LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORIT9Y
February 20, 2025

The meeting was held on Thursday, February 20, 2025, at the Stuart Community Center. Andy called the meeting to order at 7:02 p.m.

ATTENDANCE

Members / Reps Present	Bob Ackerman, William Harner, Michael Jean, Bradley Mitchell, Ben Mummert, Heather Novack, Andy Parker, Curtis Stevens, and Don Ward
Member/Rep Absent	None
Staff Present	Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENTS – We welcomed William Harner representing Middlesex Township as a new LRA Board member.

APPROVAL OF CONSENT AGENDA –

Minutes: Don made a motion to approve the Consent Agenda, Bob seconded the motion and the motion carried.

Administrator –

- Kathy reminded board members to complete and return their Statements of Financial Interest forms and return them to her asap.
- Kathy had the 2025 LRA meeting dates published in The Sentinel.

COMMITTEE REPORT

Financial / Budget

Monthly Financial
The memorandum of bills is as follows:

Receipts:

Total Monthly Receipts	**$0.00**

Unpaid Bills requiring approval:

Administrator - Services	-$360.00
Cross & Crown (web support)	-$360.00
Baric Scherer LLC (easement reviews)	-$386.00
Unpaid Bills Subtotal	**-$1,106.00**

TOTAL BILLS and FEES:	**-$1,106.00**

Curtis made a motion to approve the bills totaling $1,106.00, Bob seconded the motion and the motion carried.

Checks written since January 16th meeting:

2059 Penn Prime Insurance	- $1,416.67
2060 Column (Sentinel legal notice	- $ 129.39

Michael asked that it be noted in the meeting minutes that Curtis is currently making all financial transactions and providing the financial reports for the LRA. Michael will not have any involvement in the financial process until all bank accounts have been transferred to the PNC Bank.

Andy and Curtis continue to provide PNC with requested documents needed to open a new account.

- Minutes showing motion to move accounts from Member 1st to PNC.
- Minutes showing the vote to accept new LRA officers.
- Letter stating the LRA Board move the accounts. Curtis will draft this letter.
- Copy of current bylaws.
  (a signed original of the December 2021 bylaws could not be found; therefore, Michael made a motion to have the last version of the bylaws on file resigned and dated with today's date. Curtis seconded the motion and the motion carried.)
- Andy and Curtis will coordinate with the PNC representative to finalize this transfer as soon as possible.

Budget

Michael suggested we have a few line items added to the budget to track funds allocated and spent by the LRA.

- Conservation
- Restoration
- Education
- Recreation

Andy asked Michael to send him an outline for this suggestion. We will discuss and vote on this request at the March meeting.

Financial Summary –

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

Closing Account Balance	$19,862.88

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Closing Account Balance	$47,210.75

BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT

Closing Account Balance	$16,087.77

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Closing Account Balance	$100.78

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

Closing Account Balance	$5,718.26
TOTAL FINANCIAL ASSETS ON DEPOSIT:	**$88,980.44**

Friends of Letort –

- Database of Friends for Volunteer Opportunities – continues to be updated.
- Viability going forward
  - A discussion was held on the possibility of combining the Letort Regional Authority website with the Friends of Letort Facebook page.
  - Heather will work on merging and updating these two sites.
  - Heather agreed to be the lead on the Friends of Letort committee. Michael volunteered to assist if needed.
  - Heather asked the board members to provide her with photos, status updates for projects, and articles to be posted.
  - Bob will contact Chris Houston to see if he remembers if the Friends of Letort group was ever chartered.

Grants – ***Bob Ackerman***

- Cumberland County Land Partnership grant – Status – Ben
  - Letort Greenway (6/25 extension executed)
  - No report
- CAEDC Local Share Accounts Grant – Replacement of Bonnybrook Bridges – Status - Andy
  - executed
- CCCD Mini Grant – Source Tracing – Status - Bob
  - executed
- Susquehanna River Basin Commission (SRBC) Grant –– to expand source tracing. – Status - Bob
  - Contract executed by LRA and returned to SRBC for their signatures.
- NFWF Grant awarded to POWR – Help CVTU/CPC/LRA to implement the Coldwater Heritage Program. – Status – Andy & Ben
  - Pre-proposal meeting 2/3
  - Proposals due 2/28
  - Selection 3/31
- SMP – State of the Region in Grant Applications webinar – 3/7/25 12:00-1:00
  - Andy plans to participate in this webinar.
  - Franklin and Marshall College received a grant to do source tracing with regards to the Boiling Springs bubble and the Huntsdale Fish Hatchery. Andy reached out to Todd Herd to make sure we were coordinating with them. Todd was aware of this tracing.

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

- Curtis continues to populate data required by PNC.

Information and Education – Ben Mummert / Bob Ackerman

- Recent press releases, Facebook page updates, Next-Door – No report
- Website and Facebook updates – Heather – previously discussed under Friends of Letort.

Nature Trail – ***Ben Mummert***

- Trail vegetation management and plant schedule – Ben
  - Ben and three volunteers worked for 6 hours clearing invasive vegetation and treating honeysuckle.
- Letort Garden – Andy plans to get over to the garden sometime to remove 2 walnut seedlings once the ground thaws.
  - I-81 Bridge Graffiti – Bob
    - Bob will reach out to Big Stone Gap, VA – Powell River Trout Manual.
    - Bob spoke to folks at PennDOT.
    - We are waiting to receive the contract from PennDOT.
    - Their attorney now wants South Middleton Township and not LRA to be the responsible party.
    - Bob requested contact information for PennDOT's attorney.
    - We need to reach an agreement by mid-March, or this project will not happen.
    - Andy will follow up with DCNR
- ADA Improvements (Kelsey Yost Smith) – Ruts and gravel deposits at Lamberton trailhead; Gaps in the spring crossing south of S. Spring Garden; Large gavel, mucky surface, and truck traffic at the Quarry Crossing.
- Trail Resurfacing at Lamberton MS and Quarry.
  - Andy will follow up with the quarry to get the receipt for resurfacing on Bonnybrook as work done at Lamberton Middle School.
- Ben needs to order seed soon.

Long Range Planning & Easement - Andy Parker

- Sally Shambaugh CPC Easement transfer – Ben working on this item. Procrastinating on going to a Notary Public.
- Project Priority Subcommittee Discussion – No report

Stream Ecology – (need new chair)

- Trash in the Letort between E. High Street and Biddle Mission Park – Curtis
  - We may be able to utilize the volunteers with the Giant cleanup.
- Buffer Action Team (BAT) update – Curtis
  - Planning a webinar series in the spring.

Project Review

- None

Old Business

- Carlisle School District (Letort Elementary School) Nature Center and Environmental Program.
  - CASD is moving forward with closure of Letort Elementary School commencing in the 2028/2029 school year.
  - Curtis will draft a Letter of Inquiry
- Memorial Bench
  - Bob will walk the trail to determine where he would like to have the memorial bench for his wife placed.

New Business –

- Giant Company, 20-25 volunteers for Friday, April l4, stream and trail cleanup.
  - Post and Harmony Hill Road
  - Behind Giant Headquarters / Shady Lane
  - Biddle Mission Park
  - In-stream cleanup
- Grant Manager(s) – previously discussed
- Cumberland County Master Gardeners Plant Fest – May 17th 8:00-1:00

Curtis made a motion to adjourn the meeting, Bob 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, March 20, 2025, at 7:00 p.m.

Curtis R. Stevens _____ 3/20/25

Curtis Stevens, Secretary — Date Adopted