

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
March 16, 2023

The meeting was held on Thursday, March 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, Michael Jean, Ben Mummert, Andy Parker, Luke Shaffner, Curtis Stevens, Don Ward, and Mark White

Members Absent None

Staff Present Kathy Russell

PUBLIC COMMENT – Catrina has officially resigned as South Middleton Representative on the Letort Regional Authority. She has agreed to stay on board until a replacement representative is found.

PRESENTATIONS – None

APPROVAL OF CONSENT AGENDA –

- **Minutes:** Curtis made a motion to approve the minutes from the February meeting as amended. Bob seconded the motion and the motion carried.
- **ALLARM:** Andy reported on the ALLARM readings.
 - Nitrates were a bit high on the Upper Letort.
 - Turbidity was high at the lower station

Administrator - Kathy Russell –

- Kathy reminded board members to complete and return their Statements of Financial Interests to her.
 - The completion of these forms is a state requirement for elected and appointed government officials.

COMMITTEE REPORTS

Finance / Budget – Luke Shaffner

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Check received – Pennoni Associates, Inc.	+\$200.00
Check received - Middlesex Twp.	+\$3,500.00
Check received – Mark Ludt Building Inc.	+\$100.00
Interest	+\$13.23
TOTAL RECEIPTS:	+\$3,813.23

Bills Requiring Approval:

Administrator - Services	-\$360.00
Verizon Wireless - Phone	-\$30.49
Letort Garden Club – Annual contribution	-\$300.00
Unpaid Bills Subtotal	-\$690.49

Luke made a motion to approve the March bills totaling \$690.49, Catrina seconded the motion and the motion carried.

Paid Bills

Cumberland Law Journal	-\$105.00
TOTAL BILLS:	-\$795.49

Financial Summary –

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00
Interest	+.14
Transfer from Business Savings	+\$105.00
Paid Bills	-\$105.00
Transfer from Business Savings	+\$690.35
Paid Bills	<u>-\$690.49</u>

Closing Account Balance **\$100.00**

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$36,938.33	
Interest.....	+ \$3.10	
Checks Received	+ \$200.00	
CD Maturity	+5,633.50	
2x Cheeks received	+ \$3,600.00	
Transfer to Business Checking	- \$105.00	
Transfer to Business Checking	- \$690.35	
Closing Account Balance.....		\$45,579.58

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$ 14,865.17	
Interest.....	+ \$2.28	
Closing Account Balance		\$14,867.45

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance	\$100.32	
Interest.....	+ \$0.01	
Closing Account Balance.....		\$100.33

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

Beginning Balance	\$5,632.34	
Interest	+ \$1.36	
Transfer to Business Checking	- \$5,633.50	
Closing Account Balance.....		\$0.00

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

Beginning Balance	\$5,308.99	
Interest.....	+ \$1.83	
Closing Account Balance.....		\$5,310.82

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

Beginning Balance	\$5,576.19	
Interest.....	+ \$2.13	
Closing Account Balance.....		\$5,578.32

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

Beginning Balance	\$5,642.02	
Interest.....	+ \$2.38	
Closing Account Balance.....		\$5,644.40

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$77,180.90

Budget Report – as noted

Curtis requested a \$125.00 check to cover the filing cost for the Amendment. Luke made a motion to approve cutting a check for \$125.00 for the filing fee, Don seconded the motion and the motion carried. This transaction will be included in next month's financial report.

Friends of Letort – Mark White

- Database of Friends for Volunteer Opportunities – continues to be updated
- Kathy gave a list of volunteer contact information with email addresses to Ben.

Grants – Michael Jean

- Cumberland County Land Partnership Grant – Ben reported that we are ready to start on projects.
- CBF Keystone 10 Million trees Program. –
 - o Ben reported that a we expect to receive Elderberry trees by the end of the month from the Chesapeake Bay Foundation.
 - o Clearing to prepare for trees
 - o Michael suggested that board members should approach their townships to get volunteers to participate, make donations, and support the LRA's mission.

Audit – Vacant – Luke reported that the audit is 42% complete. Andy will provide Luke with the Members 1st bank statement.

Information and Education – Ben Mummert / Bob Ackerman

- Recent press releases, Facebook page updates, Next-Door –Bob reported that we get mostly positive reports

Nature Trail – Ben Mummert

- Trail vegetation management and planting schedule
- Trail funding sign requirements – Michael Jean reported:
 - o Dan Pierce is our DCNR contact.
 - o Michael distributed samples of three sign layouts including verbiage and sign dimensions.
 - These layouts have met all of the criteria required by DCNR
 - o Sign Design –
 - 1/8" aluminum
 - encased with a "c" channel

- back of "c" channel once created is either welded, bradded, or attached to the back – backs can be painted or left as aluminum.
 - front will be screwed on with screws that require a special tool to remove.
- If we decided to make revisions to the designs or revisions that need to be made to the signs, simply remove screws
- We have three different systems to attach the signs.
- It was decided that the color of the signs should be forest green.
- Proposal for Goodyear kiosk proposal:
 - Divide the kiosk into three separate panels.
 - Side panels are 11" x 33" – 1st side panel request donations and 2nd side panel – acknowledgement of contributions
 - Center panel is 20" x 33" – to include a trail map
- Sign by Goodyear "Rules and Regulations" for the trail
- Michael has found a sign maker who is willing to do the signs, as described above, with little to no cost to the LRA.
 - Our expense would be for the sign fasteners.
- Michael will move forward with the three trail signs.
- Michael asked for board member to provide suggestions for the Goodyear kiosk.
 - Pictures of volunteers
 - LRA Mission Statement
 - Goals of the LRA
 - Seasonal changes / inventory of signs to rotate on display
- On-going quarry coordination – Crossing on the Extension
 - We need to replace the existing timber matting at the crossing – tripping hazard
 - Heavy rains are coming down Spring Garden Street and washing out stone – needs to be stabilized
 Andy will follow up with the quarry to help out with trail surface.
- Mural Project Status – Bob has placed a phone call and sent an email to the Philadelphia mural folks, no response.

Long-Range Planning & Easements – Andy Parker

- Easement inspection – Schedule for this winter? – No report

Stream Ecology – Mark White

- Follow up with CCCD and CVTU – Coldwater Conservation Plan – Andy met with the CVTU and CPC to discuss the Coldwater Conservation Plan. Another meeting will be scheduled.

Project Review - Andy Parker

- Pine Hill Industrial Park – Phase 2 – Land Development Plan, MT – Andy will review
- Pine Hill Industrial Park – Lot 4 – Land Development Plan, MT – Andy will review
- UGI LNG Facility, Lan Development Plan, MT – Andy will review
- Mark Ludt, Subdivision Plan, SMT – Andy will review

OLD BUSINESS:

- Authority re-incorporation (2024) (Articles of Amendment to the Articles of Incorporation)
 - All municipalities have approved the amendment and copies of their resolutions are in Box. Hard copies are to be provided to Kathy for filing in our office.
 - Curtis placed an ad with the Cumberland County Law Journal.
 - Kathy will have an ad placed in The Sentinel
 - Need to advertise notice to amend in the Cumberland County Legal Journal and The Sentinel; sign, seal and notarize Articles of Amendment; mail package with payment to Commonwealth Secretary.
 - The Cumberland County Legal Journal requires payment for posting upfront. An email motion was made to pay for the posting. The motion carried with a majority vote.
 - Andy and Curtis will sign the amendment and have it notarized on Tuesday, March 21st.
 - Signed documents with a \$125.00 will be mailed to the state the first week of April.
- Meet with Jon Nori (Parker Springs neighbor) about stream usage – Ben will schedule a meeting.
- LRA Display – Michael volunteered to work on updating this display
- New Trail Map – 11"x17" –
 - Andy will email everyone a proposed mockup of a trail map.
 - We need to get a cleaner aerial.
 - Catrina reached out to folks in the environmental department at Dickinson about doing some GIS work for us.
 - Possible senior or class project – provide a watershed map and have interactive overlays where you could pull in zoning, property ownership, soils, geology, etc.
 - We have a number of publications which have been done in the past regarding watershed and DCNR regarding stream side maintenance. Andy would like to try to update these and republish so we can have this information when we go to Plant Fest or other event where we can share educational information.
- Discussion of 2023 Projects and Goals to include potential grant applications this year –
 - Michael suggested if we are going to go after a grant for bridge repair, we should have a preliminary review and estimate from an engineer.
 - Andy will contact either Brehm Lebo or Fishbaugh Engineering for an evaluation.
- Insurance coverage – elected to not take additional crime coverage.
- Middlesex township redevelopment Zoning Overlay – Did not pass.

NEW BUSINESS:

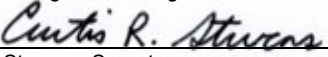
- CCWA quarterly Newsletter – LRA update – new section published in April – we can submit articles.
 - Andy submitted a piece on the upcoming work on the Letort garden by the Garden Club, Ben's work with the County Grant, asking for volunteers, and a Middlesex Township vacancy.
- Letort Garden Spring clean-up – Andy is working with the Carlisle Garden Club to get a work day for the Letort Garden.

- Carlisle Garden Club Presentation – 3/21/23 at 1:00. – Andy will be presenting at the Two-Mile House
- Cumberland County Master Gardener Plant Fest is scheduled for Saturday, May 20th, 8:00-1:00.
- Dickinson Law Leading Law Student Program – Andy will confirm our interest in participating.

Luke made a motion to adjourn the meeting. Ben seconded the motion and the motion carried. The meeting adjourned at 8:33 p.m.

NEXT MEETING

The next regular meeting of the Letort Regional Authority is scheduled for Thursday, April 20, 2023, at 7:00 p.m.



Curtis Stevens, Secretary

4/20/23
Date Adopted
Prepared by: Kathy Russell