

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
March 20, 2014

The meeting was held on Thursday, March 20, 2014 at the Carlisle Community Center. Andy Parker called the meeting to order at 7:00 p.m.

ATTENDANCE

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

Representatives Absent: Paul Herzer, Jinnie Woodward, and James Wilkinson

Staff Present: Mike Blumenthal and Kathy Russell

PUBLIC COMMENT:

APPROVAL OF MINUTES

Jerry made a motion to approve the February minutes as amended. Dave seconded the motion and the motion carried.

PRESENTATIONS - None

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 Pay/Pal Contributions	+\$100.00
	<u>\$100.00</u>
Prior month	
Interest	+ 17
TOTAL Receipts	<u>\$100.17</u>

Bills Requiring Approval:

Executive Director	-\$650.00
Kathy Russell (Recording Secretary)	- 95.00
PennPRIME (Insurance)	-975.00
Members 1 st FCU (Application fee for Line of Credit)	-150.00
717 Studios (Website Hosting)	<u>-150.00</u>
TOTAL bills requiring approval (Subtotal)	<u>\$2,020.00</u>

Imprest Funds

Supplies	-\$37.10
Total Imprest expenditures:	<u>\$37.10</u>

PayPal Fee

	<u>-3.20</u>
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TOTAL BILLS: **\$2,060.30**

Jerry made a motion to approve payment of the March bills totaling \$2,060.30 Erich seconded the motion and the motion carried.

Treasurer's Report: Herb submitted the authority's financial summary account balances as follows:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00
Transfer from Business Savings Acct	+150.00
Paid March bills	-150.00
Transfer from Business Savings Acct	+1,907.10
Paid March bills	<u>-1,907.10</u>

Closing Account Balance **\$100.00**

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning balance is	\$4,593.79	
Interest (Feb.)	+ 13	
Trfd to Bus. Checking Acct	-\$150.00	
Trfd to Bus. Checking Acct	-\$1,907.10	
Closing Account Balance		\$2,536.82

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$1,880.02	
Donations	+96.80	
Interest (Feb.)	+04	
Closing Account Balance		\$1,976.86

NON-BANK FINANCIAL ACCOUNTS**IMPREST FUND – Cash on Hand for Mike**

Imprest Fund Beginning Balance	\$150.00	
Paid Feb. Imprest Fund Bills (Cash) –	-37.10	
Imprest Fund (Reimbursement)	+37.10	
Closing Imprest Fund		\$150.00

PAYPAL ACCOUNT, FRIENDS OF THE LETORT:

Beginning Balance	\$00.00	
Donations	+100.00	
PayPal Fee	-\$3.20	
Trfd to Friends Savings Acct	-\$96.80	
Closing Account Balance		\$0.00

TOTAL FINANCIAL ASSETS DEPOSITED: **\$4,763.68**

ON HAND FOR DEPOSIT

Friends Cash Donations	0.00	
Plan Review Fee	\$0.00	
Closing Account Balance		\$0.00
		\$4,763.68

Herb submitted the financial summary to the recording secretary for entry into the minutes.

Mike suggested we add a line item to the budget under Legal Expenses.

- We already have \$500.00 budgeted for easements and contract
- another \$50.00 budgeted for PayPal fee, and
- \$100 legal notices and announcements,

We could combine all of these amounts into one category for Legal and Banking Fees totaling \$650.00. These funds would be used for PayPal fees, line of credit application, check purchases, interest payments associated with the line of credit, etc.

Andy commented that the running balance for reserves that is set up at the bottom of the budget sheet is \$52.00 off from what is shown on the financial summary. The budget is showing a monthly reserve of \$4,815, and the financial summary is showing \$4,763. Herb stated that the financial summary figure is the correct amount; it matches the bank statement.

Mike will make adjustments to the budget and formulas incorporating these suggested changes.

- DCNR grant closeout status (Mike) –
 - Herb submitted paperwork to finalize the line of credit with Members 1st.
 - Members 1st has agreed to give us a line of credit of \$25,000.00 for three years – expiring in 2016. The interest rate would be prime +5.
 - If we decide to make a draw from this account, we would have to notify them, in advance (by phone, by e-mail, or by making a personal visit to the bank). Once a draw is made, we would have to start paying interest (plus 2% of the amount we draw out each time).
 - Article 3 Section 2 of the Bylaws: *The Chairman shall preside at all meetings of the Board of the Authority and, except as otherwise authorized by resolution of the Board, he shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Chairman shall submit recommendations and information, as he may consider proper concerning business, affairs, and policies of the Authority.*
 - Erich made a motion to authorize the resolution. Lorin seconded the motion and the motion carried.
 - Erich made a motion to have a check cut and delivered to the Carlisle Borough for \$19,070.00, with the understanding that they will hold the check until which time we receive the funds from the state. Herb seconded the motion and the motion carried.
 - All other pieces for the grant closeout are in place except for the letter from the Carlisle Borough.
 - Herb suggested that Mike provide the Borough with a copy of BL's letter to use as an outline when they draft their letter verifying that they have been paid.
 - When Andy spoke to Matt regarding Carlisle Borough's 2013 contribution, he said that the \$500 was a part of an across the board reduction to all their programs.

