

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
April 18, 2024

The meeting was held on Thursday, April 18, 2024, at the Stuart Community Center. Ben called the meeting to order at 7:00 p.m.

ATTENDANCE

Members / Reps Present Bob Ackerman, Michael Jean, Ben Mummert, Heather Novack, Andy Parker, Luke Shaffner, Curtis Stevens, Don Ward, and Mark White

Member/Rep Absent None

Staff Present Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – Ben and Kelsey Mummert surprised the board with a visit introducing their precious addition to their family, Emie Mae. She is adorable and we look forward to watching her grow.

APPROVAL OF CONSENT AGENDA –

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

Micheal made a motion that, in the future, when we have an item that is being discussed during the meeting and no action is taken on the discussed item, it should be noted in the minutes as "no action taken".

Administrator - Kathy Russell – Kathy thanked board members for completing their Statements of Financial Interest forms. Kathy will submit the forms to the various townships, county, and Carlisle Borough.

COMMITTEE REPORTS

Finance / Budget – *Luke Shaffner*

Monthly Financial

The memorandum of bills is as follows:

Receipts:

4 Month	
HF Lentz Company – Plan review fee	+\$400.00
Ashtoon Investments Group LLC – Plan review fee	unsigned check
FoL Donation – check	+\$100.00
FoL Donation – check	+\$2,500.00
FoL Donation – check	+\$20.00
FoL Donation – PayPal	+\$35.00
FoLI Donation – PayPal	+\$9.85
Interest	+\$9.85
TOTAL RECEIPTS:	+\$3,114.85

Unpaid Bills requiring approval:

Administrator - Services	-\$360.00
Verizon Wireless - Phone	-\$31.07
Michael Jean – Wildwood Lumber Invoice	-\$307.20
Unpaid Bills Subtotal	-\$698.27

Paid Bills

Carlisle Garden Club	-\$300.00
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Fees

PayPal	-\$2.57
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TOTAL BILLS and FEES: **-\$1,000.84**

Luke made a motion to approve the bills totaling \$698.274, 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	+\$300.00	
Donation to Carlisle Garden Club	-\$300.00	
Transfer from Business Savings	+\$698.27	
Paid Bills.....	<u>-\$698.27</u>	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$50,353.33	
Transfer to Friends of Letort.....	-\$300.00	
3x Checks Received	+\$2,950.00	
Interest	+\$4.51	
Check Received	+\$100.00	
Transfer to Friends of Letort.....	-\$2,650.00	
Transfer to Checking	<u>-\$698.27</u>	
Closing Account Balance		\$49,759.57

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$ 15,804.67	
Interest	+\$2.68	
Transfer from Business Savings	<u>+\$2,650.00</u>	
Closing Account Balance.....		\$18,457.35

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance.....	\$100.45	
Interest	<u>+\$01</u>	
Closing Account Balance.....		\$100.46

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

Beginning Balance.....	\$5,673.07	
Interest	<u>+\$2.65</u>	
Closing Account Balance.....		\$5,678.19

TOTAL FINANCIAL ASSETS ON DEPOSIT:\$74,095.57

Budget Report – Andy reported that we under budgeted for the telephone and website registration. We over budgeted for insurance, and we are ahead of budget in contributions for the year.

Heather reported an issue... The Eberly farm found a man in their bull pen and they ended up selling their bull. We’ve also had reports of public concern with the health of Jack (the donkey) in not having proper shelter from the elements. Ben believes Jack has been removed to another location.

As good neighbors, Ben will follow up with the Eberly’s, Betty Crain, and the Osbournes to apologize for these situations and any inconvenience they might have incurred.

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
 - Grant Closure date 12/31/24
 - Andy will provide Ben with sycamore and redbud trees for planting.
 - Ben will schedule a planting/seeding event in early May.
 - We are good on the match for the grant.
 - Seeding and signage are still needed.
 - Michael suggested we plan an event where we give away red buds and get additional volunteers.
 - Curtis suggested we might organize and advertise if volunteers want to clean up trees on the trail, they could take the wood for firewood.
 - Michael expressed a concern with liability.
 - Ben and Michael will work on making a sign to post asking for volunteers to remove wood from the trail.
 - Andy reported that we got an estimate from the quarry for work on the extension and potentially what they may do on the Bonnybrook spur. Ben and Andy will discuss this estimate.
 - Interpretive Sign Ideas (seasonal plants and seasonal birds)
 - Heather and Curt presented several ideas for signs.
 - Michael suggested all board members come up with three sign ideas to be presented at our next meeting.
 - Michael also suggested we have narrative signage (continuous story) along the trail.
 - Curtis suggested we contact the visitor’s bureau for assistance and suggestions.

