

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
November 20, 2014

The meeting was held on Thursday, November 20, 2014, 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, Holly Smith, and Herb Weigl

Members

Representatives Absent: Dave Cornett, Erich Messerschmidt, James Ruhl, Lorin Snyder, James Wilkinson, and Jinnie Woodward

Staff Present:

Mike Blumenthal and Kathy Russell

PUBLIC COMMENT:

None

APPROVAL OF MINUTES

Sandy made a motion to approve the October minutes. Jerry 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	
Friends Contributions	+1,370.00
Prior month	
Interest	+1.08
TOTAL Receipts.....	+\$1,371.08

Bills Requiring Approval:

Executive Director	-\$300.00
Kathy Russell (Recording Secretary)	- 95.00
Rowe's Print Shop	-256.79
Jerry Gapp (Reimburse Postage)	-98.00
Andy Parker (Reimburse Hedge Trimmer Repair)	-29.42
TOTAL bills requiring approval (Subtotal)	\$779.21

TOTAL BILLS: **\$779.21**

Herb made a recommendation to pay the November bills totaling \$779.21. Holly seconded the motion, and the motion carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00
Interest (November)	+ 22
Transfer from Bus Savings Acct.	+424.20
Transfer from Money Mgmt. Savings	+354.79
Paid November bills	-779.21

Closing Account Balance **\$100.00**

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning balance is	\$19,452.55
Interest (November)	+ .80
Trf'd to Bus. Checking Acct	-\$424.20

Closing Account Balance **\$19,029.15**

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$2,185.21	
Deposit Donation	+1,370.00	
Interest (November)	+0.06	
Closing Account Balance		\$3,200.48

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	
Trfd to Friends Savings Acct	-\$0.00	
Closing Account Balance		\$0.00

TOTAL FINANCIAL ASSETS DEPOSITED: **\$22,479.63**

ON HAND FOR DEPOSIT

Friends Cash Donations.....	\$0.00	
Plan Review Fee.....	0.00	
Closing Account Balance.....		\$0.00
		\$22,479.63

Herb reported that on the November budget line, Mike put the printing and postage cost for the Friends account under printing and postage. Herb recommended that those cost be moved to the Friends of the LeTort line, since that is part of the Friends of the LeTort.

Discussions were held on investing options for our account:

- Herb recommended that we take \$2,000.⁰⁰ from the Friends' account, which is currently approximately \$3,200.⁰⁰, and invest in an 11-month CD, which would earn 0.55 percent interest.
- Herb strongly recommended that we not do what we have done in the past, which is keep money in the Friends account for fundraising costs only.
 - We should spend some of that money for specific, long-term capital improvements along the trail.
- Herb also recommended that we take at least \$10,000.⁰⁰ from the \$19,000.⁰⁰ in our general fund and invest it in either a 9-month-no penalty or a 24-month CD.
- Andy suggested we take a portion and investing in a long-term CD and smaller amounts in short-term CDs. A plan will be developed, and we will vote on how to invest at the next meeting.

Budget Report

Friends of LeTort (Jerry Gapp)

- Friends' status report:
 - Jerry would like to see more participation in Friends from the LRA board members.
 - So far, we have raised approximately \$800.⁰⁰ less than last year.
 - Twenty-four previous Friends have not renewed their membership.
 - The Friends group has raised \$1,950.⁰⁰ so far.
- South Mountain Partnership grant status:
 - The final draft contract is being reviewed by James Ruhl and Lorin Snyder.
 - We hope to execute the contract before the end of the year.
- PBH grant status: Partnership for Better Health
 - Herb and Jerry will meet with a representative on Monday, November 24th to review the contract.
 - After the holidays, Jerry needs to work with Herb and Holly to explore ideas for grant projects, such as student education programs.
- Holly reported that DEP has environmental education grants available which could include:
 - Adult education
 - A speaker series for homeowners
 - Stormwater management within the watershed
 - The due date for the grant application is December 12.
 - We're too late to apply for this year but should consider for next year.
- WREN (Water Resources Education Network) has a grant available for watershed education projects.
 - The 2014 WREN grant application round is now open.
 - Proposals must be postmarked by Friday March 21, 2015.
 - Holly will research, and we will discuss at the next meeting.

Information and Education (Dave Cornett)

- The local events calendar – No report
- Public speaking schedule – Nothing scheduled until January 2015.
- Website stats and updates (Holly)
 - Holly has added the minutes to our site, but they are not visible.
 - Holly plans to sit down with 717 Studios for training on how to post items on the website.
 - Mike believes that any training should be covered under our original contract with 717.
 - We have \$2,000.⁰⁰ in the budget for website improvements.
 - Funding for website improvements will be included in the 2015 budget.

Nature Trail (Erich Messerschmidt)

Andy reported that there is a homeless encampment behind the Lamberton Middle School that needs to be cleaned up. He's not sure if the Carlisle Borough will handle it or not.

- CVTC report – (in scheduled months) – No report
- Trail Maintenance Committee –
 - There is \$670.⁰⁰ remaining in the trail maintenance budget line, and \$5,000.⁰⁰ remaining under trail improvement.
 - There was a brief discuss on vandalism at the bridge in LeTort Park.
 - Herb made a motion and Jerry seconded the motion to contract to have the bridge repaired.
 - Jerry will follow up with Franklin Bream Landscaping and Lawn Service.
 - Andy got the LRA's hedge trimmers back from the repair shop, but they still need additional maintenance.
 - The weed whacker works all right but needs a new cutter head.
 - The chainsaw runs okay but has a leaking gas tank.
 - Andy will see if he can locate the leak and repair it.
- Kiosk display status - Herb will try to post some items in the kiosk on Saturday.

Long-Range Planning & Easements (Andy Parker)

- Land Partnership Grant – No report.
- Cumberland Conservation Collaborative (CCC) report (Herb)
 - The CVVB gave grants for 2015 - \$83,000.⁰⁰ to 10 organizations.
 - There will be a tourism map review on December 15.
 - If you have any suggestions, please submit them to Herb by December 15.
 - They hope to develop a student GIS map project in the future.
 - Herb will email the contact information to Andy.
- LeTort Spring Run Collaborative key stakeholders meeting will take place on December 10.
 - 7:30 a.m. municipal meeting at Middlesex Township Borough Building
 - 8:30 a.m. stakeholders are invited to attend
 - Andy and Herb plan to attend.

Stream Ecology (Holly Smith)

- ALLARM report and analysis (Julie/Jinnie in even months) – No report
 - Holly plans to meet with Jinnie at ALLARM on December 17 at 10:00 a.m.
 - They will discuss:
 - what do we do with the data, and
 - what their protocol is for stream monitoring
 - They also will take a driving tour of all the sampling sites.
 - Holly plans to work on adding the ALLARM data to the website in the near future.
 - With the work that Holly will be doing with students this year:
 - Audubon Society would like her to dig some holes and plant some plants for kids on the ground conservation.
 - She will approach the Carlisle Parks & Rec Department about doing some enhancement to the habitat along the stream.
 - She is hoping to not plant trees.
 - She is trying to find an historical photo of the LeTort as reference.
 - She would like to get the students involved in an updated sediment project; however, ALLARM is very focused on the Marcellus Shale at this time.
- We need to develop a capability of removing items from the stream.
 - If there is a tree in the stream, a report should be submitted to the LRA so that individual situations can be evaluated and the downed tree can be reported to the township, if needed.

Project Review - (Andy Parker) – None

OLD BUSINESS:

- Dropbox logins:
 - Parker and Gapp logged into the dropbox.
 - Andy feels that LRA should establish our own Dropbox site.
 - Any fees associated with establishing additional storage space should be included in the budget for 2015.
 - Mike will set up a new LRA Dropbox and email details to everyone.
- Penn Prime Insurance renewal –
 - Jerry and Herb reviewed the policy for Mike.
 - Mike will have the policy renewed
- Cumberland Valley Visitors Bureau Tourism Conference – No report

NEW BUSINESS:

- Replacement for Cumberland County representative David Cornett.
 - Dave has resigned his position as Cumberland County representative on the LRA board.
 - We are looking for a replacement.
 - Erich also plans to resign from the LRA board at the end of his term – November 30, 2015.
 - Andy emailed Erich and asked him to reach out to the county for replacement representatives.
 - Andy will contact Ty McPhillips to see if he is interested in joining the board as a county rep.
- CVRT Reception – Held tonight – Holly attended this meeting prior to coming to the LRA meeting.

Holly was appointed to head the Nominating Committee for the LRA officers for 2015. Andy will contact James and Lorin to see if they will volunteer to join this committee.

Bill made a motion to adjourn the meeting. Herb seconded the motion, and the meeting adjourned at 8:17 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, December 18, 2014, at 7:00 p.m. to be held at the Carlisle Community Center in Carlisle, PA.

1/2/15
Date Adopted
Prepared by: Kathy L. Russell


Sandy Kern, Secretary