

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
December 18, 2014

The meeting was held on Thursday, December 18, 2014, at the Carlisle Community Center. Andy Parker called the meeting to order at 6:58 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

Staff Absent: Mike Blumenthal

PUBLIC COMMENT: None

APPROVAL OF MINUTES

Jerry made a motion to approve the November minutes. Sandy 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	+490.00
Prior month	
Interest	+ 95
TOTAL Receipts.....	+\$490.95

Bills Requiring Approval:

Executive Director	-\$300.00
Kathy Russell (Recording Secretary)	- 95.00
ALLARM (2014 Monitoring)	<u>-1,000.00</u>
TOTAL bills requiring approval (Subtotal)	\$1,395.00
TOTAL BILLS:.....	\$1,395.00

Herb made a recommendation to pay the December bills totaling \$1,395.00. Jerry seconded the motion, and the motion carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00
Transfer from Bus. Savings Acct	+\$1,395.00
Paid December bills	<u>-\$1,395.00</u>
Closing Account Balance	\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning balance is	\$19,029.15
Interest (December)	+ .79
Tfr'd to Bus. Checking Acct	<u>-\$1,395.00</u>
Closing Account Balance	\$17,634.94

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$3,200.48	
Deposit Donation	+490.00	
Interest (November)	+ .16	
Closing Account Balance		\$3,690.64

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: **\$21,575.58**

ON HAND FOR DEPOSIT

Friends Cash Donations	\$0.00	
Plan Review Fee	0.00	
Closing Account Balance		\$0.00
		\$21,575.58

Herb and Jerry determined that we have approximately \$10,000.⁰⁰ available to invest in CDs.

Jerry made a motion that we invest as follows:

- \$5,000.⁰⁰ into a 24 month CD at 1.25% interest
and
- \$5,000.⁰⁰ into a 9 month CD with no penalty for early withdrawal at .2% interest.

Herb seconded the motion and the motion carried.

Herb will take care of making these investments tomorrow.

Budget Report**Friends of LeTort** (Jerry Gapp)

- Friends' status report:
 - Jerry will resend the contribution letters to several people who donated to Friends last year but have not yet contributed this year.
- Friends organizational planning: No report
- South Mountain Partnership grant status:
 - Jerry spoke with our contact at South Mountain Partnership.
 - They are having administrative problems.
 - They are trying to organize all of the revised contracts to send to the Appalachian Trail Conservancy in one combined package.
 - Jerry hopes to have the grant paperwork back for our action by the end of the year.
 - Jerry requested that it be noted in our grant file - Since the grant timetable was already late, we should get an equal indulgence at the end of the contact. Therefore, if we aren't finished using the grant funding, we can go on an extra month or two.
 - Jerry does not want to delay in getting the board's approval in having this grant executed.

Jerry made a motion that, upon review and approval of the grant contract, Andy is authorized to sign the contract and Herb is authorized to open a supplemental savings account under our basic account. James seconded the motion and the motion carried.

- PBH grant status: Partnership for Better Health
 - Jerry left a voice message with the individual at PBH.
 - Due to our delay in getting the SMP grant completed, we will contact her after the first of the year to begin our conversation to pick up where we left off in October.
- Jerry asked Herb if there is anything we should be doing with respect to LeTort Falls?
 - There is a possibility that triangular tract of land (approximately 1/2 to 3/4 of an acre) between South Middlesex Road and North Middlesex Road may be available for development.
 - The owners of this land talked with Middlesex officials when Middlesex was developing their park.
 - There is a potential that they may be willing to donate or make that land available.
 - The Sunday Family Trust is thought to be the current owners of this property.
 - Middlesex zoning office approached Herb on this matter.
 - If there is potential that we could get a grant from DCNR or DEP, we should try to get Middlesex to take it on as an addition to their park and perhaps maintain it that way.

- Herb will contact the Middlesex supervisors to get their blessing and talk with the owners to see if there is any interest.
 - An appraisal, survey, and recording costs would be needed and could be included as part of the DCNR grant.

Information and Education (Dave Cornett) – We are currently looking for a new Cumberland County representative to replace Dave Cornett.

- The local events calendar
 - The South Mountain Partnership's Year-End breakfast will be held on Friday, January 30 at 7:30 a.m. at the Shippensburg University.
 - The cost is \$10.00 per person.
 - Andy, Herb, and Andy plan to attend.
- Public speaking schedule –
 - Herb will speak on January 6, 2015 at the Morning Rotary to be held at the Market Cross Pub from 7:15-8:30 a.m.
 - Possible speaking event in March or April at the Historical Society, but no date has been confirmed.
- Website stats and updates (Holly) – No report
- Facebook page updates – No report

Nature Trail (Erich Messerschmidt)

