**LETORT REGIONAL AUTHORITY**
**415 Franklin Street**
**Carlisle, PA 17013**

**MINUTES OF THE LETORT REGIONAL AUTHORITY**
**June 20, 2024**

The meeting was held on Thursday, June 20, 2024, at the Stuart Community Center. Andy called the meeting to order at 7:01 p.m.

**ATTENDANCE**

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

**PUBLIC COMMENT** – None

**PRESENTATIONS** – None
**APPROVAL OF CONSENT AGENDA –**
**Minutes:** Curtis made a motion to approve the entire Consent Agenda. Bob seconded the motion and the motion carried.

**Administrator** - ***Kathy Russell*** – No report

**COMMITTEE REPORTS**

***Finance / Budget*** – ***Luke Shaffner***

***Monthly Financial***
The memorandum of bills is as follows:

*Receipts:*

| | |
|---|---|
| Keystone FC | +$100.00 |
| Interest | +$10.00 |
| **TOTAL RECEIPTS:** | **+$110.00** |

*Unpaid Bills requiring approval:*

| | |
|---|---|
| Administrator - Services | -$360.00 |
| Verizon Wireless - Phone | -$0.00 |
| The Sentinel | -$88.08 |
| **Unpaid Bills Subtotal** | **-$448.08** |
| **TOTAL BILLS and FEES:** | **-$448.08** |

Luke made a motion to approve the bills totaling $448.08, Curtis seconded the motion and the motion carried.

***Financial Summary –***

***Treasurer's Report:***
***BANK ASSET ACCOUNTS:***

**BUSINESS CHECKING ACCOUNT (07)**

| | | |
|---|---|---|
| Beginning Balance | $100.00 | |
| Transfer from Business Savings | +$448.08 | |
| Paid Bills | -$448.08 | |
| **Closing Account Balance** | | **$100.00** |

**BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND**

| | | |
|---|---|---|
| Beginning Balance | $47,587.90 | |
| Interest | +$4.20 | |
| Check Received | +$100.00 | |
| Transfer to Checking | -$448.08 | |
| **Closing Account Balance** | | **$47,244.02** |

**BUSINESS MONEY MARKET SAVINGS, FRIENDS OF THE LETORT**

| | | |
|---|---|---|
| Beginning Balance | $ 18,512.59 | |
| Interest | +$3.14 | |
| **Closing Account Balance** | **$18,515.73** | |

**BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01**

| | | |
|---|---|---|
| Beginning Balance | $100.47 | |
| Interest | +$.01 | |
| **Closing Account Balance** | | **$100.48** |

**CERTIFICATE OF DEPOSIT #51 (29 Month) (Matures 09/16/24)**

Beginning Balance..... $5,680.75
Interest ..... +$2.65
**Closing Account Balance..... $5,683.40**

**TOTAL FINANCIAL ASSETS ON DEPOSIT: .....$71,643.63**

A brief discussion was held on the bench issue and how do we extract funds from our account and track transactions for auditing purposes? Luke made a motion to have Michael write a check to the LRA for $307.20 for what costs were spent on the bench project so far. The LRA will then issue a check back to Dawn Feneress for $2,500.00. Don seconded the motion, Michael abstained, and the motion passed.

***Friends of Letort*** – ***Mark White***

- Database of Friends for Volunteer Opportunities – continues to be updated.

***Grants*** – ***Bob Ackerman***

- Cumberland County Land Partnership grant – Status – Ben
  - Partial Payment $12,053.50 pending W-9
    - Andy signed and dated a new W-9
    - Kathy will forward the new W-9 to the county
  - Grant Closure date 12/31/24
  - Interpretive Sign ideas – No report
- CAEDC Local Share Accounts Grant – Bonnybrook Bridges (September 2024).

