

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
November 17, 2016

The meeting was held on Thursday, November 17, 2016, at the Carlisle Community Center. Andy Parker called the meeting to order at 7:02 p.m.

ATTENDANCE

Members / Representatives

Present: Dennis Burkett, Alan Howe, Sandy Kern, Andy Parker, and Herb Weigl

Members / Representatives Absent: Bill Berwick, James Ruhl

Staff Present: Kathy Russell

PUBLIC COMMENT - None

PRESENTATIONS – None

ANNOUNCEMENT – None

APPROVAL OF MINUTES – Alan made a motion to approve the October minutes. Dennis seconded the motion, and the motion carried.

Administrator - (Kathy Russell) – None

COMMITTEE REPORTS

Finance / Budget – (Herb Weigl)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Friends Cash Contributions.....	\$20.00
Friends PayPal Contributions.....	\$50.00
Prior month Interest	+\$22.29
TOTAL RECEIPTS	+\$92.29

Bills Requiring Approval:

Administrator.....	-\$300.00
Pixel & Hammer	-\$ 75.00
Fees.....	\$1.75

TOTAL BILLS requiring approval **\$376.75**

Herb made a motion to approve the November monthly bills in the amount of \$376.75 for payment. Dennis 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.....	+\$300.00	
Paid bills	-\$300.00	
Transfer from Money Market Acct	+\$75.00	
Paid bill.....	-\$75.00	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$16,516.96	
Interest.....	0.71	
Transfer to Checking.....	-\$300.00	
Closing Account Balance		\$16,217.67

BUSINESS MONEY MGMT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$10,129.04	
Deposit.....	\$20.00	
Interest.....	\$0.48	
Transfer from PayPal Acct.....	\$48.25	
Transfer to Checking.....	-\$75.00	
Closing Account Balance.....		\$10,122.77

CERTIFICATE OF DEPOSIT #40 (24 Month)		
Beginning Balance.....	\$5,111.92	
Interest.....	<u>+\$5.38</u>	
Closing Account Balance.....		\$5,117.30
CERTIFICATE OF DEPOSIT #42 (19 Month)		
Beginning Balance.....	\$5,062.29	
Interest.....	<u>+\$4.30</u>	
Closing Account Balance.....		\$5,066.59
CERTIFICATE OF DEPOSIT #43 (19 Month)		
Beginning Balance.....	\$5,019.48	
Interest.....	<u>+\$5.71</u>	
Closing Account Balance.....		\$5,025.19
CERTIFICATE OF DEPOSIT #44 (19 Month)		
Beginning Balance.....	\$5,019.48	
Interest.....	<u>+\$5.71</u>	
Closing Account Balance.....		\$5,025.19
PAYPAL ACCONT		
Beginning Balance	\$0.00	
Friends Donations.....	\$50.00	
PayPal Fee	-1.75	
Transfer to Friends Savings Acct	<u>-\$48.25</u>	
Closing Account Balance.....		\$0.00
TOTAL FINANCIAL ASSETS ON DEPOSIT:.....		\$46,674.71

- Budget Report – We will not be getting financial support from the county. Andy will adjust figures for the 2017 budget.
- Rollover CD's – Herb reported that one of our \$5,000 – 24-month CDs will expire on December 18. Herb made a motion to reinvest the funds into a 25-month CD which will earn 1.35% interest. Dennis seconded the motion, and the motion carried.
 - Alan suggested we look at a stock fund as an investment option.
 - Herb stated that a stock fund is not an option for a nonprofit government entity.
 - Eventually, if Friends becomes a standalone 501(c)3, it may be able to exercise a stock fund option.
- Line of Credit Extension – Andy signed and Kathy notarized the Association Resolution and Disclosure for Confession of Judgment forms to have the LRA's line of credit extended. Herb will submit the forms to Members 1st.

