LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORIT9Y
December 19, 2024

The meeting was held on Thursday, December 19, 2024, at the Stuart Community Center. Andy called the meeting to order at 7:03 p.m.

ATTENDANCE

Members / Reps Present	Bob Ackerman, Michael Jean, Ben Mummert, Andy Parker, Curtis Stevens, and Don Ward
Member/Rep Absent	Heather Novack and Mark White
Staff Present	Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENTS - NONE

APPROVAL OF CONSENT AGENDA –

Minutes: Curtis commented on the ALLARM Water Quality Report - At sites 6 and 9 turbidity seems to be a bit high.
After a brief discussion, Curtis made a motion to approve the Consent Agenda, Don seconded the motion and the motion carried.

Administrator – No report

COMMITTEE REPORT

Financial / Budget

Monthly Financial
The memorandum of bills is as follows:

Receipts:

Unpaid Bills requiring approval:

Administrator - Services	-$360.00
Unpaid Bills Subtotal.....	**-$360.00**

TOTAL BILLS and FEES: ..... -$360.00

Curtis made a motion to approve the bill totaling $360.00, Don seconded the motion and the motion carried.

PLEASE NOTE: DUE TO TREASURER TRANSITION, THE MONTHLY FINANCIAL SUMMARY HAS BEEN UPDATED BY MICHAEL JEAN and CURTIS STEVENS AS OUR "BOOKKEEPERS" UNTIL THE BANK ACCOUNTS HAVE BEEN MOVED FROM MEMBERS 1ST TO PNC, AT WHICH TIME MICHACL WILL TAKE OVER THE TREASURER DUTIES.

Andy and Curtis will coordinate a time to go to PNC to have the new accounts opened before the January meeting.

Financial Summary –

Treasurer's Report:
BANK ASSET ACCOUNTS:
BUSINESS CHECKING ACCOUNT (07)

Closing Account Balance $17,068.04

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Closing Account Balance $47,411.74

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Closing Account Balance..... $16,035.04

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Closing Account Balance..... $1,500.00

CERTIFICATE OF DEPOSIT #51 (29 Month) (Matures 03/17/2027)

Closing Account Balance..... $5,712.27

TOTAL FINANCIAL ASSETS ON DEPOSIT: $87,727.09

Carlisle Borough's annual funding of $2,500.00 for 2025 has been received. Andy spoke with Jerry at the Borough office, and he is looking into why we never received their contribution for 2024.

Friends of Letort – ***Mark White***

- Database of Friends for Volunteer Opportunities – continues to be updated.
  - Bob commented that Heather suggested since the "Friends of Letort" Facebook page is inactive (Is there an actual Friends group?), maybe we should remove this page from Facebook and combine it with the LRA's page. Andy will review the FOL history and will report at the January meeting when Heather is in attendance.
  - A $50.00 Friends contribution was received.

Grants – ***Bob Ackerman***

- Cumberland County Land Partnership grant – Status – Ben
  - Grant closure date has been extended until June 2025.
    - Andy will sign the agreement, get it witnessed, and have it submitted.
  - Interpretive Sign Ideas – Andy is still working with Ben. This will happen in the spring.
  - Help offered by Sam Rob –
    - Panel on watercress farm
    - Panel on specific topics
- CAEDC Local Share Accounts Grant – Replacement of Bonnybrook Bridges
  - Bonnybrook Bridges – Has been awarded
    - Andy and Curtis will have this agreement signed electronically
- CCCD Mini Grant – Source Tracing
  - Grant Awarded
  - Contract has been signed and submitted
- Susquehanna River Basin Commission (SRBC) Grant — to expand source tracing.
  - Bob reported that this grant has been awarded to us.
  - Bob anticipates that the estimated cost of the source tracing is approximately $9,000.00
  - Bob will contact Todd to have him begin this source tracing project.

Audit – ***Curtis Stevens –*** SEK has opened the audit portal for the 2024 audit.

Information and Education **– *Ben Mummert / Bob Ackerman***

- Recent press releases, Facebook page updates, Next-Door –
  - Heather has updated the Facebook page, and we will discuss it further at our January meeting.

Nature Trail – ***Ben Mummert***

- Trail vegetation management and plant schedule – No report
- Letort Garden – Andy plans to get over to the garden sometime this week to remove 2 walnut seedlings.
- ADA Improvements (Kelsey Yost Smith) – Ruts and gravel deposits at Lamberton trailhead; Gaps in the spring crossing south of S. Spr Garden; Large gavel, mucky surface, and truck traffic at the Quarry Crossing. – No update
- CPC is working with Kinsley Construction on an ADA connection from their parking lot to the Letort Trail.
- Bonnybrook spur has been re-stoned by York Building Products
  - The trail looks good
  - There is still a section of the trail that needs to be addressed.
- Tree removal by others
  - Andy reported that a "Good Samaritan" has, once again, removed a tree off the trail.

Long Range Planning & Easement - Andy Parker

- Sally Shambaugh CPC Easement transfer – This easement transfer requires a signature from Sally Shambaugh and notarization.
- Project Priority Subcommittee Discussion – No report
- Meeting with CPC in December –
  - Andy will schedule

Stream Ecology – Mark White –

- Trash in the Letort between E. High Street and Biddle Mission Park.

Project Review

- Final Land Development Plan – Lot 25 Lisburn IOS – Andy will review and comment.

Old Business

- Carlisle School District (Letort Elementary School) Nature Center and Environmental Program.
  - The Carlisle School Board will be deciding on this plan tonight.
- 2025 Municipal Contribution Requests submitted and acknowledged. (Carlisle 2024 contribution still due) – Cumberland County declined funding.

New Business –

- Nomination of LRA officers for 2025.
  - As the Chairman of the Nominating Committee, reported that all four current LRA officers have agreed to continue in their positions for another term.
    - Andrew Parker – Chairman
    - Benjamin Mummert – Vice Chairman
    - Curtis Stevens – Secretary
    - Michael Jean - Treasurer
  - Don made a motion to accept this slate of officers, Bob seconded the motion, and the motion carried.
- 2025 Budget
  - Andy presented a 2025 proposed budget.
    - Bob suggested we may want to allocate funds for project expenses associated with the source tracing project.
    - Andy proposed that a line item be added to cover this project.
    - Curtis stated that we need to address and resolve the phone issue.
    - If anyone has any additional concerns or comments, please contact Andy
    - The budget will be approved at the January meeting.
- Insurance Renewal – An email vote was taken authorizing Andy to sign the PennPrime 2025 Insurance proposal.
  - Seven board members gave authorization with one member not responding. The motion passed.
  - Andy finalized and submitted the renewal.
  - Memorial Bench
    - Bob has expressed an interest in having a memorial bench installed along the trail extension in honor of his wife
    - The estimated cost of the bench is approximately $1,400.00 / $700.00 for the bench and $700.00 for the installation.
    - Both Bob and Ben volunteered to help with the installation process.
- Renewal of Administrator Contract – This matter has been tabled until the January meeting.

Curtis made a motion to adjourn the meeting, Don seconded the motion and the motion carried. The meeting was adjourned at 8:15 p.m.

NEXT MEETING The next regular meeting of the Letort Regional Authority is scheduled for Thursday, January 16, 2025 at 7:00 p.m.

Curtis R. Stevens

Curtis Stevens, Secretary

1/16/25

Date Adopted