

**LETORT REGIONAL AUTHORITY**  
**415 Franklin Street**  
**Carlisle, PA 17013**

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**October 19, 2023**

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

**ATTENDANCE**

Members / Reps Present Bob Ackerman, Michael Jean, Nick Nizinski, Andy Parker, Luke Shaffner, Curtis Stevens, Don Ward, and Mark White

Member/Rep Absent Ben Mummert and Heather Novack

Staff Present Kathy Russell

Andy announced that Hunter Slear will be leaving the Conservation District as our Watershed Specialist. He will be going to Delaware to be their new Furbearer Specialist. We want to wish Hunter well in his new position.

**PUBLIC COMMENT** - None

**PRESENTATIONS** – None

**APPROVAL OF CONSENT AGENDA** –

- **Minutes:** Curtis made a motion to approve the Consent Agenda. Bob 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 .....		+\$9.84
Plan Review Fee.....		<u>+\$1,200.00</u>
<b>TOTAL RECEIPTS:</b> .....		<b>+\$1,209.84</b>

Bills Requiring Approval:

Administrator - Services .....	-\$360.00
Verizon Wireless - Phone .....	-\$30.30
Snoke's Excavating & Paving .....	<u>-\$900.20</u>
<b>Unpaid Bills Subtotal</b> .....	<b>-\$1,290.30</b>

**TOTAL BILLS and FEES:** ..... **-\$1,290.30**

Luke made a motion to approve the bills totaling \$1,290.30, Mark seconded the motion and the motion carried.

Andy reported that he has sent the 2024 funding requests. (MT and SMT acknowledged receipt).

**Financial Summary** –

**Treasurer's Report:**

**BANK ASSET ACCOUNTS:**

**BUSINESS CHECKING ACCOUNT (07)**

Beginning Balance .....	\$100.00	
Transfer from Business Savings .....	+\$1,290.30	
Paid Bills.....	<u>-\$1,290.30</u>	
<b>Closing Account Balance</b> .....		<b>\$100.00</b>

**BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND**

Beginning Balance .....	\$57,891.35	
Interest .....	+\$4.83	
Check received .....	+\$1,200.00.	
Transfer to Business Checking .....	<u>-\$1,324.16</u>	
<b>Closing Account Balance</b> .....		<b>\$57,805.88</b>

**BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT**

Beginning Balance .....	\$ 14,932.48	
Interest .....	<u>+\$2.45</u>	
Closing Account Balance.....		<b>\$14,934.93</b>

**BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01**

Beginning Balance.....	\$100.39	
Interest .....	<u>+\$0.01</u>	
Closing Account Balance.....		<b>\$100.40</b>

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

Beginning Balance.....	\$5,660.04	
Interest .....	<u>+\$2.55</u>	
Closing Account Balance.....		<b>\$5,662.59</b>

**TOTAL FINANCIAL ASSETS ON DEPOSIT: ..... \$78,603.80**

Budget Report – as noted.

**Friends of Letort – Mark White**

- Database of Friends for Volunteer Opportunities – continues to be updated.
- CPC/Rob Shaw – full moon hike – 10/28 – The trail is officially open from dawn to dusk, but we have made an exception for this event.
- United Way – Jason Maddox contacted Ben. They are planning an event and looked to Ben for volunteers. Ben to follow up.
- Jane and Anton – They are looking to volunteer on the trail. They have experience with invasive species.

**Grants – Andy Parker**

- Cumberland County Land Partnership Grant – status – Ben provided an update on the progress in respect to the grant:  
September 9, 2022 – October 19, 2023
  - Associated Time 217.5 hours.
  - Volunteer Match \$9,795.50
  - Goods & Services \$7,427.55
  - Project Value \$17,223.05Andy will work with Luke and Ben to provide an update to Stephanie.
- DCNR C2P2 grant workshop – Bob and Andy plan to attend this workshop on 11/16.

**Audit – Curtis Stevens** - No report

- Luke expressed a concern about the cost of our audit. This should be on our radar. Last year we had a 12% increase.

**Information and Education – Ben Mummert / Bob Ackerman**

- Recent press releases, Facebook page updates, Next-Door – No report
  - Bob would like to be advised when Ben has an event planned so that it can be posted.
- Dickinson – Perspectives in History project – Heather to report in November. History to include James Letort.
- Dickinson/Cumberland County Climate Resilience Assessment – A presentation workshop is planned for 12/15 – 2:00-4:00 – location TBD.

**Nature Trail – Ben Mummert**

- Trail vegetation management and planting schedule. – No report
- Bonnybrook trail bridge estimate ~\$200K each (abutments are in poor condition)
  - Andy sent out a final report from Brehm-Lebo Engineering, Inc.
    - The quote appears to be a bit high.
      - Almost \$650.00 square foot for bridges / \$250.00 - \$300.00 square foot is more in line with what it should be.
      - Engineering costs used to be 10% of construction, however, now with permits the cost is closer to 15-20%.
      - Brehm-Lebo's engineering cost is 45-50% of construction cost.
    - We will just pursue a pedestrian bridge.
    - Andy will obtain additional engineering quotes.
- Trail Bridge Inspection – Scheduled for October – Andy will follow-up.
- Mural Project Status – Bob Ackerman
  - Bob held a meeting to discuss the mural project – it was not well attended.
  - Bob contacted the Sprocket Mural Works who supports emerging local artists and hosted professional muralists in the Harrisburg area.
    - Has Sprocket Mural Works' projects been successful? Vandalized?
  - Bob would like to proceed discussing painting a few pillars at a time, depending on funding and success.
  - Bob suggested that we not involve Lamberton School students due to liability issues.
  - Since Heather's trial mural with the QR code has been displayed, the activity on our website has doubled.
    - We have not "offered" an invitation or any other inducement for the public to contact our website previously.
  - Bob would like us to get a commitment on this project to proceed in the spring of 2024.
  - What is our objective with this mural project?
    - Public education, amusement, prevent graffiti, or draw people to the trail.
  - Michael questioned whether DOT has been contacted?
    - Bob had a negative response when asked if he had contacted PennDOT.

- Benches –
  - Michael presented samples of several park benches.
  - Michael has contacted the two people who expressed an interest in sponsoring the placement of a memorial bench.
  - A discussion was held on bench style, bench placement, and bench cost.
  - Michael will proceed to work on getting cost estimates and determining where the bench will be placed.
  - The sponsor is comfortable with spending \$5,000.00
  - We have funds in our budget to help with the cost if needed.
  - It would be nice to have two benches on the trail extension.
  - Michael suggested we should think about how we can sustain assets in the future without grant funding.
- “Bees” - Carlisle Garden Club reported bees at the Letort Garden (also in Letort Park near duck feeding zone).
  - Borough will not treat bees in “natural” areas.
  - Andy will see if Ben can treat these areas.

**Long Range Planning & Easement** -Andy Parker

- CCC meeting – 10/30
  - This will be the third discussion on the countywide plan – 6:00 p.m. at County Building - Allen Road.

**Stream Ecology** – Mark White

- Follow up with CCCD and CVTU – Coldwater Conservation Plan (Chad will see if there is CVTU board interest) – No report.
- Meeting with Hunter Slear CCCD – Hunter did follow-up and the Borough is reapplying for a grant on Biddle Mission Park.

**Project Review** –

- Grange – MT Trindle Road and Army Heritage Drive – zoning change from Ag to Residential & Commercial (665 dwelling units proposed – 109 single family, 285 multi-family, 271 townhomes, and 1 commercial lot). Andy will work on reviewing this plan.

**Old Business**

- LRA Display – work continues.
- LRA Handouts – work continues.
- LRA Trail Map – work continues. Andy is looking for someone to do the GIS map.

**New Business**

- Discussion of 2024 projects and goals to include potential grant applications.
  - Bridges
  - Parker Springs invasive management and planting
  - Trees – Chestnut trees / Osage Orange
  - Celebrate donkey Jack’s birthday. – Have activities to involve the public.
- Nominating Committee for 2024 LRA officers – Bob volunteered to chair this committee. If anyone is interested in helping Bob, please let him know.
- Change banks?
  - Do we want to consider changing banks?
  - Our category has been reclassified, which removes our ability to receive aggressive interest rates.
  - Luke will research several banks and report back.
- Fall Fund Raising Campaign – Andy will work on drafting a letter for this campaign.
- Insurance Renewal – Curtis made a motion to authorize Andy to complete and execute the contract with Penn Prime Insurance. Luke seconded the motion and the motion carried.
- Andy received an email from Holly Smith.
  - Carlisle School District is considering closing Letort Elementary School.
  - Concerned if closing this school will do away with the Letort Environmental Center.
  - If anyone is interested in showing support, please consider attending the school board meeting.

Michael made a motion to adjourn the meeting. Curtis seconded the motion and the motion carried. The meeting was adjourned at 8:32 p.m.

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

*Curtis R. Stevens*

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Curtis Stevens, Secretary

11/16/23

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Date Adopted  
Prepared by: Kathy Russell