

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

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**November 21, 2024**

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

**ATTENDANCE**

Members / Reps Present Michael Jean, Ben Mummert, Heather Novack, Andy Parker, Curtis Stevens, and Don Ward  
Member/Rep Absent Bob Ackerman and Mark White  
Staff Present Kathy Russell

**PUBLIC COMMENT** – We welcomed Michele “Mich” Miller to our meeting. She is a community member and frequent visitor on the trail and here to observe our meeting.

**PRESENTATIONS** – None

**ANNOUNCEMENTS**

**APPROVAL OF CONSENT AGENDA –**

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

**Administrator** – No report

**COMMITTEE REPORT**

**Financial / Budget**

**Monthly Financial**

The memorandum of bills is as follows:

Receipts:

Unpaid Bills requiring approval:

Administrator - Services .....	-\$360.00
<b>Unpaid Bills Subtotal</b> .....	<b>-\$360.00</b>

**TOTAL BILLS and FEES:** ..... **-\$360.00**

Andy made a motion to approve the bill totaling \$360.00, Curtis seconded the motion and the motion carried.

**PLEASE NOTE: DUE TO TREASURER TRANSITION, THE MONTHLY FINANCIAL SUMMARY HAS BEEN UPDATED BY MICHAEL JEAN and CURTIS STEVENS AS OUR “BOOKKEEPERS” UNTIL THE BANK ACCOUNTS HAVE BEEN MOVED FROM MEMBERS 1<sup>ST</sup> TO PNC, AT WHICH TIME MICHAEL WILL TAKE OVER TREASURER DUTIES.**

**Our figures show a total of \$7.55 over the figures shown on our Members 1<sup>st</sup> bank statement. Michael will try to simplify the accounts for the future.**

Ben and Curtis will work with PNC as soon as possible to have the new accounts opened before our December meeting.

**Financial Summary –**

**Treasurer’s Report:**

**BANK ASSET ACCOUNTS:**

**BUSINESS CHECKING ACCOUNT (07)**

Beginning Balance.....	\$548.08	
Various Deposits .....	+\$23,122.85	
Paid Bills.....	-\$4,984.42	
<b>Closing Account Balance</b> .....		<b>\$18,686.51</b>

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

Beginning Balance.....	\$47,587.91	
Dividends and fees .....	+\$20.02	
2x Checks Received .....	+\$400.00	
Transfer to Business Checking (07) .....	-\$808.08	
<b>Closing Account Balance</b> .....		<b>\$47,198.85</b>

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

Beginning Balance.....	\$18,515.31	
Dividends.....	+\$14.37	
Transfer from PayPal.....	-\$2,500.00	
<b>Closing Account Balance.....</b>		<b>\$16,029.68</b>

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

Beginning Balance.....	\$100.52	
.....	+\$1,500.00	
Interest .....	+\$00.10	
<b>Closing Account Balance.....</b>		<b>\$1,600.62</b>

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

Beginning Balance.....	\$5,686.52	
Interest .....	+\$14.58	
<b>Closing Account Balance.....</b>		<b>\$5,701.10</b>

**TOTAL FINANCIAL ASSETS ON DEPOSIT: .....** **\$89,216.76**

Carlisle Borough's annual funding for 2024 has not yet been received. Andy spoke with Jerry at the Borough office and he is looking into it.

**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
    - Ben has contacted Stephanie to have the grant extended 6 more months to June of 2025 to complete any work.
    - Stephanie suggested we might spend as much of this grant as we feel comfortable spending, including the \$12,000.00 that we already have in our account.
    - If we want to leave the other \$12,000.00 unspent and then potentially apply again in September of next year.
    - Some of the projects that have been completed using this grant:
      - Resurfacing of the trail by Union Quarries – for free
      - Resurface the spur – for free
      - Michael Jean has replaced some interpretive signage at trail head – for free
      - We will need to complete a few more interpretive signs.
      - We will be purchasing seeds for reseeding along the trail.
      - Michael suggested we work on having the vegetation that has been cut down and laying along the trail be removed.
  - Interpretive Sign Ideas – Andy is still working with Ben
  - Help offered by Sam Rob - A journalist and former JAG attorney. He has offered to help with language, design, and development of interpretive signage.
  - Michael mentioned that SNP Partners provide staff, supervision, etc. for outdoor activities. They are looking for projects and may be a source of volunteers.
- CAEDC Local Share Accounts Grant – Replacement of Bonnybrook Bridges
  - Awarded, need to sign the contract by 12/20/24
    - Andy will need to set up an account so that Ben and Andy to sign and Curtis to witness.
    - We will also need to have our new bank accounts completed before the grant can be electronically received.
  - Award amount \$330,000
  - Hopefully, the bridge replacements won't cost that much, and we can use some of the funds to improve the crossing at South Spring Garden Street.
  - Ben has several concerns, reservations, and questions about how the replacements will be done, how funds will be spent. He wants to make sure this project is a success for the LRA.
  - Michael expressed concerns on who will be the point of contact and who will be overseeing and monitoring this project.
    - Greg Lebo, with Brehm/Lebo, our engineer, could be a possible overseer.
    - Do we need to put out an RFP?
  - Curtis remarked that formal project bidding will be required.
  - Andy commented that the two issues with the current bridges are: (1) no rails, and (2) the abutments need replaced or repaired.
  - Bridges will need to be ADA compliant.
- CCCD Mini Grant – Source Tracing
  - Grant Awarded
  - Contract has been signed
  - We have not yet received payment
- Susquehanna River Basin Commission (SRBC) Grant – Submitted – to expand source tracing.
- NFWF Grant Awarded to POWR – Help CVTU/CPC/LRA Implement the Coldwater Heritage Program.
  - Provide expertise and consulting to help prioritize projects.
  - Additional grants will be needed to implement this program.

**Audit – Curtis Stevens** – SEK has opened the audit portal for the 2024 audit.

**Information and Education – Ben Mummert / Bob Ackerman**

- Recent press releases, Facebook page updates, Next-Door – no report
  - Heather will update the Facebook page to remove Luke as Treasurer and put a notice out on the two board representatives for Middlesex Township.

**Nature Trail – Ben Mummert**

- Trail vegetation management and plant schedule –
  - Ben is seeking burn management certification to prepare for placement of interpretive signage.
- Mural Project Status – Bob / Heather – This item will be removed from the agenda until we hear back from PennDOT.
- Letort Garden – Need to remove 2 walnut seedlings – Andy will try to work on this.
- 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 update
- CPC is working with Kinsley Construction on an ADA connection from their parking lot to the Letort Trail. – is supposed to be completed by Thanksgiving.
- Bonnybrook spur has been re-stoned by York Building Products
  - Andy will ask York Building Products for the work and material as a match for the grant.

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

- Sally Shambaugh CPC Easement transfer – Ben will follow up
- Project Priority Subcommittee Discussion – No report
- CCC meeting postponed
- Meeting with CPC in December –
  - Andy will coordinate a meeting Cameron at CPC and include Ben.
  - Lori Danco is stepping back as CPC President.
  - No new Executive Director has been appointed.
- The Buffer Action on-line meeting will be held on December 16<sup>th</sup>, Curtis plans to attend.

**Stream Ecology – Mark White –**

- Discharge at the Quarry around November 11. –
  - They did a shot near the sump and hadn't properly shut the pump off.
  - They rectified the situation quickly.
- Andy received an email for the Borough regarding trash in the Letort between E. High Street and Biddle Mission Park –
  - Curtis believes that the trash is a result of homeless encampments.
  - If anyone has any suggestions on how to further address this situation, please contact Andy.

**Project Review**

- 9 Mill Road Subdivision and Lot Addition, MT – Andy has reviewed and commented.

**Old Business**

- Tool Shed on trail
  - Michael made a motion to retract the proposal to install a tool shed on trail and return the funds to Dawn Fentress. Curtis seconded the motion and the motion carried.
- Carlisle School District (Letort Elementary School) Nature Center and Environmental Program.
  - Ben contacted Holly Smith and she wants to meet in person to discuss.
- Insurance Renewal – Andy had submitted the renewal.
- 2025 Municipal Contribution Requests – Submitted and acknowledged (Carlisle 2024 contribution still due - Cumberland Conty declined funding.
- Michael suggested we consider shifting the agenda to discuss old business before new business.
  - Curtis will review the by-laws to make sure we can do.

**New Business –**

- Recruiting for new class of Master watershed Stewards.
  - Requires 36 hours of training, 20 hours of community service first year, 10 hours of community service thereafter, and 10 hours of on-going education.

Michael made a motion to adjourn the meeting, Ben seconded the motion and the motion carried. The meeting was adjourned at 8:27 p.m.

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

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Curtis Stevens, Secretary

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Date Adopted