

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
July 17, 2012

The meeting was held on Tuesday, July 17, 2012 at the Carlisle Community Center. Andy Parker called the meeting to order at 7:05 p.m.

ATTENDANCE

Members Present: Mark Bishop, Dave Cornett, Jerry Gapp, Erich Messerschmidt, Andy Parker, Lorin Snyder, Thomas Stenehjem, and Herb Weigl

Members Absent: Cory Adams, Ken Wolfe

Representatives Present: None

Representatives Absent: Paul Herzer, Kevin Spicer, Julie Vastine

Staff Present: Mike Blumenthal and Kathy Russell

APPROVAL OF MINUTES – Mark made a motion to approve the June minutes, Erich seconded the motion, and the motion carried.

PRESENTATIONS - None

Recording Secretary (Kathy Russell) – No report

Executive Director: (Mike Blumenthal)

- LRA website content is being incorporated. They expect to launch this site by August 2.
- Submitted Cumberland Conservation Coalition survey.
- Letters of appreciation sent to Tom Colestock and Barb Wilson.
- LeTort Corridor Atlas emailed to requestors.
 - Mike also handed out CDs to members showing the Atlas Corridor as of 2004.
 - Mike will work on adding the newer easement updates.
 - This information will be added to the LRA website
- Mike held an orientation meeting with Cory and Lorin.
- LRA audit sent to cooperators.
- Responded to Justice's bonding company regarding project status.
- DCNR mid-year progress report due August 2, 2012.
 - Mike will check with SE&K on the CED report.

COMMITTEE REPORTS

Finance / Budget – (Tom Stenehjem)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

July – 2012.....	0.00
June – 2012	
Interest	5.76
TOTAL RECEIPTS	5.76

Bills Requiring Approval:

Executive Director	
contracted fee	\$650.00
ED Subtotal.....	\$650.00
Kathy Russell (Recording Secretary).....	95.00
Strickler / PennPrime	613.00
SEK & Co.....	2,350.00
Andy Parker (supplies).....	78.20
717 Studios	885.00
TOTAL bills requiring approval (Subtotal).....	\$3,786.20

Imprest Funds

ED travel.....	4.00
Binder for Tom	11.65
Total Imprest expenditures:	15.65
TOTAL BILLS:.....	\$3,801.85

Erich made a motion to approve payment of the July bills, Mark seconded the motion, and the motion carried.

Treasurer's Report:

Tom S. submitted the authority's financial summary account balances as follows:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
Transferred from Bus. Money Mgmt.	3,801.85	
Paid July Bills	-3,801.85	
Closing Account Balance		\$100.00

IMPREST FUND (P/O BUS CHECKING ACCT -07)

Imprest Fund (Opened Acct)	150.00	
Paid July Imprest Fund Bills	-15.65	
Imprest Fund Reimbursement.....	15.65	
Closing Imprest Fund.....		\$150.00

BUSINESS SAVINGS ACCOUNT (00) .45%: DCNR (TRAIL IMPROVEMENT)

Beginning balance is	\$9,923.07	
Deposit (So. Middleton contribution)	5,800.00	
Interest (June)	2.21	
Transferred to Checking	3,801.85	
Closing Account Balance.....		\$11,923.43

CERTIFICATES OF DEPOSIT

CD 46 (11 Mo, 1.25%, Matures: 09/13/12)

Previous Month's Amount	\$4,551.91	
Add Interest (June).....	1.68	
CURRENT VALUE		\$4,553.59

CD 47 (12 Mo .900% Matures: 7/14/12)

Previous Month's Amount	\$7,588.10	
Add Interest (June).....	1.87	
CURRENT VALUE		\$7,589.97

TOTAL FINANCIAL ASSETS DEPOSITED: **\$24,316.99**

ON HAND FOR DEPOSIT:..... **0.00**

TOTAL FINANCIAL ASSETS ON HAND:..... **\$24,316.99**

Tom submitted the financial summary to the recording secretary for entry into the minutes.

CD47 for \$7,589.97 matures on July 14. Tom recommended that we leave the funds with Members 1st. After a brief discussion, Mark made a motion to give Tom the authority to renew the CD for a three-month period at Members 1st at a rate of 1% interest. Herb seconded the motion and the motion carried.

Mike will check with Strickler Insurance to make sure our insurance coverage has been reduced and we have the minimum coverage needed.

BUDGET REPORT – No corrections or additions.

COMMITTEE REPORTS

Information and Education (Dave Cornett)

- Dave distributed the local events calendar.
 - Dave thought it would be a good idea to have someone from the LRA attend the PA Fish and Boat Commission and Trout Unlimited webinar hosted by the South Mountain Partnership and the Appalachian Trail Conservancy scheduled for Tuesday, July 24.
 - Dave has the contact information if anyone is interested in signing up.
 - Andy commented that the LRA's participation in this webinar may provide some good contacts that we could work with in moving forward.
 - Mike and Andy will try to fit this webinar into their schedules.

Long Range Planning & Easements - (Andy Parker)

- LNT Phase II Status:
 - Still awaiting borough invoice.
 - Mike will follow up with the borough and hopefully have a total invoice by the August meeting.
- Status of DCNR grant close-out for final payment (\$33,300.00)
 - Pending DCNR inspection and some documents from our solicitor.
 - Mike received an e-mail from Trish Naylor who will have the remaining documents to close out the DCNR grant in the near future.
 - There will be ca. \$10-14K available in the grant after all bills are paid.
 - Union Quarries retaining wall – Quote from Justice is \$19,234.00 (includes \$2,500.00 for concrete block).
 - This quote is with prevailing wage.
 - Mike will work with Justice to see if this quote can be reduced.
 - Mark will approach Union Quarries to see if they are willing to donate the cement block.
 - Herb reported that Kim Williams with County Planning is inquiring if we have any projects that require funding for trail related projects.

- - Mike will contact Kim
- Mark suggested that, if necessary, we use LRA reserves for the additional \$5,000 needed to complete this project.
- Mike will check with Mark Heeb to see if he has any other suggestions on how to reduce the cost.
- Once Mike receives the invoice from the borough and if it complies with the \$14K-\$15K leftover and we have reserve CD funds available to pay the balance due, Mike will e-mail board members to get a vote of approval to proceed with the retaining wall project.
- Lamberton trail segment remediation:
 - Borough has completed the work (sort of) and will bill us for materials.
 - Mike received an invoice from the borough for \$152.00 for repairs to the washed out trail.
 - Mike will call the borough to get a formal invoice.
 - Mike stated that the work has not been completed according to Mark Heeb's recommendations.
 - Time will tell if this fix will hold up to heavy flooding.
 - The school district approved the work beyond our easement.
 - I & E materials - \$500? - This matter will be removed from the agenda - no left over funds available.
- Moose Lodge conservation easement at Harmony Hall - No report
 - Mike continues to work with Doug Brehm on the progress.
- Burgoon springhouse easement - No report - Andy will follow up with Madden.
- Parker Spring acquisition -
 - Site visit by Mike
 - Deed will be transferred in August.

Nature Trail (Mark Bishop)

- CVTC report - Their next meeting is in September. A report will be given at our September meeting.
- Interpretive signage grant (CVVB) - *Lorin Snyder*
 - - Lorin needs to find out:
 - What funding is available?
 - Mike will provide grant information to Lorin.
 - What are the expectations as far as how many signs in relation to affordability?
 - He needs contact information for past signage suppliers.
 - Mark has the contact information for a Hagerstown company that he will provide to Lorin.
- DCNR trial tour report - complete
- Trail maintenance
 - Mowing, trimming, day lighting, etc. - Mike will handle - Remove this topic from the agenda.
 - Andy will talk to South Middleton about trimming along the trail.
 - Dog signage - Dave will handle - Remove this topic from the agenda.

Project Review - (Ken Wolfe)

- Project Review Protocol and Fees:
 - Carlisle Borough and North Middleton Township have voted not to initiate / increase LRA plan review fees.
 - Andy suggested possibly getting on borough council's agenda to state our case.
 - Mark recommended that we wait a year to re-visit the matter with the borough.
 - Herb suggested asking North Middleton Township for more funding in 2013 to offset the project review fees.
 - Mike will follow up to make sure South Middleton, North Middleton, and Middlesex are using our data sheet when submitting their plans for review.
 - Mike received an e-mail from Ken stating that he reviewed and commented on a plan for the estate of Carolyn Spraglin (subdivision plan).

