

LETORT REGIONAL AUTHORITY  
415 Franklin Street  
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY  
May 21, 2015

The meeting was held on Thursday, May 21, 2015, 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, Erich Messerschmidt, Andy Parker, James Ruhl, and Herb Weigl

Members

Representatives Absent: Holly Smith, Lorin Snyder, James Wilkinson, and Jinnie Woodward

Staff Present:

Kathy Russell

**PUBLIC COMMENT**

None

**ANNOUNCEMENT**

Andy, Herb, and Jerry received a photo from Sen. Pat Vance of their meeting with the reporter to discuss the LeTort Trail. Andy sent Senator Vance a note thanking her for the photos and her continued support of the LeTort Regional Authority.

**APPROVAL OF MINUTES**

Andy made a motion to approve the April minutes. Bill seconded the motion, and the motion carried.

**PRESENTATIONS** - None

Administrator - (Kathy Russell) – No report

**COMMITTEE REPORTS**

Finance / Budget – (Herb Weigl)

**Monthly Financial Status**

The memorandum of bills is as follows:

**Receipts:**

Current Month

..... \$ 0.00

Prior month

Interest ..... +\$ 6.70

**TOTAL Receipts ..... +\$6.70**

Bills Requiring Approval:

Administrator..... -\$ 300.00

Franklin A. Bream Landscaping & Lawn Service ..... -\$ 855.00

Herb Weigl (Home Depot Inv. 41490200584)..... -\$ 51.73

**TOTAL bills requiring approval (Subtotal)..... \$1,206.73**

Imprest Fund:

Supplies (Keys) ..... \$ 4.18

..... \$ 4.18

**TOTAL BILLS:..... \$1,210.91**

Herb made a motion to pay the May bills totaling \$1,210.91. 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..... +\$355.91

Paid bills ..... -\$355.91

Transfer from Supplemental Savings Acct ..... +\$855.00

Paid bills ..... -\$855.00

**Closing Account Balance ..... \$100.00**

**BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND**

Beginning Balance ..... \$ 7,165.29

Interest ..... +\$0.30

Trfd to Checking ..... -\$355.91

**Closing Account Balance ..... \$6,809.68**

**BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT**

Beginning Balance.....	\$4,821.39	
Interest .....	+\$0.20	
Closing Account Balance .....		\$4,821.59

**BUSINESS SUPPLEMENTAL SAVINGS, SOUTH MOUNTAIN PARTNERSHIP GRANT**

Beginning Balance.....	\$6,520.25	
Interest .....	+\$ .27	
Trfd to Checking .....	-\$855.00	
Closing Account Balance .....		\$5,665.52

**CERTIFICATE OF DEPOSIT #40 (24 Month)**

Beginning Balance.....	\$5,017.52	
Interest .....	+\$5.11	
Closing Account Balance .....		\$5,022.63

**CERTIFICATE OF DEPOSIT #41 (9 Month)**

Beginning Balance.....	\$5,002.83	
Interest .....	+\$0.82	
Closing Account Balance .....		\$5,003.65

**NON-BANK FINANCIAL ACCOUNTS**

**IMPREST FUND – Cash on Hand for Administrator’s Use**

Imprest Fund Beginning Balance.....	\$150.00	
Paid Imprest Fund Bills (cash).....	-\$ 4.18	
Reimbursement (Ck#1702) .....	+\$ 4.18	
Closing Imprest Fund .....		\$150.00

**TOTAL FINANCIAL ASSETS ON DEPOSIT:** ..... \$27,573.07

**ON HAND FOR DEPOSIT** ..... \$0.00

**Closing Account Balance** ..... \$27,573.07

**Budget Report** - Herb reported that the budget figures are in alignment with the financial statement.

Friends of LeTort – James Ruhl

- Friends status report and donations
  - James reported that we received one donation for a new senior member to the Friends group.
- Friends Table at Cumberland County Master Gardeners Plant Fest – 5/16/15 - 8:00 a.m. – 1:00 p.m.
  - Andy, James, and Kathy attended this event and distributed LRA brochures and Friends applications.
  - The event was well attended, and people seemed to be receptive.
  - We are hopeful to get a few new Friends members from this endeavor.

