

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
Unpaid Bills Subtotal.....	-\$360.00

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 1ST 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 1st 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	
Closing Account Balance		\$18,686.51

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	
Closing Account Balance		\$47,198.85

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

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

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance.....	\$100.52	
.....	+\$1,500.00	
Interest	+\$00.10	
Closing Account Balance.....		\$1,600.62

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

Beginning Balance.....	\$5,686.52	
Interest	+\$14.58	
Closing Account Balance.....		\$5,701.10

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 16th, 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.

Curtis R. Stevens

Curtis Stevens, Secretary

12/19/24

Date Adopted