

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
January 18, 2024

The meeting was held on Thursday, January 18, 2024, at the Stuart Community Center. Ben 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, and Don Ward

Member/Rep Absent Michael Jean and Mark White

Staff Present Kathy Russell

PUBLIC COMMENT - None

PRESENTATIONS – In recognition of the 50th anniversary of the establishment of the Letort Regional Authority, Curtis brought in cupcakes and cookies to celebrate.

APPROVAL OF CONSENT AGENDA –

Minutes: Curtis made a motion to approve the Consent Agenda – except for the ALLARM water quality report. Bob seconded the motion and the motion carried.

Administrator - Kathy Russell – Kathy distributed the Statements of Financial Interest forms to board members for completion.

COMMITTEE REPORTS

Finance / Budget – Luke Shaffner

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month		
FoL Donations – 3x checks.....	+\$450.00	
Interest	+\$9.95	
TOTAL RECEIPTS:.....	+\$459.95	

Bills Requiring Approval:

Administrator - Services	-\$360.00
Verizon Wireless - Phone.....	-\$30.72
Dickinson College – ALLARM testing	-\$1,000.00
Unpaid Bills Subtotal.....	-\$1,390.72

TOTAL BILLS and FEES: **-\$1,390.72**

Curtis made a motion to approve the bills totaling \$1,390.72, Bob 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	+\$1,390.72	
Paid Bills.....	-\$1,390.72	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$53,034.64	
Interest	+\$4.74	
Check received	+\$450.00	
Transfer to Friends of Letort.....	-\$450.00	
Transfer to Business Checking	-\$1,390.72	
Closing Account Balance.....		\$51,648.66

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$ 15,346.96	
Interest	+ \$2.56	
Transfer from Business Savings	+ \$450.00	
Closing Account Balance.....		\$15,799.52

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance.....	\$100.42	
Interest	+ \$.01	
Closing Account Balance.....		\$100.43

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

Beginning Balance.....	\$5,667.79	
Interest	+ \$2.64	
Closing Account Balance.....		\$5,670.43

TOTAL FINANCIAL ASSETS ON DEPOSIT: \$73,319.04

Budget Report – as noted.

Friends of Letort – Mark White

- Database of Friends for Volunteer Opportunities – continues to be updated.
- Fund-raising request (update database) – Kathy reported we have received contributions totaling \$1,365.00 from 12 contributors.

Grants – Andy Parker

- Cumberland County Land Partnership Grant – status – Ben sent the grant summary to Stephanie for processing.
- CAEDC Local Share Accounts Grant – They came back with a response asking for clarification on what we had submitted. Bob was able to clarify and respond to their concerns.
- PA Walks Funding Opportunity – Andy provided Bob with information on this funding opportunity.
- Commonwealth Funding Authority, Act 13 Program – The due date for this grant is the end of February. We will put on our radar for next year.
- The Chesapeake Bay Foundation is offering to provide trees. Ben stated that we do not have a need for additional trees at this time.

Audit – Curtis Stevens –

- 2023 SEK audit proposal –
 - Luke reported that we received a proposal from SEK for our audit. They quoted a cost of \$3,985.00, which is a 7% increase from last year.
 - Luke made a motion to accept their proposal. Curtis seconded the motion and the motion carried.
 - Luke will sign their proposal and have it submitted.

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 –
 - SMT has finished mowing.
 - Ben will advise when seeding and planting are scheduled this spring.
- Trail maintenance at Spring Garden, other washouts?
 - Continuing to get washout.
 - SMT did some work on South Spring Garden Street which seems to have accelerated the washout problem.
 - Andy spoke to CPC regarding a solution to run a swale along the split rail fence line and into the spring up stream of the trail culvert.
- Trail Bridge Inspection – Brehm-Lebo to provide results and recommendations.
 - We have not yet received the final report.
- On-going quarry coordination. – No report
- Mural Project Status – Bob Ackerman
 - Unfortunately, vandals have covered Heather’s artwork with graffiti.
 - Heather has received a quote from Sprocket for \$21,000.00 to paint three surface sides.
 - Heather met with the Cumberland County Tourism Group to discuss grants that we may qualify for and that would be available for this project. They provided Heather with a list of 7 or 8 mural artists.
 - Heather has also been in contact with a professor from Dickinson College who provided a list of student projects ideas on Jame Letort giving some suggestions on projects we could consider for the trail.
 - The Dickinson professor has access to \$10,000.00 we could try to get funding for a project.
 - For the county grant, there is a cash match of 25% and in-kind is 25%.
 - There is concern that painting a mural and then having graffiti painted over it.
 - The mural committee will meet to discuss and come back to the board with final recommendations.

Long Range Planning & Easement -Andy Parker

- PPL Maintenance –
 - We were notified that PPL would like to do maintenance on their easement.

- Andy emailed to relay our concerns that they limit their trimming on their easement and relayed to them what problems we had with UGI.
- Andy will let Ben know when PPL plans to do the work so that Ben can supervise.
- Transfer of CPC Shambaugh easement
 - Andy met with CPC. CPC is looking to divest themselves of the Sally Shambaugh easement.
 - Andy made comments on the easement agreement.
 - CPC will approach Sally Shambaugh to make sure she agrees with this transfer.
- Carlisle Zoning Board – 35 S. East Street –
 - Nobody from the LRA attended this meeting.
 - Curtis feels we don't have anything to worry about.

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 Brooke Basehore, new CCCD Watershed Specialist
- Vallie Edenbo, new DCNR Scenic River Program Specialist (Andy provided updates, photos, and narratives)
- Dr. Todd Hurd, Biology Professor at Shippensburg University – Tracing the source of the Letort Spring Run
 - Andy and Ben spoke with Dr. Hurd about the possibility of the LRA working in conjunction with him on this project.
- Curtis questioned why the ALLARM reported high numbers for Orthophosphate and turbidity at sites 9 and 10.
 - Andy will contact ALLARM to see what date the tests were conducted and whether rain and/or snow contributed to these elevated readings.

Project Review –

- Pine Hill Phase 2 and Lot 4, MT – Andy will review and comment.
- Tender Years Child Development Center – MT – Andy will review and comment.
- The Grange Phase 1, 2, and 3 – MT - Andy will review and comment.
- Cumberland Preserve Phase 2, MT - Andy will review and comment.

Old Business

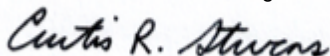
- Approve 2024 budget. After a review of the budget, Curtis made a motion to approve the proposed budget. Luke seconded the motion and the motion carried.
- LRA Display – No report
- LRA Handouts – Andy is working on verbiage for the handouts.
- LRA Trail Map – No report
- SMTMA Sewer Easement and TCE – Curtis reported that they are waiting for DCNR permits.
- Discussion of 2024 projects and goals to include potential grant applications.
 - Curtis suggested we form a small committee to meet to discuss potential grants, projects, and goals and report back to the board.
 - Curtis and Bob volunteered to be on this committee, and they suggested that Michael also be added to this committee.

New Business

- Approval of liability insurance
 - Curtis made a motion to approve signing of the liability insurance renewal. Bob seconded the motion and the motion carried.
 - Andy will sign the renewal and submit it.
- Possibility of using Zoom or Google Meeting for monthly meetings.
 - While Zoom or Google Meeting is an option for an individual participant on a case-by-case basis because of illness or travel, our meeting room is not equipped with the video conferencing technology need to host a meeting with both in-person and virtual participants.
- Tri-County Planning Commission – Pedestrian Needs – Curtis attended this meeting and gave a report.
 - Key words and language from their grant could be used as “buzz words” when we apply for grants.
- CPC Coordination Karst activity
 - The CPC is in the process of making a trail behind the barn to connect to the nature trail, but it does not meet ADA standards.
 - They are going to try to eliminate the ad hoc parking at South Spring Garden Street and get people to use parking up the road on CPC's property.
 - SMT will provide rocks or a fence to block off parking to force them to use the new parking area.
- Open Space Tax legislation
 - A discussion was held on this matter.
 - The proposed legislation requires a referendum to approve a county open space tax.
 - Andy will bring this matter up at the next CCC meeting.
 - Each LRA board member should contact their perspective municipalities to see if they support this action.
 - We will discuss it again at our February meeting.

Luke reported that his family will be moving and therefore resigning his position on the LRA board as of June.

NEXT MEETING The next regular meeting of the Letort Regional Authority is scheduled for Thursday, February 15, 2024, at 7:00 p.m.



Curtis Stevens, Secretary

2/15/24

Date Adopted
Prepared by: Kathy Russell