



**SEDA-COG JOINT RAIL AUTHORITY MEETING MINUTES**  
**Wednesday, September 11, 2024**  
**Union County Government Center, Lewisburg, PA**  
**12:30 p.m.**

**AUTHORITY MEMBERS PRESENT**

Russ Graham, Centre County  
Scott Harvey, Lycoming County  
Lisa Hoover, Northumberland County  
Robert Hormell, Northumberland County  
Rick Jenkins, Columbia County (via teleconference)  
Brent Jones, Clinton County  
Michael Krentzman, Mifflin County (via teleconference)  
Rick Maloyed, Snyder County  
Dave Park, Snyder County  
Patty Perez, Columbia County (via teleconference)  
David Schultz, Lycoming County  
John Spsychalski, Centre County  
Jennifer Wakeman, Montour County  
Eric Winslow, Union County  
Chuck Wunz, Union County

**JRA OPERATOR**

Jeb Stotter, President & CEO  
Diana Williams, Treasurer/Controller

**GUESTS**

Allen Bubb, West Shore Railroad  
Sam Simon, Esq., attorney for Carload Express (via teleconference)  
Michael Tetter, Carload Express executive vice president

**JRA LEGAL COUNSEL**

John Bee, Esq., McQuaide Blasko  
Tom Schrack, Esq., McQuaide Blasko

**JRA CONSULTING PROFESSIONALS**

Stephen Lendway, Operating Agreement Consultant (via teleconference)  
Jason Shura, P.E., Stiffler McGraw (via teleconference)

**JRA STAFF**

Steven Beattie, Executive Director  
Kyle Postupack, Property & Maintenance of Way Manager

**SEDA-COG Joint Rail Authority Meeting**  
**September 11, 2024**

**CALL TO ORDER**

**Call to Order**

The Chairman called the meeting to order at 12:33 p.m.

**Pledge of Allegiance**

The Chairman led the Pledge of Allegiance. A moment of silence was held to remember the events of Sept. 11, 2001.

**Welcome – Chairman’s Statements**

The Chairman stated that the use of audio or video recording devices at the public meeting is permitted. The Authority does not require pre-registration for recording purposes; however, any individual intending to record all or any part of the meeting must notify the Chairman or the Executive Director in advance of such recording. If the Authority recesses to Executive Session, no recording of that session shall be permitted.

**Public Forum**

The Chairman asked if there is any public comment to come before the Board. There were no public comments.

**ADMINISTRATIVE ITEMS**

**Approval of the August 14, 2024, JRA Meeting Minutes**

*Dr. Spychalski made a motion for the Board to approve the August 14, 2024, SEDA-COG Joint Rail Authority Meeting Minutes; Mr. Schultz seconded the motion; motion carried.*

**Treasurer’s Report**

Ms. Wakeman presented the Treasurer’s Report for August, as well as the JRA’s Loan Summary, Money Market Account Financial Statement, the PIB Loan Financial Statement, and the JRA’s detailed accounting associated with the operating fees paid by the Operator.

*Mr. Schultz made a motion for the Board to accept the Treasurer’s Report for the month of August 2024; Ms. Hoover seconded the motion; motion carried.*

### **Staff Report and Events Calendar**

Mr. Beattie summarized the status of various construction projects and calendar highlights:

- The FRA conducted a bridge audit across all 6 short lines; coordination occurred between Stiffler-McGraw, the operator, JRA staff and the FRA. Minor infractions were noted and will be corrected over the next few months.
- The RTAP 2024 grant application for the JVRR/NBER Bridge Bundle was submitted. The grant funding request was for \$2,048,900 (total project cost is \$2,927,000). A virtual meeting to present the grant application will be held Oct. 10 with PennDOT staff. The Operator made an RTAP 2024 request for \$1,840,999 for the Phase II rail replacement project on the NSHR.
- Attended multiple virtual meetings and calls with RCPA representatives concerning Track 5 West in Newberry Yard. JRA staff is working with an adjacent property owner related to obtaining fee simple possession of the lands for Track 5 West. Final agreements are expected to be signed later this month.
- Assisted ShaleRail and Clark's Feed Mill with RTAP 2024 grant applications.
- The fall track inspection schedule is completed; inspections will occur the week of Oct. 21. If Board members would like to join the inspection team for a day or two, please reach out to JRA staff to ensure there is accommodation on the rails.
- There will be a handful of change orders on the SVRR Section 130 Corridor project coming before the Board in October. One change order will be for \$48,000 for the replacement of a 24" CMP with a 30" HDP pipe.

