

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
June 18, 2015

The meeting was held on Thursday, June 18, 2015, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:02 p.m.

ATTENDANCE

Members / Representatives

Present: William Berwick, Jerry Gapp, Sandy Kern, Erich Messerschmidt, Andy Parker, James Ruhl, Holly Smith, and Herb Weigl

Members

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

Staff Present:

Kathy Russell

PUBLIC COMMENT - None

PRESENTATIONS:

Andy welcomed our guests: Anna Yelk, Executive Director – Central Pennsylvania Conservancy
Ben Mummert – Central Pennsylvania Conservancy
Ken Okorn - Central Pennsylvania Conservancy
Deb Bolger, Designer for the Trailhead Planting – Carlisle Garden Club
Anne Wood, President – Carlisle Garden Club
Walt Wood – Carlisle Garden Club
Alan Howe – Carlisle borough resident and prospective LRA member

- CPC Burgoon Property Status –
 - o Anna Yelk, Ben Mummert, and Ken Okorn gave a presentation on behalf of the Central Pennsylvania Conservancy on their plan to purchase and preserve the Burgoon property.
 - o The CPC has negotiated an agreement with Burgoon for a two-year purchase option.
 - They hope to have the agreement signed and recorded by next week.
 - o Anna Yelk gave Andy a letter requesting support from the LRA for this purchase.
 - James made a motion to have Andy draft and submit a letter of support from the LRA for CPC's purchase of the Burgoon property. Erich seconded the motion, and the motion carried.
 - o Ben is in the process of writing a grant for this purchase.
 - He asked the LRA members for input and solicited feedback.

- GARDEN CLUB PRESENTATION

- o Deb Bolger, the designer for the trailhead planting area, gave a PowerPoint presentation showing the tree, grasses, ferns, and ground coverings which are being considered for planting in the garden.
 - Deb will be working with Dave and Diane Cornman of Spring Haven Nursery to select low-maintenance native plant materials for this project.
 - A meandering wood-chipped pathway will be added to the garden to allow pedestrians to view the plants up close. Herb commented that the path should not add any cost to the project.
 - The Cornmans have offered to donate the landscaping cloth for under the path.
 - The Carlisle Borough can provide wood chips for the path at no cost.
- Jerry made a motion to preapprove the expenditure of up to \$1,000 for plant materials for the trailhead garden area. James seconded the motion, and the motion carried.
- The Carlisle Garden Club will be donating \$1,000 toward this project.
 - The \$1,000 donation includes a \$500 scholarship that was given to Deb Bolger which she plans to donate to the project for plant materials.
 - The Garden Club members will also contribute native plant materials from their personal gardens.
 - The native plant contribution is valued at approximately \$1,000.
 - The Carlisle Borough has authorized us to relocate plants and trees from the park to this site.
 - No monetary value for this contribution is currently available.

These combined contributions will give us between \$3,600 to \$3,800 worth of plant materials, which may not be enough to complete the garden.

The LRA has \$4,841.80 in our Friends account.

- o Herb made a motion to authorize spending up to \$1,000 from the Friends account, if needed, for plant materials for the garden project. Andy seconded the motion, and the motion carried.

ANNOUNCEMENT - None

APPROVAL OF MINUTES

Erich made a motion to approve the May minutes. James seconded the motion, and the motion carried.

Administrator - (Kathy Russell) – No report

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month		
Friends Cash Contribution	\$	20.00
Prior month		
Interest	+\$	6.91
TOTAL Receipts	+\$26.91	

Bills Requiring Approval:

Administrator	-\$	300.00
TOTAL bills requiring approval (Subtotal).....	\$300.00	

Imprest Fund:

Supplies (Keys)	\$	0.00
.....	\$	0.00
TOTAL BILLS:.....	\$300.00	

Herb made a motion to pay the June bills totaling \$300. Jerry seconded the motion, and the motion carried.

Herb commented that we should expect to receive our yearly contributions from North Middleton and South Middleton Townships sometime in July in the combined amount of \$7,800.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
Transfer from Bus. Savings Acct.....	+\$300.00	
Paid bills	-\$300.00	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$ 6,809.68	
Interest	+\$0.30	
Trfd to Checking	-\$300.00	
Closing Account Balance		\$6,509.98

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance.....	\$4,821.59	
Donation.....	+\$20.00	
Interest	+\$0.20	
Closing Account Balance		\$4,841.80

BUSINESS SUPPLEMENTAL SAVINGS, SOUTH MOUNTAIN PARTNERSHIP GRANT

Beginning Balance.....	\$5,665.52	
Interest	+\$0.26	
Closing Account Balance		\$5,665.78

CERTIFICATE OF DEPOSIT #40 (24 Month)

Beginning Balance.....	\$5,022.63	
Interest	+\$5.29	
Closing Account Balance		\$5,027.92

CERTIFICATE OF DEPOSIT #41 (9 Month)

Beginning Balance.....	\$5,003.65	
Interest	+\$0.85	
Closing Account Balance		\$5,004.50

NON-BANK FINANCIAL ACCOUNTS

IMPREST FUND – Cash on Hand for Administrator's Use

Imprest Fund Beginning Balance	\$150.00	
Closing Imprest Fund		\$150.00

TOTAL FINANCIAL ASSETS ON DEPOSIT: \$27,299.98

ON HAND FOR DEPOSIT \$0.00

Closing Account Balance \$27,299.98

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 – NO REPORT

Grants – Jerry Gapp

- South Mountain Partnership mini-grant schedule and status –
 - Jerry plans to meet with Lorin next week to review signage.
 - Lorin needs to make sure the signs, brackets, and installation are coordinated.
 - One of the signs installed last year is loose.
 - Andy will check the other signs to make sure they are still intact and determine if the problem is a design flaw or installation flaw.
 - Jerry spoke with McCorkel Construction, the sign installation contractor.
 - The shop drawing did not show a significantly sized concrete pad and was not specified properly.
 - Jerry will meet with McCorkel Construction to determine what action should be taken to repair the loose sign.
 - Jerry presented a sample of the trail distance marker.
 - We will be purchasing four markers that will be placed every half-mile on the trail.
Marker placement will be:
 - ½ mile - along Goodyear Park
 - 1 mile – behind the Carlisle Maintenance Building
 - 1 ½ mile – by Bonnybrook Quarry
 - 2 mile – almost to South Spring Garden Street
- Partnership for Better Health Grant Status – Jerry reported:
 - A major requirement for this grant is that we collect hard data of activity level on the trail.
 - Jerry spoke with Johnathan who said that he will provide us with infrared sensor equipment for as long as needed.
 - Paul Taylor, the statistician who provided the data for the Rails-to-Trails project, has agreed to process the activity level data.
 - Jerry will pick up the sensors and meet with Paul, who will show him how to set up the equipment.
 - Bill Berwick has volunteered to collect the activity data and submit it to Paul for analysis.
 - Paul will review and record the data and provide us with periodic reports.
 - Jerry will send everyone the Rails-to-Trails questionnaire results for purposes of background information.
 - Jerry requested that Andy provide him with a detailed list of projects that we want done under this grant along with a draft budget for Phase I.
 - The grant total should add up to \$24,500.00 and include legal costs, data collection costs, surveying costs, etc.
- CVVB 2015 mini grant – To be used for printing trail map / brochure and development of social media.
 - Jerry reported that the CVVB is most anxious for us to print new trail maps.
 - For every \$2 CVVB spends, the LRA will have to spend \$1
 - Our current estimate for this project is approximately \$900.
 - It was also suggested that we request a grant to install a kiosk/signage at South Spring Garden Street.
 - Jerry will begin to write the grant request.
 - The type of sign and location for placement of the signs will be determined at a later date.
 - Grant funds must be expended by the middle of 2016.
- Jerry received a notice for the Land Partnership Grant.
 - This is a 50/50 grant.
 - After some discussion, it was determined that we are not ready to meet a September deadline.
 - We will investigate how we can use this grant in 2016.

Audit – Jerry Gapp

- Jerry reported that the audit has been completed.
 - LRA board members were emailed a copy of the audit results.
 - The audit notice has been emailed to the Sentinel for publication.
 - Additional hard copies of the audit may be requested from Kathy.

Andy attended a webinar on certificates of insurance presented by PennPRIME.

- With completion of this course, the LRA will receive a 10% discount on a portion of our insurance premium.
- We have a certificate of insurance on file for Franklin A. Bream.
- Erich will follow up with Rob Weibley, our trail mowing contractor, to have him provide us with a certificate of insurance.

Information and Education – Holly Smith

- Public speaking schedule
 - Holly reported on the brown bag luncheon presentation given at the Cumberland County Historical Society on June 3.
- The LRA display will need to be taken down sometime in mid-July.

- Website stats and updates –
 - Holly has not been receiving reports from 717 Studios.
 - She will follow up with them.
 - Andy reported that Bill's daughter reviewed our website.
 - She made several comments and suggestions on how we can improve our site, make it more useful, and make our maps easier to read.
 - The comments were passed on to Holly.
- Facebook page updates –
 - Holly requested that Andy contact Mike Blumenthal to have him shut down the old LRA Facebook page.
 - Herb spoke with Ashley Kurtz from the Cumberland / Perry Economic Development Corporation.
 - They plan to feature the LRA Nature Trail on their website in the near future.

Nature Trail - Erich Messerschmidt

- CVTC report – (in scheduled months) – No report. The next meeting is scheduled for July.
- Trail Maintenance –
 - Erich reported that Rob Weibley has mowed the trail.
 - Herb plans to paint the bridge as soon as we get a dry period.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative (CCC) report (Herb)
 - The next meeting is scheduled for next Monday, June 22 at 6 p.m. in the Cumberland Valley Visitors Bureau meeting room in the basement of the Carlisle Borough Hall.
 - Jerry Wilks, executive director of the CCC, has asked Herb to explain the partnership between the CCC and the LRA for the Wellness grant.
 - Jerry will be available to back up Herb.
 - Herb and Jerry will explain:
 - the complex role that each organization will have,
 - the financial arrangement, and
 - Put everything into light so that it is understandable.
 - We need the CCC because it is a 501c3 organization.
 - The CCC will be the grant holder because it is a nonprofit organization.
 - The CCC will transfer funds to the LRA for completion of the project.
 - The CCC will not charge the LRA a fee for the first grant.
 - This is a learning experience for the CCC
 - The CCC will use this as a means to gain experience.

Stream Ecology – Bill Berwick

Since ALLARM seems to be taking care of gathering the stream data, Bill asked to be re-assigned to another committee. Bill has agreed to gather the data recorded on the activity level on the trail, as previously discussed under the Partnership for Better Health Grant.

- ALLARM report and analysis (Julie/Jinnie in even months) – The ALLARM report was reviewed and discussed.

Andy would like to research a Growing Greener Grant to review data for the pre-contact condition of the LeTort.

- What was the stream like before Carlisle was built?
- What was the ecology of the area?
- Look at the impairments in the stream.
 - What can we do about addressing those impairments?

Project Review - Andy Parker

- No plans to review this month.

OLD BUSINESS:

- The Middlesex Township representative – this position is still vacant
- The Miriam Crawfoot award will be added to July's agenda.

NEW BUSINESS:

Erich made a motion to adjourn the meeting. Sandy seconded the motion, and the meeting adjourned at 8:32 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, July 16, 2015, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

7/16/15
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary