Meeting Minutes

Subject:	Regular Meeting
Date and Time:	August 20, 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

Agenda

- Call to order: *Called to order at 7:02*
- Announcements - *none*
- Public comment - *none*
- Consent agenda: approval of ALLARM report, June minutes (motion)
  - *Nutrients staying up – still looking to compare differing methodologies*
  - *Consent agenda was approved unanimously (Walters / Parker)*
- Treasurer's report (motion)
  - *Deposits*
  - *Bills Paid*
  - *Invoices received*
  - *As of 7/15/26, LRA shows a Business Checking balance of $2,403.25, and a savings balance of $80,176.83*
- Key discussion topics (below)
- Reports from standing committees
  - Grants - *none*
  - Information and Education - *none*
  - Nature Trail – Volunteer event (Ahold-Delhaize) 9/18 at Vince's Meadow
  - Long-range planning
  - Stream ecology – Parker email to board 8/18
    - *Nutrients / turbity above Vince's Meadow. To BOC and settles out as you move through town.*
    - *ALLARM periodic summary so we can id sources*
    - *Met with Todd Hurd – cress beds off Bonny Brook, Checked other springs off RT 34 – Steve Capone – resident concerns regarding oversight*
    - *Interim report to request another grant (continuous monitors (provide to*

SRBC and others)
        - *Air quality in Cumberland Valley*
        - *F&M report on Huntsdale Stream – differing from Letort and Big Spring – Todd can use that data to research LSR*
    - Project review
        - Initial contact from Heritage Village (SMT) for final review. Plans not yet received
- Old business: Frog and Switch, Homeless, Drones, CVTU event calendar, trail tie-ins
    - Letter of Support request from South Mountain Partnership for the SMT Letort Trail Pavillion Project – *Letter of Support issued 9/5/26*
    - Stream delisting – Next meeting 8/28
        - Rapid delisting of impaired streams – Middle and Lower Letort
        - *Letort will be deferred until after a discussion on urban impacts – Opossum Creek and Wertzville run will be initial targets*
- New business
    - Consider beaver dam analog additions
        - *Upper Letort CVTU are barren areas – that might benefit from insertion : permitting beavers do it for free, can't control where they go*
        - *Engineered and permitted expense*
        - *Use in other areas*
        - *Control on LSR – narrowed, flush vegetation, take charge in repairing the corridor into the more natural environment*
        - *Avery / Bob will lead investigation*
    - SMP Science Summit – 10/2
    - *Motorized vehicles on the trail - Class 1 allowed – not class 2 or 3 throttle driven – BOC and SMT (inclusion by reference from SMT to BOC)*
    - *Brochure info for the GIS*
- Adjournment (motion) Avery / Ben unanimous

Discussion

Administrator position
• Interviews scheduled for 8/19 for two applicants
  ○ *Interviews were conducted on 8/19 with Emma Lark and Lindsay Hambrook*
  ○ *Both are qualified – Emma Geoenvironmental , GIS experience, intern for CCCD, soil testing*
  ○ *Lindsay Hambrook – wfh manages sales people, SalesForce, PowerBI*
  ○ *Compensation - monthly 9/1-12/31, then look to renew annually*
  ○ *Andy / Heather – offer letter*

Discussion

Bylaws review
• Brad met with attorney held 8/4. Basic approach validated. Review pending
  ○ *Reviewed by phone on 8/20. For all previously identified issues (officer's term, quorum (sitting membership), email notification for special meetings, advisors on committees) attorney agreed with previous board direction.*
  ○ *Final revision will be sent and then voted on in September meeting*

Audit
• The audit was submitted to DCED on 8/7/26. It has been approved.
• Recommendations / comments offered:
  ○ Use of the modified cash basis is valid for our size but would benefit from a transactional chart of accounts aligned to the budget
  ○ Having the treasurer's report as part of the minutes demonstrates full awareness of the Board of the organization's financial position
  ○ Active maintenance throughout the year
  ○ *Reconciliation validation by another officer*
• Public notice of availability for review must be made (motion – payment) *Andy / Avery unanimous*

Openings • 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.   ○ *Not accomplished*
Other •

Action Items

ID	Action Item	Owner	Due Date	Status
38	Donation capability on website	Heather / Avery	10/31	Open
39	Update authorities on BOX account	Brad	8/31	Open
40	LOS for SMT Pavillion	Brad	8/31	Open

Next Meeting Date & Time:	September 17, 7:00 PM
Meeting Location:	Stuart Community Center

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Andrew Parker, Secretary Date Adopted