### **Operator Status Report**

A copy of the Operator's Report was provided to Board members via email and copies were provided to Board members at the meeting.

### **OLD BUSINESS**

### **Bridge Engineer's Report**

Mr. Shura reviewed the Bridge Engineer's Report provided in the meeting packet:

- Review of the Susquehanna River Walk Extension in Williamsport was completed, and comments were provided to JRA on May 30. Revised plans were received July 26; review comments provided Aug. 12. Revised plans were again received on Aug. 27 and review is pending.
- All fieldwork is complete on the 2024 Bridge Safety Inspections. NBER and LVRR reports have been submitted to JRA. JVRR, NSHR, SVRR, SIT and WDR reports are complete and will be submitted pending final QA review.
- Eight of the nine crossings of the Shamokin Valley Railroad Section 130 Corridor Project are complete. Work on the crossing at Bottle Drive will begin Sept. 18.
- Fieldwork on the NSHR Bridge 191.52 Rehabilitation Project is complete; waiting on contractor to schedule the substantial completion punchlist inspection.

**SEDA-COG Joint Rail Authority Meeting**  
**September 11, 2024**

- Worked with FRA reviewer and JRA to provide load rating computations for all JRA bridges to the FRA for review. Load rating computations are required for one bridge on White Deer Railroad and four bridges on Selinsgrove Industrial Track. A confirmation of assignment letter will be provided to the JRA for consideration at the October meeting.

**NEW BUSINESS**

**Approval of Payment Application No. 2 for Contract 2023-02**

Contract 2023-02 is part of the Shamokin Valley Railroad Safety Corridor Project and is fully funded by PennDOT Section 130 funding. The contract award was in the amount of \$2,534,755, approved on Aug. 9, 2023, by the Board. The project is about 59% complete and on schedule for fall 2024 construction completion. This Payment Application No. 2 is in the amount of \$693,642.55.

*Mr. Maloyed made a motion to approve Payment Application No. 2 for Contract 2023-02 in the amount of \$693,642.55 for payment to Chesapeake Thermite Welding LLC; Mr. Schultz seconded the motion; motion carried.*

**Approval of Payment Application No. 2 for Contract 2023-04**

Contract 2023-04 is part of the RTAP 21 Bridge Bundle Project and is 70% funded by PennDOT RTAP 21 funding; the contract award was in the amount of \$689,269, approved on Jan. 5, 2024, by the Board. The project is 92% complete and essentially substantially complete, but the paperwork has not been finalized. The Payment Application No. 2 is in the amount of \$407,177.05.

*Dr. Spychalski made a motion to approve Payment Application No. 2 for Contract 2023-04 in the amount of \$407,177.05 for payment to Lycoming Supply Inc.; Ms. Perez seconded the motion; motion carried.*

**Approval of Payment Application No. 1 for Contract 2024-01**

Contract 2024-01 is part of the RTAP 21 Bridge Bundle Project and is 70% funded by PennDOT funding; The contract award was in the amount of \$859,999, approved Feb. 14, 2024, by the Board. This project is 10% complete and appears to be on schedule for late October completion. This Payment Application No. 1 is in the amount of \$89,036.55.

*Mr. Schultz made a motion to approve Payment Application No. 1 for Contract 2024-01 in the amount of \$89,036.55 for payment to Lycoming Supply Inc.; Mr. Jones seconded the motion; motion carried.*

### **Consideration of Staff Services Agreement**

The JRA and SEDA-COG are now in the final month of the three-year (21-24) Staff Services Agreement. Based on discussions with the Executive Committee and SEDA-COG, the new agreement is for only 9 months, to better align with the SEDA-COG budgeting process; the SEDA-COG fiscal year is July 1 to June 30. This agreement will take the agreement to June 30 allowing consideration and approval at the July 2025 JRA Board meeting, after the SEDA-COG Board approval. The proposed agreement includes increasing the Program Assistant position to 75% JRA time and 25% MPO time. This additional time will allow for better integration/responsibility for administrative work associated with property management.

The Chairman said the agreement would be discussed in executive session.

### **REPORTS FROM COMMITTEES**

#### **Property Management Committee**

##### **1a. Aqua Pennsylvania LLC – License Agreement (SVRR – Shamokin)**

An engineer from GHD, a consulting/engineering firm, working for Aqua Pennsylvania, LLC (Aqua) for an 8" water line in a 14" casing pipe no less than 7' below the bottom railroad tie on the Shamokin Valley Railroad. The transverse underground crossing is within the public right of way at the East Webster Street railroad grade crossing in Shamokin. Aqua will be assessed a one-time fee of \$705 to cover the time spent by JRA Engineer Shura to review this facility. All plans have been reviewed and approved.

