

**ERIE TO PITTSBURGH TRAIL ALLIANCE, INC. (EPTA)
Minutes of April 19, 2017 Board of Directors Meeting
Held at Tom Ridge Environmental Center in Erie, PA.**

Participants

Organization

Trail Organization and At-Large Members:

Toni Henry	Armstrong Rails to Trails Association (delegate) (ARTA)
Courtney Mahronich	Friends of the Riverfront (alternate) (FOR)
Kim Harris	Oil Region Alliance (delegate) (ORA)
Marilyn Black	Oil Region Alliance (alternate) (ORA)
Sandy Mateer	Redbank Valley Trails Association (delegate) (RVTA)
Leah Carter	Titusville Area Trail Association (TATA)
Deb Eckelberger	Titusville Trail Town Action Team (delegate) (TTTAT)
Roy Weil	At-Large (delegate)
Mary Shaw	At-Large (alternate for Mr. Weil)
Debra Frawley	At-Large (delegate) <i>Pennsylvania Environmental Council</i>
Ron Steffey	At-Large (delegate)

Guests:

Erin Wiley Moyers	DCNR
Terry Fercana	Environmental Design Group
Emily Beck	Visit Erie
Kathy Dahlkemper	Erie County, County Executive
Ryan Anderson	Erie County Department of Planning
Jay Breneman	Chairman of Erie County Council

President Ron Steffey, called the meeting to order at 10:05 A.M. R. Steffey welcomed everyone, and went around the table with attendees introducing themselves.

Kathy Dahlkemper, Erie County Executive welcomed everyone to Erie and expressed her support and gratitude to the EPTA for the ongoing work to connect Erie to Pittsburgh by way of trail networks. K. Dahlkemper noted that her annual bike ride this year will be from Corry to downtown Erie in September (Friday, 9/15/17). If anyone has thoughts on a recommended route, please contact K. Dahlkemper. K. Dahlkemper will be sure that EPTA Secretary receives information about the ride to distribute to the entire Board, and she encouraged EPTA members to join her on the bike ride this year.

Emily Beck from Visit PA echoed K. Dahlkemper's sentiments, and told attendees that Visit Erie will have a person working at the Tom Ridge Environmental Center (TREC) beginning soon so that it will become as satellite for Visit Erie and better able to serve visitors.

Erin Wiley Moyers, explained a bit about TREC and its purpose. TREC had solar panels installed last year.

Approval of Minutes: Minutes of the January 19, 2017 regular quarterly EPTA Board of Directors meeting were provided in advance of the meeting. R. Weil moved to accept the minutes as provided, seconded by S. Mateer. A correction was noted that an alternate does not have voting rights when the Delegate is present; therefore, M. Shaw could not second the motion made by K. Harris to approve the signage guidelines as drafted, and issue to other trail groups and municipalities for review and comments/suggestions. Therefore, the minutes of the January 19, 2017 meeting will be changed to reflect that the motion passed by consensus. With the noted change the motion to approve the minutes of the January,19, 2017 meeting carried.

Treasurer's Report: The Treasurer's Report covering the period of January 1, 2017 through March 31, 2017 was distributed at the meeting. C. Mahronich reviewed the report noting membership invoices for 2017 will be issued soon. R. Weil motioned to accept the report as presented, L. Carter seconded; motion carried. A copy of the written Treasurer's Report will be filed with the minutes.

T. Baxter resigned as Executive Director of Friends of the Riverfront. R. Steffey has been in conversation with the acting Director and noted that we may need to take on our own financials. EPTA already has a separate account (it always has been) at PNC Bank. R. Weil motioned to authorize the Executive Committee to take appropriate actions for the organization to establish a financial system. L. Carter seconded; Motion approved.

A letter should be sent to T. Baxter requesting a release for signature on the EPTA checking account; T. Baxter is currently the only signature on the account. R. Steffey will be the liaison with F.O.R.

K. Harris will work with C. Mahronich to get the membership invoices sent to members.

K. Harris noted that the EPTA Bylaws state that the President can appoint someone to fill the vacant Treasurer's position if desired. R. Weil made a motion nominating himself as Acting Treasurer, S. Mateer seconded. Discussion regarding concern that this may be too quickly as we are unsure what F.O.R. intentions are at this time. A request for a roll call vote of the board on the motion made and properly seconded; Yes – 6, No Vote – 2; motioned passed.

Secretary's Report: The Secretary's Report covering January, 19, 2017 through April 17, 2017 was provided in advance. K. Harris reviewed the report and the requests for letters of support.

New Business:

1. Grant Opportunities and Workshops - No handout was available today, although attendees receive E. Wiley Moyers', DCNR Advisor, Monday email which includes numerous funding opportunities for all types of projects and educational opportunities. Collectively the EPTA Board thanks Erin for her regular emails. E. Wiley Moyers noted that reviews of the cycle 23 DCNR C2P2 grant applications will begin soon.

International Trail Symposium will be held May 7-10, 2017 with other workshops being held before and after the Symposium. R. Steffey, K. Harris, T. Fercana, R. Weil, M. Shaw, and D. Frawley (as a speaker) will be attending.

2. EPT Gift Basket for PEC- K. Harris is collecting items to put together a gift basket of items from along the EPT for P.E.C.'s 2017 Western PA Awards Dinner scheduled for May 24, 2017. Anyone with items, please get them to K. Harris this week.

