

**Meeting Minutes**  
Huntingdon County Active Transportation Committee  
Friday, April 8<sup>th</sup> 2022

The Huntingdon County Active Transportation Committee was called to order by James P. Lettiere, Planning Director at 12:00 p.m. The meeting was held in the Annex I Building's Conference Room, at 205 Penn Street, Huntingdon PA, 16652. The purpose of this meeting was to have the Active Transportation Committee participate in the webinar regarding the notice of funding availability for the preparation of the Huntingdon County Active Transportation Plan.

**Attending:**

Zack Lee; James Lettiere; Matt Price; Laura White and Brian Wiser.

**Not in attendance:**

Debra Clark; George Conrad; Charles Harper; Wendy Melius and Judy Scott.

**Visitors**

Samantha Pearson, Healthy Communities Program Manager with PA Walk Works/Pennsylvania Downtown Center and Justin Lehman, with the Pennsylvania Department of Health.

**Minutes**

Samantha Pearson with PA-Walk Works presented a power point presentation regarding the guidelines for the notice of funding availability. This included an overview of how the PA-Walk Works process works and the resources that are available for funding opportunities to equip our community to address obesity and other health issues. She noted public engagement is an important element of the grant process. She added that health and transportation statistics should be part of the application.

Justin Lehman with the PA Department of Health spoke of his involvement in regards to the funding he works with as a Pennsylvania public health administrator. His focus is on disease prevention by improving the built environment and reducing the risks of motor vehicle crashes.

He noted the pandemic had an effect on everyone. Walking and biking may improve mental health and provide greater resiliency and prosperity. PA Walk Works, works collaboratively with the Department of Health and the PA Downtown Center. They grant awards to prevent diseases and to address non-motorized transportation needs.

The presentation included a discussion of eligible projects including development of active transportation plans, the development of complete streets and vision zero policies. The essential elements of an application include data regarding information from a recent community wide health needs assessment, project milestones, estimated costs, demonstrating capacity to carry out the project, and letters of support. Ms. Pearson noted that Counties planning on submitting applications should have the County Commissioners pass a resolution or prepare letter of support for the application. She also stressed the importance of linking the plan to a Regional Planning Organization's Active Transportation Plan, if one exists.

Active Transportation Plans can be funded in the ranges of \$10,000-\$25,000, Complete Streets or Vision Zero Policies may be funded at levels of \$3,000-\$5,000. The number and amount of awards will be dependent on the number of applications (including, budgets) for each category – i.e., plan vs. policy. Project budgets should also reflect supplemental funding.

The expectations of grant recipients include a letter of commitment, a complete budget, a sub-award agreement, dissemination of a press release, bi-weekly calls, involvement of stakeholders group i.e., Active Transportation Committees, progress reports, compliance with due dates for reports and the completion of a draft and final plan.

Letters of intent are encouraged but not required and are due by April 23, 2022. Applications are due May 13, 2022, awardees to be informed September 3, 2022, while draft plans are due August 31, 2023, and final plans must be adopted and submitted by September 30, 2023.

Jim Lettiere stated he would draft the letter of intent and work with Zack Lee to prepare the plan. He mentioned he would circulate the draft for the Committee members review prior to submission. Matt Price and Brian Weiser briefly discussed the Broad Top walking trail. Laura spoke of the need and desire to apply for the funding. A discussion was held whether the Committee should pursue the funding opportunity to hire a consultant and Matt Price made a motion to proceed. The Committee concurred.

### **Adjournment**

The meeting adjourned at 1:48 pm

Respectfully submitted,

James P. Lettiere, AICP/jml  
Planning Director