

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

**MINUTES OF THE LETORT REGIONAL AUTHORITY
April 21, 2022**

The meeting was held on Thursday, April 21, 2022 at the Stuart Community Center. Andy called the meeting to order at 7:02 p.m.

ATTENDANCE

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

Members/Reps Absent David Price and Don Ward

Staff Present Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT –

- Andy announced that the Carlisle Borough will be appointing Bob Ackerman as their LRA representative replacing William Berwick.
- David Price will be resigning from the LRA board as the Middlesex representative.

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

Administrator - (Kathy Russell) –

- Kathy reported that she has received all Statements of Financial Interest from the LRA board members and they have been submitted to their respective townships/borough offices.

COMMITTEE REPORTS

Finance / Budget – (Luke Shaffner)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month		
Check Received – Burkentine & Sons Builders Inc.	+\$500.00	
Check Received – Safe Harbour Inc.	+\$100.00	
Interest	+\$22.74	
TOTAL RECEIPTS:	+\$622.74	

Bills Requiring Approval:

Administrator - Services.....	-\$330.00
Verizon Wireless - Phone	-\$24.71
Carlisle Garden Club – Annual donation.....	-\$300.00
Matt Lowe – Persimmon seedlings	-\$1,000.00
Unpaid Bills Subtotal.....	-\$1,654.71

TOTAL BILLS: **-\$1,654.71**

Luke provided the financial documents and made a motion that we pay all unpaid bills totaling \$1,654.71. Joel seconded the motion by email and the motion was carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$1,100.00
Balance Adjustment	-\$1,000.00
Transfer from Business Savings	+\$1,654.71
Paid Bill.....	-\$1,654.71

Closing Account Balance **\$100.00**

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$33,504.05	
2x Checks Received	+\$600.00	
Interest.....	+\$2.97	
Transfer to Business Checking	-\$1,654.71	
Closing Account Balance.....		\$32,452.31

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$14,354.98	
Interest.....	+\$0.97	
Closing Account Balance.....		\$14,355.95

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance	\$100.21	
Interest.....	+\$0.01	
Closing Account Balance.....		\$100.22

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

Beginning Balance	\$5,603.67	
Interest.....	+\$2.61	
Closing Account Balance.....		\$5,606.28

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

Beginning Balance	\$5,453.88	
Interest.....	+\$3.46	
Closing Account Balance.....		\$5,457.34

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

Beginning Balance	\$5,287.03	
Interest.....	+\$2.02	
Closing Account Balance.....		\$5,289.05

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

Beginning Balance	\$5,550.57	
Interest.....	+2.35	
Closing Account Balance.....		\$5,552.92

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

Beginning Balance	\$5,607.77	
Interest.....	+\$7.25	
Interest.....	+\$1.10	
Closing Account Balance.....		\$5,616.12

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$74,530.19

- Financial Summary –
 - Luke made an adjustment to the Business Checking Account balance.
 - CD#51 had matured and has been renewed. The new mature date is 2024.
- Budget Report – As noted

Friends of Letort – Mark White –

- Database of Friends for Volunteer Opportunities – We continue to build and update this list.

Grants – Andy Parker

- Rotary club grant (Spring Garden Parking) –
 - Unfortunately, the Rotary Club has pulled their grant for the parking lot.
 - They were concerned that we weren't going to make their proposed deadline.
- Other funding sources
 - There is a possibility we may be able to obtain a grant from Faulkner Subaru for up to \$5,000.00.

Audit – Joel Hicks

- Luke reported that the annual audit has been completed.
 - It was determined that we would waive the finalization meeting with SEK.
 - Luke feels that SEK may be able to assist us in obtaining a 501(c)3 status.
 - Once the audit has concluded, Luke will speak with Jessica at SEK to determine if we qualify for 501(c)3 status.
 - Joel made a motion to authorize Luke to request a proposal from SEK for fact finding for us to assist us in becoming a 501(c)3 organization. Luke seconded the motion and the motion carried.
 - It was suggested that it may be beneficial to have the Friends group incorporated and approve as a 501(c)3.