*Mr. Park made a motion for the Board to approve the license agreement with Aqua Pennsylvania LLC; Mr. Hormell seconded the motion; motion carried.*

##### **1b. Bald Eagle Township Authority – License Agreement (NBER – Bald Eagle Twp.)**

JRA staff was contacted about constructing an 8" sewer pipe in a 16" steel casing pipe no less than 11.8' below bottom of railroad tie on the Nittany and Bald Eagle Railroad Mainline in Bald Eagle Twp. The transverse underground crossing is within the public right of way at the northern Draketown Road railroad grade crossing. Bald Eagle Twp. Authority will be assessed a one-time fee of \$1,901 to cover JRA Engineer Shura's time to review this facility. All plans have been reviewed and approved.

*Mr. Park made a motion for the Board to approve the license agreement with Bald Eagle Township Authority; Mr. Jones seconded the motion; motion carried.*

1c. Novipax Buyer LLC – License Agreement (SVRR – Ralpho Twp.)

JRA staff was alerted by SVRR staff about a fence and gate built across the SVRR – Fleetwood Lead in Paxinos, Ralpho Twp., Northumberland County. Novipax built the fence to secure their facility but did not consult with the railroad or the JRA before it was built. Novipax agreed to enter into a License Agreement for the fence and gate, under which they will be responsible for future maintenance and memorialize their ownership. Noxipax will be assessed an annual fee of \$440, subject to annual CPI increases, and a one-time license preparation fee of \$1,000. All plans have been reviewed and approved.

*Mr. Park made a motion for the Board to approve the license agreement with Novipax Buyer LLC; Ms. Hoover seconded the motion; motion carried.*

1d. County of Lycoming – Hepburn Street Trailhead Lease Agreement Addendum (LVRR – Williamsport)

Lycoming County has an agreement with the JRA to lease land within the JRA ROW as a parking lot for people using the Williamsport Riverwalk, located on the south end of Hepburn Street in the City of Williamsport. The agreement's initial term was 10 years, and the County can renew the lease for another five years with this Addendum. The rent for the agreement is \$1. The County is responsible for maintaining the parking lot.

*Mr. Park made a motion for the Board to approve addendum to the lease agreement with County of Lycoming; Mr. Winslow seconded the motion; motion carried.*

**LEGAL**

Solicitor Schrack stated he had nothing further to discuss in public session and recommended the Board recess into executive session.

Chairman Graham recessed the regular meeting at 1:10 p.m. to convene into executive session at 1:15 p.m.

Chairman Graham reconvened the regular meeting at 1:52 p.m.

Solicitor Schrack stated that the Solicitor and JRA staff had an executive session to discuss items related to personnel matters, ongoing litigation and property matters. No action was taken in executive session, but there are two action items recommended for public session.

**Approval of Contract 2024-05 for Public Bid; Newberry Yard Fabric Structure Repair Project**

*Mr. Park made a motion to table the approval of Contract 2024-05 for Public Bid; Newberry Yard Fabric Structure Repair Project; Mr. Schultz seconded the motion; motion carried.*

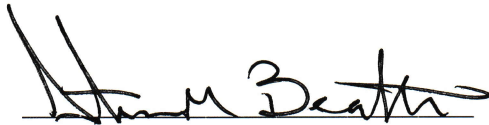
SEDA-COG Joint Rail Authority Meeting  
September 11, 2024

Consideration of Staff Services Agreement

*Mr. Hormell made a motion to approve the proposed Staff Services Agreement for a nine-month duration from Oct. 1, 2024, to June 30, 2025, at a cost of \$34,718.44 per month; Dr. Spsychalski seconded the motion; motion carried with Mr. Park and Ms. Wakeman both voting nay.*

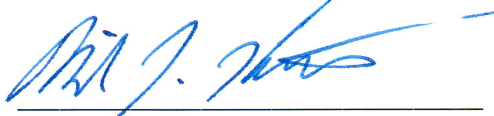
With there being no further business to come before the JRA Board, Chairman Graham adjourned the meeting at 1:54 p.m.

Respectfully submitted,



Steven M. Beattie, Executive Director

I hereby certify these minutes were approved by the SEDA-COG Joint Rail Authority Board of Directors on October 9, 2024.



Secretary/Assistant Secretary