



Brian Sell, Chairman
Joshua Leibfreid, Vice Chairman
Mary Jo Casalena, Asst Secretary-Treasurer

Brad Koontz, Treasurer
April Ressler, Secretary

Meeting Minutes – April 8, 2016

Attendance:

Guests: Jim Wehling - Bedford Borough, Mari-Pat Beene

Board: Sell, Koontz, Casalena

- A. Meeting called to order, 8:18 AM by Sell
- B. Review & approval of March 2016 minutes.
Motion to approve by Koontz, 2nd by Sell. Minutes approved as submitted.
- C. Public Comment
- D. Old Business
 - Amenities update -
 - a. Bulletin Board/Kiosk signs status Educational Signage Content – Mari-Pat – 5 Pedestal Displays & 1 Map (see attached) - Worked w/ Wehling. Distributed draft trail directory & educational displays. Jen Ford assisted especially with historic Mill and Arandale displays. Invasive vegetation & pests display to be placed between the bridges. All are 16" x 18". Metal display stands are complete. Expenses covered by SAP grant. Mari-Pat will add QR code after she obtains approval from Downtown Bedford Inc.
Trail rules (28x42) sign will be by Smith property & Springs with map.
Sponsors panel to be completed – Wehling will send to DCNR for their review.
Display material: PVC board, UV protected, weather resistant and conforms with trail. Will need a high end plexi-glass to protect display. Inexpensive & can be replaced if damaged.
Stands will be cemented into ground – no mounting brackets required.
Motion to approve displays by Casalena, 2nd by Koontz. Motion carried.
 - b. Bridge plaques - in process – will be in a frame & attached to top rail of bridge with 2 screws.
 - c. Benches & Garbage Cans delivered. Plaques installed on benches.
 - d. Pet stations – ordered. Upfront costs paid by Ressler, reimbursed by BJMA. Plaques will be ordered once measurements of pet bag dispensers received. Dean Lemley has confirmed the message for each plaque.
 - Landscaping / Plantings status of BCCD funding & REI volunteers
 - a. REI new employee orientation includes community service – will plant shrubs, mid to end of May. Might need shovels, picks, augers. Steep slopes might need landscape cloth & planting; Creeping Blue Rug Juniper – Wehling will look into these.
 - REI mini-grant application – Decision Sometime in May – optimistic. \$3000.
 - Grants status -
 - a. SAP&DC Mini-Grant- Update at March 21 meeting, went well. Sell received application March 29, executed and mailed back March 31. Waiting to hear.
 - b. DCED – funding to update study for trail North. No update. Wehling called. Commonwealth financing board meetings continue to be canceled, including April meeting. Approvals originally slated for last December.
 - Fence Post Sponsorships. 17 + 23 additional installed, including one in recognition of Wehling.

- Smith fence – Installation date not yet established, but deposit sent to Keystone Vinyl. Sell will ask Keystone Vinyl to contact us and Raymond as to date, & will inform Raymond. Removal of old fence + new fence to be slightly closer to street.

E. New Business

- Installation of benches, trash cans & signage, and bike racks (if approved). Wehling will create installation specs, request quotes for concrete & for installation of all + kiosks to be done together.
- Bulletin Boards/Kiosk: Kirby Built, \$6,000 (3 @ \$2,000 each).
 - a. *Motion by Sell to approve and place orders for 2 bulletin boards & 1 kiosk, approximately \$5,800, after contract has been executed. 2nd by Koontz. Motion carried.*
 - b. Regarding execution of contract - Sell emailed Lindsey Pyle & Katie Kinka (Program Manager) end of March.
- Grass Plugs, \$350 – available June/July. North Creek Nursery – Wehling will p/u some and have others shipped due to different availability times.
 - a. *Motion made by Koontz, 2nd by Sell, to order grass plugs after contract executed. Motion carried.* Wehling will contact SAP.
- Koontz sent quarterly balance sheets to Twp & Boro, as per our agreement with them (see attached).
- Trail Surface Condition – Bedford Township is willing to run their roller over surface. Worst is switchback after blacktop ends. Wehling to Contact Rusty Chamberlain of New Enterprise Stone and Lime who installed surface and ask if this is appropriate for trail. Board decided to wait and see how surface holds up this year, as this is a trail, not a road.

F. Reports of Officers

- Chairman
- Vice Chairman
- Secretary – unable to attend April 2016 meeting
- Treasurer

See attached financial report.

Motion by Sell – For approved purchases between meetings a purchase of \$500 or less may be made and checks signed, with email approval, and a debit card in BJMA's name will be acquired by Koontz instead of using our personal credit cards. 2nd by Sell. Motion carried.

- Secretary - Treasurer

G. Motions & Resolutions

- 4 Motions passed, see above.

Motion to adjourn by Sell at 9:29am. 2nd by Koontz.

Noted after meeting adjourned: We have approximately \$46,613 remaining from the construction contract, which provides us some flexibility as we move forward.

Next regular meeting will be May 13th, 2016 @ 8:15 AM at the Penn Square Center Conference Room,
127 S. Juliana Street, Bedford, PA