

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

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**November 16, 2023**

The meeting was held on Thursday, November 16, 2023, at the Stuart Community Center. Andy called the meeting to order at 7:00 p.m.

**ATTENDANCE**

Members / Reps Present Bob Ackerman, Ben Mummert, Nick Nizinski, Heather Novack, Andy Parker, Luke Shaffner, Curtis Stevens, Don Ward,

Member/Rep Absent Michael Jean and Mark White

Staff Present Kathy Russell

**PUBLIC COMMENT** - None

**PRESENTATIONS** – We welcomed Marv Salsman, an avid bird watcher, who gave us an informative presentation on birding.

- Marv presented several opportunities for birding along the trail.
  - Cornell University has established free apps available to download that will identify birds by their sounds/songs.
    - Merlin App
    - E-bird App
  - A book entitled “The Big Year” A tale of Man, Nature, and Fowl Obsession.
  - Curtis suggested that we may want to provide a link for these bird apps on our website.
  - It was also suggested that we may want to provide an organized trail walk for birders.
  - We had interpretive signage on birds, but unfortunately that sign has been vandalized.
- Andy Dapkins “The Bird Guy”, will be leading several trail walks.
  - There is a walk this coming Saturday at Boiling Springs Lake beginning at 9:00 a.m.
  - Andy is also working with Carlisle Parks & Rec to lead tours beginning in January, the second Saturday of each month, to go to different parks within Carlisle borough, weather permitting.

**APPROVAL OF CONSENT AGENDA** –

- **Minutes:** Curtis made a motion to approve the Consent Agenda with the changes suggested by Michael Jean. 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 .....	+\$10.10
Plan Review Fee.....	+\$100.00
<b>TOTAL RECEIPTS:</b> .....	<b>+\$110.10</b>

**Bills Requiring Approval:**

Administrator - Services .....	-\$360.00
Verizon Wireless - Phone.....	-\$30.72
<b>Unpaid Bills Subtotal</b> .....	<b>-\$390.72</b>

**TOTAL BILLS and FEES:** ..... **-\$390.72**

Luke made a motion to approve the bills totaling \$390.72, Curtis seconded the motion and the motion carried.

**Financial Summary** –

**Treasurer’s Report:**

**BANK ASSET ACCOUNTS:**

**BUSINESS CHECKING ACCOUNT (07)**

Beginning Balance .....	\$100.00	
Transfer from Business Savings .....	+\$390.72	
Paid Bills.....	-\$390.72	
<b>Closing Account Balance</b> .....		<b>\$100.00</b>

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

Beginning Balance .....	\$57,805.88	
Interest .....	+\$4.91	
Check received.....	+\$100.00.	
Transfer to Business Checking .....	-\$390.72	
<b>Closing Account Balance.....</b>		<b>\$57,520.07</b>

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

Beginning Balance .....	\$ 14,934.93	
Interest .....	+\$2.54	
<b>Closing Account Balance.....</b>		<b>\$14,937.47</b>

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

Beginning Balance.....	\$100.40	
Interest .....	+\$0.01	
<b>Closing Account Balance.....</b>		<b>\$100.41</b>

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

Beginning Balance.....	\$5,662.59	
Interest .....	+\$2.64	
<b>Closing Account Balance.....</b>		<b>\$5,665.23</b>

**TOTAL FINANCIAL ASSETS ON DEPOSIT: .....\$78,323.18**

Budget Report – as noted.

**Friends of Letort – Mark White**

- Database of Friends for Volunteer Opportunities – continues to be updated.
- Andy drafted a fund-raising appeal letter requesting donations.
  - Kathy will work on this mailing and will try to get it sent out before the end of the year.

**Grants – Andy Parker**

- Cumberland County Land Partnership Grant – status –
  - Ben provided an update on the progress of this grant:
    - Associated Time: ..... 217.5 hours.
    - Volunteer Match..... \$9,795.50
    - Goods & Services ..... \$7,427.55
    - Project Value ..... \$17,223.05
  - This status update will be emailed to Stephanie.
- Statewide Local Share Account grant (\$25K to \$1M, No match) –
  - Due the end of November.
  - Funding could be used to upgrade bridges.
  - Bob is working on this grant application.
    - A resolution must accompany this grant application.
      - Curtis read the resolution to the group.
      - This resolution will be Resolution #2023-1.
    - The figures will be adjusted for pedestrian bridges.
      - The resolution will include an escalation of 5% per year over three years.
    - Luke made a motion to pursue this grant with the escalation clause and ratify the resolution. Don seconded the motion and the motion carried.
    - Curtis will revise the resolution, research the requirements, add this resolution to our cloud file, and return the resolution to Bob.
- Bob and Andy attended a DCNR webinar for DCNR grants.
  - Submission time is January to April.
  - Most C2P2 grant opportunities require a 20-30% match.
- Luke has located another possible source of funding – CAEDC (Cumberland Area Economic Development Corporation) has funds available.
- Environmental Education Grants– Curtis identified this grant that could be used for displays, mural project, QR codes for birding, etc.
- Bob has been creating a database for grant opportunities. Bob will work to develop a share calendar to track these grants.

**Audit – Curtis Stevens** - No report

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

- Recent press releases, Facebook page updates, Next-Door – No report
  - Ben wanted to make everyone aware of a report of several homeless people behind Merakey Stevens Center and State Avenue.
- Dickinson – Perspectives in History project –
  - Heather met with Jennifer Blyth, who teaches a first-year seminar class at Dickinson.
  - Jennifer's class focuses on the early people of the region, the Shawnee tribe, and James Letort and his relationship with them.
  - She has about 12-14 students who are doing research projects.
  - The students' final project will be writing proposals which we will review, hopefully at our December meeting.
  - Jennifer has access to a \$10,000.00 pot from Dickinson that is a use or loose.
  - The goal is, if we find a proposal that we like (most are dealing with signage and/or murals), Jennifer will take the proposals and she has agreed to write a grant proposal and do all the work.
- Website security patch - \$115- \$230.00.

- Andy reported that we received a notice from Cross & Crown regarding a security update on the WordPress User Feedback plugin that allows unauthenticated users to inject scripts into pages. Cross & Crown offered to perform all security updates within 1-2 hours at an hourly rate of \$115.00.
- Luke stated that we have \$200.00 allotted in our budget for website updates.
- Luke made a motion to accept Cross & Crown's offer to make all necessary security updates within 1-2 hours to include plugin updates, script injections, and backups. Curtis seconded the motion, and the motion carried.

**Nature Trail – Ben Mummert**

- Trail vegetation management and planting schedule. – No report
- Bonnybrook trail bridge estimate ~\$200K each (abutments are in poor condition)
- Trail Bridge Inspection –
  - Greg Lebo completed the field work for four main trail bridges.
  - The bridges are in good shape – nothing identified needing immediate attention.
  - Greg will outline a report identifying long-term maintenance.
  - Curtis suggested we implement a due diligence for bridge inspections.
- On-going quarry coordination.
  - Curtis reported that one of the stop signs was down.
  - Ben stated he removed, and the quarry has agreed to reinstall.
  - Andy will contact Dan to see when they plan to have the sign reinstalled.
- Mural Project Status – Bob Ackerman
  - Bob and Heather met with Megan Caruso from Sprocket Mural Works (Sprocket Mural Works is run by volunteers. Since 2017, they have supported emerging local artists and hosted professional muralist from around the globe, bringing over 70 large scale murals to the Harrisburg, PA region.)
    - Megan has measured the area of our underpass, and she will provide several quotes for her muralists to paint.
    - Megan has gotten approval from PennDOT for their previous projects with no problems.
    - The LRA would be responsible for contacting the community to do a survey on what the community would want to see as a mural.
    - PennDOT has developed a written policy on murals.
    - Our bid requirements are \$12,200.00.

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

- CCC meeting – Parks, Trails & Greenways update to the County Land Partnership Plan
  - Andy will be taking Herb Weigl's place on the CCC Board.
  - The next board meeting will be held on November 30<sup>th</sup>.

**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 is taking a new job in Delaware.

**Project Review** –

- Tender Years Child Development Center – MT – Andy will review this redevelopment plan.
- The Grange – Andy is still reviewing this plan.

**Old Business**

- LRA Display – No report
- LRA Handouts – Andy and Ben continue to work on this project.
- LRA Trail Map – Andy is looking for someone to do the mapping.
- SMTMA Sewer Easement and TCE – No report
- Memorial Trail benches (two new requests)
- Report of the nominating committee for 2024 LRA officers
  - Bob reported a slate of officers for 2024:
    - Andy Parker ..... Chairman
    - Benjamin Mummert ..... Vice Chairman
    - Curtis Stevens ..... Secretary
    - Luke Shaffner ..... Treasurer
  - We will entertain additional nominations and vote on them at our December meeting.
- Discussion of 2024 projects and goals to include potential grant applications.

**New Business**

- Insurance Renewal has been submitted.
- Nomination of 2024 Officers
- Letort Garden Fall clean-up – 11/18 from 10:00-12:00.
  - Ben will treat the garden for honeysuckle.
- The Cumberland County Master Gardner's Plant Fest is scheduled on May 18, 2024 from 8:00 a.m. – 1:00 p.m.
- Curtis suggested that we make sure we follow the proper process on project bidding.

Curtis made a motion to adjourn the meeting. Don seconded the motion and the motion carried. The meeting was adjourned at 8:17 p.m.

NEXT MEETING The next regular meeting of the Letort Regional Authority is scheduled for Thursday, December 21, 2023, at 7:00 p.m.

Curtis R. Stevens  
Curtis Stevens, Secretary

12/21/23  
Date Adopted  
Prepared by: Kathy Russell