

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
November 17, 2022

The meeting was held on Thursday, November 17, 2022, at the Stuart Community Center. Andy called the meeting to order at 7:05 p.m.

ATTENDANCE

Members / Reps Present Bob Ackerman, Catrina Hamilton-Drager, Michael Jean, Ben Mummert, Andy Parker, Curtis Stevens, and Don Ward

Members/Reps Absent Luke Shaffner and Mark White

Staff Present Kathy Russell

PUBLIC COMMENT

- We had two visitors in attendance: Devera Lang and Michele Miller, who are frequent Greenway volunteers who work on the trail.

PRESENTATIONS

We had a presentation from students from the Carlisle Area High School – Advisor: Matt Freeman Students: Kevin Shank, Ruby Frazier, Dorian Stroud, Zachary Hurt, and Max Behfar. These students are all members of the Engineering Design and Development class. They are working on a prototype of a filtering system to remove trash from the stream to enter into the Governor’s STEM Competition. The Governor’s STEM Competition challenges student teams from across the state to research, design, and present a device or project that can make the quality of life better for Pennsylvanians by accomplishing a series of practical tasks that can fulfill real-world needs.

- Board members asked several questions and made several suggestions to the students.
- Bob made a motion that the LRA endorse this project and help the students in any way we can. Curt seconded the motion and the motion carried.

APPROVAL OF MINUTES – Michael made a motion to approve the minutes of the October meeting. Catrina 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	
Interest	+\$14.75
TOTAL RECEIPTS:	+\$14.75

Bills Requiring Approval:

Administrator - Services	-\$330.00
Verizon Wireless - Phone	-\$30.18
Unpaid Bills Subtotal	-\$360.18
TOTAL BILLS:	-\$360.18

Andy provided the financial documents and made a motion that we pay all unpaid bills totaling \$360.18. Ben seconded the motion, and the motion was carried.

Financial Summary –

Treasurer’s Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00
Transfer from Business Savings	+\$360.18
Paid Bills	-\$360.18
Closing Account Balance	\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$ 41,037.86	
Interest.....	+3.49	
Transfer to Business Checking	<u>-\$360.18</u>	
Closing Account Balance.....		\$40,681.17

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$ 14,662.97	
Interest.....	<u>+\$1.62</u>	
Closing Account Balance		\$14,664.59

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance	\$100.28	
Interest.....	<u>+\$0.01</u>	
Closing Account Balance.....		\$100.29

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

Beginning Balance	\$5,621.74	
Interest.....	<u>+\$2.62</u>	
Closing Account Balance.....		\$5,624.36

CERTIFICATE OF DEPOSIT #49 (15 Month) (Matures 7/4/23)

Beginning Balance	\$5,300.97	
Interest.....	<u>+\$2.02</u>	
Closing Account Balance.....		\$5,302.99

CERTIFICATE OF DEPOSIT #50 (25 Month) (Matures 05/20/23)

Beginning Balance	\$5,566.83	
Interest.....	<u>+2.36</u>	
Closing Account Balance.....		\$5,569.19

CERTIFICATE OF DEPOSIT #51 (29 Month) (Matures 09/16/24)

Beginning Balance	\$5,631.59	
Interest.....	<u>+\$2.63</u>	
Closing Account Balance.....		\$5,634.22

TOTAL FINANCIAL ASSETS ON DEPOSIT:.....\$77,676.81

Budget Report – as noted

Good Keeper Farm payment RE: Persimmon seedling – UGI settlement - Andy noted that a check was reissued to “Good Keeper Farm” for persimmon seedlings that were purchased as a result of the UGI settlement. This payment was approved in April, but because of a mix up, the check was never cashed. The original check has been voided.

Friends of Letort – Mark White

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

Grants – Andy Parker

- Other grant possibilities - Sierra Club
- Land Partnership Grant
 - Andy received a call from Stephanie Williamson, the County Grant Administrator. Based on this conversation:
 - Bob will consolidate the resolution and agreements focusing on land owned by the LRA.
 - Bob made a motion to authorize Andy to send a letter of intent to the county and to modify the application to have the LRA assume responsibility for the Letort Greenway grant application submitted by Great Valley Native Plant Society. The modified application will be re-submitted by the designated time. Don seconded the motion and the motion carried.
 - Andy will draft a letter of intent and email to board members for review and comment before sending it out.
 - Volunteer hour should be diligently tracked as a match for this grant.
 - The Land Partnership Grant requires a one-to-one match, but they are fairly lenient on in-kind services.
- Michael volunteered to assist Bob with organizing the grant spreadsheet, identify grants that are upcoming, and following up on any grants that are available.

Audit – Vacant

- No report

Information and Education – Catrina Hamilton-Drager, Ben Mummert, Bob Ackerman, Curtis Stevens

- Recent press releases, Facebook page updates, Next-Door - No report

Nature Trail – Ben Mummert

- Trail vegetation management – upcoming trail closure
 - Kurt Uhler’s SMT employees went out and did some mowing along the trail.
 - Ben reported that the township also did some mowing along the trail.
- Trail extension surfacing – Dan with Union Quarries advised that the paver is scheduled to start the stoning of the extension from Spring Garden Street down to the end of our property on Monday, November 28th.

- Trail Improvement Grant – Sign replacement requirements
- On-going Quarry crossing conflicts – Andy will meet with Dan at Union Quarries after Thanksgiving to discuss the Bonnybrook Spur and the crossing hazard issue.

Long-Range Planning & Easements – Andy Parker

- Easement inspection – Schedule for this winter.

Stream Ecology – Mark White

- ALLARM report analysis (Ginny) – Andy will email the ALLARM report to board members.
- Trees in stream - Ben reported that several trees have been removed from the stream.

Project Review - Andy Parker

- None

OLD BUSINESS:

- Cumberland County Land Partnership grant – previously discussed
- Trail signage –
 - We are required to maintain signage.
 - 18" X 24" sign – as designated by the requirements provided by DCNR.
 - Michael volunteered to contact Big House Industries to look into whether they can make the signs needed and get pricing.
- Authority re-incorporation (2024)
 - Curt drafted a resolution.
 - Several revisions were suggested.
 - All board members will have a signature block on the resolution.
 - Curtis will make revisions and email a revision to everyone for review.
 - Andy will contact Dave Baric to see if he feels he should review the document.
 - The revised document will be updated and available for execution at the December meeting.
- Prioritize projects and identify funding – No report
- Denise Glenn inquiry regarding vegetation management and herbicide use. – No report
- Meet with Jon Nori (Parker Springs neighbor) about stream usage – Meeting to be scheduled for January or February.
- I-81 Graffiti – Bob will follow-up with PennDOT.
- Scout request for building an installing bird houses – No response has been received from the scout troop.
- Metal Detection Policy –
 - Curtis will revise the policy as suggested and email a clean copy to board members.
 - Curtis made a motion to accept the Metal Detection Policy with revisions. Andy seconded the motion and the motion carried.
- 2023 Officer nominating ad hoc committee – Catrina presented a slate of officers for 2023 to be voted on at our December meeting:
 - Andy Parker – Chairperson
 - Mark White – Vice Chairperson (Mark to approve he is willing to run again)
 - Curtis Stevens – Secretary
 - Luke Shaffner - Treasurer
- Insurance renewal – Andy is working through this renewal.
- 2023 Budget
 - Anyone who has a proposed expenditure, please contact Andy. He will be working on the new budget for 2023 and will have a proposed 2023 budget ready for review and approval at our December meeting.
 - Curt requested that a line item be added to the budget for the expected expenses that will be incurred as a result of the Authority's status renewal.
 - A line item will also be added for expenses related to the grant.
- Letort Greenway Rehabilitation Efforts – Previously discussed.

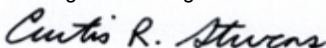
NEW BUSINESS:

- Letort vs. LeTort – Letort should be spelled with a small "t".
- South Middleton Township Municipal Authority is in the design process for a new sewer forcemain that will cross the Letort, from E Ridge Street (Carlisle) to near Heatherfield Drive (S. Middleton). They are working with PA DEP on a HDD Permit to complete the stream crossing and as they work through the permitting they will be out conducting some test pits to verify the existing sewer forcemain location and test bores for the geotechnical report for the HDD Permit. This new sewer forcemain will be ultimately owned and maintained by the Carlisle Borough upon completion.
- Andy attended a site visit to review restoration work on the Yellow Breeches by the US Fish and Wildlife Service. He spoke to several folks about doing work on the Letort. The Fish and Boat Commission has also made some non-committal commitments to work on improving the Letort.

Catrina made a motion to adjourn the meeting. Ben seconded the motion and the motion carried. The meeting adjourned at 9:34 p.m.

NEXT MEETING

The next regular meeting of the Letort Regional Authority is scheduled for Thursday, December 15, 2022, at 7:00 p.m.


Curtis Stevens, Secretary

12/15/22
Date Adopted
Prepared by: Kathy Russell