



## BJMA Meeting Minutes - December 11, 2015

### Attendance:

Guests: Beth Anderson In-Site Design; Henry Vachon - Jr. Bedford Borough; Jim Wehling - Bedford Borough

Board: Sell, Casalena, Koontz, Ressler

- A. Sell brought meeting to order: 8:23 AM
- B. Motion by Casalena to approve minutes from November with the corrected spelling of her last name; Koontz 2nd. Minutes passed
- C. Public Comment
  1. Beth Anderson - Presentation of Landscaping Plan - reviewed her proposal for additional landscaping services. Presented a phased plan with 4 zones, identified by priority, with the Elks entrance areas being priority. Proposal to be emailed to us so we have an electronic copy.
  2. Henry Vachon & Jim Wehling presented Survey Results. 2 week span of results, interviewed local/non-local users of trail. 69 local/44 non-local. 113 responders to survey. See attached survey results. Monday, Wed, Fri, Sat, Sun. Plan to do conduct survey again in Spring & Summer.
  3. Construction update-Sell provided update on latest paperwork. Final Inspection for November from Stiffler-McGraw for November services. Sell to reach out to Gary for next steps to close out & final project.
  4. Project inspection costs at \$94,500 of the \$115,000 total contract amount. (82%)
  5. Keller Engineers at 100% of \$85,000 engineering.
  6. Still awaiting receipt of CFA funding. Expected to be received any day. Could not direct deposit into Hometown Bank.
  7. Final inspection for DCNR will wait until the Spring
  8. Signage at the Omni Bedford Springs - awaiting a response from Brett at Omni. Sell to follow with the Springs on the signage.
- D. Old Business
  1. Reviewed maintenance plan. Bedford Borough & Bedford Township have both agreed to the revised plan.
  2. Motion to accept the Maintenance Plan as submitted with the addition of note for special weather related events by Wehling. 2nd by Koontz. Motion carried. Bedford Borough approved the ordinance for the Intermunicipal agreement to permit enforcement of trail rules as submitted. Wehling to follow with the Township on status of approval.
  3. Special Event / Permit form - Jim had sent out a revised copy of the permit form for events that do not use the Bedford Borough. Motion to accept event form as submitted, Casalena approved. Wehling to discuss the administration of the form by Barb at the Bedford Borough Office.
  4. Sponsorship update:
    - o Bridge Sponsorship funds received total \$10,000

- John & Betsey Eberle sent in \$750 for Educational sign
- Everett Lions Club \$750 Educational sign
- Beaupre & Furlow - 2 Fence Sponsorships.

Koontz to send acknowledgement of donations to those who have made a contribution

Koontz to invoice for bench sponsorships.

5. Santa Run - discussed involvement by BJMA. Wehling prepared "next steps" listing for the event. Wehling will attend to sell sponsorships and present next steps. Mary Jo Casalena will attend. Chamber helped Rotary with the Water Bottles & Christmas Ornaments to sell for the event.

#### E. New Business

1. Website - new website now online. Wehling to work with Keith on some modifications, photos, addition of Need to make sure is user friendly.
2. Grant applications - still no written response from anyone from of grant sources. Likely due to budget impasse. Will hopefully have response by January meeting.

#### Reports of Officers

- Chairman – discussed fence for Smiths, CP looking for a letter of support. Sell to forward request to Secretary to prepare.
- Secretary –
  - Motion to keep meetings the 2nd Friday of each month at 8:15 AM at either the Penn Square conference room or the Bedford County courthouse and to advertise the meeting notice in the Bedford Gazette on December 29th. 2nd by Casalena. Motion carried. Wehling to check with courthouse on availability.
  - Advised there will be additional cost for filing of declaration of officers for the Articles of Incorporation amendment.
- Treasurer - reported on mail received.
  - See attached financial report
  - One expense to approve \$49.00 for postage expense. Motion to approve, Casalena, 2nd Ressler. Motion carried.
  - Presented Tentative Budget for 2016. Wehling to give Koontz estimated costs for trail enhancements/installation. Final budget to be presented in January.
  - September 30, 2015 due date for federal audit.
  - *Motion by Ressler to proceed with ordering benches, bulletin board & garbage cans. 2nd by Koontz. Motion carried. Ressler to contact Juli Dull to proceed.*
- Assistant Secretary - Unable to attend January meeting.

Next meeting will be January 8th, 2016 at a location TBD.

Motion to adjourn by Sell at 10:12 AM. 2<sup>nd</sup> by Ressler.

BJMA  
12/11/2015

Current checking	13,545.18
Current savings	<u>24,189.38</u>

Total	<u>37,734.56</u>
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Reimbursements requested

DCNR(up to 90%)	111,600.00
CFA	<u>170,000.00</u>

Total	<u>281,600.00</u>
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In hand & requested	<u>319,334.56</u>
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Outstanding bills

Construction #13 partial	139,630.59
Construction #14	86,746.14
Construction #15	5,558.26
Inspection #8	9,323.68
Inspection #9	<u>2,427.63</u>

Total	<u>243,686.30</u>
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Over/under	<u>75,648.26</u>
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Since last mtg

Revenue

PennDot	13,477.09
Sponsorships	11,100.00
Interest	<u>35.71</u>

	<u>24,612.80</u>
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Disbursements

Leonard S Fiore #13 partial	100,000.00
Stiffler McGraw #4	<u>13,477.09</u>

	<u>113,477.09</u>
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