

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
July 21, 2016

The meeting was held on Thursday, July 21, 2016, at the Carlisle Community Center. Andy Parker called the meeting to order at 6:55 p.m.

ATTENDANCE

Members / Representatives

Present: Bill Berwick, Dennis Burkett, Alan Howe, Andy Parker, James Ruhl, and Herb Weigl

Members / Representatives Absent: Sandy Kern

Staff Present: Kathy Russell

PUBLIC COMMENT - None

PRESENTATIONS – None

ANNOUNCEMENT –

Andy made several announcements:

- Effective immediately, Holly Smith has resigned her position on the LRA board.
 - o Holly expects to continue her "Friends" membership, and she will continue participating in the speaker series.
 - o Holly has also offered to continue to manage the LRA Facebook page.
- The Carlisle Borough Counsel has approved the appointment of Alan Howe as the Carlisle Borough's representative to the LRA.

APPROVAL OF MINUTES – Dennis made a motion to approve the June minutes. Herb 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		
Municipal Contribution – South Middleton	+\$6,000.00	
Municipal Contribution – North Middleton	+\$2,000.00	
Prior month Interest	+\$15.59	
TOTAL RECEIPTS	+\$8,015.59	

Bills Requiring Approval:

Administrator	-\$300.00
The Sentinel (Audit Notice Ad)	-\$84.34
Keckler Landscaping (trail mowing)	-\$220.00
TOTAL BILLS requiring approval	\$604.34

Herb made a motion that the July monthly bills in the amount of \$604.34 be approved for payment. James seconded the motion, and the motion carried.

Andy gave a reminder that the budget requests for 2017 contributions are due in September.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
Transfer from Business Savings Acct.....	+\$604.34	
Paid bills	-\$604.34	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$22,698.55	
Transfer to CD #43	-\$500.00	
Transfer to CD #44	-\$500.00	
Interest.....	+\$.61	
Transfer to Checking.....	-\$604.34	
Closing Account Balance		\$12,094.82

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$12,127.84
Interest.....	+\$.50
Closing Account Balance	\$12,128.34

CERTIFICATE OF DEPOSIT #40 (24 Month)

Beginning Balance.....	\$5,090.79	
Interest.....	<u>+\$5.19</u>	
Closing Account Balance.....		\$5,095.98

CERTIFICATE OF DEPOSIT #42 (19 Month)

Beginning Balance.....	\$5,045.40	
Interest.....	<u>+\$4.15</u>	
Closing Account Balance.....		\$5,049.55

CERTIFICATE OF DEPOSIT #43 (19 Month)

Beginning Balance.....	\$5,000.00	
Interest.....	<u>+\$2.57</u>	
Closing Account Balance.....		\$5,002.57

CERTIFICATE OF DEPOSIT #44 (19 Month)

Beginning Balance.....	\$5,000.00	
Interest.....	<u>+\$2.57</u>	
Closing Account Balance.....		\$5,002.57

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... **\$44,473.83**

Budget Report -

Friends of LeTort – James reported that Sandy drafted thank you letters to the business contributors. The letters included a static sticker indicating that they were supporters of the Friends of LeTort.

James suggested that we consider purchasing smaller static stickers to be given to “Friends” supporters in 2017.

Grants – Andy Parker

- Cumberland Valley Visitors Bureau mini-grant – counts
 - Alan plans to reinstall the camera that was borrowed and collect data from the other two cameras.
 - He suggested that the third camera be placed on the fishing spur.
 - Alan will draft a letter to Ashley Kurtz of the CVVB to update her on the trail camera data.
- Faulkner Subaru's Sponsorship –
 - Four pamphlet boxes have been ordered.
 - Herb will pick up the boxes when they are completed and have them delivered to McCorkel Construction for installation.
 - Plans are to install the boxes at the four trailheads
 - LeTort Park
 - Bonnybrook
 - South Spring Garden Street
 - Lamberton Middle School
- Meeting with Katie Hess, SMP – July 6. Andy met with Katie to discuss ideas on how the SMP can better partner with the LRA in the future.

Audit – James Ruhl –

- On June 23, James and Herb met with the auditors at Smith Elliott Kearns & Company.
 - SEK found no problems with our accounting methods.
 - They did have some material deficiencies in our PayPal account.
 - Mike Blumenthal had originally opened this PayPal account; however, no one seems to know anything about it.
 - Herb will contact PayPal to see if there has been any activity and whether he is able to cancel our old account and open a new one.

Information and Education –

- Recent Press Releases – A Notice of Audit announcement was recently published in The Sentinel.
- Public Speaking – AAUW (American Association of University Women) – December 3, 2016 – time TBD.
 - Andy will follow up with Holly to make sure she is willing to make a presentation at this event.
- Website stats and updates –
 - We are continuing to pursue this matter.
 - We need to find someone willing to take the lead.
 - Andy will notify municipalities that we are looking for a representative who has website experience.
- Facebook – No report – Holly will continue updating the FB page

Nature Trail –

Dennis reported that he was approached by Taylor Andrews volunteering officers from the Cumberland County Sheriff's Office to police the trail. Dennis will relay the message that we would appreciate any assistance they would be willing to provide.

- CVTC report (in schedules months) – Andy will follow up with Andrea Crouse on details of the meeting.
- Trail maintenance – Andy reported:
 - The trail was mowed last Saturday by Keckler Landscaping.
 - The trail seems to be in decent shape.
 - The shrubs and vegetation will need to be trimmed back soon.
 - Herb will request a quote from Keckler Landscaping for this work.
 - Andy walked the trail and reported several issues that will need to be addressed in the near future:
 - Surface erosion along trail at garden behind Lamberton Middle School
 - Several trees leaning over trail
 - Graffiti on I-81 bridge
 - Graffiti on trail sign
 - Excess brush along trail
 - Evasive trees
 - Trail surface by crusher plant at quarry needs resurfaced
 - Narrow trail at Bonnybrook
- Alan mentioned that his upcoming column in The Sentinel would run on Saturday, July 23 and would note the economic impact of the Beaverkill to Roscoe, NY. He suggested that we could have the same effects here as long as we protect and restore the LeTort. The link to the column is below.

http://cumberlink.com/news/opinion/columnists/quest/community-voices-taking-care-of-the-letort/article_8c6c27d3-147d-5170-9234-324e2e77cf1b.html

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) – Herb handed out copies of the minutes from the CCC meeting.
- CPC Purchase of Burgoon Property –
 - o Alan reported that the CPC grant has not been approved.
 - o Andy will reach out to Anna at CPC to see what their next move will be.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – No Report
- CVTU Stream Improvements Project – No Report
 - o CVTU stream cleanup is held on the second Saturday of each month.
 - o Once Bill receives the CVTU work schedule, he will forward it to everyone.

Project Review - Andy Parker

- No projects for review

OLD BUSINESS:

- Board Vacancies – Middlesex Township, North Middleton Township.
 - o North Middleton has posted a notification on its website.
 - o We are looking for someone with experience with website work.
- Crawfoot Award and Retired Board Member Recognition.
 - o Herb and Dennis are on the Crawfoot Award Committee.
 - o The award ceremony will be scheduled sometime in September.

NEW BUSINESS:

- Carlisle Sewer Replacement – Right-of-Entry
 - o The Carlisle Borough has requested that the LRA sign a right-of-entry agreement allowing the Borough workers to repair a sewer line on our property located at 200 East High Street.
 - o James made a motion to recommend that Andy sign this right-of-entry agreement on behalf of the LRA. Dennis seconded the motion, and the motion carried.
 - o We may want to take this opportunity to take better control of this parcel.
 - o Classic Dry Cleaners is using a portion of our property as a parking lot.
 - o Maybe we can ask the borough to create a better buffer to the stream.
 - o Andy will approach the property owner to address this issue.
 - o A possibility was suggested that we back up the parking lot, plant trees, and make a mini park.

- Alan met with Holly Smith and Jinnie Monismith (ALLARM) to discuss citizen-science benthic macroinvertebrate sampling on the LeTort.
 - Alan will follow up with the board in August.
- Herb and Kathy Weigl have graciously offered to host the LRA picnic this year.
 - Herb proposed the dates of August 27, September 10, and September 17 for the picnic.
 - LRA members should check with their significant others and email Herb with the dates they are available to attend.
 - Herb will email everyone once a date has been selected.
- Andy asked for volunteers to fill several committee chairman position vacancies and the open position of vice chair.

COMMENTS AND CONCERNS:

James made a motion to adjourn the meeting. Bill seconded the motion, and the meeting adjourned at 8:17 p.m.

MEETING ADDENDUM:

Following our meeting, James agreed to accept a nomination to become the vice chair of the LRA Board. A board email vote was taken, and James was approved for this position by a 6-0 vote in favor with one abstention.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, August 18, 2016, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

8/29/16
Date Adopted

Sandy Kern
Sandy Kern, Secretary

Prepared by: Kathy L. Russell