

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

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**May 16, 2024**

The meeting was held on Thursday, May 16, 2024, at the Stuart Community Center. Andy called the meeting to order at 7:12 p.m.

**ATTENDANC**

Members / Reps Present Bob Ackerman, Ben Mummert, 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** – None

**APPROVAL OF CONSENT AGENDA** –

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

**Administrator - Kathy Russell** –

- Kathy submitted the Statement of Financial forms to the various townships, county, and Carlisle Borough.
- Notice of Audit has been submitted to the Sentinel for publication.
- We received a thank you letter from the Carlisle Garden Club for our \$300.00 contribution in support of their mission.
- Kathy advised that she will be unavailable to pick up LRA's mail from June 11-18. Andy and/or Luke will pick up mail if needed.

**COMMITTEE REPORTS**

**Finance / Budget** – **Luke Shaffner**

**Monthly Financial**

The memorandum of bills is as follows:

Receipts:

North Middleton Township .....	+\$2,000.00
Provco Pinegood Mgmt LLC .....	+\$200.00
Interest .....	+\$9.61
<b>TOTAL RECEIPTS:</b> .....	<b>+\$2,208.61</b>

Unpaid Bills requiring approval:

Administrator - Services .....	-\$360.00
Verizon Wireless - Phone .....	-\$30.90
SEK – Audit Services .....	-\$3,985.00
<b>Unpaid Bills Subtotal</b> .....	<b>-\$4,375.90</b>

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

Luke made a motion to approve the bills totaling \$4,375.90, 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 .....	+\$4,375.90	
Paid Bills .....	-\$4,375.90	
<b>Closing Account Balance</b> .....		<b>\$100.00</b>

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

Beginning Balance .....	\$49,759.57	
Interest .....	+\$4.23	
2X Checks Received .....	+\$2,200.00	
Transfer to Checking .....	-\$4,374.90	
<b>Closing Account Balance</b> .....		<b>\$47,587.90</b>

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

Beginning Balance .....	\$ 18,457.35	
Interest .....	+\$2.81	
Transfer from PayPal.....	+\$52.43	
<b>Closing Account Balance.....</b>		<b>\$18,512.59</b>

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

Beginning Balance.....	\$100.46	
Interest .....	+\$0.01	
<b>Closing Account Balance.....</b>		<b>\$100.47</b>

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

Beginning Balance.....	\$5,678.19	
Interest .....	+\$2.56	
<b>Closing Account Balance.....</b>		<b>\$5,680.75</b>

**TOTAL FINANCIAL ASSETS ON DEPOSIT: .....\$71,981.71**

**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
  - Interpretive Sign Ideas
    - Andy is working on signs for seasonal birds, seasonal plants, invasive plants, etc.
    - We need a graphic artist to coordinate signs, i.e. fonts, designs, layout, etc.
    - We will work with the quarry and CPC as a joint project.
    - Barn and springhouse history suggested as a possible sign
    - Need to update trail rules about dogs, bicycles, and e-bikes.
- CAEDC Local Share Accounts Grant – Bonnybrook Bridges (September 2024).

**Audit – Curtis Stevens –**

- 2023 Audit complete

**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 plant schedule – Ben will schedule seeding in the fall.
- Mural Project Status – Bob –
  - Heather gave an update on the \$10,000.00 grant approved from Dickinson College.
    - Funds must be spent by June 15<sup>th</sup>
    - Project by Sprocket to place murals on the Northern most group of (3) pillars on the creek side.
    - Sprocket requires payment in advance to cover the costs of lift rental for one week and a van to store supplies.
    - There is a possibility that Sherwan-William would contribute the paint.
    - The design will consist of geometric shapes with various colors.
    - Volunteers needed to apply primer.
    - Local artist(s) to do murals.
    - Luke made a motion to move forward with this project, Ben seconded the motion, and he motion carried.
    - Bob will advise PennDOT of our plans to move forward.
- Trail sign inventory – Curtis – previously discussed.

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

- Sally Shambaugh CPC Easement transfer – Ben will set up a meeting to have Andy meet Sally and discuss the easement.
- Project Priority Subcommittee Discussion – No report
- CPC meeting with Penny Ayers – This meeting was postponed and has been rescheduled for June 5<sup>th</sup> at 3:00.

**Stream Ecology – Mark White –**

- Requested being included in the loop for Borough MS4 projects – no response

**Project Review –**

- Wawa, Middlesex Township – Andy will review.

**Old Business**

- LRA Display – Heather Mockup - continued work
- LRA Handouts – continued work
- LRA Trail Map – continued work
  - Narrative - continued work

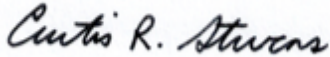
- Map - continued work
- Layout - continued work
- Memorial trail benches – continued work
- Trail bike features – Andy will check with Strickler Insurance on liability.
- Treasurer Replacement and Middlesex Township Representatives
  - Andy contacted Eileen Gault to check on the status of Luke's replacement.
  - No replacement yet.
- Collaboration meeting with BSWA and MSWA? – No report
- Carlisle Arts Learning Center – Art Exhibition and Stream Clean-up 6/29 11:00-1:00. – No report
- 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.
  - Curtis attended training at the Penn State Extension Service on how to provide training and demonstrations on stormwater and watershed management. Curtis feels that the demonstration would be too advanced for 5–8-year-old category.
  - Andy will get more details about this event.
- Plant Fest 5/18 8:00-1:00 – (will not have a table)

**New Business**

- Birding Walk – Curtis would like to see a birding walk scheduled for the trail.
- CPC Plant and bird walk – This walk was scheduled for this evening (May 16<sup>th</sup>).

Luke moved that the meeting be adjourned. Curtis seconded the motion, the motion carried. The meeting was adjourned at 8:30 p.m.

NEXT MEETING The next regular meeting of the Letort Regional Authority is scheduled for Thursday, June 20, 2024, at 7:00 p.m.



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Curtis Stevens, Secretary

6-20-24

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Date Adopted