



**SEDA-COG JOINT RAIL AUTHORITY MEETING MINUTES**  
**Wednesday, August 13, 2025**  
**Union County Government Center, Lewisburg, PA**  
**12:30 p.m.**

**AUTHORITY MEMBERS PRESENT**

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

**JRA OPERATOR**

Jeb Stotter, President & CEO  
Diana Williams, Treasurer/Controller (via teleconference)

**GUESTS**

John Ashbridge, Carload Express

**JRA LEGAL COUNSEL**

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

**JRA CONSULTING PROFESSIONALS**

Jason Shura, PE, Stiffler McGraw (via teleconference)  
Stephen Lendway, Operating Agreement Consultant (via teleconference)

**JRA STAFF**

Steven Beattie, Executive Director (via teleconference)  
Tina Heintzelman, Program Assistant  
Kyle Postupack, Property & Maintenance of Way Manager

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**Call to Order**

The Chairman called the meeting to order at 12:31 p.m.

**Pledge of Allegiance**

The Chairman led the Pledge of Allegiance.

**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 July 9, 2025, JRA Meeting Minutes**

*Mr. Graham made a motion for the Board to approve the July 9, 2025, 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 July, 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.

*Ms. Hoover made a motion for the Board to accept the Treasurer’s Report for the month of July 2025; Mr. Jones seconded the motion; motion carried.*

**Payment of the Bills; July 1 to July 31, 2025**

Ms. Wakeman said the July Payment of Bills for the August check run totaled \$1,161,873.73.

*Ms. Wakeman made a motion for the Board to approve the August check run for the July 2025 Payment of Bills; Mr. Park seconded the motion; motion carried.*

### **2024 Audit Report**

Ms. Wakeman presented the findings of the 2024 Audit. No significant deficiencies were identified; however, two material weaknesses were identified and the need for a Uniform Written Policy, which came out of the Federal Single Audit.

*Ms. Wakeman made a motion for the Board to accept the JRA's 2024 audit as presented; Ms. Kenepf seconded the motion; motion carried.*

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

Mr. Beattie summarized the status of various construction projects and calendar highlights. Mr. Postupack noted that he and Mr. Beattie, along with multiple North Shore Railroad employees, attended National Night Out events around the region, where children signed a pledge to stay off the railroad tracks.

### **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. Mr. Stotter mentioned that a team from North Shore was meeting today with representatives from Norfolk Southern Industrial Development.

## **OLD BUSINESS**

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

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

- Bridge safety inspection reports for the NBER and LVRR bridges have been submitted to JRA and NSHR. Field inspections and report preparation for JVRR, NSHR and SIT have been completed. Reports will be submitted to JRA after final quality assurance review. No critical items that would require immediate attention were identified.
- SMA is working with Mr. Postupack on review of the Northumberland County Bridge 73 replacement project. Formal comments will be provided after field view.
- SMA is working with College Township Engineer Don Franson on the Struble Road Drainage Improvements Project. Pipe design has been approved, and the township has received bids for the project. Diamondback is obtaining quotes for drainage improvements under NBER track.
- JRA has provided a list of bridges to be included in the RTAP application to be submitted by Aug. 29. Draft documents will be provided to the JRA by Aug. 15.
- SMA is working with contractors to close out a few projects, including the NBER Bridge 30.94 Replacement in Milesburg. The contractor has removed the remaining equipment. A Notice of Acceptance will be prepared when as-built drawings are received.

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- Substantial completion punchlist inspection of the Selinsgrove Industrial Track Grade Crossing Replacement Project was held on Aug. 5. Final project closeout will occur after punchlist items have been completed, probably in September.
- A pre-construction meeting for the Kish Pike project was held on Aug. 5. Work is expected to begin in late September.

## NEW BUSINESS

### **License Agreement with Susquehanna University**

The JRA has been cooperatively working with Susquehanna University on the Slope Stabilization project for two years. Although the JRA Board executed a PADEP required Landowner-Grantee Agreement at the March meeting, that agreement did not include certain language desired by the university and the JRA. The license agreement utilizes our standard format and language and includes an Exhibit B that incorporates SU requirements regarding indemnification, insurance, criminal backgrounds of contractor employees, and environmental health and safety. This license has been reviewed and confirmed by the JRA Solicitor.

*Mr. Park made a motion for the Board to approve the license agreement with Susquehanna University with an effective date of July 31, 2025, and to be executed by the JRA Executive Director; Ms. Perez seconded the motion; motion carried.*

### **Bid Opening and Notice to Award; Selinsgrove Industrial Track Slope Stabilization Repair Project; Contract 2025-03**

Bid opening occurred on August 4, 2025. This project is the Slope Stabilization Repair Project on the Selinsgrove Industrial Track. Two bids were received. The project estimate was opinioned at \$388,140. The apparent low bidder was Jay Fulkroad and Sons Inc., with a Base Bid of \$388,631.87; however, Jay Fulkroad and Sons notified the JRA on Aug. 13 they were withdrawing their bid, as nonconforming. Mr. Beattie said that after discussions with the Solicitor and Mr. Shura, it was determined the best course of action would be for the Board to approve awarding the contract to the second lowest bidder, Lycoming Supply Inc., with a base bid of \$496,150.

*Mr. Graham made a motion for the Board to award JRA Contract 2025-03, Selinsgrove Industrial Track Slope Stabilization Repair Project, to the responsible bidder, Lycoming Supply Inc., with a base bid of \$496,150, contingent on receipt of acceptable insurance/bonding and concurrence by DEP; Mr. Krentzman seconded the motion; motion carried.*

### **Bid Opening and Notice to Award; Nittany & Bald Eagle Railroad Bridge Preservation Project (Group 1); Contract 2025-04**

Bid opening occurred on Aug. 11, 2025. This project is funded by RTAP 2024 Bridge Bundle Project and includes the removal of a failing stone culvert with a 60" reinforced concrete pipe

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and NBER Bridge 10.98 repairs, both structures are on the NBER Nittany main. One bid was received. The project estimate was opinioned at \$363,216.42. The apparent low bidder was Lycoming Supply Inc., with a Base Bid of \$326,916.

*Ms. Perez made a motion to award JRA Contract 2025-04 NBER Bridge Preservation Project (Group 1) to the lowest responsible bidder, Lycoming Supply Inc., with a base bid of \$326,916, contingent on receipt of acceptable insurance/bonding; Ms. Kenepf seconded the motion; motion carried.*

**RTAP Grant Application Submission; 2025 Bridge Bundle**

JRA staff, with the assistance of Jason Shura, will be submitting a 2025 RTAP grant application. Applications are due to PennDOT on August 29. We have identified four bridges on the NBER mainline and one bridge on the Bellefonte branch. Per usual, the PennDOT RTAP funding will pay 70% of the total project construction cost and a portion of the engineering fees. The Operator has agreed to contribute \$321,000 toward the project in accordance with our Letter of Agreement process after the grant is awarded. However, accepting this contribution from the Operator would require our outstanding balance to exceed \$1M; as of August 1, 2025, the outstanding balance is \$882,757.88. The opinioned project cost is expected to be approximately \$2,800,000. The JRA's contribution toward the project is expected to be \$1,110,000 over a two-year period without an Operator contribution.

*Mr. Jones made a motion to approve RTAP 2025 Bridge Bundle Grant application submission with a total probable construction cost of \$2,800,000, including JRA match of \$1,110,000 with the understanding that these numbers will be further reviewed; Ms. Wakeman seconded the motion; motion carried.*

**REPORTS FROM COMMITTEES**

**Property Management Committee**

**1a. PPL Electric Utilities Corp. License Agreement (NSHR – Point Township)**

PPL contacted JRA staff about constructing a 120/240 volt electrical wire no less than 30'-0" from top of rail with sag over the NSHR in Point Twp., Northumberland County. PPL will be assessed an annual fee of \$500 per year, subject to CPI increases, in addition to a one-time \$1,000 license preparation fee. All plans have been reviewed and approved.

*Mr. Park made a motion for the Board to approve the license agreement with PPL Electric Utilities Corp; Ms. Hoover seconded the motion; motion carried.*

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**LEGAL**

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

Chairman Harvey recessed the regular meeting at 1:32 p.m. to convene into executive session at 1:40 p.m.

Chairman Harvey reconvened the regular meeting at 2:20 p.m.

Solicitor Schrack stated that the JRA Board held an executive session to discuss the ongoing RFP litigation and a property transaction. No action was taken in executive session, and no action is recommended to be taken at this time.

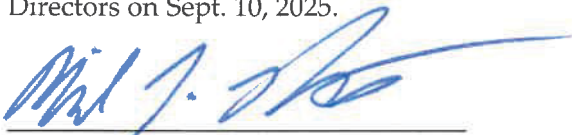
With there being no further business to come before the JRA Board, Chairman Harvey adjourned the meeting at 2:21 p.m.

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 Sept. 10, 2025.



Secretary/Assistant Secretary