

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
March 21, 2024

The meeting was held on Thursday, March 21, 2024, at the Stuart Community Center. Ben called the meeting to order at 7:00 p.m.

ATTENDANCE

Members / Reps Present Michael Jean, Ben Mummert, Nick Nizinski, Heather Novack, Andy Parker, Luke Shaffner, Curtis Stevens, and Don Ward

Member/Rep Absent Bob Ackerman and Mark White

Staff Present Kathy Russell

PUBLIC COMMENT – Luke submitted a letter of resignation for his position as board member for Middlesex Township and Treasurer effective July 1, 2024. Luke’s last meeting will be in June. Andy will reach out to Eileen to remind her of the vacancies for Middlesex Township.

PRESENTATIONS

APPROVAL OF CONSENT AGENDA –

Minutes: Curtis made a motion to approve the entire Consent Agenda. Heather seconded the motion and the motion carried.

Administrator - Kathy Russell – Kathy reminded members to complete their Statements of Financial Interest forms.

COMMITTEE REPORTS

Finance / Budget – Luke Shaffner

Monthly Financial

The memorandum of bills is as follows:

Receipts:

Current Month		
	Interest	+ <u>\$9.30</u>
	TOTAL RECEIPTS:	+<u>\$9.30</u>

Bills Requiring Approval:

Administrator - Services	-\$360.00
Verizon Wireless - Phone	-\$30.77
Penn Prime Insurance (1 st & 2 nd payments)	-\$2,557.00
Brehm Lebo Engineering Inc. – Invoice #25355	<u>-\$642.60</u>
Unpaid Bills Subtotal	-<u>\$3,590.37</u>
TOTAL BILLS and FEES:	-<u>\$3,590.37</u>

Curtis made a motion to approve the bills totaling \$3,590.37, Luke 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	+ <u>\$3,590.37</u>	
Paid Bills	<u>-\$3,590.37</u>	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$53,939.39	
Interest	+ <u>\$4.31</u>	
Transfer to Friends of Letort	<u>-\$3,590.37</u>	
Closing Account Balance		\$50,353.33

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$ 15,802.16	
Interest	<u>+<u>\$2.51</u></u>	
Closing Account Balance		\$15,804.67

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance.....	\$100.44	
Interest	+\$0.01	
Closing Account Balance.....		\$100.45

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

Beginning Balance.....	\$5,673.07	
Interest	+\$2.47	
Closing Account Balance.....		\$5,675.54

TOTAL FINANCIAL ASSETS ON DEPOSIT:\$72,033.99

Budget Report – as noted.

We have renewed our insurance coverage with Penn Prime. Good news - It appears that the cost is approximately \$1,000.00 less than we had budgeted.

Friends of Letort – Mark White

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

Grants – Bob Ackerman

- Cumberland County Land Partnership grant – Status – Ben
 - Ben and Andy met with Stephanie Williams on March 7th to discuss this grant and give an update on the status of where we are with this grant.
 - We still need to fulfill the grant objectives:
 - Restoring the natural vegetation through removal of invasives and intrusive plant species and replacing it with native plants.
 - Surfacing the trail extension to Hiser’s Lane and repairing overgrown and damaged areas along the existing trail.
 - Repairing and replacing outdated and damaged interpretive signage
 - Introduce signage and benches on the Hiser’s Lane extension.

Andy asked board members to come up with ideas on what topics we can use for the new signs.

Michael would like to see us focus our efforts on our mission statement objectives.

Michael would also like to have the logs, honeysuckle, dead branches, and debris along the trail cleaned up.

- CAEDC Local Share Accounts Grant – Bonnybrook Bridges (September 2024).
- Spring Garden Culvert Replacement – We are waiting for a report from Brehm-Lebo on their recommendations.

Audit – Curtis Stevens – We are continuing to provide SE&K with needed documentation.

- Equipment –
 - We will work on developing an inventory of equipment owned by the LRA.
- Other documentation –
 - Kathy provided SE&K with a copy of the 2023 Administrative contract.
 - Curtis will provide a copy of the signed Cumberland County Land Partnership Grant.

Information and Education – Ben Mummert / Bob Ackerman

- Recent press releases, Facebook page updates, Next-Door – no report
 - Michael suggested that our website be updated.
 - Andy will follow-up with Holly Smith to see if the Carlisle School District is still having elementary educational studies along the stream.
- Christmas Decorations at Bonnybrook have been cleaned up.

Nature Trail – Ben Mummert

- Trail Clean-up – 4-H – No update
 - They could possibly clean-up between Letort Park and North Bedford Street.
- Trail Clean-up – Storm damage – No report
- Homeless Encampments near the trail.
 - Curtis reported that this encampment is on private property.
 - Curtis express concern that the trash is going into the stream.
- Trail vegetation management and plant schedule –
 - Ben will come up with a schedule for chipping and seeding and coordinate volunteers.
 - Michael suggested a possibility of contacting the courts and having work release men help
 - A few dates will be scheduled for cutting, dragging, chipping, seeding, and treating.
- Mural Project Status –
 - Heather reported that an application has been submitted for a grant in the amount of \$10,000.00 (below the bid amount).
 - The funds would be used to provide a QR code project along the trail.

