

LETORT REGIONAL AUTHORITY  
415 Franklin Street  
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY  
July 17, 2014

The meeting was held on Thursday, July 17, 2014 at the Carlisle Community Center. Andy Parker called the meeting to order at 7:05 p.m.

**ATTENDANCE**

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

Members /

Representatives Absent: Dave Cornett, James Ruhl, 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 June minutes. Sandy seconded the motion, and the motion carried.

**PRESENTATIONS** - None

**Recording Secretary** (Kathy Russell) – No report

**Executive Director:** (Mike Blumenthal) –

- Mike sent the audit summary and DCED report out to the Carlisle Borough and municipalities.
- Erich delivered the watershed maps to Andy Parker.

**COMMITTEE REPORTS**

Finance / Budget – (Herb Weigl):

**Monthly Financial Status**

The memorandum of bills is as follows:

**Receipts:**

<b>Current Month</b>	
Plan Review Fees .....	+00.00
Municipal Contributions (South Middleton Twp.) .....	+00.00
Friends Cash Contributions.....	+20.00
<b>Prior month</b>	
Interest .....	+ 23
<b>TOTAL Receipts.....</b>	<b>+\$ .23</b>

**Bills Requiring Approval:**

Executive Director .....	-\$300.00
Kathy Russell (Recording Secretary) .....	- 95.00
Rob Weibley (Mow and trim trail).....	-350.00
SEK & Co (audit).....	2,400.00
Herb Weigl (Office Max Invoice for flash drives) .....	-14.82
<b>TOTAL bills requiring approval (Subtotal) .....</b>	<b>-\$3,159.82</b>

**Imprest Funds**

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

**TOTAL BILLS:..... -\$3,159.82**

Jerry made a recommendation to pay the July bills totaling \$3,159.82. Sandy seconded the motion, and the motion carried.

As suggested by the auditors, Herb will copy the financials each month onto a flash drive and give it to a board member. He will update the financial information on a new flash drive after each monthly meeting.

**Treasurer's Report:**

**BANK ASSET ACCOUNTS:**

**BUSINESS CHECKING ACCOUNT (07)**

Beginning Balance .....	\$100.00	
Transfer from Business Savings Acct.....	+3,159.82	
Paid June bills .....	-3,159.82	
<b>Closing Account Balance .....</b>		<b>\$100.00</b>

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

Beginning balance is .....	\$5,854.58	
Interest (June) .....	+ .18	
Trfd to Bus. Checking Acct .....	<u>-3,159.82</u>	
<b>Closing Account Balance.....</b>		<b>\$2,694.94</b>

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

Beginning Balance .....	\$1,965.01	
Interest (June) .....	+ .05	
<b>Closing Account Balance.....</b>		<b>\$1,965.06</b>

**NON-BANK FINANCIAL ACCOUNTS**

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

Imprest Fund Beginning Balance .....	\$150.00	
Paid April Imprest Fund Bills (Cash) – .....	-0.00	
Imprest Fund (Reimbursement) .....	+0.00	
<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:..... \$4,910.00**

**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>\$4,910.00</b>

Herb reported that the total assets of \$4,910.00 agree with the budget that Mike came up with (with the exception of the .20 cents we've been off all year).

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

Jerry has established a draft of a 2015 budget for purposes of applying for the South Mountain grant. We should probably look to formalize those figures into a budget during the next few months.

Herb and Jerry are looking into various options to control the audit.

- There is a possibility that we may, because of the small amount of income we project to receive within the next year, fall into a category that does not require a formal audit.
- Jerry will review the incorporating documents and regulations to verify the auditing rules for Pennsylvania.
- We will eventually have to ask our attorney to write a variance.
- Herb will set up a meeting with the head of the CAED and CVVB.
- There is a potential that we could merge the LRA with Cumberland County or one of our municipalities so that we don't have to have an independent payment for both our insurance and our audit.
- If Cumberland County would agree, it could possibly pick up our insurance in lieu of its contribution.
- Merging with Carlisle Parks and Recreation, the Carlisle Borough or one of the municipalities is also an option.
- Andy has a contact at the Pennsylvania Association of Municipal Authorities. He will make a call.

Friends of LeTort (Jerry Gapp) –

- Friends status report – No Report
- South Mountain grant for signage –
  - Jerry is working to get the grant application submitted by July 31<sup>st</sup>.
  - Herb reported that South Mountain's preliminary review of our grant application for signs would be approved.
  - The SM grant will not approve brochures, education materials, website, or projector.
  - The grant is for \$15,000.00. We'll have to come up with a match of \$7,500.00 in cash and in-kind services.
- It's too late to apply for the CVVB grant.
- Carlisle Area Health & Wellness Foundation has a grant available through the CCC.
  - This grant would pay for education materials that improve the health of the community.
  - Jerry will contact Doris Ditzler 960-9009 (X7) or April Ashway, grants assistant, (X0) to inquire about the grant.

Information and Education (Dave Cornett)

- The local events calendar – No report.

- Public speaking schedule:
  - 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
- Website stats and updates (Holly) – Holly will work on the website when she returns from vacation.
- Facebook updates – No report

Nature Trail (Erich Messerschmidt)

Erich reported that the trail is open. Rob is actively working from South Spring Garden downstream to clear the trail.

Mike questioned if we have volunteers or "Friends" who are interested in working on clearing the trail, should we have them sign a waiver of liability? After a brief discussion, no decision was made.

- CVTC report [in scheduled months] - The July meeting was cancelled due to lack of interest.
- CVVB ribbon cutting (Lorin) –
  - The afternoon of Friday, August 1 was suggested as the date for the ribbon-cutting ceremony.
  - Andy will work out the details with Lorin and advise everyone through emails.
  - Sandy, Herb, Jerry, and Erich thought that they would be able to attend on LRA's behalf.
  - Herb volunteered to clean up the sign at LeTort Park prior to the ceremony.
- New CVVB grant (Lorin) – The deadline will soon be past for this grant. We will not pursue.
- Bridge repairs –
  - Erich commented that temporary repairs were made to the bridge, and the area has been cleaned.
  - Matt Candland, the Carlisle Borough Manager, said they would take care of making repairs to the bridge.
  - There was a brief discussion on the use of trail cams to catch vandals.
    - Mike will look into pricing trail cams and batteries.
    - No decision was made.
- Storm damage –
  - Erich reported that there were five places on the trail blocked by storm debris.
    - Erich worked to open the trail except for three stumps.
    - Erich called Rob Weibley who used a chainsaw to clear the stumps from the trail.
  - Erich suggested that we get an LRA work party of 4-6 volunteers to go out once a year and prune back vegetation along the trail.
  - Andy will email the names on the "Friends" roster to see if he can get some volunteers to develop a network for trail cleanup and/or trail reporting after a storm.
  - The access from the Bonnybrook parking lot onto the trail is very overgrown.
    - Rob did a cut in and a cut out at this location.
- Trail Maintenance Committee (Andy)
  - Erich prepared a spreadsheet tracking our costs for trail maintenance.
  - Erich will try to save enough money that we can do something in the winter when the leaves are down and the wood can be cut back.
- 2014 Trail Inspection Report –
  - Herb and Erich inspected the trail and submitted a report to Mike.
  - Mike will file the report with our insurance company, which will lower our insurance premiums.
- Erich received an email from Rob Weibley requesting the LRA write a community service letter for Zach Vonstein for his church project.
  - Erich emailed Rob to ask that he offset how much work was being done by Zach for the community service work.
    - Erich is waiting for a response.
  - No one objected to having a community service letter written as long as the work being performed by Zach is actually volunteer work and we're not paying Rob for Zach's work.

Long-Range Planning & Easements (Andy Parker)

- Next directions for the LRA – Nothing new to report.
  - Andy received a letter from the Borough of Carlisle. They are applying for a Growing Greener Grant for the Carlisle Connectivity Urban Stormwater Park. They asked for a letter of support from the LRA. The request letter was sent to Andy on Wednesday, and they needed it by Thursday to meet the deadline on Friday, so Andy took it upon himself to write a letter of support for their project.
- Cumberland Conservation Collaborative report (Herb) –
  - Herb will attend the next meeting on Monday, July 28<sup>th</sup> at 6:00 p.m.
  - Herb sent the executive committee a copy of a notice regarding the Capital Fund Drive Consolidation.

Stream Ecology (Holly Smith)

- ALLARM report and analysis (Jinnie) [in even months] – Mike sent out the ALLARM report for June.

Project Review - (Andy Parker) –

- Andy reviewed one project for a new salt storage building and brine tanks at the PA Turnpike interchange.
  - The overall plan was O.K.
  - Andy will send his comments out tomorrow on unmanaged water.

OLD BUSINESS: NONE

NEW BUSINESS:

- Erich suggested that we identify all businesses located along the LeTort and consider contacting them to see if they want to become corporate members of the Friends group.
  - Tractor Supply provided its customer service number and suggested we contact their headquarters. Erich gave that information to Jerry.
- Sandy suggested we make an appointment with representatives from the various businesses to meet with them in person to request donations.
- Erich commented that businesses contributing should be recognized on our website for their support.

Erich made a motion to adjourn the meeting. Herb seconded the motion and the motion carried. The meeting adjourned at 8:25 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, August 21, 2014 at 7:00 p.m. to be held at the Carlisle Community Center in Carlisle, PA.

8/25/14  
Date Adopted  
Prepared by: Kathy L. Russell

  
Sandy Kern, Secretary