Stream Ecology (Herb Weigl)

- Alliance for Aquatic Resource Monitoring Report and Analysis (Julie Vastine) - No Report
- Coordination with CVTU, CCWA (Conodoguinet Creek Watershed Assn.), and PA Fish & Boat Commission for stream bank vegetative management. - *Mike Blumenthal*
 - Mike called the fish commission office and they referred him to Charlie McGarrell, Habitat Management Manager for Area 5.
 - Charlie is still involved in the Big Spring project, but he really likes what we are considering doing.
 - Charlie is aware of some stream bank restoration work being done on other cold water fisheries that have attempted to create a meadow like environment.
 - Charlie will research the Fish Commission files to see what he can find.
 - Charlie is very willing to work with us and it will be the next project on his list.
 - Andy came up with a few suggestions:
 - Research to determine what the pre-contact stable condition of the stream was before all of the development occurred?
 - Is that pre-contact condition achievable given modern constraints?
 - We need to do an assessment of what are the existing impairments to the stream?
 - The water quality information we're getting is really good.
 - Because our reports are bi-monthly, are there events that are occurring that aren't being picked up or is there a big swing in D.O. at night when the plants aren't producing oxygen anymore?
 - We need to have a study done to identify the impairments and sources of those impairments?
 - Determine what can we do to address those impairments?

- Herb suggested we try to determine what the stream history is and what the stream looked like 50-100 years ago.
 - Herb will speak with Ed Shank (80+ years old), who was an angler on the stream, has been studying the stream for years, and has written books about the LeTort Stream.
 - Herb will contact the Pennsylvania Fly Fishing Museum.
 - Lorin will contact Dick Tritt at the Cumberland County Historical Society.
 - Todd Herd, Biology Professor at Shippensburg University may be another source of information.
 - Mike will check on the web for USGS and USDA for any aerials of the stream.
- A sub-committee will be formed to meet and discuss the next steps that need to be taken to proceed with this project.
 - Committee members: Mike, Andy, Lorin.
 - Mike will e-mail Julie and Kevin to see if they are interested in participating.
- CC Storm Water Management Committee report – *Kevin Spicer* – No report

Friends of the LeTort – (Jerry Gapp)

- Jerry has done additional research on establishing a 501C3 corporation:
 - He sees two problems:
 - There will be legal expenses associated with forming this 501C3 corporation. Jerry's guess estimate is \$2K-\$4K.
 - Does anyone know an attorney or intern that would be willing to work pro bono?
 - Lorin will inquire to see if he can find anyone interested in providing pro bono assistance.
 - Gerry will contact Trish Naylor.
 - Herb will inquire with the Cumberland Conservation Collaborative to see if they can help.
 - Recently, the IRS has increased the governing responsibility associated with 501C3 corporations.
 - Requires the 501C3 to answer questions such as: do we have bi-laws, how often do we meet, do we have a whistle blowing policy, etc.
- Trail capital campaign planning and marketing -
 - Jerry will contact Rick Rigveno for any suggestions he can provide on planning and organizing.
 - We can begin to gather information on fund raising.
 - We need to have a plan and be organized before any meetings begin.
 - What do we want these volunteers to do?
 - We need to develop a mailing list.
 - Mike will look in his office for a mailing list of attendees from the previous Friends of LeTort meetings.
 - Previous LRA board members may be interested in joining.
 - Community service representatives, i.e. Dickinson College students, science, marketing club, art, nature clubs, etc.
 - Develop a membership drive / process.
 - Ask for \$ gifts from interested people.
 - Determine how will raise funds before creating the 501C3.
 - Advertising
 - The website will be a good source.
 - Newspaper announcements.
 - An organizing sub-committee consisting of Jerry, Herb, Dave, Mike, and Andy will help generate "a plan". Input from each of the committee chairs would also be helpful.
- Memorial benches and other amenities.
- Status of volunteer solicitation.
 - Capone, Mulligan, Carver, etc.

OLD BUSINESS:

2012 PEDING CONTRIBUTIONS: North Middleton Township (due July – 2012) and Middlesex Township (due September – 2012)

NEW BUSINESS:

- Venture Crew project – Mike was contacted by a new co-ed scout-like organization showing interest in a community environmental project.
 - For liability purposes, Mike will find out the ages of the Venture Crew participants.
 - Mike will e-mail the Venture Crew contact person and suggest a possible project would be elimination of streamside invasive plants from the riparian zone of the LeTort Spring Run.
 - Andy will e-mail Mike the research he has done on methods to eliminate invasive plants.
 - Mike will get more information and report back at the next meeting.
- Mike will revise and e-mail new LRA Board contact information.

PUBLIC COMMENT: NONE

Tom S. made a motion to adjourn the meeting; Erich seconded the motion, and the motion carried. The meeting adjourned at 8:45 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, August 16, 2012 at 7:00 p.m. to be held at the Carlisle Community Center in Carlisle, PA.

Date Adopted

Mark Bishop, Secretary

Prepared by: Kathy L. Russell

DRAFT