

Tioga County Trail, Park & Recreation Authority

REGULAR MEETING MINUTES

Wednesday, July 15, 2026 | 6:30PM

Patterson Trailhead, 32 Fellows Ave, Wellsboro, PA 16901

Call to Order: Marc Rice called the meeting to order at 6:30PM.

Roll Call: The roll call found five (5) members present: Marc Rice, Rachel Courtney, James Llewellyn, Tyler Upham, Melissa Underwood & Chad Zengrele

Public Attendance: Valarie Baltzley, Linda Stager & Kim Johnson

Communications: Valarie Baltzley gave an update from Develop Tioga that included a report on trailhead visitors and volunteers keeping the trailhead.

Approval of Minutes: A motion was made by Rachel Courtney to approve May meeting minutes, seconded by Melissa Underwood.

Public Comment: Linda Stager shared comments about the Pine Creek Rail Trail and its users. The conversation led to a request to DCNR to drag and roll the rail trail extension. It also prompted a discussion with the county to look into cutting another curb at the Patterson Trailhead to provide more direct access to the Pine Creek Rail Trail.

Committee Reports:

- **Pine Creek Rail Trail Celebration:** Chad Zengrele, James Llewellyn, and Tyler Upham are coordinating a 5K walk/run and 10K cycling event for the PCRT TOTY Community Day on September 26, 2026. The events will begin at the Patterson Trailhead.

There was discussion regarding ownership of the PCRT, as there is a permitting process and fee for holding trail events on DCNR trails. A motion was made by Marc Rice and seconded by Chad Zengrele to cover the \$100 DCNR permit fee if the transfer of the property from Tioga County to DCNR had occurred. The motion carried. DCNR also requires a certificate of insurance. Marc Rice is working with CCAP to provide the required documentation.

There was also discussion about requesting the Sheriff's Department to have a presence at the Northern Terminus during the events.

The Trail Authority Board would like to establish one general Trail Authority email address for receiving general correspondence. Rachel Courtney will work with the IT Department to establish the account. Tyler Upham made a motion to proceed with creating a general email address. The motion was seconded by Marc Rice. The motion carried.

The Authority Board would also like to have branded stickers available to distribute to contestants and event visitors. Melissa Underwood made a motion to approve a budget of up to \$200 for a sticker order. The motion was seconded by Rachel Courtney.

Officer Reports:

- **Secretary:** Rachel Courtney reported she had correspondence with Visit Potter-Tioga and Lumber Heritage Region and has confirmed the work session voted on last month to restore the Lumber Heritage Trail sign at the VPT has been cancelled.
- **Treasurer:** Melissa Underwood reported that the \$5,000 the Trail Authority requested from the Tioga County Commissioners in April for start-up costs has been deposited into the checking account.

Old Business:

- **Bylaws & Policies:** A motion was made to send the Trail Authorities' drafted Bylaws and Policies to Gabriel Fera for review and to request that he attend the next board meeting to provide feedback on the documents before they are adopted. The motion was made by Rachel Courtney and seconded by Melissa Underwood.

New Business:

- **Pine Creek Rail Trail – Trail of the Year Celebration:** The Board discussed forming an event committee, along with other committees, to help plan and coordinate a 5K run, biking/cycling event, and related activities in conjunction with the PCRT TOTY Celebration on the morning of Saturday, September 26. After discussing activities that would engage community members of all ages, Melissa Underwood made a motion for the Trail Authority to host a 5K run, biking/cycling event, and any additional educational activities the Authority deems appropriate in conjunction with the PCRT TOTY Celebration, contingent upon confirmation that the Authority's insurance would provide coverage for the proposed activities. The motion was seconded by Chad Zengrele.

A tentative schedule for the Trail of the Year Celebration was shared with the Board for review.

Other Business: None.

Next meeting: August 19, 2026 at 6:30PM

No further business. A motion was made by Tyler Upham to adjourn the meeting and was seconded by Marc Rice. The meeting was adjourned at 7:54 p.m.

Respectfully Submitted by Secretary, Rachel Courtney.

