

**ULSTER COUNTY TRANSPORTATION COUNCIL  
Policy Committee Meeting**

**Meeting Minutes**

**Date:** September 7, 2004  
**Time:** 3:00 pm  
**Place:** Ulster County Legislature Chambers  
County Office Building  
244 Fair Street, 6th Floor  
Kingston, New York

**Members**

<b>Present:</b>	Mark Anduze**	NYS Thruway Authority
	Steve Finkle**	City of Kingston
	Greg Helsmoortel <sup>+</sup>	Town of Saugerties
	Jack Hohman**	NYS Thruway Authority
	Albert Meyer**	Ulster County Legislature
	Joseph Rich <sup>^</sup>	Federal Highway Administration
	Jill Ross-Schmelz**	NYS Thruway Authority
	Jeremy Wilber*	Town of Woodstock
	Fred Wadnola <sup>+</sup>	Town of Ulster
	Tom Weiner**	NYS DOT Region 8

**Others**

<b>Present:</b>	Mircea Catona	UC Public Works Department
	Dave Clouser	David Clouser & Associates
	John Dragun	Village of Saugerties
	Tom Jackson	Ulster County Area Transit
	Lewis Lachman	Town of Warwarsing
	Mary Leahy	Village of Saugerties
	Cynthia Ruiz	Ulster County Area Transit
	Judith Spektor	Village of Saugerties

**Staff**

<b>Present:</b>	Kristin Colton	NYS DOT Region 8
	Dennis Doyle	UC Planning Board
	Jean Gunsch	NYS DOT Region 8
	Jean Shanahan	NYS DOT Region 8
	Bill Tobin	UCTC

<sup>+</sup> Permanent Voting Member

<sup>\*</sup> Current Voting Member (Until June 4, 2005)

<sup>\*\*</sup> Voting Proxy

<sup>^</sup> Advisory Member

The meeting was called to order by Mr. Doyle at 3:05 pm. Mr. Doyle stated that the Policy group is two voting members short of achieving a quorum. Mr. Doyle indicated that a mail ballot may be utilized as a substitute but that the action items proposed are not urgent at this time.

As a result of not meeting minimum quorum requirements, Mr. Doyle stated that the previous meeting minutes cannot be approved. [Note: A quorum was also not achieved at the March 2, 2004 Policy Committee meeting. Minutes of any unofficial meeting need no formal approval.]

Mr. Doyle then moved to the next item on the agenda and called for Citizen Comments.

Ms. Spektor, a representative of the Village of Saugerties Traffic Safety Committee, addressed those in attendance about a recently completed report with recommendations which addresses traffic issues and problems on Route 9w. Ms. Spektor stated the report identifies issues concerning excessive vehicle congestion, excessive heavy truck traffic, pedestrian crosswalk safety concerns, and excessive noise. Ms. Spektor asked the UCTC to consider helping the Village of Saugerties implement the recommendations within the report. Mr. Tobin agreed to make copies of the report and mail them to UCTC Policy and Technical Committee members.

Mr. Lachman, a Town of Warwarsing representative, reminded the UCTC to remember the ever-growing population of senior citizens in Ulster County when programming highway funds, especially for public transportation services.

Mr. Doyle introduced the next item on the agenda "Status of Projects."

Mr. Tobin provided a brief update on the status of the geographic information system (GIS) zoning map conversion project. Mr. Tobin stated that a consultant, Weiler Mapping of Elmira, New York, was retained through a competitive bidding process earlier this year to convert local municipal zoning maps throughout Ulster County into an electronic format. The purpose of this project is to integrate Ulster County zoning districts with the UCTC's travel demand forecasting model. The project is scheduled to be completed by the end of August 2004.