***Audit*** – ***Curtis Stevens –*** No report

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

- Recent press releases, Facebook page updates, Next-Door – No report

***Nature Trail*** – ***Ben Mummert***

- Trail vegetation management and plant schedule – Ben will schedule seeding in the fall.
- Mural Project Status – Bob / Heather –
  - Bob reported that we have been awarded a $10,000.00 grant
  - Sprocket will paint three piers
  - Sprocket's season runs until the first week of October, after that, it is too cold for the paint to adhere to surfaces.
    - We are working on a time constraint and should use funds quickly.
  - Sprocket does not include graffiti proof coating over their work.
  - It was suggested that the LRA invest in graffiti proof paint.
  - Bob is negotiating with PennDOT to have the $10,000.00 bond requirement removed.
  - We need an agreement with PennDOT that they have no plans to rebuild or demolish the bridge piers for 5 years, but preferably 10 years.
  - Bob is working on completing the application and agreement.

  Bob made a motion to allow himself to complete and circulate the application and agreement to LRA board members through email with opportunities for board members to comment and approve prior to our July meeting. Curtis seconded the motion and the motion carried.

- Letort Garden plantings - Conflicts with Park Maintenance
  - Ben stated that he has gotten complaints that the garden looks unkept.
  - Invasives are on the bank and Canadian thistle is intruding on the garden
  - Andy will meet with Andrea to discuss what part of the garden LRA and Carlisle Garden Club will maintain and what part the Carlisle Borough will take care of.

***Long Range Planning & Easement*** - Andy Parker

- Sally Shambaugh CPC Easement transfer – No report
- Project Priority Subcommittee Discussion – No report
- CPC meeting with Penny Ayers –
  - Andy met with representatives of CVTU and toured the Spring Garden preserve and portion of the Letort trail.
  - Penny supported all efforts to restore and stabilize the trail.
- CCC meeting 6/24 at 6:00 at the county building. Andy will try to attend.

***Stream Ecology*** – Mark White –

- Requested being included in the loop for Borough MS4 projects – no response
  - See the list of Carlisle Borough Stormwater projects in the New Business section below.
- Dickinson College posted a jobs announcement for the ALLARM Director
  - Julie is leaving ALLARM and they are looking for a new Director.

***Project Review*** –

- Andy reviewed a plan for Keystone FC, a small subdivision on Lisburn Road – Middlesex Twp.

***Old Business***

- LRA Display – Heather Mockup – No report LRA Handouts – No report
- LRA Trail Map – No report
  - Narrative - No report
  - Map - No report
  - Layout - No report
- Memorial trail benches –
  - Michael plans to install the pads and feet for the bench by the end of June.
  - Michael found someone to cut the steel work.
  - When working on the trail, Michael posts a "volunteer sign" asking for community volunteers.
    - Curtis and Ben also took a "volunteer sign" to post along the trail.
  - Luke will route any website information posted to maintain and improve the trail to Michael.
- Trail bike features –
  - Michael reported that the "phantom trail worker" is placing logs along the trail which could be used for bike trail.
  - Michael is asking for volunteers to help with creating a mountain bike trail.
  - Andy will check with Strickler Insurance on liability.
- Treasurer Replacement and Middlesex Township Representatives
  - Luke is resigning from the LRA Board effective the end of June.
  - Michael will consider taking the treasurer position after he meets with Luke to discuss duties involved with this position.
- Collaboration meeting with BSWA and MSWA? – No report
- Carlisle Arts Learning Center – Art Exhibition and Stream Clean-up 6/29 11:00-1:00.
- Carlisle Summer Day Camp presentation – "outdoor explorers" and "young environmentalists", Ages 5-8 and 9-12; 30-69 minutes; weeks of 7/29-8/2 and 8/5-8/9 at Letort Park.
  - Andy will get additional information on this item

***New Business***

- Carlisle Borough Stormwater projects – Biddle Mission Park Riparian Buffer, Orange Street Stormwater Basin Retrofit, Thornwald Park Stormwater Management Improvements – previously discussed.
- CCCW Tour of the Letort Spring Garden Preserve – Tuesday, July 30, 6:00
- American Pile / Carlisle Barracks – Work done at Carlisle Barracks – equitable readjustment.
- LRA phone account transferred from Luke to Andy

Michael moved that the meeting be adjourned. Bob seconded the motion, the motion carried. The meeting was adjourned at 8:31 p.m.

NEXT MEETING The next regular meeting of the Letort Regional Authority is scheduled for Thursday, July 18, 2024, at 7:00 p.m.

Curtis R. Stevens _____ 7/18/24

Curtis Stevens, Secretary Date Adopted