

**LETORT REGIONAL AUTHORITY**  
**415 Franklin Street**  
**Carlisle, PA 17013**

**MINUTES OF THE LETORT REGIONAL AUTHORITY**  
**June 19, 2014**

The meeting was held on Thursday, June 19, 2014 at the Carlisle Community Center. Andy Parker called the meeting to order at 7:03 p.m.

**ATTENDANCE**

**Members Present:** Jerry Gapp, Sandy Kern, Erich Messerschmidt, Andy Parker, James Ruhl, and Herb Weigl

**Members /**

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

**Staff Present:**

Mike Blumenthal and Kathy Russell

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES**

Erich made a motion to approve the May minutes. Sandy 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:**

<b>Current Month</b>	
Plan Review Fees .....	+\$200.00
Municipal Contributions (South Middleton Twp.) .....	+5,800.00
Friends Cash Contributions.....	+\$20.00
<b>Prior month</b>	
Interest .....	+ 12
<b>TOTAL Receipts.....</b>	<b>+\$6,020.12</b>

**Bills Requiring Approval:**

Executive Director .....	-\$300.00
Kathy Russell (Recording Secretary) .....	- 95.00
Andy Parker (Rowe's Print Shop) .....	-174.85
Rob Weibley (Mow and trim trail).....	-125.00
PennPRIME (Liability Insurance).....	-975.00
Rowe's Print Shop.....	-16.00

**TOTAL bills requiring approval (Subtotal).....** **-\$1,685.85**

**Imprest Funds**

Supplies.....	-\$0.00
<b>Total Imprest expenditures:.....</b>	<b>\$0.00</b>

**TOTAL BILLS:.....** **-\$1,685.85**

Herb made a recommendation to pay the June bills totaling \$1,685.85. Sandy seconded the motion, and the motion carried.

Erich commented on the need of liability insurance since we are a government entity. He would like to have our legal staff review and comment on our policy. Mike will send a copy of our policy to Andy for his review. Andy will review the policy and comment at the next meeting. Sandy suggested we look into getting additional quotes for the same coverage from other carriers for a better rate.

**Treasurer's Report:**

**BANK ASSET ACCOUNTS:**

**BUSINESS CHECKING ACCOUNT (07)**

Beginning Balance .....	\$100.00
Transfer from Business Savings Acct.....	+1,653.85
Transfer from Bus. Money Mgmt.....	+32.00
Paid May bills .....	-1,685.85

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

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

Beginning balance is .....	\$1,508.36	
Interest (May).....	+ .07	
Deposit Appropriation – South Middleton Twp.....	+5,800.00	
Deposit Plan Review Fees .....	+200.00	
Trfd to Bus. Checking Acct.....	<u>-\$1,653.85</u>	
<b>Closing Account Balance.....</b>		<b>\$5,854.58</b>

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

Beginning Balance.....	\$1,976.96	
Interest (May).....	+ .05	
Deposit Donation .....	+20.00	
Transfer to Bus. Checking.....	<u>-32.00</u>	
<b>Closing Account Balance.....</b>		<b>\$1,965.01</b>

**NON-BANK FINANCIAL ACCONTS**

**IMPREST FUND – Cash on Hand for Mike**

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

**PAYPAL ACCOUNT, FRIENDS OF THE LETORT:**

Beginning Balance.....	\$00.00	
Donations .....	+\$0.00	
PayPal Fee .....	-\$0.00	
Trfd to Friends Savings Acct .....	<u>-\$0.00</u>	
<b>Closing Account Balance.....</b>		<b>\$0.00</b>

**TOTAL FINANCIAL ASSETS DEPOSITED:.....** **\$8,069.59**

**ON HAND FOR DEPOSIT**

Friends Cash Donations.....	\$0.00	
Plan Review Fee.....	<u>0.00</u>	
<b>Closing Account Balance.....</b>		<b>\$0.00</b>
		<b>\$8,069.59</b>

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

Herb reported that the budget looks O.K. Andy said that the Authority Reserve is off by \$400.00. Herb will look into that and report at the next meeting.

Jerry suggested we add a line item "Net Change to Reserve". This would provide an easier understanding of the figures. Mike will send the file to Andy who will work on revising the spreadsheet.

- DCNR grant closeout status (Mike) :  
Mike reported:
  - A letter was received from DCNR. We should expect to receive a check for \$33,676.13 sometime in July. This includes \$376.13 for our expenses over our commitment.
  - Once this check is received, Mike will contact Herb who will advise the Carlisle Borough that they are cleared to cash our check.
- Jerry reported that the audit has been completed. James and Jerry met as the Audit Committee with the accountant.
  - The auditor did not identify any deficiencies with the financial statement
    - Audited fund balance is \$4,249.00.
    - Investment in Capital Assets is \$143,159 (represents the net amount of the trail)
  - We have some compliance issues
    - We have no off-site back up of our financial records.
      - Herb will purchase thumb drives for back up to give to another board member.
    - It would be helpful if someone would compare our bank statement on a quarterly basis with actual budget (this can be done at executive meeting).
    - Report must be published in the local newspaper.
      - Audit reports are available for review by appointment with Mike.
    - Jerry and Herb will meet on Monday to get a scanned digital copy of the report and mail out the report to each municipality.

Friends of LeTort (Jerry Gapp) –

Sandy reported:

- Herb Weigl and Holly Smith gave a presentation on the LeTort Spring Run and LeTort Nature Trail on June 18<sup>th</sup> at the Bosler Memorial Library.
  - Only 3 people attended, with several board members also in attendance.
  - Holly gave an excellent presentation on her education program to the Carlisle Area School District students.
- Upcoming presentations:

- July 29 – Kiwanis - 11:15 a.m. - Elks Lodge
- August 21 – Rotary – 12:00 p.m. - Elks Lodge
- September 9 – Exchange Club – 6:00 p.m. - Cumberland Crossings
- If any board member has contact information for possible presentations, please contact Sandy or Jerry.
  - Sandy will contact the Cumberland County Historical Society to see if they are interested.
  - Jerry is still trying to track down a contact for the Lion's Club.
  - Erich suggested the Carlisle Fish & Game and local sportsmen's clubs.
  - Each board member should contact the borough or municipality they represent in August to schedule a presentation for them to support our contribution request.

Information and Education (Dave Cornett)

- The local events calendar – No report.
  - Dave and Andy attended the Plant Fest on May 17.
    - This event was well attended.
- Website stats and updates (Holly)
  - Mike and Holly met with 717 Studios to discuss improvements to our website.
  - 717 Provided a Proposal for work totaling \$3,000.00.
  - As the quote indicates, the recommendation was to utilize Facebook as the tool to interact with our members and the community, and use the website as an online brochure.
    - We thought that mapping would be important for users. 717 can provide the Facebook app that allows for mapping - as described in the quote.
    - We provide latitude/longitude to them and populate the database.
    - The FB page would function as a "group" that allows users to comment, upload photos, etc.
  - Holly will work on getting familiar with the CMS to manage some of the website content.
    - They said they could open another "channel" (page) for stream data to be uploaded if we want. (That's not too critical).
    - They also said they will provide a site map so we can see how the channels fit together.
    - Andy commented that based on what 717 gave us the last time, are they the company we want to go with or should we look at other companies?
    - Sandy suggested we look elsewhere for another company.
    - Herb thought we should wait to see how Holly does with maneuvering in the 717 programs and wait until she makes her assessment.
    - Herb, Sandy and James thought that \$3,000 was a bit excessive and we should go with a less expensive option.
      - An interactive trail map would be included.
    - Herb would like to have Jerry Wilkes with the CCC tell us about his experience using the WIX program.
- Facebook updates – A brief discussion was held regarding Facebook
  - FB will reach a wide range of people
  - We would provide a platform for people to interact
  - FB would not need to be maintained.

Nature Trail (Erich Messerschmidt)

- CVTC report [in scheduled months] - No report

Lorin unable to attend tonight's meeting, but he sent out a summary of several items.

- A ribbon-cutting ceremony should be scheduled.
  - CVVB recommends and prefers a weekday.
  - Once we choose a day, we can contact CVVB's Communications Manager (at least a week in advance) for assistance with the media, etc.
    - Two dates were proposed: July 18<sup>th</sup> and July 25<sup>th</sup>.
    - Andy will contact Lorin and see if either of these dates will work.
- Lorin had a telephone conference last week with CVVB regarding feedback on the current status of the Nature Trail and inquiry into a future grant award for the Nature Trail.
  - CVVB is very pleased with the historical signs we produced.
    - They have issues with the signs directing people in the transition from the park to S. Bedford Street. They found the directive signs insufficient and the transition confusing.
    - Likewise, they find our current brochure-map to be inadequate.
  - Another CVVB grant program was released last month, albeit with some changes in policies.
    - <http://www.visitcumberlandvalley.com/newsroom/tourismgrants/>
  - Their suggestions for a grant application include:
    - Reprint the brochure so the map is bigger and note the locations of the signs
    - Include a walking tour brochure
    - Add mile markers along the trail
    - Add other historical signs
      - They would like to expand on the industry aspect of the LeTort Spring Run, as well as add fly fishing.
      - Perhaps use a different designer with the same manufacturer of the Alumicolor.
    - Erect a kiosk by the baseball field in Goodyear Park.
      - For the purpose of brochure holders and information (with approval by the Borough).
    - Placing kiosk-like brochure holders along the trail.
    - Pave parking lot(s).
    - Permanent bathroom facilities.

- If we intend to file as of 07/11/14, we should contact the Promotions Manager to let her know.
  - She can be our ambassador at CVVB meetings to achieve further grants.
- CVVB agreed to do a promo and a blog on their website regarding the trail and the signs.

Due to the time constraint, it was decided to table the CVVB grant at this time and work on the South Mountain Partnership Grant.

The South Mountain Partnership has opened a 2014 funding round for its Mini-Grant Program. Jerry reported that the deadline for the simple pre-application for this grant is due June 30<sup>th</sup> with the final full application due July 31<sup>st</sup>, 2014.

- This grant would be in partnership with Cumberland Conservation Collaborative, Carlisle Garden Club, Carlisle Borough Parks & Rec, and Audubon Society.
- Herb stated that this is a one-for-one grant, but they are extremely liberal in how we come up with in-kind compensation.
  - This grant is a good fit for the LRA.
    - We have an historical and educational aspect.
    - We have a number of partners
    - The Carlisle Borough has agreed as long as we have someone to maintain the area.
  - We have to come up with a project description and an estimated cost.
    - Once the grant is approved, if any board members work on the grant project, we can log those hours and they will accept them as in-kind services.
    - In the planting area, we will have to have a site map drawn up to show where the planting would be. If someone from the Master Gardeners or the Garden Club has professional status and they design the site map after the grant is approved, we can use those services too.
    - Andy can review items as an ecologist and charge his professional rate.
  - Some potential additional items to add to the list for this grant are:
    - Rest areas / bench areas
    - Three additional signs – (approx. \$1,000 sign plus installation costs)
      - Civil War
      - Fly Fishing
      - Natural Resources / Geology / Birds & Wild Life
    - Mile markers (every ½ mile)
    - Website upgrades
    - Map upgrades – make larger and note the placement of trail signs
    - Walking tour brochure
    - Planting project
    - Reprinting the brochure
- Jerry made a motion that we file a preliminary application for this grant. Herb seconded the motion and the motion carried.
- Herb will assist Jerry in writing the grant. Sandy will proofread it, and Andy agreed to be the Project Manager for now.
- Herb made a motion to submit a grant proposal for \$7,500.00. Erich seconded the motion and the motion carried.
- A formal final proposal with cost estimates will be submitted at a later date.

Long-Range Planning & Easements (Andy Parker)

- Next directions for the LRA – No report
- Cumberland Conservation Collaborative report (Herb) – They are working on a Speakers Bureau. Sandy will e-mail them the LRA description.

Stream Ecology (Holly Smith)

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

Project Review - (Andy Parker) –

- Andy reviewed a plan for Camtech (a garage and office along Trindle Road). He made several comments to this plan with respect to storm-water management.
- Erich suggested that Mike forward all developer responses from project reviews to the person who reviewed the plan.

OLD BUSINESS:

Borough Representative: Ty withdrew his name from consideration. William Berwick, a retired pharmacist, is interested in this position. Andy will follow up with the Borough Manager about the Bedford signage and will also ask about the status of their rep.

NEW BUSINESS: None

Erich made a motion to adjourn the meeting. Herb seconded the motion and the motion carried. The meeting adjourned at 8:45 p.m.

NEXT MEETING

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

6/30/14  
Date Adopted  
Prepared by: Kathy L. Russell

Sandy Kern  
Sandy Kern, Secretary