

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
October 16, 2014

The meeting was held on Thursday, October 16, 2014, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:02 p.m.

ATTENDANCE

Members Present: William Berwick, Jerry Gapp, Sandy Kern, Erich Messerschmidt, Andy Parker, James Ruhl, Holly Smith, Lorin Snyder and Herb Weigl

Members /

Representatives Absent: Dave Cornett, James Wilkinson, and Jinnie Woodward

Staff Present: Mike Blumenthal and Kathy Russell

PUBLIC COMMENT: None

APPROVAL OF MINUTES

Jerry made a motion to approve the September minutes. Erich seconded the motion, and the motion carried.

PRESENTATIONS

Recording Secretary (Kathy Russell) – No report

Executive Director: (Mike Blumenthal) – No report

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl):

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Municipal Contributions (Middlesex).....	+3,000.00
DCNR Grant reimbursement.....	+33,300.00
Friends Cash Contributions.....	+100.00
Prior month	
Interest	+ .73
TOTAL Receipts.....	+\$36,400.73

Bills Requiring Approval:

Executive Director	-\$300.00
Kathy Russell (Recording Secretary).....	- 95.00
Carlisle Borough TRAIL Reimbursement.....	-19,070.30
Rob Weibley (trail mowing and maintenance).....	-125.00
TOTAL bills requiring approval (Subtotal)	\$19,590.30

TOTAL BILLS:..... \$19,590.30

The total billing for the month is \$19,590.30; however, only \$520.00 is current bills. The remainder is previously approved bills. Herb made a recommendation to pay the October bills totaling \$520.00. Erich seconded the motion, and the motion carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
Transfer from Business Savings Acct.....	+19,070.30	
Interest (September).....	+ .14	
Transfer from Bus. Savings Acct.....	+519.86	
Paid Carlisle Borough	-19,070.30	
Paid October bills	-520.00	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning balance is	\$2,742.17	
DCNR Grant Reimbursement.....	+33,300.00	
Interest (September).....	+ .54	
Deposit Appropriation - Middlesex.....	+3,000.00	
Trf'd to Bus. Checking Acct.....	-\$19,070.30	
Trf'd to Bus. Checking Acct.....	-519.86	
Closing Account Balance.....		\$19,452.55

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance.....	\$2,085.16	
Deposit Donation.....	100.00	
Interest (September).....	+05	
Closing Account Balance.....		\$2,185.21

NON-BANK FINANCIAL ACCOUNTS

IMPREST FUND – Cash on Hand for Executive Director'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.....	\$00.00	
Donations.....	+\$0.00	
PayPal Fee.....	-\$0.00	
Trf'd to Friends Savings Acct.....	-\$0.00	
Closing Account Balance.....		\$0.00

TOTAL FINANCIAL ASSETS DEPOSITED:..... \$21,887.76

ON HAND FOR DEPOSIT

Friends Cash Donations.....	\$0.00	
Plan Review Fee.....	0.00	
Closing Account Balance.....		\$0.00
		\$21,887.76

Budget Report

Herb corrected an error in the budget report.

- In October he added interest earned amount of \$.73 under "other appropriations, grants, and receipts".
- This addition will give us total interest earnings of \$2.36 this year.
- The monthly accumulative receipts for the year are now \$48,682.36.

Herb suggests that when each LRA representative speaks with his or her respective township, they make the following clear:

- The money we received from DCNR is not a grant or receipts in - it's a reimbursement.
- We had already spent that money when we built the trail, and DCNR held the money back until the trail was completed.
- We have now been reimbursed by DCNR for money that we had already spent.

2015 Draft Budget –

- Andy used the figures from the 2014 budget through October and then made some assumptions on what we may bring in during the remainder of the year and what our expenses may be for the last two months to come up with figures on what we will have in reserve at the end of the year.
- Andy has removed all work on our website in case we don't get an increase in contributions.
- Andy anticipates that we should end up with approximately \$19,999.26 in reserve.
 - o If we substantially cut back on our expenses, we will still need to dip into our reserves by approximately \$865.00.
- The 2015 budget will be approved at our January meeting.

Andy attended the Carlisle budget hearing last week.

- We were one of 12 non-borough entities requesting funds.
 - o Our budget request to the borough is for \$6,000.00.
 - o Andy spoke about some of LRA's accomplishments for the year and our growing expenses.
 - o One council member noted an increase of the use and popularity of the trail and commended us on improving this resource.
 - o The Borough Council will make a final decision on our contribution amount at their next hearing in December.

Friends of Le Tort (Jerry Gapp)

- Friends' status report –
 - o Jerry reported that the cost of the Friends mailing will be \$243.78 plus postage.
 - The printers will send Sandy a proof for review.
 - Once the letters are ready to be mailed, Jerry will pay for the printing and mailing services.
 - The letters and applications will not be mailed to LRA board members.
 - Herb will scan and mail the application to all board members.
 - Jerry would like to have 100% board member participation.
 - o Sandy will write an acknowledgement letter to be sent to all contributors.
- South Mountain Partnership grant status – Jerry reported that he:
 - o Received a phone call from South Mountain Partnership advising that our grant application was approved in full.
 - o Is expecting a contract any day.
 - o Has started to organize a timeline for the grant activities.
 - o Andy suggested that we call this the South Mountain Partnership matching grant.

- The grant is for \$7,200.00
 - We have to match with \$7,200.00 of our own money and in-kind services.
 - Andy assumed that half of our match would come from in-kind services.
 - We would pay \$3,600.00 in cash and in-kind services valued at \$3,600.00.
 - Our total monetary expenditure will be \$10,800.00.
 - The \$10,800.00 figure is listed under expenses on the proposed 2015 budget.
- Herb, Jerry, and Andy attended the South Mountain Partnership fall meeting on Oct. 3.
 - The Partnership is updating its website.
 - Cross & Crown, a web development company in Chambersburg, will be performing the update.
 - The target launch date is January 2015.
 - A few items that will be included is:
 - A section on "Where I live" – essays (300-500 words) and photographs about living in the South Mountain region.
 - A section recognizing the South Mountain Partnership's partners and friends.
 - Expand in-school educational opportunities.
 - On Jan. 30, 2015, the South Mountain Partnership will hold its annual breakfast in Cumberland County.
 - Herb feels that the LRA should be represented at this breakfast.
- PBH grant status – Partnership for Better Health
 - Jerry will meet this Tuesday with Gail Witwer, Director of Health Promotions, to discuss the possible projects that we could qualify for on this grant.
 - Holly Smith volunteered to assist Jerry if needed.
- Jerry and Herb signed up to attend the 2015 DCNR workshop on November 5th from 9:00 a.m. to 12 p.m. in Camp Hill.
- Andy reported that DEP has environmental education grants available.
 - The application period started on Monday, October 6th.
 - Applications are due by December 19th.
 - Grants are awarded for up to \$3,000.00.
 - Grants are available to schools, colleges, universities, county conservation districts, nonprofits, municipalities, and businesses.
 - Eligible projects include Chesapeake watershed education, air quality, energy, environmental literacy, and environmental education certification.
 - Eligible projects include, but are not limited to, teacher professional development, curriculum integration, and outdoor learning resources, i.e., trails, shelters, streamside plantings, and educational programming, transportation to field study sights, water chemistry testing equipment, and educational events.
 - The program is funded by Act 1993, which mandates that 5% of all pollution fines and penalties collected by DEP be set aside for environmental education.
 - This grant does not require a match.
 - We could possibly partner with PA Audubon.
 - Andy will send Holly the email outlining the grant and a 20-page manual on how to complete the forms.
 - Holly will do some research.
- Herb suggested we form a committee specifically for grant writing and research.
 - We will have to figure out strategies to separate ourselves from municipal funding as it will become more difficult to get continued municipality support in the coming years.
 - Herb made a motion to form a Grants Committee. James seconded the motion, and the motion carried.
 - James Ruhl and Herb Weigl volunteered to serve on the Grants Committee with Jerry.
 - This committee will set up parameters on what we are trying to accomplish.

Information and Education (Dave Cornett)

- The local events calendar –
 - Holly reported there is a lecture on climate change and its effects on the South Mountain region on Nov. 12 at Dickinson College.
 - Holly plans to attend this lecture.
- Public speaking schedule –
 - Sandy spoke to the executive director of the Cumberland County Historical Society to see if he would be interested in hearing LRA's presentation.
 - In 2015, they will present "*The Year of the Mill*," focusing on the various mills that used to be located on the stream.
 - They will be holding a number of events and will need a display case filled at the Historical Society.
 - The LRA could provide items for the exhibit case in the spring of next year. Holly suggested developing a landowner education campaign.
 - The Historical Society also plans to open a new education center next to their visitor's bureau on High Street by the end of the summer 2015.
 - They would like the LRA's help in creating an interactive exhibit for children at the center.
 - Sandy is working to set up additional presentations for 2015.
 - Morning Rotary Club – January or February
 - The Brown Bagger's Club
 - AARP – March or April
 - NARFE – National Active & Retired Federal Employee Association
 - Carlisle Fish & Game
 - YWCA