Grants – Jerry Gapp

- South Mountain Partnership Mini Grant Schedule and status –
  - Jerry met with the Garden Club.
    - Jerry was impressed with their presentation and the plantings they have planned for the bridge area.
    - The presentation was well-thought-out and well-documented.
    - Jerry will meet with Andrea Crouse on Tuesday, May 26 at 2 p.m. to review the plans and solicit additional in-kind services.
  - Herb explained that the Garden Club’s plan features a dry stream bed approximately 4’ wide by 2’ deep and approximately 150’ long.
    - The dry stream will be filled with crushed and decorative stone and will follow the natural erosion pattern of the land.
    - Once the plans are finalized, Andy will contact Union Quarries to inquire about obtaining stone.
    - Another option to acquire ornamental stone would be to get a permit to gather stone from one of the state or national forests.
    - The dry stream bed path is not included in our budget.
    - We will have to solicit additional in-kind donations before the path can be included in the plan.
  - Fencing on the project has been installed.
  - Jerry sent a note to Franklin Bream requesting a prototype for the distance markers.
    - Andy questioned Franklin Bream’s estimate, which states that “this estimate does not include mile marker material or fabrication.”
      - If the material and fabrication are not included in this estimate, we are assuming there will be a second estimate for these items.
      - Jerry plans to negotiate to get all services included into one bid estimate.
    - The real question on the proposal was the price for installation of the signs.

- Jerry felt that the installation price seemed a bit high.
  - Jerry will compare last year's invoice from McCorkel to the estimate provided by Bream.
- Lorin sent an email providing the following status on the trail signage project:
  - We have selected Crown Trophy to design and manufacture the signs.
  - Lorin has composed a Civil War sign draft with illustration.
  - An essay and photos on birds have been received from Holly.
  - A brief essay (no illustrations) has been received from Herb on fishing.
  - The geology essay and photos has not yet been received from Andy.
  - Once Lorin receives Andy's draft, he can move forward with editing work on the four essays and submit them back to the board for any necessary modifications.
- Partnership for Better Health Grant Status – Jerry reported:
  - A copy was sent to the Partnership office.
    - After speaking to Gail, Jerry edited the copy to meet the requirements for the pre-application.
    - A more formal application will be submitted at a later date.
  - We are asking for a \$24,900 grant.
    - Jerry is assuming that the engineering work and surveying can be done for under \$25,000.
  - This grant does not require matching funds.
    - Partnership for Better Health will fund it completely.
  - If we are invited to make a full presentation, Jerry would like to have a workshop to scope out the project before we make the presentation.
- Stuart Foundation – No report
- CVVB 2015 Tourism Grant Programs – brochure upgrades
  - Jerry made a call to the CVVB to inquire about pursuing a grant.
    - We would like to use this grant to update and improve the trail map/brochure.
    - This is a 50/50 grant
    - Herb will get an estimate from Rowe's Printing on the cost of printing a new brochure.

#### Audit – Jerry Gapp

- James and Jerry will meet with the auditors on Friday, May 22.
  - Jerry will request a flash drive of the audit figures so that Kathy can email them to the various municipalities.

#### Information and Education – Holly Smith

- The local events calendar – There is no local events calendar. This item will be removed from future meeting agendas.
- Public speaking schedule –
  - Sandy reported that the next speaking engagement will be a brown bag lunch presentation at the Cumberland County Historical Society on Wednesday, June 3 at 12 p.m.
- Website stats and updates – Holly continues to work on updating the website.
- Facebook page updates – Holly continues to work on updating the Facebook page.

#### Nature Trail - Erich Messerschmidt

- CVTC report – (in scheduled months) – No report
- Trail Maintenance –
  - James reported that there is a shopping cart in the stream under the I-81 bridge.
  - Herb reported that trash needs to be cleaned up in the area between South Spring Garden Street and the first bridge at Bonnybrook.
  - Herb has purchased brown paint and plans to paint over the graffiti on the LeTort Park Bridge.
  - Andy plans to work at removing brush along the trail.
  - Erich will contact Rob Weibley to schedule him to begin mowing along the trail.
    - Mr. Weibley advised Erich that his mowing price will increase this year.
    - Erich estimated:
      - In 2014 we spent \$1,300 for mowing services.
      - If we do the same amount of work in 2015 (with the new price increase) our cost will be approximately \$1,500.
      - \$2,000 has been budgeted for trail maintenance.

#### Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative (CCC) report (Herb)
  - The next meeting is scheduled in the Cumberland Valley Visitor's Bureau meeting room on June 22 at 6 p.m.
  - Jerry will contact Jerry Wilks to confirm that the CCC is still willing to be the LRA's intermediary when applying for grants.
    - The CCC charges a 3% fee
    - This fee is reimbursable.
- Jerry attended the South Mountain Health Conference.
  - There is a trend on promoting health and recreation.

- Andy suggested that we include health and recreation in next year's funding request to the municipalities.

Stream Ecology – Bill Berwick

- ALLARM Long-term data presentation – The numbers seem to be normal.
- ALLARM report and analysis (Julie/Jinnie in even months) – No report
- 2003 Biologist Report and 2012 Electro Fishing data (Andy) – As a result of the ALLARM presentation, there was some discussions about seeing if we can compare the chemical data provided by ALLARM with the Pennsylvania Fish Commission's Fishery data.
  - Andy found a summary of 1985, 1987, and 2003 on an online biologist's report.
  - Andy spoke with Chris Kahn, the area's fishery biologist for Area 7.
    - Chris provided Andy with the results of the 2012 electro fishing data.
      - Andy will forward this data to everyone.
    - Chris informed Andy that they have not been writing reports due to staff shortages.
    - Chris does not do macro invertebrate work, but he provided Andy with a contact name of someone at DEP.
    - Andy inquired with Chris about the habitat improvement project, which he knew nothing about.
      - Chris suggested that Andy contact Carl Lutz, who is their habitat guy in Bellefonte.
        - Andy will call Carl.
- Herb commented that the Conodoguinet Creek Water Shed Association is anxious to publish ALLARM's data on their website.
  - After a brief discussion it was thought, since we are paying for the data, it is important that the LRA get this information onto our website.
    - Erich suggested that we look into getting a professional to update our website.
      - The current site is not user friendly and cannot be easily updated.
    - Bill volunteered his daughter, who is a web designer, to take a look at our site and give us some feedback on how it can be improved.
      - Bill will report back at the next meeting.

Project Review - Andy Parker

- Kostyak Property – Andy reviewed and commented on this plan.

OLD BUSINESS:

- The Middlesex Township representative – This position is still vacant
- PennPRIME Membership Participation Agreement (James)
  - James reviewed and commented on this agreement.
    - Date on agreement is correct.
    - If we do nothing and continue to pay premiums each year, PennPRIME recalculates our premium rate on January 1<sup>st</sup> of each year with automatic increases.
    - If we file an annual application regarding our activities, property, and the lack of occurrences on our property, PennPRIME will reassess our premium on an individual basis.
  - Herb stated that PennPRIME has been advised that Kathy is their point of contact for the LRA at the Franklin Street address.
  - Kathy will sign and submit the PennPRIME Membership Agreement on the LRA's behalf.
- Crawfoot Award – CCHS Annual Meeting 10/15 (Herb) – Herb has volunteered to chair this committee.

NEW BUSINESS:

- PennPRIME Certificate of Insurance webinar (Andy) – Andy will participate in this webinar at 2:00 p.m. on June 8.
- Insurance renewal – get quote from Erie (Jerry) –
  - Jerry will be checking with Erie Insurance to get an estimated cost for coverage.
  - James informed Jerry that if the PennPRIME agreement is terminated, prior to the expiration of the policy year, we will be subject to a penalty for a short rate adjustment.

Erich made a motion to adjourn the meeting. Sandy seconded the motion, and the meeting adjourned at 8:18 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, June 18, 2015, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

6/18/15  
Date Adopted  
Prepared by: Kathy L. Russell

Sandy Kern  
Sandy Kern, Secretary