

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
January 15, 2015

The meeting was held on Thursday, January 15, 2015, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:03 p.m.

ATTENDANCE

Members / Representatives

Present: William Berwick, Jerry Gapp, Sandy Kern, Andy Parker, James Ruhl, Erich Messerschmidt and Herb Weigl

Members

Representatives Absent: Holly Smith, Lorin Snyder, James Wilkinson, and Jinnie Woodward

Staff Present:

Kathy Russell

PUBLIC COMMENT:

Ben Mummert, Protection and Stewardship Director for the Central Pennsylvania Conservancy, attended the meeting as a visitor. Ben is a volunteer for the LRA. He has assisted Erich with tree removal, stream clean up, and various trail maintenance issues in the past. Ben offered to continue his volunteer services when needed.

APPROVAL OF MINUTES

Erich made a motion to approve the December minutes with one revision. James seconded the motion, and the motion carried.

PRESENTATIONS

- Andy announced that the positions of Recording Secretary and Executive Director are being eliminated.
 - o Mike Blumenthal's contract will not be renewed for 2015.
- An Administrator position has been created.
 - o Kathy Russell entered into a contract with the LRA on December 19, 2014, as the LRA Administrator for 2015.
 - The salary for this position will be \$300.00 per month.
 - The Administrator's duties are as follows:
 - Work with the board chairman to prepare monthly meeting agenda and Board packet for timely distribution to the Board.
 - Prepare Minutes of monthly Board meetings.
 - Submit timely approved Minutes to member municipalities and members of the Board.
 - Coordinate with the chair the annual schedule of meetings for the year and publicly advertise same.
 - Be the primary contact for Authority members and support to the Authority's committees.
 - Serve as imprest fund custodian.
 - Submit all required reports to our supporting municipalities and to other governmental agencies.
 - Maintain Authority's files, equipment, and office/storage spaces.
 - Perform other duties and responsibilities assigned by the Authority Board.
 - There are several duties previously performed by the Executive Director not listed above. Those duties will be divided among the various board members.

Administrator - (Kathy Russell)

- Kathy thanked the Authority for the opportunity to serve as their Administrator.
 - o Kathy gave a special thanks to:
 - o Herb and Andy for their assistance and guidance in making the transition, and
 - o Sandy for her assistance in reviewing and commenting on the draft minutes each month.
- Kathy has submitted a Legal Notice to the Sentinel announcing the LRA meeting dates for 2015.
 - o The ad will run for three publications.

COMMITTEE REPORTS

Finance / Budget - (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Friends Contributions.....	\$ +30.00
Municipal Contributions (Borough of Carlisle).....	\$3,000.00
Prior month	
Interest	+3.36
TOTAL Receipts.....	+3,033.36

Bills Requiring Approval:

Administrator.....	-\$300.00
Herb Weigl (OfficeMax - supplies)	- 30.91
717 Studios (website hosting for 2015).....	-200.00
TOTAL bills requiring approval (Subtotal)	\$530.91

TOTAL BILLS:..... \$530.91

Herb recommended that the January bills be paid.

Erich made a motion to pay the January bills totaling \$530.91. Sandy seconded the motion, and the motion carried.

Herb reported that Mike Blumenthal refunded \$150.00 from the imprest fund.

Herb issued a check for \$150.00 to Kathy for imprest funds.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00
Transfer from Bus. Savings Acct	+5530.91
Paid January bills	<u>-530.91</u>

Closing Account Balance \$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning balance is	\$17,634.91
Trfd to CD #40	-5,000.00
Trfd to CD #41	-5,000.00
Plan Review Fee.....	+200.00
Interest	+ .60
Trfd to Bus. Checking Acct.....	<u>-1,395.00</u>

Closing Account Balance..... \$7,304.63

PLEASE NOTE: two Certificates of Deposits have been added.

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance.....	\$3,690.64
Interest	+ 19

Closing Account Balance..... \$3,690.83

CERTIFICATE OF DEPOSIT #40 (24 Month)

Beginning Balance.....	\$5,000.00
Interest	+2.21

Closing Account Balance..... \$5,002.21

CERTIFICATE OF DEPOSIT #41 (9 Month)

Beginning Balance.....	\$5,000.00
Interest	+ .36

Closing Account Balance..... \$5,000.36

NON-BANK FINANCIAL ACCOUNTS

IMPREST FUND – Cash on Hand for Administrator's Use

Imprest Fund Beginning Balance	\$150.00
Paid Imprest Fund Bills (Cash) –	-0.00
Imprest Fund (Reimbursement)	+0.00

Closing Imprest Fund \$150.00

PAYPAL ACCOUNT, FRIENDS OF THE LETORT:

Beginning Balance.....	\$0.00
Donations	+0.00
PayPal Fee	-0.00
Trfd to Friends Savings Acct	<u>-0.00</u>

Closing Account Balance..... \$0.00

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$21,248.03

ON HAND FOR DEPOSIT

Friends Cash Donations.....	\$30.00
Municipal Contribution (Carlisle Borough)	<u>\$3,000.00</u>

Closing Account Balance..... \$3,030.00
\$24,278.03

Budget Report

Herb sent everyone a 2014 revised final budget. This version reflected a \$200 plan review fee received in late December.

As soon as the 2015 budget is approve, Herb will email a corrected version to every showing the expenditures for January.

Friends of LeTort – Vacant

(PLEASE NOTE: Jerry has asked to resign as chair of the Friend's Committee. He will continue chairing the Audit Committee and become the chair of the newly created Grants Committee).

- Friends' status report:
 - Andy reported that the Friends' membership campaign collected \$2,200.00 in 2014 and \$90.00 so far in 2015.
 - Andy asked for a volunteer to chair this committee.

Grants – Jerry Gapp

- South Mountain Partnership Mini Grant –
 - Jerry will stop by the South Mountain Partnership office tomorrow to turn in the signature card for the grant.
 - SM will stamp the document with the date and time, which will officially begin the grant year.
 - Once the grant has been stamped, the LRA can begin to document volunteer hours.
 - The time spent coordinating the various tasks associated with this grant will count toward our in-kind services.
- Assignment of Task Managers
 - Jerry suggested that the areas of responsibility for the grant be shared by board members as follows:

▪ Acknowledgement Guidelines and Press Kit	-	Sandy Kern
▪ Legal Acknowledgement	-	James Ruhl
▪ Preparation and Installation of Signage	-	Lorin Snyder
▪ Location of Signage and Distance Markers	-	Erich Messerschmidt
▪ Design and production of Distance Markers	-	Andy Parker
▪ Liaison – Activities of Carlisle Garden Club	-	Kathy Weigl (Garden Club Member)
▪ Liaison with Parks and Rec	-	Herb Weigl
▪ Liaison with Audubon PA	-	Holly Smith
▪ Liaison with South Mountain Partnership	-	Jerry Gapp
▪ Grant Closeout	-	Jerry Gapp, Herb Weigl, Sandy Kern, and Andy Parker
 - Jerry asked James to draft a boilerplate statement that could be issued and signed by subcontractors outlining non-discrimination, sexual harassment, equal opportunity, and ADA requirements with the Commonwealth of Pennsylvania.
 - Jerry and James will meet with the auditors on January 20, 2015, to review the annual audit.
- PBH grant status: Partnership for Better Health – Jerry will follow up on the status within the next week or two.

Information and Education - Vacant

- The local events calendar –
 - South Mountain Partnership's year-end breakfast will be on Friday, January 30, 2015, at 7:30 AM at Shippensburg University.
 - Herb and Jerry will attend the breakfast.
 - SMP refunded Jerry and Herb's \$10 fee.
 - They will attend as SMP's guests.
 - SMP would like to make a formal presentation of the grant check to the LRA.
 - The grant check amount will be 90% of \$7,245.00.
 - This presentation will be a great public relations opportunity for the LRA.
 - Sandy suggested that photos and a write-up should be posted on our website.
- Public speaking schedule –
Sandy reported:
 - On January 6, 2015, Herb gave a presentation to the Carlisle Sunrise Rotary Club.
 - The presentation was well received.
 - Approximately 20 people were in attendance.
 - The Historical Society of Cumberland County has asked us to prepare an exhibit by the end of April.
 - The display should consist of photos and artifacts on the LeTort Spring Run and LeTort Nature Trail.
 - Bill Berwick will check with someone at the Fly Fishing Museum to see if we can borrow any of their artifacts.
 - Andy volunteered his wife, Margaret, to assist with the history.
 - Sandy will ask Holly to assist with this exhibit.
 - The Historical Society also asked that we present a brown bag lunch in May or June.
- Website stats and updates (Holly) – Andy will follow up with Holly on the status.
- Facebook page updates – Andy will follow up with Holly on the status.

Nature Trail - Erich Messerschmidt

- CVTC report – (in scheduled months) – no report.
- Trail Maintenance – Andy will work with Ben Mummert to coordinate removal of several downed trees along the trail.
- Kiosk display status – Herb has updated the kiosk postings.
- South Spring Garden Street trailhead inquiry -
 - An inquiry was received from Barbara Carver, a Friend of the LeTort, regarding a large rock that was placed at the Spring Garden trailhead.

- Andy responded to Barbara's inquiry, stating that South Middleton Township had placed the rock at that location to prevent parking.
- Andy discussed this matter with Cory Adams, South Middleton Township Manager. Cory said the rock was placed there in response to a 2011 email to Barbara, the former township manager, from Mike Blumenthal.
 - Mike asked that the rock be placed there.
 - Herb doesn't feel that the location of the rock restricts us from accessing the trail with a vehicle for maintenance purposes.
 - This area was never designed or permitted as a parking area.
- Herb stated that Franklin A. Bream was to begin the bridge repair by the middle of January, but work may have been delayed due to the weather.
 - Herb is expecting a call any day from the contractor advising on a start date.
 - Andrea Krause, the director of Carlisle Parks and Recreation, should be notified when work is scheduled to begin.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative (CCC) report (Herb) – no report.
 - The next meeting is scheduled for January 26, 2015, at 7:00 p.m. at the Visitor's Bureau in Borough Hall.
 - Herb will attend.
- LeTort Spring Run Collaborative Stormwater Project Phase 2 – Best Management Practices (BMP) Site Assessment and Prioritization report.
Andy reported:
 - A report was finalized based on the comments received from the stakeholders' meeting.
 - The next phase involves finding funding for the projects.
 - PENNDOT will take the lead on the Trindle Road project.
- Needed trail improvements –
 - As a long-range plan, Andy suggested that we look into getting a new grant for:
 - A parking facility at Spring Garden Street.
 - Improvement on the trail from the Bonnybrook parking lot out to the trail.
 - Herb asked if we have any funding to get an estimate for bridge improvements.
 - Jerry will research our grant options.

Stream Ecology - Holly Smith

- ALLARM report and analysis (Julie/Jinnie in even months) – No report
 - We should have received the December monitoring results.
- Annual report presentation – February or April
 - ALLARM plans to give us a summary presentation on the monitoring results for 2013.
 - The presentation for February has been rescheduled for April.
 - All research documents will be assigned to a Dickinson student as a student project.
 - The student must come up with a summary and make a presentation.

Project Review - Andy Parker

- Stonehill Farm subdivision – Andy reviewed and commented with our concerns on the ongoing operation and maintenance of the stormwater facilities.
- Herb reminded Andy - when reviewing projects plans, the township/borough engineer should be copied on his comments.
 - The township should be made aware of our concerns because it is the only entity that can enforce it.

OLD BUSINESS:

- 2015 budget approval
 - Andy prepared and presented a proposed budget for 2015.
 - Erich would like to see a figure added to the budget for concept development.
 - Andy will add \$2,000.00 to the Trail Improvement budget line to cover professional engineering assistance and a cost estimate for bridge improvements on the trail extension.
 - Website re-design and Improvements will be zeroed out.
 - We may investigate getting a grant to cover website improvements.
 - We received a bill from 717 Studios for the 2015 website hosting and domain registration.
 - \$200.00 for 2015
 - \$150.00 in 2014
 - \$120.00 in 2013
 - We are not happy with the final website product that we received from 717 and may want to check with other website designers for a better option.
 - Herb commented: Before we can contemplate approaching anyone for a grant, we will need to have a clear easement or clear right-of-way / ownership easement for the spur extension.
 - Andy outlined the stipulations for the South Mountain Partnership Grant:
 - The grant is for \$7,200.00.
 - We have to match that amount one-for-one.
 - If SMP gives us \$7,200.00, we must contribute \$7,200.00 = \$14,400.00.
 - Half of our match can come as in-kind services.

- o \$10,800.00 has been budgeted for SMP grant matching.
 - To be used for other trial improvements, signage, development of the garden, the fencing at the garden, etc.

After a brief discussion and several suggested revisions, Herb made a motion to approve the 2015 budget as amended. Jerry seconded the motion, and the motion carried.

Andy will make the suggested revisions to the 2015 budget and email a revised version to everyone.

- Replacement for Cumberland County Representative, Dave Cornett and Middlesex Township Representative, Sandy Kern.
 - o Dave Cornett has resigned as the Cumberland County representative.
 - o Sandy will resign as the Middlesex Township representative because she is moving to Silver Spring Township.
 - She has agreed to stay on as the LRA Secretary.
 - o We're working on getting Sandy appointed as the new Cumberland County representative.
 - Andy will follow up with Sandy Moyle at the county office.
 - o We're now searching for a new representative for Middlesex Township.
 - Herb spoke to Eileen Gault, the Middlesex Township Manager, by telephone on Tuesday.
 - They are in the preliminary stages of searching for a replacement.
 - Eileen stated that there is no one in the database who can be considered.

NEW BUSINESS:

- Appointment of committee chairs:
 - o Andy asked for volunteers to head the Friends of LeTort Committee and the Information and Education Committee.
 - Andy will contact the LRA members who are absent to see if they are interested.
 - If no one volunteers for these committees, Andy will make assignments at the February meeting.
- An email was received from Eileen Gault, the Township Manager for Middlesex. She is looking for a copy of the 2015 fee schedule.
 - o Andy will confirm that she is looking for the plan review fees and will respond to her request.

Erich made a motion to adjourn the meeting. Bill seconded the motion, and the meeting adjourned at 8:22 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, February 19, 2015, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

2/24/15
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary