

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
February 16, 2023

The meeting was held on Thursday, February 16, 2023, 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, Ben Mummert, Andy Parker, Luke Shaffner, Curtis Stevens, and Don Ward

Members Absent Michael Jean and Mark White

Staff Present Kathy Russell

PUBLIC COMMENT – Catrina announced, due to work issues, she will be stepping down as a South Middleton LRA Board Member. Catrina has a neighbor, Heather Novak (who has a biology degree) is interested in replacing her. Heather will be submitting her name to South Middleton Township as a candidate to replace Catrina.

PRESENTATIONS - None

APPROVAL OF MINUTES – Luke made a motion to approve the minutes from the January meeting. Curtis seconded the motion and the motion carried.

Administrator - *Kathy Russell* - Kathy reminded board members to complete and return their Statements of Financial Interests to her.

COMMITTEE REPORTS

Finance / Budget – *Luke Shaffner*

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Check received – Borough of Carlisle	+\$2,500.00
Check received - D.E. Lutz – Pine Hill Properties.....	+\$100.00
Check received – Flight Systems Industrial Products.....	+\$400.00
Interest	+\$15.86
TOTAL RECEIPTS:	+\$3,015.86

Bills Requiring Approval:

Administrator - Services	-\$390.00
Verizon Wireless - Phone	-\$30.49
Cross & Crown – web hosting	-\$180.00
ALLARM – water testing	-\$1,000.00
The Sentinel – public notice	-\$122.12
PennPrime – Insurance	-\$4,100.00
Unpaid Bills Subtotal	-\$5,822.61
TOTAL BILLS:	-\$5,822.61

Luke provided the financial documents and made a motion that we pay all unpaid bills totaling \$5,822.61. Ben seconded the motion, and the motion carried.

Financial Summary –

Luke reported that, in January, we approved payment of a PennPRIME invoice for \$1,640.00, which was based on previous year's billings. However, PennPRIME has invoiced us for \$4,100.00 (the full year coverage premium instead of three separate payments), therefore, Luke left the \$1,640 in the Business Checking Account (see below). The check #1996 for \$1,640.00 has been voided and been replaced with check #1998 for \$4,100.00 this month.

CD#40 matures tomorrow. Luke will get quotes from Members 1st for short-term CDs to reinvest.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$1,740.00
Transfer from Business Savings	+\$30.00
Paid Bills	-\$30.00
Transfer from Business Savings	+\$4,060.49
Transfer from Business Savings	+\$122.12
Paid Bills	-\$5,822.61

Closing Account Balance \$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$38,147.61
Transfer to Business Checking	-\$30.00
Interest.....	+\$3.33
3x Checks Received	+\$3,000.00
Transfer to Business Checking	-\$4,060.49
Transfer to Business Checking	-\$122.12

Closing Account Balance \$36,938.33

Balance.....

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$ 14,862.28	Interest
	+\$2.89	

Closing Account Balance \$14,865.17

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance	\$100.31
Interest	+\$0.01

Closing Account Balance \$100.32

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

Beginning Balance	\$5,629.52
Interest	+\$2.62

Closing Account Balance \$5,632.34

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

Beginning Balance	\$5,306.97
Interest	+\$2.02

Closing Account Balance \$5,308.99

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

Beginning Balance	\$5,573.83
Interest	+2.36

Closing Account Balance \$5,576.19

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

Beginning Balance	\$5,639.39
Interest	+\$2.63

Closing Account Balance \$5,642.02

TOTAL FINANCIAL ASSETS ON DEPOSIT: \$74,163.16

Budget Report – as noted

Friends of Letort – Mark White

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

Grants – Michael Jean

- Cumberland County Land Partnership Grant
 - o Ben and Andy will work to format a timesheet for our in-kind services.
 - o Concentrate on trail and Parker Springs tract
- CBF Keystone 10 Million trees Program.
 - o Ben has placed an order for 100 trees to arrive around April 1st.
 - o Bob Ackerman volunteered to assist with tree planting

Audit – Vacant – Curtis volunteered to serve on the Audit Committee.

Information and Education – Ben Mummert / Bob Ackerman

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

Nature Trail – Ben Mummert

- Trail vegetation management and planting schedule ○ Ben is working on a schedule
 - Andy discussed mapping and the results of the Pennsylvania Natural Diversity Index (PNDI) screening, which is part of the Pennsylvania National Heritage Program.
- Trail funding sign requirements – Michael Jean ○ Michael sent out information on trailhead signs.
 - All are okay with the sign box / aluminum signs.
 - Andy will tell Michael to go ahead and pursue signage.
- On-going quarry coordination ○ Andy spoke with Dan and he will provide an invoice for the work the quarry did. ○ The quarry staff will go out and scrap off the dirt and lay down mixed stone. ○ Dan is waiting for clearance from the higher ups to donate materials and we would have to get a contractor.
 - Still having problems with the trail users at the quarry crossing.
 - ✦ The biggest issue is joggers wearing headphones looking down at their feet and not paying attention.
 - ✦ Dan will lower the signs to eyelevel, but he doesn't think that will help.
 - ✦ Dan will apply yellow speed bumps across the trail to caution joggers to see if that helps.
- Mural Project Status – This matter has been tabled for discussion at a future meeting.

Long-Range Planning & Easements – Andy Parker

- Easement inspection – ○ Andy will work on scheduling this inspection. ✦ Don volunteered to assist.

Stream Ecology – Mark White

- ALLARM report analysis (Ginny) –. Andy reported on the ALLARM readings.
 - A few of the reading for Nutrients appeared to be high. ○ Turbidity readings at Mill Road are high
- Follow up with CCCD and CVTU – Coldwater Conservation Plan ○ Andy will attend a meeting on Monday at 4:00 at the CPC office.
 - ✦ Will meet with CVTU and CPC to discuss the Cold Water Conservation Plan and the Action Plan.

Project Review - Andy Parker

- Pine Hill Industrial Park – Phase 2 – Andy will review
- Pine Hill Industrial Park – Lot 4 – Andy will review

OLD BUSINESS:

- Authority re-incorporation (2024) (Articles of Amendment to the Articles of Incorporation) ○ Approvals: North Middleton and Middlesex Townships, Borough of Carlisle, and Cumberland County ○ South Middleton Township??
 - ✦ SMT will discuss next week.
 - Once all municipalities have approved need to obtain signed copies of the resolutions (PDF should suffice); advertise notice to amend in the Cumberland County Legal Journal and The Sentinel; sign, seal and notarize Articles of Amendment; mail package with \$125.00 payment to Commonwealth Secretary.
- Meet with Jon Nori (Parker Springs neighbor) about stream usage
- LRA Display – ○ Catrina provided a PowerPoint presentation - need to renew this effort.
- New Trail Map – ○ Catrina provided a PowerPoint presentation of trail map – need to renew this effort ○ Map Geographic Information Systems (GIS) could be a possible class project for Dickinson students.
 - Andy would like to see an interaction map added to our website.
- Discussion of 2023 Projects and Goals to include potential grant applications this year. This matter has been tabled for discussion at a future meeting.

NEW BUSINESS:

- Crime loss insurance coverage ○ Additional coverage would be \$350.00 per year. ○ With a \$20,000 annual budget, a million dollars of coverage make little sense for us and even if we were to have a crime occurrence, it would more than likely be less than the deductible amount.
 - We think our audit approved financial controls will be enough to limit our risk.
 - Bob made a motion that we elect not to take on this additional coverage. Luke seconded the motion and the motion carried.
- Middlesex Township zoning development overlay.

- Luke reported that Middlesex Township is changing part of the Miracle Mile.
 - ✦ Not changing any zoning
 - ✦ Adding overlay, which is changing some of the rules and regulations.
 - ✦ Trying to encourage redevelopment of the Miracle Mile.
 - ✦ Luke will attend a public meeting with public comment scheduled for next Friday.
- Change in meeting agenda format – Consent Agenda
 - Curtis suggested that we change the meeting format to adapt a consent agenda.
 - Approve routine items which do not require discussion, i.e. minutes, pay bills, water quality report.
 - Using a consent agenda should cut down on our meeting time.
- Andy will adjust the agendas for future meetings.

Bob made a motion to adjourn the meeting. Curtis seconded the motion and the motion carried. The meeting adjourned at 8:40 p.m.

NEXT MEETING

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

Curtis R. Stevens

3-16-23

Curtis Stevens, Secretary

Date Adopted

Prepared by: Kathy Russell