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Brian Sell, Chairman Brad Koontz, Treasurer

Joshua Leibfreid, Vice Chairman April Ressler, Secretary

Mary Jo Casalena, Asst Secretary-Treasurer

Meeting Minutes – February 14, 2014

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

ATTENDANCE: BOARD: Brian Sell, Brad Koontz, Mary Jo Casalena & April Ressler

PUBLIC/GUESTS: Juli Dull (RWR); Jim Wehling (Borough); Brian Smith (KEI); Nicki Donahoe (PennDOT)

MINUTES: The January minutes were discussed. *A motion was made by Casalena to approve the minutes. Second by Koontz. Motion carried.*

PUBLIC COMMENT/Discussion:

1. KEI & PennDOT provided an update on Final Design:
* Final Design –Awaiting PennDOT legal language for flowage easements to be incorporated into revised easements which will need executed with all 3 property owners. Smith to forward to us when received. In addition, a maintenance/management agreement will need to be addressed with each property owner. We need to clearly determine who is responsible for maintenance. This may be included as part of easement agreement or a separate agreement recorded to follow each property deed. Samples have been requested from DCNR which will be forwarded to Ressler when received, for review by our Solicitor, along with our discussion with each property owner.
* Cost Estimate – Smith will forward the detailed, updated cost estimate by email. The tentative construction total is $1,350,000, which does not include the estimated 15% construction inspection service fees (which may be paid for using TEP funds.
* Bridges – It was determined that we will include 2 steel structures due to E. T. Techtonics not being able to produce documentation satisfactory to PennDOT bridge standards, in addition the fiberglass structure was still more expensive than the Steel structures. Ressler requested consideration of fiberglass decking, in lieu of wood, to allow participation by local CP & Structural Fiberglass, as well as to offer a lower maintenance surface. Smith to research if this type of surface can be specified for use on the steel structures.
* Permit – According to Smith & Donahoe, the permit approval process appears to be on track. An approval by May 8th will allow us to stay on track with letting the project in May/June with construction to start in July 2014. KEI & PennDOT to continue follow up with Central Permit office throughout next few months.

OLD BUSINESS:

1. Website Updates. New site is live. Will update monthly following our meetings, including addition of our meeting minutes being posted on the meeting page.
2. Turkey Trot – donation from Omni Bedford Springs was received for $1,590. Thank you card had already been sent. Ressler to note amount received on Facebook.
3. Sunrise Rotary Update – We do not know the donation amount from Sunrise Rotary yet, but Sell to receive donation at next Rotary meeting, Thursday, 2/20/14 at 7:15 AM (breakfast at 7:00 AM). Board invited to participate at the meeting to receive check, get photo & thank Rotarians in person.
4. H&BT Trail Reps – George England & Ned Millward reached out to Sell to see if interest in partnering in Golf Tournament Fundraiser being held on June 29th at 1:00 Shot Gun Start at Down River Golf Course. *Motion by Ressler to do; 2nd by Sell. Motion Carried.* Volunteers, teams, promoting, etc. will be needed. Sell to contact George for more details on expectations of our group.

NEW BUSINESS:

1. Construction Inspection Consultant Selection
	1. 10 Statements of Interest (SOI) were received. Same team of Koontz, Sell, Ressler completed the Scoring Matrix.
	2. Ressler to consolidate matrix from all 3 & provide letter of recommendation to PennDOT.
	3. Ressler to email all other applicants of our decision that another firm was selected.
	4. Sell to reach out to Top 2 once approval from PennDOT is received.
2. BCCD Permit Fee
	1. The meeting on 2/4 was cancelled due to weather & rescheduled to 2/12 at 7:00 PM. Neither Sell or Ressler was able to attend that meeting. A decision regarding the fee waiver is expected soon. Casalena to follow up with BCCD for a decision.

REPORTS OF COMMITTEES: None

REPORTS OF OFFICERS:

1. Chairman – Provided mid-year update to Alex MacDonald with DCNR to keep them apprised of our work. Copy of final design to be submitted to Alex for their file, once completed.
2. Vice Chairman –
3. Treasurer – $1,590.00 Revenue + $25.49 interest since last month; Bills received $23,599.47 to KEI; $111.85 to Bedford Gazette for ad for Construction Inspection Consultant; $151.20 to Keith A. Landis Graphic Design. *Motion by Ressler to pay bills; 2nd by Sell. Motion carried.*
4. Secretary – reminder to complete & return ethics forms to Borough or Township; Rails to Trails of Bedford County holding fundraiser - May 4th 2014 Rails to Trails Triathlon coming up & asked Board to spread work & consider participation; Unable to attend March meeting due to meeting out of town.
5. Asst Secretary/ Treasurer – attended Pike to Bike public meeting & shared updates about the project; unable to attend March meeting.

*Motion by Koontz to have Leibfreid serve as Secretary at March meeting; 2nd by Ressler. Motion carried. Sell to confirm Leibfreid attendance to make sure will have quorum.*

MISCELLANEOUS BUSINESS:

Wehling suggested we begin the process for Phase 2 – north from Bedford Borough to Old Bedford Village. The Master Site Plan/Feasibility Study prepared in 2007 already determined the route was feasible, but we will need to update feasibility study to bring current to today’s costs, regulations, etc. Discussed working with someone to help with grant applications to fund the study. Wehling to reach out to Don Schwartz who has offered his department to assist us with this very topic. In addition we will reach out to 2 other individuals to discuss availability

Motion made by Ressler to adjourn at 9:35 AM. Second by Casalena.

Next meeting will be March 14th, 2014 at 8:15 AM at the Downtown Bedford, Inc. office, Juliana Street, Bedford

**BOARD ACTION ITEMS**

* Sell to attend next Sunrise Rotary meeting on 2/20/14 at 7:15 AM (breakfast at 7:00) at Clara’s Place & will receive donation check to BJMA from 4 Wheeler Raffle & Santa Run. Board invited to attend for photo opportunity & to thank Sunrise Rotary in person.
* Sell to notify George England & Ned Millward of our agreement to partner on the June 29th Golf Tournament.
* Sell to research top soil quantity for possible use & donation toward construction.
* Sell to reach out to Top 2 inspection consultant applicants by phone once approval from PennDOT is received.
* Ressler to get website updates to Keith
* Ressler to finalize Matrix & write letter with recommendation to Nicki
* Ressler to email all other SOI applicants (besides top 2) of our decision that another firm was selected.
* Ressler to contact Dick Sutter regarding possible work on grants for phase 2 feasibility study
* Casalena to follow up with BCCD for a decision on permit waiver.