



Meeting Minutes - May 13, 2016

Attendance:

Board: Mary Jo Casalena, Brad Koontz & April Ressler

Guests: Jim Wehling - Bedford Borough

- A. Bring Meeting to order - Ressler called meeting to order at 8:20 AM.
- B. Review & Approval of April 2016 minutes - Motion by Koontz to accept minutes with revisions from Secretary-Treasurer Casalena; 2nd by Casalena. M
- C. Public Comment – None
- D. Old Business -
 1. Amenities updates:
 - a) Bulletin Board/Kiosk signs - Kiosk and 2 bulletin boards have been received and at Bedford Township; Need a separate sign for government financial support - Mari-Pat working on design.
 - b) Educational Displays - additional minor content revisions, but signs look good. Board ok with production beginning on the signage as submitted. Jim will confirm the hours Mari-Pat has invested so far to better understand budget.
 - c) Acknowledgement Signage – Jim working on content. Mari Pat to help design a separate sign to reflect all the required acknowledgments.
 - d) Bridge plaques - expect to be here next week. Jim to talk with Doug Lingsch to coordinate installation.
 - e) Benches & Garbage Cans – delivered & awaiting installation
 - f) Pet Stations – have been received & awaiting installation. Plaques just finalized this week & production expected to be 4 weeks.
 - g) Donation Boxes- Jim Wehling to touch base with Juli & Jim regarding status of supplier & contact. Expect to attach to fence post, but still reviewing.
 2. Landscaping & Plantings - status. Jim reported that we have 10 red buds, 5 service berries & 50 arrow wood viburnum plants. He discussed possible layout with Garden Club. Jim acquired stakes for supporting trees and need to coordinate a plan for installation. Looking to do in May. Tentative date will be 5/21. Suggested plan to lay down weed barrier. Wehling & Sell to discuss with Shane Vent. Will need to get 4-6 volunteers. Plan to start 9:00 AM. Bring hand shovels, spade shovel and garden rakes, gloves.
 3. REI Mini-Grant - Decisions being made in near future. Still optimistic. May fund bike racks.

4. Grants Status -
 - a) SAP&DC - have not received final executed grant copy, but authorized to spend monies
 - b) DCED – funding for study for north phase of trail. Jim reported that every meeting been cancelled since November through April. Possible they will meet in June. Jim to reach out to representatives for better idea of time line. Board discussed waiting on moving forward with until hear anything on funding. Challenge is that we may potentially miss the opportunity to apply for C2P2 funds next year (April 2016 deadline), which could set us back another year on progress North. Hopeful to know more in June.
5. Fence Post Sponsorships - 12 + 23 installed so far. 5 more received. Wait until we have 12 before ordering, to help with shipping costs.
6. Smith Fence - Has been installed. Looks good.
7. Grass Plugs – The supplemental grass plugs will need to wait until Fall for installation.
8. Trail Surface condition – Jim contacted NES&L who advised it is ok to roll the trail surface, but that stones will continue to surface. Jim to contact Ricky at Bedford Township to request rolling the section between the switch back and bridge 2 so we can monitor result.

E. New Business

1. Installation Specifications - Wehling put together a draft of specifications for installation of our BHT amenities. Discussion about using concrete versus earthen bolts for benches. Board agreeable to using concrete for benches to eliminate potential theft. Not required to be bid, but board discussion led to decision for advertising for public bid. April to advertise in Gazette. June 6th submission; decision to be made at June meeting. 30 days to complete.
2. Maintenance - Mowing suggested waiting until next year before doing any mowing. Walk behind brush hog may be best option for cutting grass, so doesn't cut too close.
3. Bridge Plaque dedication ceremony - will finalize after discuss with Doug Lingsch on how to install. Ressler then will reach out to sponsors to arrange for ceremony(s).
4. Discussion of obtaining credit cards, since debit card not available for accounts which require two signatures. Koontz noted we had already approved authorization to obtain a debit card at April 2016 meeting.

Motion by Koontz to modify policy to obtain credit card in lieu of debit card - Brad will select best card for BJMA; 2nd by Casalena. Motion carried.

5. Jim Wehling met with Garry Marks to tour site and identify any issues. Additional rock needed. Jim thinks Borough or Township may be able to add. Also concerned about grass growing down near the Springs Trailhead. Fiore working on Elks property this week to repair grass in areas along trail edge on Elks property & re-seeding buffalo grass on bank near Smith property. Fiore will move down to Springs property next week. Garry encouraged BJMA to talk to the Conservation District to help ensure issues can all be resolved with NPDES compliance and ensure the permit will close as soon as possible (and not stay open indefinitely.) Wehling to contact Mike Felix to coordinate

NPDES compliance. Wehling will discuss the area near Springs trailhead with Dave/Lester at Springs.

F. Reports of Officers

- a) Chairman-
- b) Vice Chairman-
- c) Secretary-
- d) Treasurer - See attached treasurers report. Noted we received invitation to Keller Engineers Anniversary pig roast on Friday, June 10th; Discussed the required Financial Audit for 2015 & suggested contacting 2 firms for proposals - Kendall, Prebola, Jones & Wessel & Company. Koontz to solicit pricing for 2015 audit & expect to have for June meeting. The Audit is required to be completed by the end of September 2016.
- e) Secretary-Treasurer-

G. Motions & Resolutions

H. Adjourn Meeting - Motion by Ressler to adjourn at 9:41 AM. 2nd by Koontz.

Next Meeting will be June 10, 2016.