

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
October 15, 2015

The meeting was held on Thursday, October 15, 2015, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:01 p.m.

ATTENDANCE

Members / Representatives

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

Members

Representatives Absent: Lorin Snyder and Jinnie Woodward

Staff Present:

Kathy Russell

Guest Present:

Alan Howe

PUBLIC COMMENT - None

PRESENTATIONS - None

ANNOUNCEMENT - None

APPROVAL OF MINUTES - Erich made a motion to approve the September minutes. James seconded the motion, and the motion carried.

Administrator - (Kathy Russell) – No report

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month

Municipal Contribution (Middlesex) \$ 3,500.00

Prior month

Interest +\$ 10.05

TOTAL Receipts..... **+\$3,510.05**

Bills Requiring Approval:

Administrator..... \$ 300.00

Postmaster - Postage..... \$ 80.42

Deluxe Corp (checks)..... \$ 17.95

Herb Weigl (Michaels Inv. #6519) \$ 66.78

Muffin Enterprises, Inc. \$ 45.00

Rowe's (Crawfoot certificates)..... +\$ 338.87

TOTAL bills requiring approval (Subtotal)..... **\$ 849.02**

TOTAL BILLS:..... **\$ 849.02**

Herb made a motion to pay the October bills totaling \$849.02 Jerry seconded the motion, and the motion carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance \$100.00

Transfer from Mgmt. Savings Acct..... +\$80.42

Paid bill -\$80.42

Paid bill -\$17.95

Transfer from Bus. Savings Acct..... +\$17.95

Transfer from Bus. Savings Acct..... +\$422.45

Transfer from Money Mgmt. Savings Acct +\$328.20

Paid bill -\$750.65

Closing Account Balance **\$100.00**

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance \$10,248.02

Interest +\$0.42

Municipal Contribution (Middlesex) +\$3,500.00

Transfer to Checking -\$17.95

Transfer to Checking -\$328.20

Closing Account Balance **\$13,308.04**

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$ 4,842.42	
Interest	+\$0.20	
Transfer to Checking	-\$80.42	
Transfer to Checking	-\$328.20	
Closing Account Balance		\$4,434.00

BUSINESS SUPPLEMENTAL SAVINGS, SOUTH MOUNTAIN PARTNERSHIP GRANT

Beginning Balance.....	\$3,573.14	
Interest	+\$0.17	
Closing Account Balance		\$3,573.31

CERTIFICATE OF DEPOSIT #40 (24 Month)

Beginning Balance.....	\$5,043.65	
Interest	+\$5.14	
Closing Account Balance		\$5,048.79

CERTIFICATE OF DEPOSIT #42 (19 Month)

Beginning Balance.....	\$5,007.68	
Interest	+\$4.12	
Closing Account Balance		\$5,011.80

NON-BANK FINANCIAL ACCOUNTS**IMPREST FUND – Cash on Hand for Administrator’s Use**

Imprest Fund Beginning Balance.....	\$150.00	
Closing Imprest Fund		\$150.00

TOTAL FINANCIAL ASSETS ON DEPOSIT: **\$31,625.94**

ON HAND FOR DEPOSIT **\$0.00**

Closing Account Balance **\$31,625.94**

Budget Report - Herb reported that the budget figures are in alignment with the financial statement.

Friends of LeTort – James Ruhl

- Friends annual fund mailing:
 - The Friends mailing went out.
 - James acknowledged and thanked Sandy for the hard work and hours she gave organizing the mailing.
 - Once contributions are received, James will send out thank you notes to contributors.
- Business Solicitation
 - James will be working with board members to coordinate phone calls and visits to various local businesses as a followup to the letter requests that were mailed.
 - Andy will let James know which businesses he plans to contact.
 - James can then coordinate with the other board members on who will be contacting the remaining businesses.

Grants – Jerry Gapp

- South Mountain Partnership mini-grant schedule and status.
 - The Carlisle Garden Club project has been completed.
 - Herb reported that the last planting is a tree that will be planted in the near future.
 - Sandy has prepared a news release for publication.
 - Lorin submitted an email with an update on the trail signage:
 - Crown supplied the four rough drafts, which were in turn submitted to the involved board members for the opportunity to make edits.
 - The four edited drafts were then submitted to Crown Trophy this past weekend.
 - Jerry is awaiting return of the final drafts from Crown.
 - Once the final drafts are affirmed, Crown will send them to the manufacturer for production of the Alumicolor signs, which Crown will deliver when completed.
 - McCorkle Construction Services will be doing the installation.
 - We have identified rough locations for sign placement, but we will have to come up with exact coordinates.
 - Jerry suggested that we have someone actually walk the trail with McCorkle to show where the signs should be placed.
 - Agar Welding is power coating the base stands, and they should be ready within a week.
 - Jerry sent an email to all members of the board who were involved in planning and coordinating this grant.
 - He asked them to provide him with a report on their expenses and volunteer hours.
 - Jerry would like to have everyone’s response by November 15th.
 - Andy mentioned that he was on the South Mountain Partnership website.
 - They have a list of partners, however the LRA is not listed.
 - Andy will follow up with South Mountain Partnership tomorrow to have them add the LRA as a partner.

- Partnership for Better Health Grant Status – Bonnybrook Spur and Trailhead design.
 - Lorin reviewed the agreement and did not see any issues with it.
 - James also reviewed the agreement, and he thought it looked good; we do not need to get our attorney involved.
 - Jerry made a motion that the board accept the verbiage in the Partnership for Better Grant Agreement as finalized between the LRA and the CCC. James seconded the motion, and the motion carried.
 - Please see the note below under “Old Business” pertaining to our insurance coverage for this grant.
- Cumberland Valley Visitors Bureau mini-grant – approved for trail counters only.
 - Andy reported that the grant is tentatively approved.
 - Alan is in the process of setting up trail counters.
 - Alan reported that he and Jerry met with Mary Soderberg, the vice president of the Friends of Pine Grove Furnace State Park.
 - The Friends of Pine Grove Furnace State Park would like to borrow one of our counters for one month. A year later, they would need to borrow another counter at the same time of year for one month, to measure and show improved flow on the trail between Fuller Lake and Laurel Lake.
 - Jerry and Alan feel that the best counter for the LRA to give up would be the one in LeTort Park.
 - Alan requested reimbursement for the batteries he purchased for the trail counters.
 - There was a question as to whether funds can be distributed against this grant prior to the approval and signing of the grant agreement.
 - Jerry will re-read the grant, and we will discuss this topic at our next meeting.

Audit – Jerry Gapp – No report

Information and Education – Holly Smith

- Public speaking schedule – None scheduled
- Website stats and updates – Holly emailed 717 Studios asking for reports on this website.
- Facebook page updates – The LeTort Facebook account (that was under Mike Blumenthal’s account) has been disabled. Holly will need to wait 14 days before she can start a new page.
- Holly and Andy plan to attend the South Mountain Partnership meeting tomorrow.
- Holly reported:
 - There was a CPC event on Sunday for the raising of funds for the LeTort Headwaters. The event went well.
 - The Greater Carlisle Project has a meeting on Tuesday night at the Carlisle Borough Hall at 5:00 p.m. (a meal will be provided).
 - South Mountain speaker series. Scott Weidensaul will be speaking at Shippensburg University on November 12th. The topic will be “Living on the Wind: Tracking Northern Saw-Whet Owls Migrating Along South Mountain”.
 - November 13-14, 2015, there is a Susquehanna River Symposium entitled “The River, Its Landscapes, and Our Lives” being held at Bucknell University. This symposium is open and free to the public.

Nature Trail - Erich Messerschmidt

- CVTC report – (in scheduled months)
 - Erich attended and reported on the issues discussed at this meeting.
 - Their next meeting is scheduled for January 14, 2016.
 - Since Erich is resigning, the CVTC would like to have someone from the LRA to attend their meetings in his place.
 - There were no volunteers.
- Trail Maintenance
 - Erich reported that the mower / trimmer company is supporting their staff to volunteer.
 - This company has volunteered to mow and trim the trail, at least one time, at no cost to the LRA as part of this volunteer program.
 - We responded thanking them for their support and valuable volunteer work.
 - There is \$406.55 remaining in the 2015 budget for trail maintenance.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) - No report

Stream Ecology – Bill Berwick

- Bill requested assistance, leadership, and volunteers to help him complete the forms for the TU Cold Water Heritage Program grant.
 - The deadline for this grant is December 18.
 - Andy volunteered to help Bill complete the grant paperwork.
 - Two grants are available:
 - Planting grants - up to \$3,000.
 - Implementation grants - up to \$5,000.
 - Andy has some ideas and has done some research on his own trying to determine:
 - What was the native pre-contact condition of the LeTort?
 - What did the stream look like in the past?
 - What were the plant species?
 - Once we have this information, we can begin to identify stressors to the stream.

ALLARM report and analysis – Readings look good.

