

**Meeting Minutes**  
Huntingdon County Active Transportation Committee  
Friday, September 30, 2022

The Huntingdon County Active Transportation Committee was called to order by Chairman Matt Price at 9:00 A.M. The meeting was held in the Annex I Building's Conference Room, at 205 Penn Street, Huntingdon, PA, 16652.

**Attending:**

Matt Price, Charles Harper, Wendy Melius, Judy Scott, Jen Bellis, Brian Wiser, Laura White, James Lettiere, Debra Clark-Loner and Zack Lee

**Not in attendance:**

Vince Greenland, George Conrad, and Jane Sheffield

**Minutes**

Matt Price called the meeting to order at 9:00 A.M. There was some discussion and action taken on the July 29<sup>th</sup>, 2022 minutes. Laura mentioned two misspellings: (1) Vince Greenland's first name was spelled incorrectly (was Vine in the minutes, should be Vince.) (2) Numers Hollow Road was spelled incorrectly as well (was Nummers, should be Numers.) Laura made a motion to approve the minutes as amended and Judy seconded the motion. The minutes were approved unanimously.

Jim discussed correspondence from Sam Pearson, with the PA Downtown Center, regarding the Committee's grant application and a letter of intent from the County Commissioners. He said the grant was approved for \$25,000 from PA Downtown Center/PA WalkWorks for the consultant and an additional \$5,000 will be added from County funds for a total of \$30,000.

Matt and Jim had an introductory call with Ms. Pearson who discussed the requirements of what is to be expected of the Committee. They also had the County Commissioners sign a letter of intent (commitment letter) dated 9/23/22. This letter details everything that the Committee agreed to and what is expected of the Committee moving forward. The Active Transportation Committee has to participate in a weekly call with Ms. Pearson. This will start the week of 10/10/22. Matt and Jim will be participating in these conversations.

Jim mentioned he wants to start working on an RFP (Request for Proposal) for a consultant to develop an Active Transportation Plan. He said he would accept any volunteers to help with this process. The Committee received a copy of the letter to the Commissioners as well as a timeline of deliverables. The Active Transportation Plan has to be adopted and approved by the County Commissioners by September 30<sup>th</sup>, 2023. It was asked if the Committee can review the RFP that needs to be approved by the Commissioners. Jim said they want him to approve it, but he wants the Committee to review and approve the RFP as well. It was also asked if there was a timeline as to when the RFP needed to be finished so it could be distributed. Jim said the date for completion is October 31<sup>st</sup>, 2022.

Matt mentioned the deadline for receiving RFPs' is December 16<sup>th</sup>, 2022. With that in mind, the timeline states to organize a Steering Committee. He asked if the ATC wants to do the Steering Committee as a whole or to organize a separate Steering Committee just for this plan. He feels it makes sense for the ATC to act as a Steering Committee with a few additional people included. Laura said that looking at the Commissioner's letter to Ms. Pearson, they do give specific suggestions on including individuals from different organizations. She feels the ATC has a lot of those covered except for health and education. She mentioned Juniata College as a resource for education. Jim said they had reached out to the college. Steve Nunez was suggested as a resource from Penn Highlands Community College. She also thinks having a resource from the health field would be beneficial. James asked if anybody knew of someone to reach out to in the health field. Wendy mentioned she could reach out to Dr. Roth (BTAMC). There were also suggestions of Dr. Buza and Dr. Allison Holmes. It was discussed to reach out to these individuals and invite them to be a part of the Steering Committee. During our discussions with these individuals, we should mention that over the next 12 months the Steering Committee will be developing a county-wide Active Transportation Plan and we need their input to make the plan more complete so no components get overlooked.

Matt discussed being ready to adopt the RFP and being ready to submit it to potential bidders by the next meeting. It was asked how long they should allow for bidders to prepare their RFP. Jim said at least 3-4 weeks.

Matt spoke about his consultation with Alicia Ruscitto (Regional Manager Real Estate, Norfolk Southern Real Estate) and said the Committee wasn't shut down. This is going back to the 9/11 Trail plan, Segment 13. It involves getting across the railroad tracks in the area of Standing Stone Creek. Ms. Ruscitto said Norfolk Southern does not enter into new trail easements. Upon further discussion about it possibly being a PennDot right-of-way, she said if the Committee can get a title search done and approved it is a PennDot right-of-way they have a place to start. Brian asked if it includes where the old bridge underneath was and Matt confirmed it does. Vince provided drawings last month that showed historically there was an underpass under the tracks on the east side of Standing Stone Creek for Route 33 (before Route 22). Vince also noted during the last meeting the original right-of-way was granted by an act of the legislature which is different from most PennDot projects. Matt's recommendation to the Committee, based on his discussion with Ms. Ruscitto, is that they engage the County's attorney or another attorney to do a title search. There was discussion of a ballpark estimate on cost and Debra questioned if they needed an attorney if it was an act of legislature. She suggested Walter or Judy could search for it. Matt feels because of the possibility of other issues that may arise it would be better for an attorney to search for it. Jim mentioned the Committee using Linus Fenicle (land use attorney). It was decided for Jim to consult Mr. Fenicle and get an estimate on the cost of a title search and let Matt and Debra know what he found out so that they can move forward with how to fund the cost for the search. The outcome of this title search will be the deciding factor of Segment 13. The next area to cross would be Numers Hollow. Once the outcome of the title search is known, there will be a more concrete scope of work to put in the RFP for engineering feasibility.

Zack Lee mentioned Carl King stepped down from the Rural Transportation Technical Committee (RTTC). They'll be looking for a new Non-Motorized Trail Representative if the Committee has anybody in mind.

Our next meeting will be Friday, October 28<sup>th</sup>, 2022 at 9:00 AM. It was also discussed that the meeting for November/December be on December 2<sup>nd</sup>, 2022 at 9:30 AM.

**Adjournment**

The meeting adjourned at 10:00 AM.

Respectfully submitted,

Jayne Reck

Assistant Community Development Administrator