Andy made a motion to have a check cut for \$300.00 to the Carlisle Garden Club for their supplies for maintaining the Letort garden. Ben seconded the motion and the motion carried.

The Carlisle Garden Club will be having a garden clean-up day on April 6th at 9:30 a.m. If it rains, a rain date will be provided.

Long Range Planning & Easement - Andy Parker

- CCC Meeting - Next meeting 4/15
- Sally Shambaugh CPC Easement transfer – No response from Sally. Ben will follow up.
- Project Priority Subcommittee Discussion - Michael, Ben, and Curtis met to discuss our goals and what we are doing to protect and preserve the trail.
- Borough and Township Initiatives –
 - Borough bike lanes - still in the planning stages.
 - Bird town designation. Andy contacted Cory Adams with SMT – no response

Stream Ecology – Mark White

- Tri-County Watershed Association meeting, 3/12, 6:00-9:00. Andy attended and reported.

Project Review –

- Heritage Village, SMT – Andy will review
- Limestone Estates, SMT – Andy reviewed, and the Developer is to be sending us a \$600.00 check.

Old Business

- Harmony Hall Property for sale.
 - Curtis will draft a letter to be presented to the property owner/real estate agent to see if the LRA can possibly secure an easement on this property.
- LRA Display – Still needed. Possibly have an interactive display.
- LRA Handouts –
Andy continues to work on the narrative for the handout.
 - Lawn Care – How to keep the stream healthy.
 - Riparian Buffer
 - Appeal for Conservation
 - Naturalize your Yard
 - Living on Karst (in development)Andy is developing a birding checklist for Cumberland County.
Curtis will review Andy's drafts, help to format, and upload them into the Box for board member editing.
- LRA Trail Map – Andy continues to work on updating the trail map.
 - Narrative
 - Map
 - LayoutAndy has found someone at his office that will assist in the map development.
- Memorial Trail Benches – Status
 - Michael walked the trail with Dawn Fentress.
 - The area is marked with orange tape at the location where she would like the bench placed.
 - Photos were provided.
 - There are no other benches or signage nearby.
 - The proposed placement is North of the Stevens center at approximately: 40.182491, -77.187133 Letort Spring Run Nature Trail, Carlisle, PA 17013
 - Dawn has approved the final layout and has given a deposit of \$2,500.00.
 - Michael has picked up the white oak lumber and expects to start work next week.
 - Volunteers are welcome,
 - Expected bench completion and installation sometime in June.

Michael made a motion to approve the bench location site and proceed with installation of the bench when ready. Curtis seconded the motion, and the motion carried.

Michael gave a slide presentation showing several areas of the trail that currently need work, clean-up, and improvements. He also showed several projects and ideas for improvement on the trail, i.e. Bicycle trails / natural obstacles, recreational play areas for children, and "Troll" carvings protecting forest. Michael feels we should be doing more to support our conservation mission. No action was taken.

- Treasurer and Middlesex Representative Replacement needed.
 - Andy will contact Middlesex to inquire.
- Andy attended and reported on the Tri-County Watershed meeting in Shippensburg on March 12th.
 - Andy feels we should meet with Big Spring Watershed Association and Middle Springs Watershed Association to explore common ground to get some help with our displays.

New Business

- Collaboration meeting with BSWA and MSWA?
- CVTU Coldwater Conservation Plan – POWR Strategic Planning Assistance Grant (NFWF)
- LRA Trail Branding – Heather
- Carlisle Arts Learning Center – Art Exhibition and Stream Clean-up 6/29 11:00-1:00.
- Carlisle Summer Day Camp presentation – "outdoor explorers" and "young environmentalists", Ages 5-8 and 9-12; 30-69 minutes; weeks of 7/29-8/2 and 8/5-8/9 at Letort Park.
 - We could possibly do one or two presentations.
 - Andy will reach out to Holly Smith for suggestions on topics.
- Plant Fest 5/18 8:00-1:00 (documents are due by 5/13).
- Stuart Park, Yellow Breeches Restoration Walk-through 4/3 10:00 a.m.

Luke moved that the meeting be adjourned. Ben seconded the motion, the motion carried. The meeting adjourned at 8:50 p.m.

Nick announced that his school term is ending, and tonight was his last time attending our board meetings. He thanked everyone for the opportunity to sit on the board as a non-voting member and said it was a great opportunity for him.

NEXT MEETING The next regular meeting of the Letort Regional Authority is scheduled for Thursday, April 18, 2024, at 7:00 p.m.

Curtis R. Stevens

Curtis Stevens, Secretary

4/18/24

Date Adopted