3. Upcoming Events on or along the Erie to Pittsburgh Trail – K. Harris reviewed the many fliers/brochures for upcoming events that are being held on or in communities along the Erie to Pittsburgh Trail corridor. Due to many miles of the Erie to Pittsburgh Trail corridor is along the Allegheny River, M. Black was asked to review the information regarding the Allegheny River being designated as the 2017 PA River of the Year. Penn Soil RC & D was the organization in submitting the Allegheny River's nomination. To help educate the public and celebrate this designation, a monetary award came with the designation. Penn Soil has opted to use a portion of the funds to offer mini-grants for programming and events on or about the Allegheny River. Application instructions for mini-grants were in the handouts, and available through Penn Soil. In addition, M. Black review sponsorship opportunities for the River of the Year including the benefits that come with each sponsorship level (a copy of the sponsorship opportunities are filed as part of these minutes). L. Carter motioned that the EPTA become a sponsor at the \$500 level (the platinum level). K. Harris seconded, D. Frawley abstained; motion carried; as an alternate M. Black had no vote.

Guest: - Erie County Council Chair, Jay Breneman, spoke to the attendees about the importance of trails in the County and City of Erie. He feels it is extremely important to connect neighborhoods to neighborhoods; then residents may fully understand the important economic impact that connecting to the Erie to Pittsburgh Trail can have for the communities. There are plans within the City and County to link to downtown via trails. So there is much discussion happening, and he hopes to begin seeing some of the plans become reality.

Old Business:

1. Strategic Planning Revised EPTA “Who We Are, Vision, Mission” – A draft of the vision developed by the Strategic Planning Committee was presented to the Board of Directors for comments. After discussion of the statements it was motioned by K. Harris that the Board approve the statements as presented with a comma inserted after “multi-use trails” in the vision statement, C. Mahronich seconded; motion carried.

2. Rails to Trails Counters – D. Frawley reported Eric Oberg will be picking up trail counters; counters will then be in a library that a trail group can sign out up to five counters for a six-week period for use on one of the corridor trails. Once the count is done information is sent to RTC, who will extrapolate the information for the trail

group. If you would like counters when they are available email Eric Oberg to let him know.

It was asked if we will get any information on the counts from the yearly count that a few of the trails on the EPT participated in during 2015 -2016?

3. Website Update – There are no updates for the website. A private website has been developed where organizational documents are located (minutes, reports, funding opportunities, etc.). R. Weil noted the site is searchable. All board members should have passwords; if not contact R. Weil.
4. Social Media Update - See the Secretary’s report distributed prior to the meeting. Please provide event information, including pictures, videos, etc.
5. Signage Guidelines – T. Henry briefly provided an update. The draft signage manual was issued to 15 municipalities for reviews, and no comments were received back except suggested edits from K. Harris. The list of sign vendors and estimated cost, for the recommended signs and posts are pending. The sign that has been approved by PennDOT for use on state-owned roads was discussed; there is a concern that it can be used by any EPTA Trail member to place on state-owned roads without any say of EPTA. Thus, EPTA could be held liable, and the reputation of having a safe trail is also jeopardized. It was decided that this concern should be addressed under the logo use policy. Dates on individual pages need to be removed; they do not match the front cover date, and there is no need for them once the manual is adopted. In regards to images for use on kiosk, it was noted that an image at 300DPI does not make it a high resolution; wording needs to be changed to address this issue. Be sure to direct potential users of the guidelines to check federal standards for the most up to date information regarding federal guidelines. State that for use of logos of individual trails, please contact the trail organization directly. It was also noted as a reminder to be sure to date the cost estimates once they are prepared for the guidelines. R. Weil motioned that the EPTA adopt the guidelines as revised in the discussions today, S. Mateer seconded; motioned carried. T. Henry thanked the Signage Committee for a job well done; this was echoed by all.
6. IHTC Update – D. Frawley provided an update via written report that was issued prior to today’s meeting. The next IHTC meeting is May 25, 2017 in Weirton, WV. Discussed a new structure, and what EPTA saw or thought this should be, should there be only trail groups, should there be a mix of trail groups, economic development, and marketing representatives? What does EPTA think IHTC roles should be? No firm decisions were presented to D. Frawley except we do not need another trail group; we need an organization to help where corridor groups are weak such as gaps and there is no one on the group to lead the way to fill the gap, help with

funding projects – connecting groups to larger funders, going after funds for several projects on a corridor such as a TIGER grant.

7. K. Harris motioned to amend the EPTA logo policy to state that the EPTA Board of Directors, effective as of April 19, 2017, must approve any logo use on roadways. Signs in place prior to the April 19, 2017 date are considered approved, D. Frawley seconded; motion carried.

8. It was asked that the 2018 April meeting date be moved to avoid Earth Day and the DCNR grant deadline.

Member Reports on Progress: - Written reports from members were distributed electronically with the agenda packet prior to today's meeting. Written reports will be filed as part of the official minutes.

Adjournment: - The next meeting will be held in Emlenton, PA at the Crawford Center on July 19, 2017. K. Harris motioned to adjourn the meeting, C. Mahronich seconded; motion approved. Meeting adjourned at 2:06 P.M.

Respectfully submitted,
Kim Harris, EPTA Secretary
Minutes Prepared April 28, 2017