Meeting Minutes

Subject:	Regular Meeting	
Date and Time:	July 16, 2026	7:00 PM
Location:	Stuart Community Center - Multipurpose 3 - 415 Franklin St Carlisle PA	

Invited: ☐ **Attended:** ☒

☒ Mitchell, Brad	☐ Mummert, Ben	☐ Walters, Avery	☒ Ackerman, Bob
☒ Novack, Heather	☐ Espy, Leigh	☒ Parker, Andy	☐ Open – NMT 2
☐ Open – MT 1	☐ Open – MT 2		Quorum: 4

Agenda Item
Goal(s) of Meeting: • Review topics facing the LRA

<u>Agenda</u>
• Call to order: *Meeting called to order at 7:24 PM*
• Announcements: *none*
• Public comment: *none*
• Consent agenda: approval of ALLARM report, June minutes:
  ○ *Consent agenda was approved unanimously (Ackerman motion, Parker second)*
• Treasurer's report
  ○ *Deposits:*
  ▪ *Sheetz Consulting fee/plan review check #0019098- $200.00*
  ▪ *FSA Land development/subdivision plan submission fee- 759 Hamilton St- Check #001015- $100.00*
  ▪ *Keystone FC Operating Acct- Phases 2-5 Keystone FC Lisburn Rd-Land Dev/Submission fee- Check #1009- $100.00*
  ○ *Bills Paid:*
  ▪ *Admin fee Check #1030 (included in last month's meeting) - $360.00*
  ▪ *Check #1029 to reimburse Heather for the web hosting and Godaddy fees - $249.90*
  ○ *As of 7/15/26, LRA shows a Business Checking balance of $2,403.25, and a savings balance of $80,176.83*
  ○ *Invoices received:*
  ▪ *For the Audit, SEK Invoice #298277, for the amount of $925.00.*
  ▪ *Final installment of our insurance with Penn Prime, in the amount of $1,450.00, Invoice #I NV-07 589-D0K2Z7.*
  ▪ *Motion to accept the Treasurer's report and to pay the outstanding invoices was approved unanimously (Parker motion, Novack second)*

- Administrator position
  - *Applications have been received. Interviews pending.*
  - *Andy has not received support from other committee members. Brad offered to participate*
- Bylaws review
  - Current draft distributed with agenda to Board
  - III – 7 Officers: Should the term of office be one or two years?
    - *One year*
  - III – 10 Bond : Establish bond(s) as needed -or- maintain historical requirement for ongoing bond open at a specific amount
    - *Establish bonds as needed as determined by the board*
  - III – 11 Advisors: Appointed or named by affected committee chair?
    - *To be appointed by the board*
  - IV – 2 Regular meetings: verify notification requirements
    - *Brad to review*
  - IV – 3 Special meetings: verify methods of notice delivery (mail, email), scope of topics
    - *Brad to review and discuss with attorney*
  - IV – 4 Quorum: Based on members or sitting members?
    - *After extended discussion, it was determined to use sitting members for the quorum calculation. It was felt the risk of not being able to meet the quorum threshold could impede Authority business*
  - IV – 5 Order of Business: "resolutions in writing and maintained in a separate file"
    - *Discuss with attorney if this can be a digital repository or must be a physical paper journal*
  - *Meet with the attorney to finalize language and schedule for public review*
- Audit
  - The draft has been submitted to the state. We need to review the audit documentation and provide any feedback we may have and return the representation letter
    - *In-process*
- Board openings
  - What are our steps to fill the outstanding openings on the Board?
    - *Brad to develop verbiage for posting on our Facebook page as well as Community of Carlisle page, NextDoor and distribution to North Middleton and Middlesex townships.*
- Reports from standing committees
  - Grants - *none*
  - Information and Education - *none*
  - Nature Trail
    - *Discussion continues with CVRT and BOC regarding potential tie-ins including coming from Noble Blvd*
    - *PA Environmental Council is considering a gravel trail from Pine Grove*

Furnace to meet with LSRT

- Long-range planning - *none*
- Stream ecology
  - Turbidity
  - Low water
  - ALLARM findings
    - *Continue to monitor. Low flow rates seem to be contributing to turbidity*
- Project reviews conducted or in progress
  - *Letort Lofts – BOC – Garden apartments, townhouses and community building at Hamilton and Clay*
  - *Moreland Elementary School – BOC*
  - *Sheetz Rebuild Carlisle Pike – MT*
  - *Keystone FC – next phase of the field buildout*

- Old business: Frog and Switch, Homeless, Drones, CVTU event calendar - *none*
- New business
  - *Letter of Support request from South Mountain Partnership for the SMT Letort Trail Pavillion Project approved unanimously (Novack motion, Parker second)*
  - *Stream delisting meeting was held 7/14. Andy and Brad attended. Letort Spring Run, Wertz Run and Opossum Lake catchments were discussed as potential selections*
  - *Tree down and addressed (Andy) reported via FB*
- Adjournment at 8:15 (Ackerman motion, Novack second)

Action Items

ID	Action Item	Owner	Due Date	Status
30	Overhanging tree maintenance on South end of trail (drone filming) id'd - Addressed	A. Parker	5/31/26	Closed

Next Meeting Date & Time:	August 20, 7:00 PM
Meeting Location:	Stuart Community Center

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Andrew Parker, Secretary Date Adopted