- CVTC report – (in scheduled months) – The next meeting is scheduled for January 8th at 2:00 p.m. at the Visitors Bureau at the Carlisle Borough office.
 - Erich will be unable to make this meeting.
 - Andy will take a look at his schedule.
 - Trail Maintenance Committee –
 - Andy had the hedge trimmer repaired for \$30.
 - cleaned the muffler
 - replaced the spark plug
 - cleaned the carburetor
 - the repair man said it needs a new carburetor.
 - If they can find a new carburetor for a trimmer that old, it would be approximately \$80.00 plus labor to install.
 - We're looking at approximately \$100-\$120 for a repair.
 - A new hedge trimmer would run approximately \$350-\$400.
 - Rental of a hedge trimmer, when needed, was also suggested as a possible solution.
 - The large weed whacker is running well, but the cutter head is beat up and in need of replacement.
 - Andy will look into the cost of a replacement cutter head.
 - The chain saw had a hole in the gas line which is being replaced.
 - Erich reported that he was on the trail yesterday and it looks pretty good.
 - Behind the school administration building, next to the Lamberton Middle School, is a large pile of garbage.
 - Erich contacted the school district and he was told that that is not their property.
 - Erich also called the Carlisle Borough and was told that they will look into it.
 - Erich also reported that there are some dirt bike riders who have put a small embankment up underneath the I81 Bridge being accessed from the school grounds.
 - We can notify PENNDOT.
 - Ben Mummert is available if we want to contact him on removing downed trees on the trail.
 - Andy would like to go in and remove some trees that were downed from the storms.
 - Kiosk display status – Herb has updated the materials posted on the display. He will add the newer map which includes the trail extension.
 - Herb and Andy met with Franklin A. Bream Landscaping and Lawn Service to discuss repair of the bridge.
 - Vandals have torn down the railing leading up to the bridge on the south side which exposes a vertical drop off on both sides.
 - Flagging tape was put up, but torn down.
 - Orange construction fencing has also been cut and destroyed.
- Franklin Bream's quote for the bridge repair and barrier to protect vertical drop offs is for \$985.00, which includes labor and:
- 4x4 posts set in concrete
 - Rounded edge decking boards – bolted together
- We have \$670.58 remaining in the trail maintenance budget 2014 and we had budgeted \$5,000.00 for Bridge and Trail Improvements.

Herb made a motion that we authorize Franklin A. Bream Landscaping and Lawn Service to repair the bridge at a cost of \$985.00. Erich seconded the motion and the motion carried.

- Jerry suggested that we make sure to get a Certificate of Insurance for the contractor before work begins.
- Andrea Krause should be notified when the work is scheduled to begin.

Long-Range Planning & Easements (Andy Parker)

- Land Partnership Grant – This item can be removed from the agenda. We will not pursue.

- Cumberland Conservation Collaborative (CCC) report (Herb) –
 - There was no meeting in December.
 - The next meeting is scheduled for January 8, 2015 at 2:00 p.m. at the Visitor's Bureau at Borough Hall.
 - Herb will attend.
- LeTort Spring Run Collaborative Stormwater Project Phase 2 – BMP Site Assessment and Prioritization report.
 - Andy attended the stakeholder's meeting on December 10th.
 - The collaborative identified and presented their top ten projects they want to do to solve some of the stormwater flooding problems.
 - The stakeholders also recommended several other projects.
 - They are going to build bio infiltration trenches along the Trindle Road from the Burger King towards I81.
 - This would be a multi-jurisdictional project.
 - PENNDOT would take the lead on this project.
 - Swales would be installed to collect the water off of the roadway.
 - The soils would be amended to be absorbed.
 - Flowering plants would be planted to soak up the stormwater and prevent runoff.
 - Another project they plan to do is behind Lamberton Middle School.
 - Correct Walmart stormwater runoff problem
 - Insufficient pipe
 - Enhance the area and do some rain gardens.
 - Erich commented that the community garden is in the wrong place and should be relocated.
 - Also discussed doing something at LeTort Elementary.

Some of the other projects in the 354 page report were more generic. Andy felt that the top 12-13 projects had good visibility; good educational value, and should have a positive impact on the storm water and water quality.

Herb added that stormwater management, at some point, will probably have a fee or tax associated to land owners to manage stormwater and, therefore, there will probably be some kind of authority set up to run the organization. A lot of discussion on whether the fees should be based on a county-wide or water shed basis? There was no result on that question. It sounded like there is going to be another entity sharing a lot of our missions, i.e. anti-pollution mission, anti-flooding mission, and the educational mission. The recreation mission was not mentioned. They may look to the LRA to be modified to do some of this work. If that were to happen, at least we would finally have an assured cash flow basis based on this tax. This is all being driven by the MS4 – Municipal Separate Stormwater System. Based on the 2010 census, they identify urban boundaries, i.e., a Carlisle urban boundary and a Mount Holly urban boundary that extends down into Dickinson Township. The Carlisle urban boundary encompasses portions of all of our municipalities, plus heads out west into more of the Conedugent Water Shed. Within the urban boundary, they are required to get an MS4 permit. That permit requires the control of stormwater retrofits to control that stormwater. In order to pay for that, there is likely to be some sort of tax structure developed based on the impervious service or amount of land you own within the urban boundary. That tax fee will go toward projects that will help manage the stormwater, i.e. building rain gardens, infiltration trenches, bio retention facilities, etc.