Friends of LeTort – Alan Howe

- Outreach Letter – Andy and Alan signed the letters. Sandy will assemble the mailing and mail the letters in the near future.
- Fundraising Activities –
 - Alan reported:
 - The Friends Facebook page is up and running. He encouraged everyone to “like” the page.
 - The first public fundraising / recruiting drive will be on December 17th and will take place from noon-4:00 p.m. at the Molly Pitcher Brewery Company.
 - They will be brewing a special beer for us.
 - They will contribute \$1 to CPC for each pint of beer sold.
 - CPC will also be at this event collecting donations.
 - Alan will be in attendance with a primary focus on recruiting new members.
 - We are taking advantage of Molly Pitcher's constituency and CPC's constituency to bring in like-minded people and get them to sign on to the Friends of LeTort.
 - We will be giving the Molly Pitcher Brewery credit for an in-kind donation for the money that they contribute to CPC, which will put them on the Friends' business list and will give them some status on the list, hopefully, attracting more participation.
 - When Alan spoke with Mike Moll at the Molly Pitcher about this fundraiser, Mike countered with two additional fundraisers that he would like to do later, which includes brewing a larger batch of beer to be sold throughout the Carlisle area, much like we did with Market Cross last spring. He would also like to do a beer garden event.
 - On April 1st, the Alliance for Chesapeake Bay does a project event which encourages groups and individuals to clean streams that are in the Chesapeake Bay watershed. This may be a good time to do the beer garden event at LeTort Park.
- PayPal Account –
 - Herb reported that the PayPal account is now up and running.
 - Alan will make a donation through PayPal within the next few days to make sure the system is functioning properly.

- Chamber of Commerce Membership – No report. We will revisit this subject at the December meeting.
 - Alan will give examples of the nonprofit organizations that participate in this membership.
 - Alan is looking at service organizations that would likely give donations to the Friends group.

Grants – Andy Parker

- Cumberland Valley Visitors Bureau mini-grant – trail counts –
 - Alan will be checking the counters over the Thanksgiving break.
 - He will submit the data for downloading.
 - A status update was provided to the CVVB, and they were happy with the way things are progressing.
- Faulkner Sponsorship –
 - We plan to use the remaining funds to put up a native plant interpretive sign at the garden site.
- Potential 2017 grants – Faulkner, CVVB Tourism, TU Coldwater Heritage, DCNR, Alliance for the Chesapeake Bay, CCCD UGWF
 - We will pursue Faulkner's grant as it is almost a guaranteed \$5,000.
- Andy received an email from Andrew Heath, the Executive Director of the PAGrowingGreener.org.
 - Andrew is looking to put together a fact sheet for each county of all of the good that Growing Greener has done.
 - He is looking for projects.
 - The LRA has never used Growing Greener funds.
 - Andy will talk to Erich Messerschmidt about information on the Mully Grub Restoration – stabilization in LeTort Park.
 - This project may have been under the Growing Greener Award.
 - Alan suggested we check with ALLARM to get some corporate history on the Mully Grub.
- DCNR Grant Workshop
 - Alan attended this workshop.
 - Their priorities tend to be working on parks and land acquisitions.
 - In land acquisition, they are looking for projects that are between \$50,000 - \$100,000.
 - For the 50/50 grants – you must have your match
 - in-kind services are acceptable for a match
 - They are doing trail grants.
 - Jay Schreiber would be happy to come to Carlisle to look at possible projects, both to tell us if it is something DCNR would be interested in and also to help us pull resources together to make it happen.

Audit – James Ruhl

- Herb reported that we have now completed all requirements from our auditor.
- Andy suggested that we develop some type of internal control verification for the PayPal account to assure that funds are being transferred to the proper accounts.

Information and Education

- Recent Press Releases - None
- Public Speaking – AAUW (American Association of University Women) – December 3, 2016 – time TBD – presentation by Holly Smith.
 - A press release should be coordinated with Bill Berwick's wife.
- Website stats and updates – No report
- Facebook page updates – No report

Nature Trail –

- CVTC report (in schedules months) – No report
- Trail maintenance – We must begin to plan trail maintenance:
 - Repair erosion
 - Repair trail surfaceSandy will email Chris at Union Quarries to see when they plan to move the rock crusher.
- Garden Work –
 - Andy and Ben Mummert, with CPC, cut back some honeysuckle bushes that were growing along the bank and cut down a small Norway maple.
 - Ben treated the stumps.
 - Andy and the Carlisle Garden Club came in, donated, and planted natives back in the area along the stream bank and by the fence.
- Alan reviewed the county tax map site and noted that there is a strip of land that we own between the stream and the trail that extends all the way down to LeTort Park. This is where the trail bumps out at Lamberton Middle School onto Bedford Street into Goodyear Park and then back to the stream.
 - Andy will touch base with Erich to see if he remembers anything about this property.
 - We will verify that this strip of land belongs to the LRA and get the county records corrected if needed.

Long-Range Planning & Easements - Andy Parker

- Cumberland Conservation Collaborative report (Herb) – No report
- Andy attended a monthly workshop meeting of the county commissioners.
 - Rick Rovegno presented a proposal from the CCC on giving the CCCs support to the land partnership program that Vince DiFilippo is trying to refund within the county.
- CPC Purchase of Burgoon Property
 - They are still trying to purchase the Burgoon property.
 - They have been denied grants that they were counting on.
 - They will proceed to purchase Lot 1.
 - They are taking actions to initiate studies to restore the area.

A CPC LeTort Working Group meeting with TNC is scheduled for Friday, December 9th at 1:00 p.m. at the Cumberland Valley Visitor's Bureau conference room in Carlisle (53 South Street). The Nature Conservancy has started to collect data and install monitoring wells on the property. At this meeting, they will review both a committee job description and a draft concept paper for the restoration effort. They will get an update on TNC's activities and work plan over the next year as it relates to scientific monitoring, technical support, and a preliminary wetland design. Funding will also be discussed. Alan and Andy plan to attend.

Stream Ecology – Bill Berwick

- ALLARM report and analysis – No report
- CVTU Stream Improvement Project – No report
- Biddle Mission Park Streambank –
Andy met with Andrea Crouse and Meredith, a borough resident who happens to work for DCNR, and someone from PennVest. PennVest gives low-interest loans and grants for water quality improvement type projects. They fund a lot of wastewater treatment plant improvements around the state.
 - Looking at stream erosion at Biddle Mission Park.
 - It is unlikely that the project will fit within what PennVest can do, but they will try to work with us.
 - We will need to look for alternative funding sources for this problem.
 - Andy did some quick research and determined that a permit will be required to do the work.
 - We will need an engineering design, a sealed drawing, etc., which adds to the planning costs.
 - The cost of the project is estimated to run between \$200 and \$250 per lineal foot for the planning, permitting, and construction.
 - Andy researched the permit.
 - Because the LeTort is a state scenic river, we cannot use a General Permit 3 for stream bank stabilization.
 - If we keep the project under 500 lineal feet, it will fall under the reporting limits of the state general permit with U.S. Crops, the SPGP5.
 - We are probably looking at 475 lineal feet at \$200 per foot, which is a fairly pricy endeavor.

Andy spoke with Gil Freedman at the County Commissioner's meeting. Gil is with the Conodoguinet Creek Watershed Association.

- The Cumberland Valley Conservation District has a pilot grant program that is Act 13 gas money.
- The LRA is not eligible; only the watershed associations in the county were eligible.
- Andy stated that the LRA may be able to come up with a project.
- We can work through the county to apply for funding.
- The funding is limited to \$2,000, and all permits must be obtained before work begins.
- The deadline to apply is January 6, 2017.
- The spending deadline is December 31, 2017.
- Potential ideas for some eligible projects could include:
 - Rain barrel workshops
 - Green garden installation
 - Riparian buffer plantings
 - Storm drain marking
 - Stream access ramp stabilization
 - Parking area stabilization
 - Stream bank stabilization
 - Stream cleanup
 - Stream restoration

If we want to work with the Conodoguinet Watershed Association, Gil is looking for some assistance in filling out the grant application. We would be very hard-pressed to get a project planned and permitted before the deadline. Alan suggested that the money could possibly be used for stream cleanup on April 1st. Andy will contact Gil to let him know that Alan may be in touch with him to discuss combining with a stream cleanup.

In 2004, the LRA commissioned RETTEW to do a hydrogeological sighting of the LeTort. RETTEW needs the LRA's permission to release our data to the CPC as background information for the Nature Conservancy's upcoming study. Holly, through the LeTort Working Group with the CPC, is looking for the release of data from 2004. Everyone agreed that it would be okay to release this information to the CPC.

Project Review - Andy Parker - None

OLD BUSINESS:

- Board Vacancies – Middlesex Township, North Middleton Township (2).
 - Retired Board Member Recognition
 - 2017 Budget – We are most likely not going to be approved for funding by the county, which will leave a \$5,000 hole in our budget.
 - Andy will make some adjustments to the 2017 budget figures and reissue.
 - The Cumberland County line item will be zeroed out.
 - Take out the Faulkner grant and separate it from the Friends account to make a cleaner separation so that we can track what we're spending.
 - Add another line item for business sponsorships - \$4,800.
 - Herb will track future spending and receipts for Friends.
 - We had \$5,000 in for "Friends Contributions". Alan suggested we budget for \$3,000.
 - Alan exchanged emails with the mayor.
 - Letter invitations were sent out from the Carlisle Borough.
 - The Borough had the public presentation; however, no one from the LRA attended.
 - We are in for \$3,000, although we did not attend.
 - Andy will follow up with the Carlisle Borough office to see why the LRA didn't receive a request.
 - Add a line item for cloud services (drop box) - \$200
 - The Chamber of Commerce is budgeted for \$275 to cover memberships.
 - We will pay by quarter and decide if we want to continue.
 - \$65 for first quarter and \$195 to have them include our promotional sheet in their 650-person mailing.
 - \$250 will be added for the new phone answering service.
- Andy encouraged each LRA board member to follow up with their respective townships to see if we will be receiving their funding.

NEW BUSINESS:

- Board Term Expirations
 - There is no term expiration date listed for James.
 - Bill Berwick's term with the Carlisle Borough will expire on December 31, 2016.
 - Andy will follow up with Bill to see if he is interested in serving another term.
 - Herb Weigl's term will expire on January 1, 2017.
 - Herb has talked with the township and agreed to renew his term as long as his health allows.
 - Sandy Kern's term will expire on March 7, 2017.
- Officer Nominating Committee
 - Dennis and Alan volunteered to serve as a nominating committee for the board officers.
 - They will contact candidates and report at the December meeting.
- New Phone System
 - Kathy reported that a new Verizon answering machine has been set up to take messages for the LRA.
 - She will check the machine daily for messages.
 - Sandy will make sure the new number (717) 245-0508 is added to our webpage.
- County Commissioner Meeting Report – Sandy and Andy met with Vince DiFilippo two weeks ago.
Sandy reported:
 - Mr. DiFilippo is very environmentally friendly; however, he doubted that we would be getting any funding from the county.
 - He encouraged us to apply for grants.
 - He recommended that we set up a meeting with Gary Eichelberger and Jim Hertzler to relay our views and promote our accomplishments.
 - Some of the LRA's accomplishments include:
 - Cutting of expenses,
 - Successful – no flooding,
 - Accomplished recreation mission,
 - Protect environment / educational mission.

Sandy has a call into Mr. Eichelberger and Mr. Hertzler and will work on setting up meetings with them with herself and Andy, hopefully in December.

Sandy made a motion to adjourn the meeting. Alan seconded the motion, and the meeting adjourned at 8:09 p.m.

NEXT MEETING

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

12/15/16
Date Adopted
Prepared by: Kathy L. Russell

Sandy Kern
Sandy Kern, Secretary