- Carlisle Young Professionals
- Sandy said that Middlesex Township suggested we organize a walk event on the nature trail in the spring.
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- Website stats and updates (Holly) –
 - Holly added the LRA meeting dates and minutes to the site.
 - Holly will continue to work with the site and continue her research on a new web designer.
 - LRA has a Facebook page.
 - Holly will work on improving this page.
- Andy has been working on organizing the LRA's historical photographs and slides.
 - The miscellaneous boxes of slides have been organized and placed into plastic sleeves.
 - Andy has started to sort and organized the prints and will ask Erich for assistance in identifying the various people and events.
- Mike suggested looking into the possibility of the LRA getting a Dropbox from Dropbox.com as a storage location for our electronic documents.
 - A Dropbox would allow all documents to be stored in one location.
 - All LRA Board members and selected volunteers would have access.
 - The Dropbox would have secret and public folders available.
 - Cost for a Dropbox is \$99 per year.
 - For now, Mike was given board authorization to load and store documents in a free limited storage Dropbox until we determine if we will have funds in the budget to upgrade to a larger capacity storage program.
 - Mike will report the pros and cons of the Dropbox system at the next meeting.
 - Andy will add a line item to the 2015 budget under Public Relations / Education for the Dropbox fee.

Nature Trail (Erich Messerschmidt)

- CVTC report – (in scheduled months) – Erich reported on the meeting he attended on October 9th.
 - Andrea Crouse from Carlisle Parks and Recreation reported that they are still working on the west end of the trail.
 - Tomorrow is Cumberland Valley Rail Trail – Trail Day / Day of Caring.
 - The Appalachian Trail Conservancy plans are underway for the 2015 Community Wellness Summit scheduled for May 1, 2015.
 - Cumberland County Plantings is looking for a new board member for its Agriculture Preservation Board.
 - They would like someone with a planting background.
- Trail Maintenance Committee – Erich reported:
 - The safety netting at the bridge has been cut on the more dangerous side.
 - The tree is still under the bridge.
 - Erich will have Ben Mummert contact Andy to try to work out a time on the weekend to remove the tree.
 - The trail itself looks good.
 - Erich told Rob that no additional mowing or trimming is needed for the remainder of 2014.
 - Erich would like to organize a crew to go out in March or April and cut back some of the vegetation along the edge of the trail. This is especially needed behind the maintenance building down to the I-81 underpass and from the underpass on to the end of the rail bed behind Lamberton Middle School.
 - Andy dropped off LRA's gasoline-powered hedge trimmer for repair.
 - Andy gave the repair shop a \$50 deposit and said that if the repairs would cost more than \$50, they would need to contact him.
 - There is an industrial-grade weed whacker and a chainsaw in the LRA storage closet. Andy will see if he can get them started.
 - Lorin reported that someone graffiti-tagged one of the signs in LeTort Park.
 - Lorin will contact the sign designer to see what product he recommends to clean the metal.
 - Mike brought up the need for trail boxes to be used for Friends applications, trail maps, LRA brochures, etc.
 - Jerry will forward Mike a catalogue that was used for the South Mountain project – a one-stop shop for signage, literature boxes, etc.
 - Andy suggested that we wait to buy trail boxes until the South Mountain Partnership grant is in place.

Long-Range Planning & Easements (Andy Parker)

- Land Partnership Grant – No report
- Cumberland Conservation Collaborative (CCC) report (Herb)
 - No meeting in October.
 - The next meeting is scheduled for November 17 at 6:00 p.m. in the CCVB conference room.
- A partnership support letter was distributed at the South Mountain Partnership meeting.
 - It was agreed that since they will be giving us money, we should support this organization.
 - Andy will complete the form, sign on the LRA's behalf, and send it in.

Stream Ecology (Holly Smith)

- ALLARM report and analysis (Julie/Jinnie in even months) –
 - Holly reported that the group went out on October 3, and everything seems relatively normal with the exception of a few phosphate levels. She will join them for the next monitoring.
 - Holly will contact ALLARM and request that Julie or Jinnie attend our next LRA meeting to give an update on the water quality monitoring report.

Project Review - (Andy Parker) – None

OLD BUSINESS: None

NEW BUSINESS:

- Trout Unlimited has two work days planned:

- Friday, October 17 - Tree planting on the Yellow Breeches
- Saturday, October 18 - Completion of habitat work on Birch Run on the Conococheague Creek

Anyone interested in either event, please contact Andy for additional information.

Erich made a motion to adjourn the meeting. Herb seconded the motion, and the meeting adjourned at 8:30 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, November 20, 2014, at 7:00 p.m. to be held at the Carlisle Community Center in Carlisle, PA.

11/26/14
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary