



Meeting Minutes - May 12, 2017

ATTENDANCE:

Board – Brian Sell, Brad Koontz, April Ressler, Mary Jo Casalena & Josh Leibfreid

Guests - Brian Smith (KEI), Jim Wehling (Bedford Borough)

A. Meeting called to order by Sell at 8:16 AM

B. Motion by Koontz to accept March 2017 meeting minutes as submitted, Sell 2nd, Meeting minutes from March 2017 approved.

C. Public Comment

Master Trail Plan Update - Brian Smith - KEI

- Discussed the Master Trail Plan Update Report and Permanent Easement Drafts - Keller presented and submitted Final report via Email prior to the meeting. Have a meeting set up with Penn DOT in a couple weeks to discuss funding. A copy of the Report was submitted to William Snyder for review, specifically because of the draft permanent easements included in the report. There will be another easement needed due to some neighbors who actually own the alley which was abandoned by the Borough.
- Motion by Ressler to accept the Report from Keller Engineers with the correction of name G&N Realty land ownership & addition of Easement language for Yantz & Mattson property. 2nd by Leibfreid. Motion passed.

D. Old Business

- DCNR Final Payment - final payment received
- Wildlife Boxes - Made & Installed. Thank you letter to Mr. Barnes at BMS for building & coordinating kids for installation
- Dead tree removal - is completed & we have invoice from Jim Davidson
- Donation Boxes - Were built by Bedford County Tech Center. Ritchey, Ritchey & Koontz has offered to sponsor both boxes - \$250 each for total donation of \$500. Vinyl signage to be installed to reflect Donation Box language & recognize RR&K. Ressler to send thank you to Tech Center. Wehling to provide contact.
- Bike Racks were installed. Cost was \$750. Looking for potential sponsor for each at \$750 to cover costs & Bronze plaque recognition signage.
- Did not receive final report from Camden Donahoe
- Still an issue with grass not growing at Smith end of trail. Leibfreid suggested having their golf course representative from Walker Supply who handles fertilizer & chemicals for golf course review & suggest any possible remedies.

E. New Business

- Greenways, Trails & Recreation Program Grant Application –

- Wehling has prepared an application for the GTRP program of \$250,000 to pay for design and permitting with BJMA committing \$48,100. May 31 is deadline with a decision normally made in Fall. We'd like to include letters from property owners showing their intent to sign permanent Easement even if the actual easements aren't in place to showing we will have control of corridor. Property owners affected will include: Friendship Village, Old Bedford Village, G&N Realty, James Wehling, Alan W. Hammond, Connie Amick, Alice & Brian Price, Williams Family Limited Partnership, Larry Yantz & Mattson. Wehling & Sell to work with Atty Snyder to contact property owners.
- Motion by Ressler to submit the GTRP grant application, and authorize the application fee of \$100 to Commonwealth Finance Authority and to accept the resolution:

*Be it Resolved*, that the Bedford Joint Municipal Authority, a joint authority established by the Borough of Bedford and Bedford Township, in Bedford County, Pennsylvania, hereby requests a Greenways, Trails and Recreation Program grant in the amount of \$250,000 from the Commonwealth Financing Authority to be used for the project entitled "Bedford Heritage Trail, Design and Permits for the Northern Extension", web application number 8098452.

*Be it Further Resolved*, that the Bedford Joint Municipal Authority agrees to use \$48,100 of its available funds to meet the match requirement in support of the project described in this application for a total project cost of \$298,100.

*Be it Further Resolved*, that the Bedford Joint Municipal Authority designates Brian Sell, Chairman, and April Ressler, Secretary, to execute all documents and agreements between the Bedford Joint Municipal Authority and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

- Wehling working on support letters from several local officials & property owners. OBV has requested a meeting for info prior to providing support. Proposed meeting date does not suit the board.
- Meeting with PennDOT representatives Dave Lybarger and Charles Dean on May 23rd to discuss possible funding strategies for Northern Extension
- A proposed policy for documenting surveying & trail was presented. Motion by Leibfreid to accept the trail use policy as submitted. Casalena 2nd. Motion carried. Policy accepted.
- Bridge Inspection – Ressler to contact Bedford Township and Keller Engineers to see what cost / timeline is to conduct a bi-annual inspection on our 2 bridges.

#### F. Reports of Officers

1. Chairman
2. Vice Chairman - DBI considering a Fall - "brew tour" walking fundraiser event which may use the trail. DBI will need to secure permit through Bedford Borough.
3. Secretary - Reminder about Ethics Forms.
4. Treasurer –
  - See attached Treasurers Report
  - Setting up an account at Farm Bureau
  - 990 for 2016 completed
  - Motion by Ressler to pay bills as presented by Treasurer, Leibfreid 2nd. Motion accepted.
5. Secretary-Treasurer

#### Motions & Resolutions

*Motion by Sell to adjourn meeting at 9:39 AM, 2<sup>nd</sup> by Ressler. Meeting Adjourned.*

*Next Meeting June 9th, 2017 @ 8:15 AM at Penn Square Center Conference Room*

BJMA Treasurer's report  
5/12/2017

Current checking	1,071
Current savings	<u>67,284</u>
Total	<u>68,355</u>

*Deposits*

DCNR	48,830
Bedford Boro	5,500
Bedford Twp	5,500
Fence	580
Interest	<u>10</u>
Total deposits	<u>60,420</u>

*Disbursements*

KEI	30,202
Jim Davidson	1,650
Bedford Gazette	21
Jim Wehling	640
Commonwealth of PA	<u>308</u>
<i>CFA Grant Application</i>	<i>+ 100</i>
Total Disbursements	<u>32,821</u>

<i>Transfer from checking</i>	<u>60,000</u>
<i>Transfer from savings</i>	<u>32,400</u>

*Accounts receivable*

Credit card rebates	4
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bedford  
**heritagetrail**

Walk.  
Run.  
Bike.  
Learn.  
Enjoy.

# Donation Box

Your generous  
donations go towards  
trail maintenance  
and beautification.

Sponsored by Ritchey, Ritchey & Kootnz CPAs

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9"  
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## BJMA Proposed Policy on Gathering Trail Use Information

It is the intent of the Bedford Joint Municipal Authority (BJMA) to periodically gather information regarding trail usage. Information to be collected include counts of the numbers of trail users as well as selected information regarding that use such as where users are from; how often they use the trail; the times of greatest use; the days of the week of greatest use; purpose of trail use; incidental spending related to trail use and so on. The data will serve two purposes:

1. Enable comparisons between actual usage to estimates done prospectively before trail construction and actual versus prospective estimates of economic impact.
2. These data will be used to aid future extensions, improvements, and/or maintenance needs related to the trail.

BJMA will use different methods for collecting data including the use of one or more trail cameras, and in person surveys approved by BJMA and conducted by volunteers.

In regard to the use of trail camera(s), the BJMA policy is as follows:

- The trail is public space and most legal decisions hold there is no inherent right to privacy when using a public space.
- The reason for using a trail camera is the cost effectiveness of this method of data collection.
- The camera(s) will collect data periodically, not continuously; in order to obtain sample data that BJMA can use to project aggregate information.
  - Data collection will occur across a spectrum of time during the day: morning, afternoon, early evening (8 am to 7pm).
  - Data collection will occur so that representative samples are available for each day of the week.
  - Data collection will occur so that representative samples are available for each month from March 1 to November 30.
- The camera operator will review the pictures, eliminate duplicates, and record selected information such as the number of users, whether they are walking, running or biking, whether they have dogs and what directions they are going when they first appear in the picture.
- The operator will not distribute the pictures to anyone.
- The operator will delete the pictures from the device and any other device so that only the data needed by BJMA are available (not the pictures themselves) within 3 days of the picture being taken.

The BJMA adopted this policy on May 12, 2017.