

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
January 19, 2023

The meeting was held on Thursday, January 19, 2023, at the Stuart Community Center. Andy called the meeting to order at 7:00 p.m.

ATTENDANCE

Members / Reps Present Michael Jean, Ben Mummert, Andy Parker, Luke Shaffner, Curtis Stevens

Members Absent Bob Ackerman, Catrina Hamilton-Drager, Don Ward, and Mark White

Staff Present Kathy Russell

PUBLIC COMMENT – Tom Hilterman, a Carlisle resident and frequent walker on the LRA Nature Trail, visited our meeting and expressed his appreciation to the board for their maintenance and upkeep of the trail.

PRESENTATIONS - None

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

Administrator - Kathy Russell

- A thank you letter was sent out to Bob Ackerman for his contribution through PayPal.
- A notice of the LRA 2023 meeting dates was placed in The Sentinel – posting on January 13, 14, & 16.
- Board members were asked to review the LRA roster and let Kathy know if you have any additions or correction to be made on your personal information and identify which committees you would like to serve on during 2023.

COMMITTEE REPORTS

Finance / Budget – Luke Shaffner

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
PayPal Donation – Bob Ackerman	+\$100.00
Interest	+\$15.97
TOTAL RECEIPTS:	+\$115.97

Bills Requiring Approval:

Administrator - Services	-\$330.00
Verizon Wireless - Phone	-\$30.18
PennPrime – Insurance	-\$1,640.00
Unpaid Bills Subtotal	-\$2,000.18
PayPal Fee.....	\$3.38
TOTAL BILLS:	-\$2,003.56

Luke provided the financial documents and made a motion that we pay all unpaid bills totaling \$2,003.56. Curtis 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	+\$680.00
Paid Bills	-\$680.00
Transfer from Business Savings	+\$2,000.18
Paid Bills	-\$2,000.18

Closing Account Balance \$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$ 40,824.34	
Transfer to Business Checking	-\$680.00	
Interest.....	+\$3.45	
Transfer to Business Checking	-\$2,000.18	
Closing Account Balance.....		\$38,147.61

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$ 14,762.78	
Interest	+\$2.88	
1x Donation	+\$96.62	
Closing Account Balance		\$14,862.28

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance	\$100.30	
Interest	+\$0.01	
Closing Account Balance		\$100.31

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

Beginning Balance	\$5,626.90	
Interest	+\$2.62	
Closing Account Balance		\$5,629.52

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

Beginning Balance	\$5,304.95	
Interest	+\$2.02	
Closing Account Balance		\$5,306.97

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

Beginning Balance	\$5,571.47	
Interest	+2.36	
Closing Account Balance		\$5,573.83

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

Beginning Balance	\$5,636.76	
Interest	+\$2.63	
Closing Account Balance		\$5,639.39

TOTAL FINANCIAL ASSETS ON DEPOSIT: \$75,359.91

Budget Report – as noted

Luke stated that CD#40 will be maturing on February 17, 2023.

Andy presented a new Administrator Contract to Kathy for the 2023 term, which was signed, witnessed, and filed.

Final 2023 Budget Approval –

Andy made several adjustments to the proposed 2023 budget figures that were presented in December:

- Increased legal fees due to fees associated with LRA re-incorporation.
- Increase trail maintenance and improvements figures.

Andy made a motion to approve the second version of the proposed 2023 budget. Luke seconded the motion and the motion carried.

We revisited Ben’s motion, which was tabled from the December meeting, to give the Administrator a cost of living increase of \$30.00 per month from \$330.00 to \$360.00. Ben made the motion again; it was seconded by Curtis, and the motion carried.

Friends of Letort – Mark White

- Database of Friends for Volunteer Opportunities – continues to be updated

Grants – Andy Parker

Michael volunteered to serve on the Grant Committee.

- Cumberland County Land Partnership Grant – We were awarded the County Land Partnership Grant, however, not for the requested amount.

- We received 60% of the requested amount (\$24,100.00) ○ Andy and Ben will meet with Stephanie Williams to discuss the new funding level. ○ Andy put in the application that we would spend (assuming that we would get 100%) our match with in-kind services.
- We will have to scale back to match the approved amount.
- CBF Keystone 10 Million trees Program – still pursuing this program ○ Two training sessions were offered. Andy will try to sit in on the next meeting.
 - Trees are free. ○ We are using the value of these trees as part of our match for the county grant. ○ Ben and Andy are discussing plant selections.
 - We need to generate volunteers to help with planting.
- Michael talked about identifying specific projects and tying them to specific grant opportunities.

Audit – Vacant – No report

Information and Education – Ben Mummert / Bob Ackerman

- Recent press releases, Facebook page updates, Next-Door - Bob received good feedback on Next-Door on the trail.
- Trail closure for quarry construction – No problems were reported
- Curt discussed identifying academic studies that could be undertaken by Dickinson and other institutions.

Nature Trail – Ben Mummert

- Trail vegetation management – No report
- Trail Improvement Grant – ○ Sign replacement requirements – Michael will be preparing a sketch for review at our February meeting on the language, size, font, material to be used and other requirements needed for sign replacements.
- Trail extension surfacing – Done (Bonnybrook Spur?)
- On-going Quarry crossing conflicts – ○ Ben reported that the quarry has removed several trees providing better visibility at the crossing.
- Ben would like an agreement for the trail extension maintenance with SMT.

Long-Range Planning & Easements – Andy Parker

- Easement inspection – Schedule for this winter.

Stream Ecology – Mark White

- ALLARM report analysis (Ginny) –. Andy reported on the ALLARM readings. Nitrogen was a bit high.
- Follow up with CCCD and CVTU – Coldwater Conservation Plan

Project Review - Andy Parker

- Take 5 Car Wash and Express Oil Change – MT
 - Andy has several comments
 - No fee was received
 - Andy forwarded the fee schedule and an application, but has not had a response.

OLD BUSINESS:

- Authority re-incorporation (2024) (Articles of Amendment to the Articles of Incorporation) ○ Carlisle Borough Council Meeting 2/9 (7:00 pm)
 - Middlesex Twp. Supervisors Workshop Meeting – 1/27 (7:30 am) ○ North Middleton Twp. – Acknowledged receipt
 - Andy will follow-up with Cory at South Middleton Twp. and Cumberland County and report back
 - Insurance renewal – Approved and submitted
 - Meet with Jon Nori (Parker Springs neighbor) about stream usage – February?
 - I-81 Graffiti – Murals (Quarry RR wall also) – ○ Andy spoke with Bob regarding the I81 graffiti and possibility of murals.
 - Bob suggested we create an ad hoc committee that he said he would chair to get things moving ahead.
 - + To come up with criteria
 - + Determine how we will be selecting people to create murals ○ Michael expressed his concern and his opposition in proceeding with this mural idea.
 - + We would need to protect the artwork
 - + We would have to maintain the murals if artwork is destroyed by graffiti.
 - + Michael feels the selection of artists, approval of murals, approval by PennDOT would be too time consuming for the LRA.
- Michael agreed to be on the ad hoc committee to help make a decision on whether or not to proceed.
Michael also stated that he has made arrangements for us to receive free (or discounted) paint from Lowe's for covering the walls.
Ben will continue to cover up graffiti throughout the summer.
- Carlisle HS STEM Project – No report
 - SMP Annual Partnership Meeting – 1/20 in Newville – Andy plans to attend.
 - LRA Display – Andy will follow up with Catrina on the status of the display.
 - New Trail Map – ○ We are working on updating the trail maps and adding the extension. ○ Language on back-side will be updated to include water resource protection. ○ We will approach Faulkner for funding to have the maps printed.
 - 11"x17" tri-fold
 - Andy asked do we want to work in conjunction with CPC and others in the trail corridor to share map features? There was interest in further discussion.
 - As approved at last month's meeting the POWR (Pennsylvania Organization for Watersheds & Rivers) application form has been completed. Luke with cut a check for \$30.00 for the membership fee and send the check and application form in.

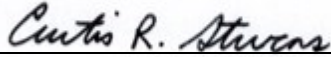
NEW BUSINESS:

- Discussion of 2023 Projects and Goals to include potential grant applications this year.
 - Since Bob was absent, this topic was tabled until our February meeting.
- Curtis suggested we send a letter in the spring to South Middleton and Carlisle Schools to see if we can generate an interest in getting a representative to attend our meetings and get involved.
- Another volunteer resource would be to contact the Carlisle War College and Dickinson College.
 - Curtis will follow-up with the War College

Ben made a motion to adjourn the meeting. Luke seconded the motion and the motion carried. The meeting adjourned at 8:42 p.m.

NEXT MEETING

The next regular meeting of the Letort Regional Authority is scheduled for Thursday, February 16, 2023, at 7:00 p.m.



2/16/23

Curtis Stevens, Secretary

Date Adopted
Prepared by: Kathy Russell