LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
May 21, 2026

The meeting was held on Thursday, May 21, 2026, at the Stuart Community Center. Brad called the meeting to order at 7:08 p.m.

CALL TO ORDER
Members / Reps Present Bob Ackerman, Leigh Espy, Bradley Mitchell, Ben Mummert, Andy Parker, and Avery Walters

Members / Reps Absent William Harner and Heather Novack

Staff Present Kathy Russell

ANNOUNCEMENTS –
- Clean Water Cumberland Rapid Stream Delisting letter of support – approved by email vote (Brad, Andy, Ben, Heather, Avery, Bob in favor; Leigh, Bill – no response)
- American Trails Capacity Grant not pursued

PUBLIC COMMENT – None

CONSENT AGENDA –
o Approval of April minutes
o ALLARM Water Quality Report

PRESENTATIONS – None

STAFF REPORTS

Administrator –

Budget & Finance -

Bills & Receipts

Checking Account:

SEK (Audit)..... -$2,412.00
Heather Novack (GoDaddy)..... -$46.08
Heather Novack (website)..... -$203.52
Administrator fee ..... -$360.00
Total Bills..... -$3,021.60

Checking Account Deposits:

Middlesex Township .....+3,500.00

Total Deposits.....+$3,500.00

Avery made a motion to approve the payment of the bills totaling $3,021.60. Brad seconded the motion, and the motion carried unanimously.

Avery made a motion to approve the consent agenda. Andy seconded the motion, and the motion carried unanimously.

Budget Report – no report
Administrator replacement
- The search committee is working on finding a replacement.
- Two applications have been received.
- Andy has drafted a job description. Comments and revisions to the job description should be submitted by the end of May.
- Andy will contact the townships and municipalities to have a notice placed advertising the position opening.
- A decision for a replacement should be made by the second week of June.

Friends of the Letort – **Kathy Russell**
Database of Friends for Volunteer Opportunities – Kathy will continue to maintain this list.

Grants – **Andy Parker** –
- Bob would like to see the Grant Committee reconvened.
- We should have an action plan:
  - Committee appointed points of contact
  - Long term
  - Establish financial needs
  - Donation money
  - Marketing campaign

- Raise awareness
- Pursue funding
- Utilize social media / Instagram
- Water quality
- Popular support

Audit **– Andy Parker**

- Audit was scheduled to be completed March 30, 2026
- Outstanding items:
  - Review and verify internal controls updates applied
  - BOD minutes: The October 2025 minutes noted Michael was unable to find a plan review deposit. What happened with this? Can you provide a bit more detail about this.
  - Ledgers provided do not include the activity at the Members 1st accounts before they closed. Please provide a summary of that activity.
  - Review the uploaded fixed asset schedule and advise of disposed items
  - Provide copies of the December 2025 bank statement and reconciliation (Members 1st?!?)
  - Please provide a printout from PayPal showing the activity during 2025 and balance at 12/31/2025
  - Please provide a copy of the activity on the Cumberland County Land Partnership Grant through 12/31/2025. (Discrepancy July 2024 receipt amount and close out form. Explanation?)
  - Andy will follow up with Jessica to make sure they have received all documents.
  - Our completion to SEK – May 31st.
  - Audit due to state by June 30th.

Information and Education **– *Heather Novack***

- Recent press releases, Facebook page updates, Next-Door – Bob – continues to be updated.
- Website and Facebook updates – Heather has renewed the GoDaddy domain name - paid through 8/23/28.
- Mural dedication and ongoing graffiti maintenance.
  - Despite the rainy weather, mural dedication was a success.
- Earth Day (Brad / Andy) - 4/25 10:00 a.m. – 2:00 p.m. – Debrief. Possible annual event.

Nature Trail – ***Ben Mummert***

- Trail vegetation management and planting schedule.
  - Ben reported that planting continues, and a workday is scheduled for June 5th at Vince's Meadow with 30 +/- volunteers.
- Letort Garden maintenance –Winter: remove willow, treat ivy, bittersweet, winter creeper, vinca, garlic mustard, etc. (maybe treat invasive vines in woods between Letort and Goodyear Parks).
- Erich Messerschmitt Memorial Tree Grove.
  - We need to identify a location for the memorial tree.
  - A plaque to identify the memorial tree should be ordered.

Long Range Planning & Easement **– Bradley Mitchell / Bob Ackerman**

- Bylaws Review (Brad)
  - Actual version as basis with administrator language not found.
  - Signed bylaws were located and provided for audit – this was the version Bob and Brad used or review.
  - Brad will draft administrator language.
  - Avery will draft financial control language.
  - Bob and Leigh will review.
- Trail Expansion (Andy) –
  - SMT anticipates starting construction from Heisers Lane to Petersburg Road.

Stream Ecology **– Andy Parker –**

ALLARM – Andy reported:

- Phosphates are high at Station 10
- Nitrates continue to be high.
- The Letort stream shows record low water levels which may be from a rainfall deficit and groundwater levels.
- Low water levels potential impact and mitigation.
- Has SRBC identified any recharge areas on our stream?
- Andy will follow up with Todd and Dan Ridenhour.

Project Review – **Andy Parker –**

- 27 Brookwood Avenue (SMT) – Plan reviewed by Andy.

Old Business -

- Frog & Switch Redevelopment –
  - Andy attended a meeting with REC, CV Rail Trail, and Cumberland County Historical Society.
    - The Historical Society has records for Frog & Switch.
    - CV Rail Trail to extend the trail along Frog & Switch to connect to Mechanicsburg.
    - LRA will take responsibility to connect Frog & Switch to Letort Park.
    - Andy to attend Regional Trail Summit on June 3rd.
- Homeless encroachment –
  - Ben reported that we are working with Carlisle Borough Pollice to monitor the area.
  - Ben will plan a workday to bring in a track loader in to clear out the area.
  - Volunteers will be needed.
- Drones – No update

- CVTU Event calendar (CVTU, CPC, LRA cooperation) – No report
- Fish & Boat Commission Survey – No report
- GIS Survey – Andy has tried to reach out to Dickinson and Shippensburg with no connection.

New Business

Bob made a motion to adjourn the meeting; Avery seconded the motion and the motion carried. The meeting was adjourned at 8:32 p.m.

NEXT MEETING The next regular meeting of the Letort Regional Authority is scheduled for Thursday, June 18, 2026, at 7:00 p.m.

Andrew Parker — 6/18/2026

Andrew Parker, Secretary — Date Adopted