Information and Education – Fred Vigeant

- Recent press releases and Facebook updates
 - Fred shared several events on our Facebook page.
- Next Door – No report
- Web hosting – No report

Nature Trail – Ben Mummert

- Trail vegetation management – CPC/CVTU Earth Day Event – Sunday, April 24th from 1:00-3:00 and Wednesday, April 27th from 4:00-6:00.
- Trail extension – ROW and Trail opening – SMT meeting
 - Andy met with SMT to discuss the trail and our tentative plans to move forward with the trail extension.
 - The LRA will surface our section of the trail (approximately 1,200 LF south of Spring Garden Street).
 - Andy has determined an estimated cost for aggregate and labor at approximately \$6,000 to \$10,000, or maybe less if we use a sand and gravel mix or a waste product from the quarry.
 - \$4,000.00 is remaining in our trail budget.
 - Money is left from the UGI settlement
 - Potential \$5,000 grant from Faulkner Subaru
 - Andy made a motion to authorize spending up to \$5,000.00 and use grant money for anything above \$5,000. to pay for surfacing our section of the trail. Luke seconded the motion and the motion carried.
 - SMT has a county grant to surface their section of the trail.
 - SMT will take care of doing a crosswalk and signage on Spring Garden Street.
 - SMT does not have agreements in place with the Shambaughs or Eberly's, but the township is confident they can secure the required agreement.
 - SMT has secured all of the agreements needed for the last section of the trail.
- Debris on trail
 - Ben cleaned up another tree on the trail.
- South Spring Garden Street Parking
 - The South Middleton Township Engineer, has not reviewed the parking plan. Ben thinks the design team and Consultant Chris Chiampi (RLA at FSA) sensitively balanced so many interests involved. Ben will have the designer coordinate with the township engineer.

These things stand out:

1. The illustrated plan accommodates space for a handicap van to turn around off-street;
2. Accommodates the existing, large silver maple without removal or injury;
3. Reasonably accommodates guests from north or south on Spring Garden Street;
4. Only the handicap pad would be concrete or a permeable plastic-grid paver system (to meet ADA requirements);
5. The trail's stone-dust surface would extend along an aisle to access the barn drive, beside the cartway;
6. Relocates the boulder presently situated in front of the bollards; and
7. Requires minimal grading, excavation, and fill-- an ~18" embankment at the head of the handicap space could be defined by a traditional stacked-stone wall.

The concept reflects a middle-road for handling the other established (but informal) pull-off parking:

1. Marking five extra-wide, diagonal spaces;
2. Deepening those spaces so folks have more room to turn around behind vehicles in an aisle still off the street;
3. Grading and stabilizing the soil with reinforcement mesh, addressing rutting, gullies, and all-weather use;
4. Reserving expedient options to retire those pull-off spaces altogether, when parking is secured, elsewhere; and
5. Requires addressing road runoff at the barn driveway apron.

Ben will stake this concept out for folks to see in person, if you want to visit the trailhead.

Long-Range Planning & Easements – Andy Parker

- UGI Easement update – Ben organized planting of 100 Persimmons trees.
- Easement inspection – Schedule?
 - Don and Andy looked at Parker Spring and Spring Garden Street properties.
 - Andy asked for volunteers to check out the additional easement properties to give notes on the condition of the properties, how much invasive species are there, ideas on what can be done with the properties, in particular the area down by the county prison.
 - If anyone is interest, please contact Andy.
 - Luke volunteered to provide drone footage from the air.
 - Ben can hook Luke up with drone software that will take photos and put them together for a map.
- Cumberland County Riparian Buffer Planting Inventory – long-term operation and maintenance. – this item tabled until a future meeting.
- CCC Meeting
 - Andy reported that the CCC met in March and discussed the County Comprehensive Plan Update and a Conservation Chapter. They are looking for support from the environmental organizations to try to identify features within the county that are subject to conservation.
 - They are looking for each affiliate to take a month or 6 months where they provide administration for the organization.
 - Their next meetings are scheduled for May / July / September / November.

