

LETORT REGIONAL AUTHORITY
 415 Franklin Street
 Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
 August 18, 2016

The meeting was held on Thursday, August 18, 2016, at the Carlisle Community Center. Andy Parker called the meeting to order at p.m.

ATTENDANCE

Members / Representatives

Present: Bill Berwick, Alan Howe, Sandy Kern, Andy Parker, James Ruhl, and Herb Weigl

Members / Representatives Absent: Dennis Burkett

Staff Present: Kathy Russell

PUBLIC COMMENT - None

PRESENTATIONS - None

ANNOUNCEMENT -

APPROVAL OF MINUTES -- Alan made a motion to approve the July minutes. Bill 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 | | |
| Plan Review fee | +\$100.00 | |
| Prior month Interest | +\$22.20 | |
| TOTAL RECEIPTS | +\$122.20 | |

Bills Requiring Approval:

| | | |
|---|-------------------|--|
| Administrator | -\$300.00 | |
| Smith, Elliot & Kearns & Co, (audit) | -\$2,550.00 | |
| TOTAL BILLS requiring approval | \$2,850.00 | |

Herb made a motion that the August monthly bills in the amount of \$2,850.00 be approved for payment. James seconded the motion, and the motion carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

| | | |
|---|-------------|-----------------|
| Beginning Balance | \$100.00 | |
| Transfer from Business Savings Acct | +\$2,850.00 | |
| Paid bills | -\$2,850.00 | |
| Closing Account Balance | | \$100.00 |

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

| | | |
|--|-------------|--------------------|
| Beginning Balance | \$12,094.82 | |
| Municipal Contribution - S & N Middleton | 8,000.00 | |
| Interest | 0.64 | |
| Plan Review Fee | 100.00 | |
| Transfer to Checking | -\$2,850.00 | |
| Closing Account Balance | | \$17,345.46 |

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

| | | |
|--------------------------------------|-------------|--------------------|
| Beginning Balance | \$12,128.34 | |
| Interest | +\$0.52 | |
| Closing Account Balance | | \$12,128.86 |

CERTIFICATE OF DEPOSIT #40 (24 Month)

| | | |
|------------------------------|----------------|------------|
| Beginning Balance..... | \$5,095.98 | |
| Interest..... | <u>+\$5.37</u> | |
| Closing Account Balance..... | | \$5,101.35 |

CERTIFICATE OF DEPOSIT #42 (19 Month)

| | | |
|------------------------------|----------------|------------|
| Beginning Balance..... | \$5,049.55 | |
| Interest..... | <u>+\$4.29</u> | |
| Closing Account Balance..... | | \$5,053.84 |

CERTIFICATE OF DEPOSIT #43 (19 Month)

| | | |
|------------------------------|----------------|------------|
| Beginning Balance..... | \$5,002.57 | |
| Interest..... | <u>+\$5.69</u> | |
| Closing Account Balance..... | | \$5,008.26 |

CERTIFICATE OF DEPOSIT #44 (19 Month)

| | | |
|------------------------------|----------------|------------|
| Beginning Balance..... | \$5,002.57 | |
| Interest..... | <u>+\$5.69</u> | |
| Closing Account Balance..... | | \$5,008.26 |

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... **\$49,746.03**

Budget Report - Herb made the changes to the budget recommended last month. The budget aligns.

Friends of LeTort – Now that James is the Vice Chair, he asked for a volunteer to take his place as chair for the Friends Committee. James will continue as chair until the position is filled. Alan expressed an interest and will consider taking this position.

We will need to begin thinking about the fall fund-raiser. We may want to revisit our mailing database.

Grants – Andy Parker

- Cumberland Valley Visitors Bureau mini-grant – counts
 - Alan has reinstalled the trail counter that was borrowed from Pine Grove.
 - A status update is requested by the CVVB.
 - Andy is trying to get a copy of the grant.
- Faulkner Subaru's Sponsorship –
 - Herb reported delays in getting the pamphlet boxes.

Audit – James Ruhl – The audit bill has been paid.

Information and Education –

- Recent Press Releases – None
- Public Speaking – AAUW (American Association of University Women) – December 3, 2016 – time TBD.
- Website stats and updates – Andy has put out a request to North Middleton and Middlesex Townships for the vacant board positions that we have alerting the township managers that we are in particular need of someone with an IT / Social Media background.
- Facebook – Holly will continue to update our Facebook page as long as needed.

Nature Trail –

- CVTC report (in schedules months) – No report.
 - Bill volunteered to attend the CVTC meetings.
 - Andy will provide Bill with the contact information.
- Trail maintenance –
 - The trail has been mowed once.
 - James will walk the trail on Saturday morning and report.
 - If trail needs mowed, Herb will contact Martha Keckler to mow again.
 - Andy will contact South Middleton and Carlisle Borough to see if they will trim the shrubbery from the sides of the trail.
 - Trail needs trimmed by 2-3 feet in some places
 - Trimming can be done in the fall.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) –
 - Herb reported that the CCC will be changing its meeting date to September 26th at 6:00 p.m. at the Carlisle Borough basement conference room.
 - The County Commissioners will be in attendance.
 - Herb will attend and he would like Andy to attend to discuss the LRA's goals and missions.
 - This would be a good time to bring up the county's contribution to the LRA.

- Andy would like to have our funding request letters submitted to the borough and townships prior to the September 23rd deadline.
- CPC purchase of Burgoon property –
 - A tour has been scheduled a tour of the Burgoon property that they want to purchase on Friday, September 16 from 11:00 a.m. – 12:30 p.m.
 - Lunch will be served at the conclusion of the tour.
 - Andy and Alan plan to attend.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – Bill reported on this report.
- CVTU Stream Improvement Project – No report

Project Review - Andy Parker

- Healing Paws Veterinary Care – So. Middleton Twp. – Andy will review and report at next month's meeting.

OLD BUSINESS:

- Board Vacancies – Middlesex Township, North Middleton Township.
 - North Middleton has posted a notification on its website.
 - Herb reported that we have a potential candidate for Middlesex, Roger Drake. Roger has an engineering background. He will consult with his wife and let us know if he is interested.
- Crawfoot Award and Retired Board Member Recognition.
 - Herb sent everyone a copy of the 2016 Miriam Crawfoot Memorial Conservation Award plaque to be presented to the Carlisle Garden Club for the design and creation of the LeTort Trailhead Garden.
 - The presentation will be made at the trailhead garden so we can get some photos and publicity.
 - The presentation will take place on Saturday, September 17th at 10:00 a.m.
- Herb and Kathy Weigl will host the LRA's picnic on Saturday, September 17th at 6:00 p.m.
 - Herb will send out directions to his house.
 - Erich Messerschmidt and Jerry Gapp will also be invited.
- Andy reported on a public hearing he attended on the Sunoco Mariner Pipeline.
 - Chapter 105 (wetland and stream permit for DEP) is currently under technical review.
 - Public Notice of the permit was published on June 25th and written comments are due by August 24th.
 - On the DEP website there is a pipeline portal button where you can navigate to the Sunoco page.
 - Andy plans to send a letter to make a few comments regarding the LRA's concerns.

NEW BUSINESS:

- 2017 Budget and Funding Requests
 - Carlisle Borough's request is due September 23rd.
 - Andy will write the letter request to the borough and the municipalities.
 - The Carlisle Borough requires an LRA member to attend the hearing in person and make a presentation.
- We reviewed the proposed 2017 budget.
 - We are assuming the municipal contributions will be the same as last year.
 - It was suggested that the percentage figures be removed.
 - Andy will make revisions to several 2017 proposed budget figures and reissue.
 - Sandy will set up a meeting with Vincent DiFilippo to discuss our funding request from the county.
 - Andy will try to attend.
- Members 1st Unincorporated Association Deposit Account Banking Resolution.
 - Herb made a motion that a Resolution be signed stating that Members 1st Credit Union, at any one or more of its offices or branches, be designated as the Financial Institution and depository for the funds of the LRA, which may be withdrawn on checks, drafts, advices of debit notes or other orders for the payment of monies bearing the appropriate signatures: any two of the following agents of the LRA.: Authorized Signers: Herbert Weigl Jr, Treasurer
James M. Ruhl, Vice Chairman
Sandra Kern, Secretary
Andrew C. Parker, Chairman

Further resolved that Members 1st is hereby directed to accept and pay without further inquiry any item drawn against any of the LRA's accounts with Members 1st bearing the signature or signatures of the Authorized Signers, even though drawn or endorsed to the order of such Authorized Signers or tendered by such Authorized Signers' personal account(s), and Members 1st shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

Further resolved that any one of such Authorized Signers is authorized to endorse all checks, drafts, notes and other items payable to or owned by Members 1st, and to accept drafts and other items payable at Members 1st.

Further resolved that the Authorized Signers are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions or purposes for which funds, checks or items of the LRA may be deposited, collected or withdrawn and to perform such other acts as they deem reasonable necessary to carry out the provisions of these resolutions.,

Further resolved that the LRA hereby conferred upon the Authorized Signers shall be and remaining full force and effect until written notice of the revocation thereof shall have been delivered to and received by Members 1st at each location where an account is maintained, in the form of a resolution revoking such authorization.

Further resolved that this Resolution is given in replacement of, in substitution for, and supersedes any and all prior resolutions of the LRA in which Authorized Signers were designated.

James seconded the motion, and the motion carried.

The Resolution was then executed by Andy Parker and Sandra Kern.

James made a motion to adjourn the meeting. Sandy seconded the motion, and the meeting adjourned at 8:20 p.m.

NEXT MEETING

The next regular meeting of the LeTort Regional Authority is scheduled for Thursday, September 15, 2016, at 7:00 p.m. at the Carlisle Community Center in Carlisle, PA.

9/16/16
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary