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

Brad Koontz, Treasurer
April Ressler, Secretary

Meeting Minutes – January 10, 2014

The meeting was brought to order by Sell at 8:17 AM

ATTENDANCE: BOARD: Brian Sell, Brad Koontz, Mary Jo Casalena, April Ressler, Josh Leibfreid
PUBLIC/GUESTS: Juli Dull (RWR); Jim Wehling (Borough)

MINUTES: The December minutes were discussed. A motion was made by Sell to approve the minutes. Second by Casalena. Motion carried.

PUBLIC COMMENT/Discussion:

- A. KEI was unable to attend, but provided an email update prior to our meeting with the following information:
- The permits for the project were submitted to DEP and the Bedford County Conservation District (BCCD) around Christmas. We have received very minor comments on the NPDES/E&S Permit from the BCCD early this week and plan to resubmit early next week. The BJMA will need to submit three (3) payments to the BCCD for this project. One of these fees which amounts to \$1,600 (for BCCD review) could potentially be waived if there is verbiage with the Grant Money that exempts you from paying any fees. However, even if there is money for fees built into the grant you could still have the fee waived since it is a public project. This is at the discretion of the BCCD Board of Directors. The BCCD explained to me that if someone wrote a letter and then followed up at their next meeting that this fee may get waived by the board. I believe their next meeting is the 2nd Tuesday of February. The other two fees (which go to Clean Water Funds for PA and Bedford County) must be paid by BJMA and will amount to \$1,800. I will correspond with you separately on this issue next week to let you know the check amounts and who they go to. We will still have to pay the \$1,600 fee to the BCCD up front but they could issue a donation for this fee if it is waived at the February meeting.
 - Motion by Sell to have Ressler review the grant language to confirm if fees are supposed to be waived. If not Ressler to proceed with a letter to BCCD Board requesting a waiver of the \$1,600 review fee. 2nd by Casalena. Motion carried.
 - PennDOT and I had a conference call with DEP on Tuesday, 1/7 regarding the Joint Permit Application. They had a few questions concerning our temporary crossings for the construction of the bridges. We resolved this issue with DEP with little problem. We now know that DEP is reviewing the project and anticipate an approval prior to the expected timeframe given for a typical review pending any major questions or comments.
 - Keller Engineers is pushing ahead with final design of the trail and anticipate meeting the submittal dates in order to let this project in May.
 - Ressler to follow with Brian Smith for an update on the bridge costs from Structural Fiberglass & request the updated construction estimated costs.
- B. Nicki Donahoe from PennDOT was also not able to attend, but provided updated documentation prior to the meeting.

- We received approval to advertise for the Construction Inspection Consultant & are required to advertise for these services. A sample advertisement was provided. This needs advertised prior to 1/14/14. Only one newspaper is required & the ad only needs to run one time.
 - Motion by Koontz to have Ressler proceed with placing advertisement in the Gazette; 2nd by Casalena. Motion carried.
- Nicki will take care of posting on ECMS website
- Submittals are due by 4:00 PM on 1/29/14.
- Nicki also encouraged us to take care of the Business Partner Registration process.
 - Koontz already prepared online registration & brought required application to meeting for signatures. Koontz to submit by mail today 1/10/14, with By-Laws for approval

OLD BUSINESS:

- A. Sell updated Board on Bedford Sunrise Rotary 4 Wheeler & Santa Run fundraisers. Rotary to decide at meeting on 1/16/2014 what portion to donate to the trail.
 - Motion by Casalena to give the \$319.19 from the PayPal account for registration over to Bedford Sunrise Rotary prior to them calculating donation back to BJMA. 2nd by Leibfreid. Motion carried.
- B. Turkey Trot – The estimated profit on the event is approximately \$2,000, of which the entire amount is to be donated to BJMA by the Springs. Ressler sent Thank You card to the Springs. Mary Dorner will be sending donation shortly.
- C. Website Updates. Ressler provided fee schedule to work with Keith Landis. Up front cost will be up to \$65-\$80 + the hourly rate for updates is \$36/hour, although Keith bills by the minute based on his actual time used. Provided link for board to review template Keith created already for our review.
 - Motion by Sell to have Keith Landis handle website rebuild & updates; 2nd by Leibfreid. Motion carried. Ressler to work with Keith on final updates before going live & will provide continued updates moving forward.

NEW BUSINESS:

REPORTS OF COMMITTEES: None

REPORTS OF OFFICERS:

- A. Chairman – Will work with Nicki Donahoe to take care of ECMS access for BJMA.
- B. Treasurer –Noted receipt of \$500 from Mark & Sue Thomas and \$250 from Vicky & Dean Lemley as donations for the BHT. One invoice from Bedford Gazette for \$28.63 for advertising meeting schedule. Also provided Ethics forms for board to complete, although all have received from Bedford Borough already. Provided 4th Quarterly reports for YE 2013 to be attached to minutes.
 - Motion to pay bill by Sell. 2nd by Ressler.

MISCELLANEOUS BUSINESS:

Motion made by Ressler to adjourn at 9:15 AM. Second by Casalena.

Next meeting will be February 14th, 2013 at 8:15 AM at the Downtown Bedford, Inc. office, Juliana Street, Bedford