Mr. Tobin provided a brief update on the status of the Long Range Transportation Plan update. Mr. Tobin stated that since the UCTC consultant selection committee retained Edwards and Kelcey Associates (EK) of Saratoga Springs, NY with Fitzgerald and Halliday using a competitive bidding process. The consultant selection committee recommended UCTC staff negotiate with EK to piece together the preferred consultant team recognizing the need for an effective public involvement component. The contract negotiation process resulted in a higher price for consultant services. Recognizing there would be a significant budgetary savings as a result of not hiring a transportation planner for the foreseeable future, UCTC staff entered into a contract with EK at \$19,500.00 over the budgeted amount for a total contract price of \$79,500. Mr. Tobin advised the UCTC that a UPWP amendment may (or may not) be needed before the end of 2004-2005 fiscal year. The contract period is eight months is expected to be completed no later than April 4, 2005.

Mr. Tobin provided a brief update on the status of the countywide transit study entitled the "Ulster County Fixed Route Public Transportation Coordination and Intermodal Opportunities Analysis." A UCTC Transit Advisory Committee (TAC) was assembled to lead a competitive consultant selection process. The TAC selected Abrams-Cherwony and Associates (AC) of Philadelphia, PA with Eng-Wong, Taub Associates for the eight month project. Recognizing there would be a significant budgetary savings as a result of not hiring a transportation planner for the foreseeable future, UCTC staff entered into a contract at \$3,158.00 over the UPWP budgeted amount for a total contract price of \$39,958.00. Mr. Tobin advised the UCTC that a UPWP amendment may (or may not) be needed before the end of 2004-2005 fiscal year.

Ms. Shanahan announced that a "call for projects" letter will be mailed to Ulster County municipalities beginning Monday, September 13 related to the Ulster County Transportation Improvement Program (TIP). Ms. Shanahan further stated that applications for TIP projects will be received through October 20, 2004 with a TIP application workshop scheduled for October 5, 2004 immediately following the UCTC Technical Committee meeting.

Mr. Tobin presented and discussed the TIP project application evaluation methodology proposed. Mr. Tobin stated that the UCTC Technical Committee recommended the UCTC Policy Committee adopt the methodology as presented, including the project application scoring sub-committee as presented. Mr. Tobin reminded those in attendance that the methodology presented was untested and subject to future revisions based upon the UCTC's experience applying the methodology.

Mr. Tobin asked if anyone on the Policy Committee would like to serve on the sub-committee. Mr. Wilber volunteered to become the seventh TIP project application sub-committee member.

Mr. Tobin stated that UCTC staff will be in contact with TIP project application sub-committee members in October to schedule a date, time, and place to review and score TIP project applications.

A consensus was reached among those in attendance to adopt the TIP project application evaluation methodology as presented including the project application scoring sub-committee, with the addition of Mr. Wilber as the seventh member.

Mr. Tobin presented the draft copy of the UCTC Title VI (Civil Rights) Plan which describes the process for how the UCTC is to handle discrimination complaints as required by federal law. After some discussion, it was agreed to table the UCTC Title VI (Civil Rights) Plan to make further revisions. [Note: UCTC staff will incorporate the UCTC Title VI (Civil Rights) Plan into the overall UCTC Environmental Justice Plan].

Mr. Tobin stated that today's UCTC Policy Committee meeting was the last scheduled for the year. Mr. Tobin stated that the proposed meeting schedule included in agenda packages needed to be updated to include a Policy Committee meeting May 3, 2005 for

the purposes of approving the UCTC Final Year 2006-2010 TIP. The remaining Year 2004 and proposed Year 2005 Policy and Technical Committee meeting dates were presented to those in attendance as follows:

### **POLICY COMMITTEE MEETINGS**

#### **Proposed 2005 Meeting Dates**

- March 1, 2005 (Adopt UPWP + Review Draft TIP)
- May 3, 2005 (Adopt Final Year 2006-2010 TIP)
- August 2, 2005 (Adopt LRTP + '06 Meeting Schedule)

### **TECHNICAL COMMITTEE MEETINGS**

#### **Proposed 2005 Meeting Dates**

- February 1, 2005
- April 5, 2005
- July 12, 2005
- November 1, 2005

A general consensus was made by those in attendance to adopt the proposed 2005 UCTC meeting schedule as presented.

Mr. Doyle adjourned the meeting at 4:35 pm.

Respectfully submitted by  
Bill Tobin