Project Review - Andy Parker

- Loves final development plan – Middlesex Twp.
 - Andy reviewed and commented on this plan.
 - The plan had no stormwater management report or environmental assessment.

OLD BUSINESS:

- Jerry will meet with an agent from Erie Insurance tomorrow to get pricing on potential insurance coverage.
- PennPRIME is also searching for other underwriters for our coverage.
 - Andy will complete the form for the renewal of our insurance coverage with PennPRIME, but we may need to change our coverage to Erie Insurance, depending on the quotes provided.
 - Coverage needed for the Partnership for Better Health Grant is \$1,000,000 / \$3,000,000
 - The CCC has requested that it be named as an additional insured on our policy.
 - The lease with the Carlisle Borough to use the LRA office space and get free use of the meeting room is up for renewal.
 - The Carlisle Borough's lease document required \$1,000,000/\$3,000,000 insurance coverage, however, they are willing to waive that requirement if they are named as an additional insured to our policy.
 - At the last council meeting, they voted to approve the resolution to extend our lease contingent upon receiving a certificate of insurance naming the borough as additionally insured.
- We previously discussed the possibility of installing a security camera at LeTort Park.
 - South Mountain Partnership said that they would not fund this as part of their grant.
 - Herb will research the cost of purchasing a camera so that we have an idea of the cost and can possibly pursue a grant elsewhere.
 - Herb said that the project would require mounting a camera on one of the trees overlooking the planting area and the bridge.
 - We would need to hardwire the camera to the power source at the LeTort Park pavilion area.
 - The Carlisle Borough Police have agreed to pick up the camera (real time) on their surveillance monitoring.
- Middlesex Township representative – vacant - No report
- Crawfoot Award – CCHS Dinner Tuesday October 27.
 - Andy is on the agenda to present the Miriam Crawfoot Award behalf of the LRA.
 - Jerry, Andy, and Kathy will attend this event with their spouses.
 - Herb will write a news release covering this event.
- Annual Budget Requests –
 - Annual budget requests have been made to the municipalities.
 - Bill did a great job making a presentation to the Carlisle Borough.
 - Bill heard from Dawn Flower, borough council member.
 - The borough was impressed with our presentation.
 - They will vote on their budget at the next council meeting.
 - Typically, their funding is provided in January.
 - Cumberland County has, once again, denied our request for funding.
 - Herb questioned Jim Hertzler, Cumberland County Commissioner, as to why our contribution was denied.
 - Jim stated that the reason cited for our denial was because the LRA is not a governmental agency and the county only gives contributions to governmental agencies.
 - Herb pointed out to Jim that the LRA is a creature of the county as well as the township. They created it, and it is, in fact, a governmental agency.
 - Perhaps next year, we can get this fact straightened out and, once again, receive funding from the county.

NEW BUSINESS:

- Cumberland County board position – vacant
 - Alan expressed an interest in becoming the county representative.
 - Andy will present Alan's bio information to the county for consideration.
- South Middleton board position - vacant
- Committee assignment
 - Jerry reported that his official term on the board will expire in 2017, however, for health reasons, beginning January 1, 2016, he will no longer attend the meetings.
 - Jerry did agree to follow through with the South Mountain Partnership Grant to its conclusion.
 - Andy thanked Jerry for his service and contribution to the LRA, especially on the Grants Committee.
 - Andy asked for a volunteer for the vice chair position, the Audit Committee, the Grants Committee, and the Trail Committee.
 - James volunteered to be the chair of the Audit Committee.
 - James also volunteered to continue serving as the chair of the Friends Committee.
 - Holly volunteered to chair the Trail Committee.

Andy will write up descriptions on the responsibilities of each committee so that Holly can post the information on our website.

- James volunteered to be the chair of the Nominating Committee
 - Herb agreed to serve on this committee.
 - James and Herb will prepare a slate of officers to be voted on at the next meeting.
 - Andy agreed to continue with his position as South Middleton representative and chairman
 - Herb agreed to continue with his position as treasurer
 - Sandy agreed to continue with her position as secretary.
- Andy will draft a proposed budget for 2016. We will vote on this budget before the end of 2015.
- Andy presented Erich Messerschmidt with a framed resolution in recognition and appreciation of his service to the LRA. Erich resigned his current position as the Cumberland County representative after serving over 30 years on the board. We then enjoyed refreshments in honor of Erich and his service.

Erich made a motion to adjourn the meeting. Bill seconded the motion, and the meeting adjourned at 8:07 p.m.

NEXT MEETING

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

11/19/15
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary