

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
December 15, 2022

The meeting was held on Thursday, December 15, 2022, at the Stuart Community Center. Andy called the meeting to order at 7:00 p.m.

ATTENDANCE

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

Staff Present Kathy Russell

PUBLIC COMMENT - None

PRESENTATIONS - None

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

Administrator - Kathy Russell

- A thank you letter was sent out to Shirley Ruhl for her contribution.

COMMITTEE REPORTS

Finance / Budget – Luke Shaffner

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Plan Review Fee – Lutz Trust.....	+\$400.00
Plan Review Fee – CHR Corp.....	+\$100.00
PayPal Donation – Shirley Ruhl.....	+\$100.00
Interest	+\$14.25
TOTAL RECEIPTS:	+\$614.25

Bills Requiring Approval:

Administrator - Services	-\$330.00
Verizon Wireless - Phone	-\$30.18
Unpaid Bills Subtotal	-\$360.18
 PayPal Fee.....	 <u>\$3.38</u>
TOTAL BILLS:	-\$363.56

Luke provided the financial documents and made a motion that we pay all unpaid bills totaling \$363.56. Mark 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	\$ 40,681.17
Interest.....	+\$3.35
2x Checks Received	+\$500.00
Transfer to Business Checking	-\$360.18
Closing Account Balance	\$40,824.34

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$ 14,664.59
Interest.....	+\$1.57

1x Donation	+\$96.62	
Closing Account Balance		\$14,762.78
BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01		
Beginning Balance	\$100.29	
Interest	+\$0.01	
Closing Account Balance		\$100.30
CERTIFICATE OF DEPOSIT #40 (25 Month) (Matures 2/17/23)		
Beginning Balance	\$5,624.36	
Interest	+\$2.54	
Closing Account Balance		\$5,626.90
CERTIFICATE OF DEPOSIT #49 (15 Month) (Matures 7/4/23)		
Beginning Balance	\$5,302.99	
Interest	+\$1.96	
Closing Account Balance		\$5,304.95
CERTIFICATE OF DEPOSIT #50 (25 Month) (Matures 05/20/23)		
Beginning Balance	\$5,569.19	
Interest	+\$2.28	
Closing Account Balance		\$5,571.47
CERTIFICATE OF DEPOSIT #51 (29 Month) (Matures 09/16/24)		
Beginning Balance	\$5,634.22	
Interest	+\$2.54	
Closing Account Balance		\$5,636.76
TOTAL FINANCIAL ASSETS ON DEPOSIT:.....		\$77,927.50

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

- Cumberland County Land Partnership Grant – Continued work is being done on this grant.

Audit – Vacant

- No report

Information and Education – Ben Mummert / Bob Ackerman

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

Nature Trail – Ben Mummert

- Trail vegetation management – upcoming trail closure
- Trail Improvement Grant –
 - The application for this grant has been resubmitted.
 - We expect to get a response in January.
 - Sign replacement requirements – Michael continues to work on sign replacement.
 - Three signs are needed at these locations:
 - Letort Park
 - Lamberton Middle School
 - South Spring Garden Street
 - Estimated cost per sign is \$100.00.
- Trail extension surfacing – Done (Bonnybrook Spur?)
- Michael reported that there is damage to the bridge at the south side of Spring Garden. There is a hole on the bridge.
 - Ben has priced out the cost to purchase timber mats for the repair at \$40.00 each with a \$160 deliver fee.
 - Bob made a motion to approve the purchase of four timber mats to repair the bridge. Ben seconded the motion and the motion carried.
 - Ben will arrange for this purchase.
- On-going Quarry crossing conflicts –
 - Andy met with a representative from Union Quarries on December 9th regarding continued conflicts with pedestrian crossing safety.
 - Ben expressed a concern against placing bollards and proposed addressing vegetation blocking view, removing invasive trees and honeysuckle, and possibly adding warning surfaces and/or a speed bump.
 - After a brief discussion, it was decided we will try trimming back vegetation, removing low branches, lowering caution signs, and lowering the rotating beacon.
 - Union Quarries will pay for any improvements we suggest.
 - Union Quarries is under new ownership by a company out of York.
 - This company is very community and environmentally conscience and they are willing to continue our good relationship with the quarry, the trail, and the preserved.
 - Ben will follow up with Dan on tree removal
 - Andy will follow up on signage.

Long-Range Planning & Easements – Andy Parker

- Easement inspection – Schedule for this winter.
- CCC Meeting 12/5 – Andy attended this meeting and reported on the various topics that were discussed.
- CCWA Meeting 12/6 – Andy and Ben attended this meeting and reported on the various topics that were discussed.
- The CPC is trying to purchase and preserve 916 acres of Camp Tuckahoe (Boy Scout Camp).
 - Michael made a motion to have Andy write a letter of support to the CPC on the condition that ownership is transferred to an organization dedicated to preserving the area. Mark seconded the motion and the motion carried.

Stream Ecology – Mark White

- ALLARM report analysis (Ginny) – Andy reported on the water quality report and noted continued elevated nutrients.
- Trees in stream – Still need to address this one way or another.

Project Review - Andy Parker

- Rutter's Store #64, MT – Andy is working on reviewing this plan.
- Pine Hill Industrial Park, MT - Andy is working on reviewing this plan.
- St. Patrick's, SMT- Andy is working on reviewing this plan.

OLD BUSINESS:

- Authority re-incorporation (2024) (Articles of Amendment to the Articles of Incorporation)
 - Curt presented a draft Resolution for review.
 - The revision added is: "9. The term of existence of the Authority shall be increased to December 1, 2022".
 - Mark made a motion to approve the Resolution as amended for signing. Catrina seconded the motion and the motion carried.
 - All board members executed the amended Resolution on behalf of their respective municipalities.
 - Andy will sign the cover letter and it, along with the signed Resolution, will be submitted to each municipality for consideration requesting a reply by March 1, 2023.
- Metal Detection Policy – Curt made revisions to this policy as suggested at our November meeting and the document has been stored in the Box for future reference.
- Meet with Jon Nori (Parker Springs neighbor) about stream usage
- I-81 Graffiti – Murals (Quarry RR wall also) – PennDOT covered up the graffiti on the I-81 bridge.
 - Michael will look into the cost of a silicon based (anti-graffiti) paint that could be used on the bridge wall. Michael even volunteered to do the painting.
 - Bob will find out what type of paint PennDOT used to cover the graffiti.
 - Ben has a list of artists who may be interested in participating in painting a mural.
- 2023 Officer nominating ad hoc committee – Catrina made a motion to approve the slate of officers for 2023. Don seconded the motion and the motion carried:
 - Andy Parker – Chairperson
 - Ben Mummert – Vice Chairperson
 - Curtis Stevens – Secretary
 - Luke Shaffner - Treasurer
- Insurance renewal – Andy has submitted the paperwork for our PennPRIME insurance renewal for 2023.
- 2023 Budget
 - Andy presented and we reviewed a proposed 2023 budget for approval at our January meeting.
 - Several revisions were suggested.
 - Ben suggested a cost of living raise be given to the Administrator for the 2023 year increasing her salary from \$330.00 to \$360.00 per month.
 - This matter will be tabled until January.
- Carlisle HS STEM Project – No report

NEW BUSINESS:

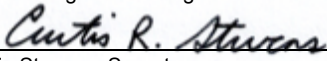
- Keystone 10 million Trees Program – CBF meeting 10:00 a.m. 12/19
 - Andy submitted an application on behalf of the LRA to be a partner.
 - Andy, Ben, and Bob will plan on attending this meeting.
- POWR membership
 - Ben made a motion to join POWR as an affiliated member at a cost of \$30.00 per year. Bob seconded the motion, two members abstained. The motion passed.
- SMP Annual Partnership Meeting – 1/20, Newville
- We received a late invoice from the law firm of Baric & Scherer for \$680.00 for the work performed on reviewing the Resolution documents. Mark made a motion to approve payment of this invoice of \$680.00 to be included in the 2022 budget. Ben seconded the motion and the motion carried.

Ben made a motion to adjourn the meeting. Catrina seconded the motion and the motion carried. The meeting adjourned at 9:30 p.m.

After the meeting, Andy emailed board member about the propose insurance coverage renewal. There is no increase in the cost of coverage for 2023, however, he asked for a vote to approve the signing and payment for the renewal that needed to be accepted and signed on Friday, December 16th. Email votes were submitted with a final vote of 8 for and one abstained to pay the first installment of \$1,640.00 which is due on January 1st, 2023.

NEXT MEETING

The next regular meeting of the Letort Regional Authority is scheduled for Thursday, January 19, 2023, at 7:00 p.m.



Curtis Stevens, Secretary

1/19/23
Date Adopted
Prepared by: Kathy Russell