- o Herb suggested that, around the first of August, we start to develop our 2015 budget so that by September 15, we have a budget. At that point, as municipal representatives, we could then begin to contact our appropriate jurisdictions and start pleading our case for support.
- o Andy feels that we should continue to ask for an allocation from Cumberland County even though they have discontinued their contribution.
- Friends of LeTort (Jerry Gapp) –
 - o Jerry is in the process of making contact with various service groups.
 - He has one commitment.
 - o If anyone has any contact information or knowledge of any other service groups, please contact Jerry.
 - o Sandy will provide an organizational contact list.
 - o The "Friends" committee has been somewhat inactive.
 - They need board members to volunteer.
 - James Ruhl volunteered
 - Holly will provide some additional contact names

Information and Education (Dave Cornett)

- The local events calendar was provided by Dave.
- Plantfest on May 17 at Cumberland County Service Center Penn State Extension Office on Allen Road from 8:00 a.m. – 1:00 p.m.
- Website
 - o Web stats – No report
 - o Facebook – Once he is appointed, Ty McPhillips has volunteered to work on our Facebook page
 - o Website updates
 - Holly and Mike will meet with 717 to see what it would cost for better technology.
 - Mike has done some updates to the website. He needs additional photos from board members.
 - Herb contacted Jerry Wilkes, who developed the website for CCC.
 - o Herb suggested we may want to think about transferring our data into a commercial website that is user friendly.
 - o Mike feels the entire site will need to be recreated.
 - 717 has raised our hosting rate from \$120/year to \$150 for 2014.
 - o Next year the fee will be raised again to \$200.
 - o Mike doesn't feel that we need this service.
 - Ty commented that Facebook is a good source to get people to pay attention to what you're doing in marketing, photos, reaching out to people for events, etc. The down side is that you cannot hang information. The webpage should have updated contact information and the ability to upload documents easily.

Nature Trail (Erich Messerschmidt)

- CVTC report [in scheduled months] – no report
- Erich will attend the next CVTC meeting on Monday at 2:00
- Erich walked the trail and commented:
 - o graffiti under the 81 bridge is bad
 - o there is a small amount of erosion at the upstream bridge
 - o the surface of the trail is in pretty good shape
 - o there seems to be a lot of overhanging growth (behind Lambert School)
 - o the signage looks good
 - o the two bridges by Bonnybrook parking area are really bad – the wood planking is showing signs of rot
 - o our mowing service needs to mow a wider area
 - o shoulders need attention – briars growing out over – especially in the new section
 - o there are a few trees that we need to keep an eye on
 - o there is a big ash tree between Bonnybrook and Spring Garden Street that has split
 - o grass encroachment creeping into the stone trail – should we herbicide the area?
- The trail committee will have to meet to discuss these issues.
- Ty agreed to be on the Trail Committee
- Herb reported that the Executive Committee has decided that we use the LeTort Nature Trail to participate in the CCC's May 3rd cleanup project in association with a countywide CCC sponsored Cleanup Cumberland Valley Action Day.
 - o The event will be May 3rd from 9:00-Noon
 - o Erich will be the point of contact for volunteers
 - o We are requesting approximately 12 volunteers from CCC
 - o Erich completed the volunteer information form to participate in this project
 - o CCC will provide vests, gloves, and bags
 - o LRA will provide bottled water
 - o We should engage the Friends group for volunteers
 - o This event should be added to our Facebook and website
 - o Holly will advise some of the teachers and students who have been on the LeTort stream studies to see if we can get a few families to participate.
 - o Must be age 12 minimum or older with parent supervision.
 - o CCC to provide in-stream cleanup work.
- Lorin will contact the Visitor's Bureau again to try to schedule a signage ribbon-cutting ceremony.

Long Range Planning & Easements (Andy Parker)

- Next directions for the LRA – Andy will look into grants for improving the Bonnybrook spur of the trail.

Stream Ecology (Holly Smith)

- ALLARM report and analysis (Jinnie) [in even months] – Holly reviewed the Feb 28th monitoring results – nothing alarming to report.

Project Review - (Andy Parker) – no report

OLD BUSINESS:

- Board vacancies: Ty will follow up with the Carlisle Borough to see if he has been approved.
- Statements of Financial Interest – Still needed from Jerry, David, and Lorin.

NEW BUSINESS:

Herb and Holly will meet with the Garden Club representatives on Tuesday, March 25th at 9:30 a.m. to survey and determine what project they would like to do.

A meeting will be held on Wednesday, March 26th at 7:00 p.m. at Andy's house to review LRA's PowerPoint presentation that Sandy has put together to show to various service organizations.

Dave made a motion to adjourn the meeting. James seconded the motion and the motion carried. The meeting adjourned at 8:17 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, April 17, 2014 at 7:00 p.m. to be held at the Carlisle Community Center in Carlisle, PA.

4/22/14
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary