

ERIE TO PITTSBURGH TRAIL ALLIANCE, INC. (EPTA)
Minutes of July 25, 2018 Board of Directors Meeting
Held at Buffalo Township Municipal Building, Sarver PA

Voting Members Present:

Dan Kostella	Armstrong Rails to Trails Association (delegate) (ARTA)
Chris Ziegler	Butler-Freeport Community Trail (delegate) (BFCT)
Courtney Mahronich	Friends of the Riverfront (delegate) (FOR)
Barney Scholl	Mercer County Trails Association (delegate) (MCT)
Kim Harris	Oil Region Alliance (delegate) (ORA)
Sandy Mateer	Redbank Valley Trails Association (delegate) (RVTA)
Leah Carter	Titusville Area Trails Association (delegate) (TATA)
Debra Frawley	At-Large (delegate)
Ron Steffey	At-Large (delegate)
Roy Weil	At-Large (delegate)

Voting Members Absent:

Darla Cravotta	Allegheny County
Bill Weller	Allegheny Valley Trails Association (AVTA)
Laurie Baker	Titusville Redevelopment Authority (TRA)
Tom Baxter, IV	At-Large

Guests Present:

Designated Alternates--

Mary Shaw	At-Large (alternate for Mr. Weil)
Mike Baker	Erie County Planning
Jack Cohen	BUTLER County Tourism
Chris Corbran	Pennsylvania Environmental Council
Laura Hawkins	Main Line Canal Greenway
Toni Henry	Armstrong Trail
Bob Jennings	Allegheny River Trail in Clarion
Beth Kostella	Armstrong Rails to Trails Association
Cathy McCollum	River Town Program / Towns and Trails
Erin Wiley Moyers	PA DCNR
Gwilym Price, ESQ.	Allegheny Valley Land Trust Solicitor
Marty Radock	Impact Corry
Ron Steele	Allegheny Township
Mike Steimer	Allegheny Valley Land Trust Board Member

President Barney Scholl called the meeting to order at 10:04 A.M. welcoming everyone to the meeting. Self-introductions were made by meeting attendees.

A quorum of the Board of Directors was present (25% of the total shall constitute a quorum).

Approval of Minutes: The minutes of the April 25, 2018 regular quarterly EPTA Board of Directors meeting were provided in advance. It was noted that Erin Wiley Moyers name need corrected with an “s” at the end, and Chris Ziegler’s name is misspelled and should be Ziegler not Zeigler. R. Weil moved that the minutes be approved as corrected, seconded by C. Mahronich. Motion approved.

Treasurer’s Report: The Treasurer’s Report was provided in advance of the meeting. S. Mateer moved that the Treasure’s Report be accepted as provided and placed on file, seconded by K. Harris. Motion approved.

Letters of Support: No letters of support were requested this past quarter.

Logo Usage Request: No logo use requests were received.

Grant Opportunities and Workshops- Erin Wiley Moyers, DCNR Regional Advisor issues a fairly comprehensive list of grants, workshops, and other pertinent information via email weekly. If you are not currently on this email distribution list and desire to be E. Wiley Moyer, DCNR. Erin can add you.

Annual Meeting: R. Weil moved to designate October 17, 2018 as the Annual Meeting of the Erie to Pittsburgh Trail Alliance, seconded by C. Mahronich. Motion approved.

Nominating Committee: B. Scholl, President, appointed R. Weil to the Nominating Committee. B. Scholl asked if anyone would like to serve on this Committee to please let him know.

Old Business:

1. **Sales Tax Exemption:** R. Weil, Treasurer, reported the Erie to Pittsburgh Trail will have sales tax exemption om August 15.
2. **PA Sales Tax License:** R. Weil reported that there was no progress.
3. **Update on RTC Trail Counter:** K. Harris reported that RTC provided a letter of agreement to the Erie to Pittsburgh Trail Alliance that requires execution by B. Scholl, President. Discussion regarding the software subscription for data analysis “Datenet”; the subscription cost is \$500 for a three-years. R. Weil moved that EPTA purchase the license when it is needed, S. Mateer seconded. Motion approved. The Gap Committee was assigned to develop a draft policy for use of the trail counters along the trail; the draft policy will be presented to the Board for adoption.
4. **Industrial Heartland Trail Coalition Update:** D. Frawley reported the IHTC Summit is scheduled for October 3 and 4, 2018 and will be held in Morgantown, WV. There will be a “Shark Tank” style contest for trails to compete for money for a specific project – more details are forth coming. The Bayer Center is assisting the IHTC members with tools, Board Management, etc.; an electronic survey is available until July 27, 2018; this survey is designed to help the Bayer Center focus in more on the needs of the trail groups.
5. **Officer and Directors Insurance:** B. Scholl presented a quotation for directors and officers liability (D&O) insurance. After discussion, R. Weil moved to authorize spending up to \$400 to acquire D&O insurance for the EPTA, K. Harris seconded. Motion approved.

It was asked that B. Scholl just verify that the policy will provide desired coverage before purchase.

6. **Pennsylvania Association of Non-Profit Organizations**: K. Harris reported that M. Black was working on policies per the April 2018 EPTA meeting; however, no policies were ready to provide to the EPTA Board, thus the reason no drafts were issued prior to the meeting. She noted that any draft policies would be provided in advance to a board meeting. R. Weil requested we use the ticket system via the website for action items. R. Weil reviewed how the system works.
7. **Armstrong County Week of Giving**: K. Harris reported that letters of thank you were sent to all individual donors, as well as those that provided the matching dollars for the funding event.
8. **Erie to Pittsburgh Trail Northern Endpoint**: No report available, Emily Beck of VisitErie is checking
9. **Strategic Plan Discussion**: B. Scholl noted the executive committee had not met to discuss the plan and what can be implemented in the immediate future and how. B. Scholl will arrange a conference call or Internet meeting with the Executive Committee.
10. **EPT Gap Priority Committee**: The Gap Priority Committee has been meeting and working on the gaps in the EPT network, and determining what is the status of each gap, issues, and what are the potential actions for specific gaps. Through meetings of the Gap Priority Committee, three actions items are being presented to the Board. 1) Road Safety Audits are being undertaken by the Southwest Planning Commission; an action item with background was presented to the Board prior to the meeting. R. Steffey moved that the EPTA Board authorize the Gap Priority Committee to encourage road owners and other interested parties to request a Road Safety Audit (RSA) in areas identified by the Gap Priority Committee. The Gap Priority Committee will provide updates to the EPTA Board Directors in the quarterly updates; R. Weil seconded. Motion approved passed. 2) There have not been any updates coming from DCNR, Bureau of Parks, on the "Missing Link" in Oil Creek State Park, R. Steffey moved that the EPTA prepares and issues a letter to DCNR requesting an official update on the three-mile gap ("Missing Link") from Petroleum Centre to the northern end of the McClintock Trail, L. Carter seconded. After further discussion, the motion passed. 3) Realizing that some segments of the network of the trail system may have to be temporarily or possibly permanently sharing the road rather than a trail that is off-road. If these segments are identified and marked as part of the Erie to Pittsburgh Trail, a policy should be developed detailing circumstances and requirements for which the Board will vote in agreement. D. Frawley moved that the Gap Priority Committee research safety and liability concerns and develop an on-road designation policy for any on road trail segment to be officially endorsed as part of the Erie to Pittsburgh Trail, L. Carter seconded. Motion approved.
11. **EPTA Signage at all Trailheads**: M. Black not present and did not submit a written report on this subject.
12. **General Membership**: L. Carter is in need of a list of anyone who was a general member in the past. L. Carter will draft a letter to be sent to past general members.
13. **Marketing**: R. Weil had prepared a map report that was sent out in advance with meeting materials. After discussion, it was determined that R. Weil will call a meeting of the Marketing Committee, members include L. Carter, K. Harris, C. Mahronich, R. Steffey, and R. Weil (Chair). It was mentioned that D. Frawley was on the Committee, but after

verifying those named to the Committee in the April 2018 minutes, it was realized D. Frawley was not appointed.

14. **Month of September PA Trail Month:** E. Wiley Moyers discussed “Shine a Light on Trails.” September is designated by the Commonwealth to celebrate trails and encouraged those with events and/or activities on trails to share them on the DCNR calendar.
15. **Finance Committee:** Discussion regarding establishing a finance committee for the EPTA, and audits. B. Jennings volunteered to assist R. Weil with determining thresholds for audits, and the degree of audits required, based on what EPTA financial activities.

New Business:

1. **Potential Contracted Services to Focus on Gaps:** K. Harris began the discussion with an overview of the potential service. She relayed to the Board that the bulk of the funding would come from ORA via grants but would be seeking matching funds from the EPTA between \$3,000 to \$5,000, and that exact amount would be available after the ORA grant dollars were solidified. K. Harris asked what the EPTA Board Members would like to see included in the scope of work for the potential contracted service. R. Steffey told the Board that they should be aware this maybe something he would be interested in submitting a proposal for if a Request For Proposal is released. After more discussion S. Mateer moved that EPTA allocate a commitment of \$3,000 toward contracted services focusing n the gaps of the EPT, L. Carter seconded. Motion passed with R. Steffey and D. Frawley abstaining.
2. **“Swoosh” Design:** Under consideration, is the design of the “swoosh” currently used on EPT Kiosk. In order to maintain the look on kiosks used along the EPT it was mentioned that EPTA should be able to provide trail groups doing kiosk with the ‘swoosh’ header at no cost. A proposal for the header will be available for the October Meeting.

Member Reports on Progress: - Written reports received 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.

S. Mateer reminded everyone that the dedication for the Climax Tunnel will be held on Saturday, August 18, 2018 at 10:30 AM. S. Mateer will email K. Harris the information to post on Facebook and share.

Adjournment: - With no further business to discuss, President, declared the meeting adjourned at 1:10 PM P.M. The next meeting will be held in Corry at the Hi-Ed Building, 221 N Center St, Corry, PA 16407 on October 17 2018, at 10:00 AM.

Respectfully submitted,
Kim Harris, EPTA Secretary
Minutes Prepared September 11, 2018