

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

**MINUTES OF THE LETORT REGIONAL AUTHORITY
August 15, 2024**

The meeting was held on Thursday, August 15, 2024, at the Stuart Community Center. Andy called the meeting to order at 7:02 p.m.

ATTENDANCE

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

Member/Rep Absent Heather Novack

Staff Present Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENTS

Brooke Basehore, the Conservation District's Watershed Specialist, has changed her name to Brooke Weary.

APPROVAL OF CONSENT AGENDA –

Minutes: Curtis made a motion to approve the Consent Agenda, except for the financial summary and budget. Bob seconded the motion and the motion carried.

Administrator – Kathy Russell – No report

COMMITTEE REPORT

Financial / Budget

Michael Jean has been appointed as our Treasurer; however, Members 1st has been increasingly difficult to deal with in making this transition.

- Michael and Curtis will research other banking options available.
- We can also inquire with the borough and townships to see where they bank.
- Andy and Ben will meet with Member's 1st.

Although an email vote was taken, Curtis requested that we re-vote to appoint Michael Jean as Treasurer so that it is properly reflected in the minutes. Mark made the motion to appoint Michael Jean as the treasurer, Bob seconded the motion and the motion carried.

Andy prefers not to expend funds unless approved by the board.

- Bob proposed we amend our by-laws to give our chairperson authority, at his discretion, to incur minor expenditures up to \$1,000.00.
- Michael remarked that he didn't feel the by-laws need to be amended. As a board, we can authorize the chairman to make expenditures without majority approval up to, but not to exceed \$1,000.00 per incident or \$5,000.00 per month.
- Curtis stated that it needs to be within the budget line item.
- Curtis will work on language for possible changes to the by-laws to be presented at our next meeting.

Andy made a motion to pay the following bills: One to Kathy for \$360 and one to Woodlawn for \$550. We also have the auto payment to GoDaddy for \$45.98. Curtis seconded the motion and the motion carried.

Andy made a \$1,000.00 deposit to the Business Checking account. Three plan review fees (for \$300, \$200, and \$100) and a \$400 check from Andy to friends for the Stihl 044 saw.

Our new balance once the deposits clear will be \$13,461.07 (minus this month's payments).

Monthly Financial

The memorandum of bills is as follows:

Receipts:

Master Solutions Inc.	+\$300.00
Michael Jean	+\$307.20
County of Cumberland (Partial Land Partnership Grant)	+\$12,053.30
Interest	+\$9.52
TOTAL RECEIPTS:	+\$12,670.22

Unpaid Bills requiring approval:

Administrator - Services	-\$360.00
Verizon Wireless - Phone	-\$0.00
Dawn Fentress	-\$2,500.00
Unpaid Bills Subtotal.....	-\$2,860.00

TOTAL BILLS and FEES: -\$2,860.00

Andy made a motion to approve the bills totaling \$2,860.00, Bob seconded the motion and the motion carried.

PLEASE NOTE: DUE TO TREASURER TRANSITION, THE MONTHLY FINANCIAL SUMMARY WAS NOT UPDATED THIS MONTH. FOLLOWING ARE THE MEMBERS 1ST ACCOUNT BALANCES FOR AUGUST.

Financial Summary –

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Closing Account Balance \$12,461.07

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Closing Account Balance \$47,186.95

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Closing Account Balance \$16,018.77

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Closing Account Balance..... \$100.49

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

Closing Account Balance..... \$5,688.61

TOTAL FINANCIAL ASSETS ON DEPOSIT: \$81,455.89

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 – Still working with Ben
- CAEDC Local Share Accounts Grant – Bonnybrook Bridges (September 2024).
- CCCD Mini Grant – Possible source tracing with Dr. Todd Hurd.
 - \$2,000.00 cap
 - Deadline September 13, 2024
 - This grant may be combined with the county grant to fully fund a study.
- Susquehanna River Basin Commission is accepting application for its Stream & Watershed Enhancement Grant Program
 - \$5,000.00 cap
 - Deadline October 31, 2024

Andy provided Bob with information on these grants.

Andy spoke with Dr. Todd Hurd at Shippensburg University. He does a fluorescent dye tracing on springs and fails of contamination. We have previously talked about doing some studies on the Letort to figure out where the source of water is coming from into the Letort. With these grants we could have a study done. The study would cost approximately \$5,000.00 for a study plus the additional cost for mapping services. Maybe the two grants together (\$7,000.00) would cover the cost and create a good study.

- Michael stated that, fundamentally, finding the source of the Letort is a good idea. He suggested if we do this study, we also need to bring more interest into the trail, educate the public, get more support, and get representatives. This study might help generate/promote interest.
- Don volunteered to write press releases following this study and showing the results.
- Andy said we do try to educate the public by doing public speaking at the Rotary Club, Lions Club, and various organizations, and by attending plant fest in the spring.
- Michael made a motion to approve applying for the two grants. Bob seconded the motion and the motion passed.
- Bob will work on applying for these grants.

Audit – Curtis Stevens –

Curtis suggested we investigate purchasing a cheap cell phone to replace the answering machine we are currently using.

- A phone would allow us to receive phone messages and text messages.

- Curtis will research phone options and report back at the next meeting.

Information and Education – Ben Mummert / Bob Ackerman

- Recent press releases, Facebook page updates, Next-Door
 - Curtis will draft a press release asking for parties in Middlesex Township who are interested in becoming a LRA board member to contact Eileen.
 - Curtis will ask Eileen to post an announcement in the Middlesex Township newsletter about the board vacancies.
 - Bob will also post the announcement on our Next-Door site advertising the Middlesex vacancies.

Nature Trail – Ben Mummert

- Trail vegetation management and plant schedule – Ben will schedule seeding in the fall.
- Mural Project Status – Bob / Heather –
 - PennDOT is now reviewing our contract
 - This process will take time, which will impact our timeline with Sprocket.
 - We will have to postpone this project until next year.
 - Andy has submitted information to DCNR for clearance for the Scenic River.
 - Mark reported that graffiti artists have struck again.
- Bench installation –
 - Thanks to Michael on completing installation of the new memorial bench – it looks great!
 - Dawn is very happy with the bench.
 - Michael reported that the bench cost came in around \$4,000.00, he donated \$1,500.00 of his time, and he anticipates that Dawn may make an additional contribution to the LRA.
- Encampment –
 - Michael reported an encampment down by I81.
 - Michael **confirmed that it is not on our property. It appears to be abandoned and on Lamberton's property.**
 - Either we clean-up for the common good or ignore it.
 - Bob will contact the Lamberton Middle School Principal to report the encampment on their property.
 - We need to contact Community Cares. No action taken.
- ADA Improvements (Kelsey Yost Smith) – Ruts and gravel deposits at Lamberton trailhead; Gaps in the spring crossing south of S. Spr Garden; Large gavel, mucky surface, and truck traffic at the Quarry Crossing. No Action taken
- CPC is working with Kinsley Construction on an ADA connection from their parking lot to the Letort Trail.
- Michael reported plants are encroaching the trail south of the quarry. No Action taken
- Letort Garden plantings - Conflicts with Park Maintenance

Long Range Planning & Easement - Andy Parker

- Sally Shambaugh CPC Easement transfer –
 - Andy sent out an email requesting permission to speak with our attorney regarding the Shambaugh easement, however he did not receive enough votes to authorize approval.
 - Curtis made a motion to authorize Andy to speak with Dave Baric to discuss the Shambaugh easement issue. Don seconded the motion and the motion passed.
 - Andy will contact Dave.
- Project Priority Subcommittee Discussion – No report
- Carlisle Rotary Club Presentation (40 minutes) noon September 26th at Comfort Inn.
 - Andy plans on making this presentation.
- Buffer Action Team (BAT) – fall Riparian Buffer Management Webinar.
 - Curtis attended a meeting to do planning for this webinar.
 - We are on the e-mail distribution list.

Stream Ecology – Mark White – No report

Project Review

- 251 H Street – Minor Subdivision – CB - Andy has reviewed this plan and had no comment
- Carlisle Sports Emporium Building Expansion – MT – Andy reviewed and commented
- Question regarding Surface vs. Subsurface watershed boundary (SMT) – Andy reviewed and commented

Old Business

- Trail mountain bike features – Michael stated that we can use the logs recently cut down for the bike trail design features.
- Brehm-Lebo bridge inspection report – We need to address the issues outlined in this report – This item has been tabled until our next meeting.
- Tool Shed – Michael put together a rough budget and timeline for this project which he plans to finalize and present at the September meeting.
 - Electric chain saw
 - Weed eater with extension
 - Battery
 - Solar panel
 - Remotely controlled lock
 - Power inverter
 - Target cost is approximately \$1,300.00

New Business – None

Michael made a motion to adjourn the meeting, Bob seconded the motion and the motion carried. The meeting adjourned at 8:38 p.m.

NEXT MEETING The next regular meeting of the Letort Regional Authority is scheduled for Thursday, September 19, 2024, at 7:00 p.m.

Curtis R. Stevens

9/19/24

Curtis Stevens, Secretary

Date Adopted