

**ULSTER COUNTY TRANSPORTATION COUNCIL
Technical Committee Meeting**

Meeting Minutes

Date: October 5, 2004
Time: 3:00 p.m.
Place: Ulster County Community College
Stone Ridge, NY

Members

Present:	Mircea Catona	UC Public Works Department
	Sandy Cozza**	City of Kingston Citibus
	John Dragun**	Village of Saugerties
	Steve Finkle**	City of Kingston
	Albert Meyer**	Ulster County Legislature
	Jill Ross-Schmelz**	NYS Thruway Authority
	Richard Peters**	NYSDOT Region 8
	Cynthia Ruiz	Ulster County Area Transit
	Charles Schaller	UC Traffic Safety Board
	Bob Shepard*	Town of Lloyd
	Fred Wadnola ⁺	Town of Ulster

Others

Present:	Joel B. Brink	Town of Ulster
	Robert Chamberlin	Resource Systems Group
	Tom Jackson	Ulster County Area Transit
	Stan Longyear	Town of Woodstock
	Myles Putman	Shuster Associates
	Russ Robbins	NYSDOT Region 8
	Mark Sargent	Creighton Manning Engineering

Staff

Present:	Marianne Davis	UC Planning Board
	Jean Gunsch	NYSDOT Region 8
	Jean Shanahan	NYSDOT Region 8
	Bill Tobin	UCTC

⁺Permanent Voting Member

^{*}Current Voting Member (Until June 5, 2005)

^{**}Current Voting Proxy

[^]Current Advisory Member

CALL TO ORDER

The meeting began at 3:01 p.m. with Mr. Tobin welcoming those in attendance.

CALL FOR CITIZEN COMMENTS

Mr. Tobin asked if there were any Citizen comments at this time. None were received.

APPROVAL OF MEETING MINUTES

Mr. Tobin presented the August 3, 2004 Technical Committee meeting minutes and asked for any comments or corrections. Ms. Cozza stated that she did not receive a copy of the agenda packet prior to the meeting. No other comments or corrections were received.

COMMUNICATIONS AND ANNOUNCEMENTS

Mr. Tobin made the following announcements:

A TIP application workshop will immediately follow today's Technical Committee meeting. A TIP application presentation is scheduled for 5:00 pm today. One additional person has been added to the UCTC TIP Project Application Scoring Sub-Committee. Jeremy Wilber has joined the other six members. Mr. Tobin handed out a revised list of Sub-Committee members as follows:

TIP Application Scoring Sub-Committee

Name	Representation
Larry Cavazza	Town of Plattekill
John Dragun	Village of Saugerties
Steve Finkle	City of Kingston
Al Meyer	County of Ulster
Rich Peters	NYS DOT Region 8
Bob Shepard	Town of Lloyd
Jeremy Wilber	Town of Woodstock

Mr. Tobin reported that a quorum was not achieved at the September 7, 2004 Policy Committee meeting. Mr. Tobin further reported that a quorum has not been achieved since the inception of the UCTC. Mr. Tobin stated that staff is exploring ways to encourage more Policy and Technical Committee member participation. Mr. Tobin also reported that Technical Committee members have contacted him requesting meetings be scheduled earlier in the day. After some discussion, the UCTC Technical Committee members agreed to schedule the start time of future Technical Committee meetings at 10:00 a.m. Mr. Tobin stated that staff may be surveying Policy Committee members to determine what time of day they most prefer to hold Policy Committee meetings.

Mr. Tobin provided an update on the Long-Range Transportation Plan project. A consulting group, Edwards & Kelcey (EK) with Fitzgerald and Halliday, has been retained to assist staff with the eight (8) month planning project. A contract in the amount of \$79,500 was awarded using a competitive bidding process which was \$19,500 over the budgeted amount. Mr. Tobin explained that the rationale for spending additional funds on the study was based upon the budget savings realized as a result of not hiring the second UCTC transportation planner during the current fiscal year. Secondly, the consultant selection committee determined there was a need to piece together the preferred consulting group with a stronger public involvement emphasis. Mr. Tobin noted the Unified Planning Work Program (UPWP) will need to be amended early next year to reflect this shift in expenditures. Mr. Tobin announced the development of the Long-Range Transportation Plan Advisory

Committee (AC). The AC is a group of diverse stakeholders and will meet four (4) times over the next eight (8) months. The AC will be meeting for the first time on Wednesday, October 13, 2004 at 3:00 pm at the Ulster County Community College. The role of the AC will be to guide the development of the long-range plan and serve as a working group for detailed matters relating to data collection, analysis, and policy recommendation. All work and recommendations produced by the AC will move to the Technical and Policy Committees for review, consideration, and adoption. Mr. Tobin welcomed those interested to attend future AC meetings. Mr. Tobin handed out a list of AC members for the Technical Committee's own information and reference.

