact Muffin Enterprise to get a new Mariam Crawfoot award plaque made for Herb Wieg
- CCMG Plant Fest 5/21 – Need updated display / demonstration
 - Catrina has volunteered to update the display with the help of her husband.

NEW BUSINESS:

- CCWA Tree Planting
 - Event coming up this spring.
- SMP Partnership Meeting –
 - Their annual meeting will be held virtually tomorrow morning Friday, January 21st from 8:30 – 10:30 a.m.

Dave made a motion to adjourn the meeting. Catrina seconded the motion and the motion carried. The meeting adjourned at 8:05 p.m.

NEXT MEETING

The next regular meeting of the Letort Regional Authority is scheduled for Thursday, February 17, at 7:00 p.m.



Fred Vigeant, Secretary

2/17/22

Date Adopted
Prepared by: Kathy L. Russell