- The grant requires 4 new mounted panels with 12 signs to be swapped out.
- Andy made a motion to ask all board members to come up with three mockup signs each to be presented at next month's meeting. Ben seconded the motion, and the motion carried.
 - Curtis asked that members submit their mockups to him within the next two weeks.
 - He will compile a list of everyone's suggestions and send out to everyone which will give everyone time to review before the next meeting.
 - Sign dimensions are 18" x 24"
- POWR NFWF letter of support approves, grant submitted.
- CAEDC Local Share Accounts Grant – Bonnybrook Bridges (September 2024).
- SMT Mini-grant, Act 13 –
 - The Preapplication submission is due April 30th.
 - The grant is for \$2,500.⁰⁰ to \$15,000.⁰⁰.
 - Requires a One-to-One match of in-kind services or cash.
 - The final application is due at the end of June.
- C2P2 Act 13 Grant –
 - Applications due May 31st
 - \$100 application fee
 - Grants can go up to \$100,000.⁰⁰
- County-wide Action Plan - Clean Water Grant
 - Applications due June 14th.
- Mural Grant –
 - Heather has been in contact with Jen at Dickinson College.
 - No response from that group, but there will be a meeting next week.
 - Michael reported the return of the graffiti bandit.

No further action taken on grants.

Audit – Curtis Stevens –

- All outstanding action items completed, waiting for final report.
 - Jessica at SEK has offered to have a zoom meeting to review the report if we're interested.
 - Kathy requested a physical copy for our file.

Information and Education – Ben Mummert / Bob Ackerman

- Recent press releases, Facebook page updates, Next-Door –
 - A complaint about dog poop on the trail.
 - Heather suggested the possibility of having a disposal trash can added for poop collection.
 - Andy will check with Cory at SMT to see if SMT would like to add a can and be willing to maintain the disposal trash can.
 - Bob reported we received a complaint about someone on East Louthier draining basement water into the Letort.

Nature Trail – Ben Mummert

- Trail Clean-up – 4-H – scheduled for April 27
 - 6 or 7 4-H members between the ages of 8-11 (with rents) will meet at 9:00 a.m. at Letort Park
 - Curtis will supervise this clean-up
 - Proposed area for clean-up between Letort Park and South Bedford Street and behind Lamberton Middle School.
 - Anyone interested in helping, just show up.
- Trail Clean-up – Storm damage – No report
- Trail vegetation management and plant schedule – Ben
 - Ben and Andy will coordinate redbud planting.
- Andy met with SMT staff yesterday to discuss the muddy pull off area.
 - They are okay with us leaving it open for now until the new lot is ready.
 - The current plan is to eventually place boulders in the area.
 - They will establish a path between the trailhead and the barn lane then revegetate along the wetland.
 - Andy will place signage to advise the public of the timeline for this project.
- Mural Project Status – Bob – no update
- Letort garden spring clean-up (Canada thistle, honeysuckle, privet, ivy)
 - Andy assisted in the clean-up Letort garden maintenance contribution to Carlisle Garden Club for \$300.00.
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Long Range Planning & Easement - Andy Parker

- CCC Meeting - Next meeting 4/15 – Andy attended this meeting and reported on the topics that were discussed.
- Sally Shambaugh CPC Easement transfer – No update
- Project Priority Subcommittee Discussion – No update

We've received the final Brehm-Lebo bridge report with several suggestions on bridge maintenance needed.

- Curtis will review the report and prioritize the suggestions.

Stream Ecology – Mark White – No report

Project Review –

- Limestone Creek, SMT – Andy reviewed this plan.

Old Business

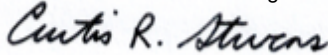
- Harmony Hall Property for sale. – Nothing new to report
- LRA Display – Heather provided several mockups
- LRA Handouts – Andy continues to develop
- LRA Trail Map – Andy has updated the trail map.
 - Members are asked to advise Andy on any additions they would like to see made.
- Memorial Trail Benches – Michael continues to make progress on the memorial bench. Expected installation in mid-June.
- Trail mountain bike feathers – Michael is still thinking about this project.
- Treasurer and Middlesex Representative Replacement needed.
 - We still need a volunteer to take Luke's place as Treasurer.
 - Luke presented a list of his duties.
 - If anyone is interested in taking over the Treasurer position, please contact Andy.
- Collaboration meeting with BSWA and MSWA – No update
- 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.
 - PSU Ext. Teaching tools 4/23 1:00 p.m. – Curtis plans to attend
 - Master watershed Stewards meeting 4/16 4:00.
- Plant Fest 5/18 8:00-1:00 (documents are due by 5/13).
- Website Upgrades – Tabled until our next meeting.

New Business

- DCNR coordination – Letort Spring Run Signage – Andy did an inventory and identified road crossings that do not have Letort signs.
- PennPrime training (chainsaw, woodchipper) – If interested in attending this training, please contact Andy for additional information.
- Carlisle Borough stormwater efforts (Biddle Mission, Thornwald Parks) – Curtis reported the Borough is planning stormwater management work at Mission Biddle Park adjacent to the Letort and at Thornwald Park. Both projects should benefit the Letort and the LRA ought to follow their progress.

Luke moved that the meeting be adjourned. Heather seconded the motion, the motion carried. The meeting was adjourned at 9:14 p.m.

NEXT MEETING The next regular meeting of the Letort Regional Authority is scheduled for Thursday, May16, 2024, at 7:00 p.m.



Curtis Stevens, Secretary

5/16/24

Date Adopted