Mr. Robbins recommended Mircea Catona, Ulster County Highway Engineer, be added to the list of AC members.

Mr. Tobin announced that a long-range transportation plan public workshop has been scheduled for Tuesday, November 16, 2004 from 7 to 9 pm at the Ulster County Community College Student Lounge. A formal notice will be mailed out in the near future.

Mr. Tobin provided a brief update on the Ulster County Fixed Route Public Transportation Coordination and Intermodal Opportunities Analysis project. The consulting team of Abrams & Cherwony & Associates with Eng, Wong & Taub Associates has been retained by the UCTC to perform an eight (8) month transit planning study to coincide with the long-range transportation plan effort. A contract in the amount of \$39,958 was awarded through a competitive bidding process which was \$3,158 over the UPWP budgeted amount. Mr. Tobin explained that the rationale for spending additional funds on the study was based upon the budget savings realized as a result of not hiring the second UCTC transportation planner during the current fiscal year combined with unused Federal Transit Administration (FTA) funds rolled over from the previous year. Mr. Tobin noted that the Unified Planning Work Program (UPWP) will need to be amended early next year to reflect this shift in expenditures.

Mr. Tobin informed those in attendance that a Saugerties Traffic Report was included in their agenda packet. Those needing additional information concerning maps and appendices should contact the Planning Board office.

Mr. Finkle asked if other public meetings, like the November 16th long-range transportation plan public workshop, were planned. Mr. Tobin responded that for budgetary reasons there would be one (1) additional public meeting/workshop at or near the conclusion of the UCTC long-range plan development process. Mr. Tobin did note, however, that other public involvement strategies are being implemented such as the development of a project web site, mass mailings, and press releases.

Mr. Tobin noted that the Policy Committee adopted a Year 2005 meeting schedule at the September 7, 2004 meeting. A May 3, 2005 meeting was added to the schedule to accommodate the adoption of the UCTC's FFY 2006-2010 Transportation Improvement Program (TIP). A copy of the revised Year 2005 meeting schedule was included in the agenda packet.

NEW BUSINESS

Mr. Tobin presented the first item of new business: Draft Public Involvement Plan. Mr. Tobin stated that the goals and objectives from the original version presented earlier this year were deleted to generalize the public involvement strategies. Incorporated into the appendix of the document is the discrimination complaint procedures process (aka Civil Rights Plan). Mr. Tobin stated that staff recently received comments from the FTA concerning environmental justice issues and the Draft Public Involvement Plan presented. Staff would like to incorporate these comments into the plan before it's sent to the Policy Committee. A discussion followed concerning the overall plan as it relates to environmental justice.

Staff Recommendation – Due to comments submitted by the FTA, staff recommends the UCTC Draft Public Involvement Plan be tabled until the completion of the Long Range Transportation Plan. A consensus was reached to table the Public Involvement Plan until more data and information can be generated by staff and be incorporated into the plan to adequately address FTA comments.

Mr. Tobin introduced Mr. Chamberlin of Resource Systems Group as the next new business agenda item. Mr. Chamberlin presented the scope of work and current status of the New Transportation and Land Use study. Mr. Chamberlin noted the study is approximately 60% complete and is expected to be finalized in June of 2005. Information concerning this effort can be found on www.newpaltztransportation.com. Mr. Chamberlain fielded questions after his presentation.

OTHER ANNOUNCEMENTS

Ms. Ruiz addressed the group stating that she was approached by Charlie Busick of the Community Services Committee regarding the lack of sidewalk on a portion Route 32 to Golden Hill Drive. She added that UCAT and Citibus are working together to offer pedestrians a ride. A new sidewalk and crosswalk are being proposed.

Mr. Tobin added that UCTC staff has been working with the Ulster County Traffic Safety Board to establish an Ulster County Traffic Operations and Public Safety Committee to help better coordinate countywide public safety initiatives with local and regional traffic operations. Mr. Tobin noted this effort coincides with the UCTC's planning work program (integrating safety and security with regional transportation planning).

A consensus was reached to adjourn the meeting at 4:17 pm.

Respectfully submitted by
Bill Tobin