Stream Ecology (Holly Smith)

- ALLARM report and analysis (Julie/Jinnie in even months) – We should be getting a report for December.

Holly met with Jinnie at ALLARM yesterday. Below is an outline some of their conversation:

- 1) With regard to riparian vegetation at LeTort Park: Rebecca Wertime (Alliance for CB) was involved in the initial tree-planting project. ALLARM acknowledges that there are too many trees. More trees survived than usual, so some will have to be taken out eventually. She really didn't speak to the historical "*meandering meadow*" issue other than that may have been a snapshot in time for the LeTort. At this point in time, riparian buffers function well to protect waterways from pollutants and provide food for macros. Holly can bring Rebecca back in to the conversation as we work with the elementary students on plantings this spring.
 - a. Jinnie also mentioned that it's up to the Borough how accessible the stream should be in any given area of the Park. So, on the Park side, they'll probably still want to mow between the trees unless we (or someone) can convince them otherwise.
- 2) Jinnie referred us to Emily Thorpe who is a Dickinson employee who is in the master gardeners program and would be a great reference for the South Mountain grant plantings in the park (or perhaps we draw in Rebecca again).
- 3) At some point in time, Kevin Spicer was with LRA and was involved in the Stormwater Education Campaign. They still meet several times/year and we should have a current rep from LRA there. She'll keep us in the loop with that. And Holly gave her a brief update on the Skelly & Loy stormwater collaborative project.
- 4) Jinnie is doing a week-long summer training with students on field techniques, and initiating a research project. Eventually she wants to develop a rating curve that ties turbidity with TSS so she can calculate the sediment load the LeTort is sending downstream. She's appealed to USGS to get a stream gauge at the Pomphret Street Bridge and it looks like that's a go.
- 5) Students are designing signs to inform the public about the stormwater BMP's used on Dickinson's most recent 3 building projects; creating kind of a "BMP walking tour"
- 6) They drove to the monitoring sites in the Carlisle Borough area mostly - Not Lamberton or the Bonnybrook Road sites, though Jinnie did tell Holly where they were. The entire process takes about 4 hours and the students only work 8-10 hours per week, so it's hard for them to find 4 hours straight to do the testing.
- 7) For the Feb 2015 "*Snapshot of the LeTort Spring Run*" meeting, they'll need a cart/table for the projector and laptop, power cord, and screen. We might consider publicizing this and including some self-promotion in the process, who we are, and what we do. We might

consider a different venue? Bosler? Dickinson? In January, we should generate some questions we'd like them to address in so they'll be prepared. If anyone has any thoughts/questions, they should email them to Holly and she'll be happy to collect them and get them to Jinnie.

Project Review - (Andy Parker) – None

OLD BUSINESS:

- Dropbox logins:
 - Still only two board members signed in.
 - A Dropbox business account would cost \$95.00 per month, which is too expensive.
 - Will have to either get a non-business Dropbox account or find another option.
 - It is important that we get one repository for our files so we are all able to work with them and not pass things back and forth and end up with multiple versions of the same files.
 - After the first of the year, Andy will try to meet with Matt Canlon at the Carlisle Borough and Cory Adams at South Middleton to see what they can do for us to help cut our costs. Maybe they can give us some space on their server to access our files.
- Replacement for Cumberland County Representative David Cornett – previously discussed

NEW BUSINESS:

- LeTort 5K Trail Trot?
 - A 5K trot was discussed, but it was determined that this is not a viable option - the trail is too narrow.
- Penn Prime insurance renewal
 - The renewal quote for liability insurance is \$3,250.00 minus a \$1,044.00 credit = \$2,206.00 total due. Jerry made a motion to approve coverage and renew our insurance coverage for January 1, 2015 to January 1, 2016. James seconded the motion and the motion carried.
- The 2015 Budget will be discussed at the January meeting. Andy will send out an e-mail with the budget info.
- Nominations of Officers for 2015:
 - Andy appointed Erich, James, and Bill to the Nominating Committee with James as the Chairman.
 - Andy stated that unless there is anyone else who would like to volunteer, all of the current officers are willing to continue their roles. As Chairman of the Nominating Committee, James made a recommendation to keep all current officers. Erich seconded the motion and the motion carried.

Erich made a motion to accept the Nominating Committee's recommendation to retain the current officers. Bill seconded the motion and the motion carried.

Erich made a motion to adjourn the meeting. James seconded the motion, and the meeting adjourned at 8:05 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, January 15, 2015, at 7:00 p.m. to be held at the Carlisle Community Center in Carlisle, PA.

1/21/15
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary