

**ULSTER COUNTY TRANSPORTATION COUNCIL
Policy Committee Meeting**

Meeting Minutes

Date: March 2, 2004
Time: 3:30 PM
Place: Surrogate Court Room
County Office Building
244 Fair Street, 3rd Floor
Kingston, New York

Members

Present:	Sandy Cozza**	City of Kingston Citibus
	Bob Dennison ⁺	NYSDOT Region 8
	Steve Finkle**	City of Kingston
	Jack Hayes [^]	NYS Bridge Authority
	Albert Meyer**	Ulster County Legislature
	Richard Peters**	NYSDOT Region 8
	Bob Shepard*	Town of Lloyd
	Jeremy Wilber*	Town of Woodstock
	Barbara Wise**	Town of Ulster

Others

Present:	Kenneth Herman	Town of Marlborough
	Tom Jackson	Ulster County Area Transit
	Stan Kern	Town of Kingston
	Cynthia Ruiz	Ulster County Area Transit
	Charlie Schaller	UC Traffic Safety Board

Staff

Present:	Michele Bager	NYSDOT – Albany/UCTC
	Dennis Doyle	UC Planning Board/UCTC
	Jean Gunsch	NYSDOT Region 8/UCTC
	Herb Hekler	UC Planning Board/UCTC
	Bill Tobin	UCTC

⁺ Permanent Voting Member

^{*} Current Voting Member (Until June 4, 2005)

^{**} Current Voting Proxy

[^] Current Advisory Member

The meeting was called to order by Mr. Hekler at 3:39 PM. Mr. Hekler began the meeting with roll call of those in attendance. Mr. Hekler stated that the Committee was two voting members short of meeting a quorum. Mr. Dennison stated that certain agenda items were time sensitive and needed a vote of approval before the end of the month. Mr. Dennison

discussed mail balloting and telephone balloting as potential voting alternatives the Committee could exercise in situations when a quorum is not present. A consensus was reached that UCTC staff would conduct a vote on agenda action items using the mail ballot option.

Mr. Hekler began with introductions of those in attendance and also introduced Bill Tobin as the UCTC's newly hired Principal Transportation Planner.

Mr. Tobin introduced the next item on the agenda "2004-2005 Unified Planning Work Program (UPWP)." Mr. Tobin briefly discussed the content of the UCTC work program for the fiscal year beginning April 1, 2004 and ending March 31, 2005. Mr. Tobin explained that the work program is very similar to the previous year's work program with only a slight modification in the budget.

Mr. Tobin noted that the UCTC Technical Committee recommended that staff include language in the work program supporting the efforts of conducting a countywide transit coordination study using UCTC planning funds. Mr. Doyle discussed the work program budget and stated that while the budget is mostly finished staff is still awaiting official numbers from the State DOT resulting from the yet-to-be signed reauthorized Congressional transportation bill.

Mr. Finkle noted that the City of Kingston is exploring the possibility of conducting a passenger ferry study and a citywide transportation circulation study to be initiated within the next year. Mr. Finkle asked if the UCTC could assist with this effort and whether this item could be included in the UCTC work program. Mr. Peters stated that he believes it would be easier to place either or both projects on the Ulster County transportation improvement program (TIP). Mr. Doyle stated that UCTC work program includes language that allows UCTC staff to assist with similar projects (see Regional and Sub Area Study Liaison, p. 12 of the UPWP). Mr. Doyle stated that UCTC staff will insert written references specifically addressing a passenger ferry study and the City of Kingston citywide transportation study. The mail ballot will include a copy of the resolution to adopt the Ulster County Transportation Council's State Fiscal Year 2004-2005 Unified Planning Work Program.

Mr. Tobin introduced the next item on the agenda "Disadvantaged Business Enterprise (DBE) Program." Mr. Tobin briefly discussed the need for the UCTC to have a DBE program as mandated by the Federal Highway Administration. Mr. Tobin stated that a DBE program is needed should the UCTC enter into contracts to spend federal funds for consulting services. The UCTC has the ability to join the NYSDOT's DBE program without having to develop its own internal DBE procedures and DBE goals saving a significant amount of staff time and resources. The mail ballot will include a copy of the proposed DBE resolution.

Mr. Tobin introduced the next item on the agenda "Discussion of 5307 transit funds" and discussed the need for a resolution declaring a shared funds agreement has been made between Ulster County Area Transit and the City of Kingston Citibus. Ms. Ruiz informed the Committee that special Federal Transit Administration (FTA) funds used for capital

purchases, operations, or maintenance (Section 5307 funds) are available each year to Ulster County. However, Ms. Ruiz stated, the FTA requires both the Ulster County Area Transit (UCAT) and the Kingston Citibus operators to work together on a solution or "formula" to split the funds equitably. The agreement states that a 60%-40% split will be implemented whereby UCAT receives 60% of the funds and the City of Kingston Citibus receives 40%. The mail ballot will include a copy of the FTA Section 5307 funds agreement resolution.

Mr. Tobin introduced the next item on the agenda "Proposed Draft 2004 UCTC Meeting Schedule." The UCTC Technical Committee recommended eliminating the proposed June 1, 2004 and December 7, 2004 UCTC Policy Committee meeting dates and setting a start time for all future UCTC meetings at 3:30 pm. A copy of the proposed draft 2004 UCTC Meeting Schedule will be included in the mail ballot.

Mr. Tobin introduced the next item on the agenda "Other Business and Announcements." Mr. Dennison announced that Mr. Herb Hekler will be retiring at the end of the month after serving 36 years as Ulster County's Planning Director. Mr. Dennison extended his thanks and appreciation to Mr. Herb Hekler for leading the development and establishment of the Ulster County Transportation Council.

A consensus was reached to adjourn the meeting. The meeting adjourned at 4:32 P.M.

Respectfully submitted by
Bill Tobin