

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
April 17, 2014

The meeting was held on Thursday, April 17, 2014 at the Carlisle Community Center. Andy Parker called the meeting to order at 7:04 p.m.

ATTENDANCE

Members Present: Dave Cornett, Jerry Gapp, Sandy Kern, Erich Messerschmidt, Andy Parker, and Herb Weigl

Members / Representatives Absent: James Ruhl, Holly Smith, Lorin Snyder, Paul Herzer, Jinnie Woodward, Ty McPhillips, and James Wilkinson

Staff Present: Mike Blumenthal and Kathy Russell

PUBLIC COMMENT: None

APPROVAL OF MINUTES

Dave made a motion to approve the March minutes. Erich seconded the motion and the motion carried.

PRESENTATIONS - None

Recording Secretary (Kathy Russell) – No report

Executive Director: (Mike Blumenthal) –

- Mike discussed several options which would allow access of the LRA documents to board members:
 - Dropbox <https://www.dropbox.com/business>
 - This option costs \$10.00/person per month or \$99/person per year to access.
 - It was felt that this option is not feasible for our budget at this time.
 - Burning the files onto a DVD for each board member.
 - This option is very inexpensive.
 - It would require yearly updating.
 - Andy is looking into additional options.

We need to have proper backup and proper access to past files and any files as we go forward.

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Receipts	+\$00.00
	<u>\$00.00</u>
Prior month	
Interest	+ 19
	<u>19</u>
TOTAL Receipts.....	\$19

Bills Requiring Approval:

Executive Director	-\$650.00
Kathy Russell (Recording Secretary)	<u>- 95.00</u>
TOTAL bills requiring approval (Subtotal)	\$745.00

Imprest Funds

Supplies	-\$38.69
Total Imprest expenditures:	<u>\$38.69</u>

TOTAL BILLS: **\$783.69**

Erich made a motion to approve payment of the April bills totaling \$783.69. Sandy seconded the motion and the motion carried.

The \$150.00 check for the line of credit we wrote to Members First was waived; therefore, the check came back uncashed.

Treasurer's Report:

Herb is showing a \$4,130.18 balance. On Mike's budget, he is showing a balance of \$4,032.26; this is a \$97.92 difference, which can be accounted for by the error made in February where \$51.88 worth of expenditures for supplies coming out of the imprest fund was not put on the budget. If you subtract the \$51.88 from the \$4,032.26 and add in the \$150.00 waiver return, you come up with a total that is within 20 cents of Herb's total. This is the same error as noted in the beginning of the year.

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
Transfer from Business Savings Acct.....	+783.69	
Paid March bills	<u>-783.69</u>	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning balance is	\$2,536.82	
Refund (LOC App Fee Waived)	150.00	
Interest (March)	+ .14	
Trf'd to Bus. Checking Acct.....	<u>-\$783.69</u>	
Closing Account Balance.....		\$1,903.27

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$1,976.86	
Interest (March)	<u>+ .05</u>	
Closing Account Balance.....		\$1,976.91

NON-BANK FINANCIAL ACCONTS

IMPREST FUND – Cash on Hand for Mike

Imprest Fund Beginning Balance	\$150.00	
Paid Apr. Imprest Fund Bills (Cash) –	-38.69	
Imprest Fund (Reimbursement).....	<u>+38.69</u>	
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	<u>-\$0.00</u>	
Closing Account Balance.....		\$0.00

TOTAL FINANCIAL ASSETS DEPOSITED:..... **\$4,130.18**

ON HAND FOR DEPOSIT

Friends Cash Donations.....	0.00	
Plan Review Fee.....	<u>\$0.00</u>	
Closing Account Balance.....		\$0.00
		\$4,130.18

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

Andy noted that Mike added into the budget receipts when we expect to get the payment from the municipalities. It doesn't look like we're going to get significant cash infusion until July, so we need to be careful with our spending.

- Audit Committee Charter – Jerry reported that in the relationships between organizations and their external auditors, there should be some way in which the organization can evaluate the auditors and the auditors have some way to report their findings after each audit.

The LeTort Regional Authority Audit Committee Charter was reviewed and discussed.

- The audit committee consists of three board members
- The committee should include members with basic expertise in financial management
- The members of the committee are selected by the board chair and approved by the board
- All committee members may serve two three-year terms
- The audit committee purpose and responsibilities are listed on the charter

Jerry made a motion to approve the LRA Audit Committee Charter. Herb seconded the motion and the motion carried.

Andy will work with Jerry to appoint a committee for approval at LRA's May meeting.

Jerry pointed out that neither the chairman nor the treasurer should be appointed to this audit committee.

- DCNR grant closeout status (*Mike*) –
 - Andy and Erich will meet with Matt Candland, Carlisle Borough Manager, tomorrow at 8:30 a.m. to present LRA's check for the full amount.
 - Andy will ask the Borough to sit on the check until we receive a check from DCNR on the grant.
 - Andy will also provide the Borough with a draft letter they can put on their letterhead that will recognize to DCNR that this bill has been paid.
 - Once the Borough's letter is received, it will be submitted to DCNR.

- Friends of LeTort (Jerry Gapp) –
 - Friends' status report – Jerry has scheduled the first presentation to a service club, the Exchange Club, on May 27.
 - Jerry is hoping this presentation will:
 - generate some new members,
 - promote awareness and interest in the group, and
 - unearth people who are interested in volunteering.

Information and Education (Dave Cornett)

- The local events calendar was provided by Dave.
 - Herb will attend the South Mountain Partnership meeting on April 25 from 9:30 a.m. – noon in Chambersburg.
- 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.
 - Dave will contact the extension office to see if this event would be worth our while to participate.
 - Andy suggested we set up with some maps and Friends' applications.
 - Dave will organize
- Website status and update (Holly) – No report
 - Holly's work schedule is hectic with projects from now until the end of May.
 - She will be free to work on the website in June.
- Facebook updates (Ty) – No report

Nature Trail (Erich Messerschmidt)

- CVTC report [in scheduled months]
 - Erich attended the meeting.
 - He reported that there was nothing discussed that would impact the LRA.
 - Erich announced at the CVTC meeting that we will be having a cleanup day and that we could use some help.
 - The next meeting will be in three months.
- May 3, from 9:00-Noon - Trail Cleanup Day –
 - Meet at trail head in LeTort Park.
 - Erich has gloves and trash bags for volunteers.
 - Erich will have to do a report at the completion of the cleanup showing:
 - the amount of trash collected
 - the number of people who participated
 - provide photos of the clean-up (we will need to get releases from people in the photos)
 - Waste Management has arranged for a huge dumpster for the trash.
 - The dumpster will be positioned behind Minerva Mills.
 - Pickup trucks will be needed to transport trash from the trail to the dumpster
 - Herb, Andy, Erich, Mike have volunteered to provide trucks
 - Erich has divided the trail area into four segments and suggested the number of volunteers needed:
 - From LeTort Park out to South Bedford Street – 4-6 volunteers
 - From Lamberton Middle School out to the Carlisle Borough maintenance shed – 4 volunteers
 - From Carlisle Borough maintenance shed out to Bonnybrook Road – 4 volunteers
 - From Bonnybrook Road to South Spring Garden Street – 2-3 volunteers
 - LRA will provide bottled water for this event.
 - Andy will pick up a few cases of water
- Trail directional signage on Bedford Street
 - The Carlisle Borough has never put up the signs at the corner of S. Bedford and Ridge Streets.
 - Mike sent a letter to the Carlisle Borough and copied Mike Keiser.
 - Brief discussion on sidewalk markings for direction on the LRA trail.
- Kiosk informational materials
 - Dave will add a trail map to the kiosk display
- Trail map boxes (Mike)
 - Outdoor Brochure Box
 - Mike found a link for a clear rainproof outdoor brochure boxes to hold tri-folded brochures and trail maps for less than \$10 each. <http://www.displays2go.com/P-173/Outdoor-Pamphlet-Holder-Single-Pocket-Black-Backboard?o=1-141>
 - Members were asked to review the site, and we will discuss again at May's meeting.
- Sandy commented that she walked the trail and noticed that three of the "scoop your poop" dog signs are in bad shape and still up.
 - Dave will take a look and take care of it.

Long-Range Planning & Easements (Andy Parker)

- Next directions for the LRA – Andy is still working on this item.
 - Projects for grant proposals
 - Bonnybrook access development
 - Development of Houser property for trail users (Mike) –
 - The people who bought the Houser property are willing and interested in cooperating in turning the little spring and lower meadow area into a natural resource asset for the LRA.
 - There is a potential for a spur coming off of the trail – a loop coming around the pond with a bench for people to stop and sit.
 - The meadow could have some value for environmental education.
 - It was suggested that this project may be a potential liability hazard for the LRA as well as for the owner of the Houser property.
- Cumberland Conservation Collaborative report (Herb) – no meeting / no report

Stream Ecology (Holly Smith)

- ALLARM report and analysis (Jinnie) [in even months] – no report

Project Review - (Andy Parker) – no report

OLD BUSINESS:

- Board vacancies: Letter appointing Ty? – Andy will discuss this matter tomorrow when he meets with Matt Candland, Borough Manager.
- Outstanding Statements of Financial Interest must be submitted to Mike ASAP. These are due to the municipalities NLT May 1, 2014
 - Still needed from Lorin.
 - Mike will check with Lorin. He may have already submitted a statement to the Borough.
- New ED contract resolution
 - Under contractor duties, Herb suggested we remove the 5th bullet point which states... *shall coordinate with the Treasurer the completion of the annual audit.*
 - Now that we have an Audit Committee, this duty is no longer needed.
 - Mike's contract monthly fee will be reduced from \$650.00 per month down to \$300.00 per month.
- Mike will update the website a.s.a.p. with the volunteer job descriptions, the event's calendar, and cleanup. Any additional website updates will be placed on hold until Holly is available to work on it.
 - Herb will contact Jerry Wilks with the CCC to see what "off-the-shelf" program he used to update the CCC's website and see if he can get suggestions on how we can improve our site.
 - There is \$2,000.00 budgeted for website improvement, however, we need to be cautious about our cash flow.

Dave made a motion to approve and accept the ED's change duties effective immediately. Erich seconded the motion and the motion carried.

NEW BUSINESS: None

Erich made a motion to adjourn the meeting. Dave seconded the motion and the motion carried. The meeting adjourned at 8:31 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.

5/20/14
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary