



Adirondack / Glens Falls Transportation Council

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A/GFTC Planning Committee Minutes

Wednesday, December 13, 2017

Crandall Public Library, Glens Falls

Attendees	Representing
Stu Baker	Town of Queensbury Community Development
Frank Bonafide	NYS DOT Region 1
Lee Ecker	CHA Companies
Ed Doughney	Warren County DPW
Lee Ecker	CHA Companies
Steve Godlewski	Creighton Manning Engineering
Michael Goot	The Post-Star
Steve Haskins	Washington County DPW
Maiken Holmes	Warren County DPW
Tom Johnson	The Chazen Companies
Wayne LaMothe	Warren County Planning Department
Stephanie Long	NYS DOT Region 1
Laura Oswald	Washington County EDC
Bill Pels	Barton & Loguidice
Dan Rourke	Barton & Loguidice
Owen Shevlin	NYS DOT Region 1
Ed Snyder	Greenman - Pedersen, Inc.
Jeff Tennyson	Warren County DPW
Mike Valentine	Saratoga County Planning
Greg Wichser	NYS DOT Region 1
Lisa Zimmerman	Resident, City of Glens Falls

Staff	
Aaron Frankenfeld	A/GFTC
Jack Mance	A/GFTC

1. Welcome and Introductions

2. **Visitors Issues** – Lisa Zimmerman wished to discuss Greater Glens Falls Transit’s (GGFT) night services. No representation from GGFT was present to speak to the matter.

3. Administrative Items

- A. Personnel update and procurement policy – Aaron reported that work was slowly advancing on the process to have A/GFTC adopt GGFT’s procurement policy per New York State Department of Transportation (NYS DOT) and Federal Transit Administration (FTA) instruction. Based upon NYSDOT feedback on draft edits from A/GFTC staff, we will look to set the RFP threshold at \$20,000 and above; purchases ranging from 1k – 20k would require three quotes, and under 1k would require a fair and reasonable price.

Staff will also use this opportunity to develop a personnel manual. A draft document should be available for committee review by the date of next meeting (January 17, 2018).

- B. NYSAMPO – Aaron has been named the Chair of the New York State Association of Metropolitan Planning Organizations for a term of two years beginning in January. This provides a unique forum to advance A/GFTC-related issues for statewide consideration.
- C. 2018 Draft Meeting Schedule – Aaron briefly reviewed the draft meeting schedule for 2018, driven by document deadlines for the Unified Planning Work Program (UPWP) and the Long Range Plan update.
- D. Voting membership – The Chair of the Policy Committee will be from Warren County for the next two years, as per established rotation. Mitch Suprenant is retiring, so a new vice-chair from Washington County will be incoming. Also, some consideration should be given from this group to rotate the A/GFTC Planning Committee Co-Chair position, currently held by Mike Valentine. Staff had originally agreed to co-chair this committee to free up participation from its members.

4. Transit

- A. GGFT Update – no representation present.
- B. Coordinated Human Services Transportation – Jack reviewed a recent meeting of transportation service providers led by Scott Sopczyk of GGFT and Duane Vaughn of the Tri-County United Way, intended to capitalize on the progress of the recently completed Rural Mobility Needs Assessment by identifying prominent barriers. A/GFTC staff hopes to be able to utilize output from this group as the Coordinated Human Services Transportation Plan is updated.

5. UPWP

- A. UPWP Administrative Update
 - 1) Financial update – Aaron reported on the incoming new money for the upcoming state fiscal year - @ \$314,000 in Federal Highway Administration PL funds and @ \$46,000 in FTA Metropolitan Planning Program (MPP) funds, a 0.74% increase over the previous program year. Entering the 2017-18 SFY, A/GFTC had unspent savings of approximately \$222,000 that can be reprogrammed to subsequent years. FHWA has asked for MPO UPWPs to contain plans to spend down those savings; staff estimates that A/GFTC's savings will have been reduced by about \$25,000 by April 2018. While adding staff would be desirable, the amount of A/GFTC's unspent savings is not sufficient to allow adding a professional planner for more than a couple of years before the savings were depleted.
 - 2) Reporting requirements – Aaron noted that the draft expenditures report that was used to show A/GFTC fund balances borrows its format from a newly required reporting documents developed to NYSDOT to monitor MPO expenses. A/GFTC has raised the issue with NYSDOT that the draft report asks for a finer level of

programming detail than is currently included in the UPWP. Staff is in communication with NYSDOT to resolve that issue.

- 3) Project solicitation – A call for candidate planning projects was distributed to our member municipalities on December 6 as means of affirming planning priorities that were included in the first year of the program. The project solicitation is open until January 10, but we have already received the following suggestions:
 - Pedestrian access and safety analysis, Town of Argyle / Dollar General / Route 40
 - Transportation Connectivity & Safety between Public Recreation Facilities, Queensbury
 - Loon Lake Beach Access Safety Assessment, Chester
 - Village of Greenwich Streetscaping and Parking Analysis
 - Route 9 / Glens Falls – Queensbury
 - Staff items – long range plan update due by November 2018; continuation of local traffic counts, CHSTP update, ADA transition plan assistance.
 - 4) Timetable - UPWP cycle has been accelerated by two weeks; final, Policy Committee - approved programs are due to NYSDOT by 3/1; per meeting schedule, Planning Committee meeting next month to approve draft, and Policy Committee meeting in late February to approve final.
- B. Hudson Pointe - Halfway Brook Trail – Jack reported on the project status. Steering committee meeting was held in October; six alternatives have been reduced to four. An initial alternatives ranking exercise had been completed and shared to that group. An open house for the project is scheduled for Thursday, December 14 at 7:00 PM in the West Glens Falls firehouse. Thanks in part to Stu Baker and his efforts to inform the public of the meeting, a strong turnout is expected. Participants will be asked to identify their preferred alignment. Based on those results, additional engineering analyses will be conducted to identify conceptual costs, and property owners will be engaged as necessary. Jack estimates that project is approximately 50% complete.
- C. Warren County Bikeway Extension – Aaron reported on the initial meeting of that project’s steering committee, attended by representatives from the Town and Village of Lake George, NYSDOT, Warren County Planning, and A/GFTC Discussion focused on project termini, participation from Warrensburg, and possible alignments. A bi-weekly conference call has been established for project administration.
- D. Traffic Count Program – Data collection for Phase 1 of the three-year cycle has been completed. Integrating the data into a GIS format is not complete. Planning for Phase II, which will include identification of count site locations in both Warren and Washington Counties, will begin soon.
- E. Website - Jack reported on the new website, which is now active. It is easier to navigate, much more attractive, and features more powerful tools for updating. We will have the ability to add permissions to members to access draft documents. Staff will set up accounts and passwords, then users can

login to the site and be able to see the draft version of documents prior to committee approval. Haven't decided how to issue that permission yet (on a membership basis or a project-by-project basis). Still adding content and editing the interface, and will be sitting down with GGFT staff in January to train them on their site as well.

- F. Long Range Plan – As discussed, LRP Update is due in November 2018. The existing document is in good shape to serve as an update platform. New traffic data, population estimates, and performance measures will be included. Jack noted that while ample feedback was collected through the online survey mechanism, public outreach was a challenge. Aaron noted that this was not unique to A/GFTC; MPOs across the state struggle at times with public involvement. Jeff Tennyson had suggested a session similar to one that NYSDOT had conducted at the Town of Lake George some years ago.

6. TIP

- A. Project updates from local sponsors (developments on active projects since last meeting):
- Warren County – Ed Doughney reported on the following:
 - Palisades Road bridge: design approval expected by next week, late spring letting anticipated, ROW acquisition was appearing to be moving in a positive direction.
 - CR 13 / Denecker Road bridges painting / asbestos removal project: one good bid received, construction anticipated in spring 2018.
 - Middleton Bridge over the Schroon River – county is looking in to the status of previously authorized design phases for the project. Jeff Tennyson noted the recent NYS ballot results regarding the establishment of a state land bank that would allow this project to move forward. This project is specifically named in the amendment. Senator Little and Assemblyman Stec are supportive, and additional funding sources are being sought. Frank Bonafide noted that the original project obligation date may be approaching its ten-year window. No TIP modification to the construction date is requested at this time.
 - Washington County – Steve Haskins reported the following:
 - CR 113 over the Batten Kill - ROW appraisals are ongoing. ROWACQU needs to be moved from FFY 17 to FFY 18. Aaron noted that this is an administrative modification; no committee action is required.
 - Center Falls Road and Lower Turnpike bridge painting – structural issues have been discovered – bearing issues on Center Falls and vertical support on Lower Turnpike; both structures are currently closed, cost estimate is underway.
 - CR 75 / 40 pavement preservation – environmental issues related to past dust control measures have been discovered on CR 75; some additional measures to protect worker safety will need to be incorporated in to the project. Financial impact will not require committee action.

- Church Street bridge MOU project – additional ROW near the bridge has become available and has been secured by the County.
 - Saratoga County – Mike Valentine reported that the CR 27 (Bluebird Road) pavement preservation project has been completed.
- B. NYSDOT report - Greg Wichser distributed the project delivery update as well as the listing of recently completed and upcoming state capital projects in the area, including:
- Route 9N repairs, Lake George to Bolton (completed)
 - VPP, Route 8, Hudson River to NYS 28 (completed)
 - VPP, Route 22, Hebron/ Granville (upcoming)
 - VPP, Route 8, Johnsbury to NYS 28 (upcoming)
 - Baldwin Corner bridge rehab, (under construction)

Committee members were complimentary of the completed Route 8 project.

Frank Bonafide noted the following changes at NYSDOT:

- Paul Karas has been appointed by Governor Cuomo as the new NYSDOT Commissioner.
 - Former Acting NYSDOT Commissioner Cathy Calhoun has been appointed by Governor Cuomo as the new Director of State Operations.
 - The Warren County Resident Engineer position is currently vacant.
 - Owen Shevlin is heading up Region One Planning, and Greg Wichser has taken over Program Management responsibilities.
- C. TIP Amendments – no additional requests.
- D. Pedestrian Safety Action plan solicitation _ Jack summarized the ongoing program solicitation, including eligibility, project minimums and maximums, regional allocation estimate, and timetable. The systemic rather than site-specific nature of the program was emphasized. Questions included eligibility of locally operated State touring routes and the potential for bundling projects for shared administration.

7. **Other Items of Interest** – Frank Bonafide noted an upcoming new round of Bridge NY funding was expected, with an anticipated due date of March 2018. Included will be state funding for culverts (\$50k minimum project) and federal funding for bridges.

8. **Next Meeting and Adjourn** – next meeting is scheduled for January 17, 2018.

A motion was made to adjourn the meeting at 11:55.

Moved by: Wayne LaMothe Seconded by: Mike Valentine Meeting adjourned.