Stream Ecology – Mark White

- ALLARM report and analysis – (Ginny) –
 - The March and April water quality results were received and reviewed.
- Stream restoration / stabilization Letort and Biddle Mission Parks?

- A few visual areas where restoration / bank stabilization can be done:
 - In Letort Park – When they did the Mully Grub restoration work, they added large boulders along the stream. There is bits of erosion behind the boulders that could use some gravel fill behind the boulders to stabilize the area.
 - At Biddle Mission Park – Downstream on North Street the stone wall is gone and the banks are bare and eroding.

Project Review - Andy Parker

- Cambria Place Final Land Development Plan, Walnut Bottom Road, SMT – Andy will review and comment.
- Harbour Village Final Land Development Plan, S. Spring Garden Street, SMT/CB – Andy will review and comment.

OLD BUSINESS:

- Board Vacancy –
 - The Carlisle Borough position has been filled by Bob Ackerman
 - With Dave Price stepping down, we will now have an opening in Middlesex Township.
- New Trail Maps – update map and brochure – to include trail extension.
- Crawfoot Award – Herb Weigl – Luke will contact Herb to see when he is available.
- New Public Display –
 - We will use the old display at Earth Day event.
 - Catrina and her husband are working on a new display.
- Destination Carlisle Earth Day – Saturday, April, 23rd, Castlerigg 11:00-4:00
- Cumberland County Master Gardener's Plant Fest – May 21st
- Carlisle Garden Club Memorial project
 - They plan to add a rock and plaque memorial and possibly extend the garden along the bank down to the fishing pier.
- Letort Garden spring cleanup
 - The winter weeds have been removed from the garden.
 - Ben will look to treat the Canada thistle again.
- CVTU Letort Coldwater Conservation Plan – Restoration Action Plan. Andy provided comments.
- CCWA Planting Committee activities – Next activity is scheduled for April 30th.
- SMP South Mountain Science Summit – 4/29/22 – Andy will attend.


NEW BUSINESS:

- Bosler Library Coldwater Conservation Program – Fall 2022
 - We've been asked to participate in this program.
 - Topics include the ecosystem status and aquatic life, water infrastructure and stormwater management, and water recreation and the future of our waterways.
 - There is another meeting coming up within the next few weeks.
- Dickinson Law Leading Law Student Program
 - Our current law student, Luke Gibson, will be graduating and leaving the LRA.
 - We will be continuing in this program and we have been assigned a new law student representative in September.
- SMT Roadside management – herbicide use
 - We received an email regarding South Middleton township's renewed roadside application.
 - Andy will contact the township and request that they be mindful and careful about over sprays around the Letort and along South Spring Garden Street.
- Revised Stream / watershed protection handouts
 - Andy asked if anyone would be interested in helping to update our stream and watershed handouts.
- Authority re-incorporation (2024)
 - The 50-year LRA charter will expire in 2024.
 - We need to take steps to either be reincorporated or be disbanded.
 - Reincorporating should be fairly easy.
 - If we would decide to disband, we will assets that will need to be dispersed, Conservation Easements as well as property (the trail itself) will need to be turned over to another organization.
 - Andy spoke with SMT and they will be looking into the legalities of this process.
 - We need to check with the Borough and other Municipalities to see if they are in favor of us moving forward to reincorporate for another 50 years.

Luke made a motion to adjourn the meeting. Mark seconded the motion and the motion carried. The meeting adjourned at 8:36 p.m.

NEXT MEETING

The next regular meeting of the Letort Regional Authority is scheduled for Thursday, May 19, 2022, at 7:00 p.m.



Fred Vigeant, Secretary

5/19/22
Date Adopted
Prepared by: Kathy L. Russell