



Adirondack / Glens Falls Transportation Council

11 South Street, Suite 203

Glens Falls, NY 12801

p: (518) 223 – 0086

f: (518) 223 – 0584

info@agftc.org

www.agftc.org

A/GFTC Planning Committee Minutes

Wednesday, January 17, 2018

Crandall Public Library, Glens Falls

Attendees	Representing
Dan Barusch	Town of Lake George
Sarah Bowman	CHA Companies
Frank Bonafide	NYS DOT Region 1
Tracy Conlon	Village of Fort Edward
Ed Doughney	Warren County DPW
Doug Frost	Village of Lake George
Steve Godlewski	Creighton Manning Engineering
Dan Hall	City of Glens Falls
Maiken Holmes	Warren County DPW
Brian Kirch	NYS DOT Region 1
Todd Kusnierz	Town of Moreau
Wayne LaMothe	Warren County Planning Department
Bill Pels	Barton & Loguidice
Dan Rourke	Barton & Loguidice
Scott Sopczyk	Greater Glens Falls Transit
Mike Valentine	Saratoga County Planning
Greg Wichser	NYS DOT Region 1
Staff	
Aaron Frankenfeld	A/GFTC
Jack Mance	A/GFTC

- 1. Welcome and Introductions** – Introductions were made as the meeting was called to order at 10:00 AM. Aaron acknowledged Dan Hall, newly-elected Mayor of the City of Glens Falls.
- 2. Visitors Issues** – no visitors present.
- 3. Administrative Items**
 - A. Draft procurement policy – (Aaron) as directed by NYSDOT per FTA, A/GFTC has been drafting a procurement policy designed to model that of Greater Glens Falls Transit. The draft was distributed to voting members last week. It formalizes procedures for purchasing and contracts and specifically establishes:
 - RFP / Bid threshold at \$20,000
 - Three written quotes for purchases ranging from \$1,000 to \$19,999, with use of compliant state contracts allowed
 - Determination of fair and reasonable price for purchases under \$1,000

Aaron requested a motion to approve the draft Procurement Policy for Policy Committee consideration, that was in turn made by Frank Bonafide. Wayne LaMothe noted an ongoing discussion at the Warren County Finance Committee involving the Lake Champlain – Lake George Regional Planning Board, and that it may be prudent to await the outcome of any related action at the Warren County Board of Supervisors meeting of 1/19. Aaron asked if a conditional Planning Committee action could be taken. Wayne suggested a modification to the motion; that was agreed to by Frank.

A motion was made to approve the draft Procurement Policy for A/GFTC Policy Committee consideration, pending the outcome of any discussions or actions related to the Host Agency at the Warren County Board of Supervisors meeting of 1/19.

Moved by: Frank Bonafide Seconded by: Mike Valentine Motion carried.

- B. Draft Host Agency MOU – (Aaron) This was also sent to voting members last week. The intent behind the draft agreement is to consolidate all A/GFTC-related expenses to the Host Agency within one reimbursement mechanism; previously, some expenses would fall outside of the routine billing. The maximum reimbursable amount to the Host Agency would be increased from \$22,000 to \$27,000 annually. The draft is also written to allow for a monthly, fixed fee drawdown of the reimbursable total (12 installments of \$2,250, non-itemized), if the parties were to agree. Mike Valentine asked if the additional amount was based on a review of prior expenses; Aaron replied that it was.

A motion was made to approve the draft Host Agency MOU for A/GFTC Policy Committee consideration, pending the outcome of any discussions or actions related to the Host Agency at the Warren County Board of Supervisors meeting of 1/19.

Moved by: Wayne LaMothe Seconded by: Tracy Conlon Motion carried.

- C. Voting membership – (Aaron) The Policy Committee will have at least three new members: Supervisor Kusnierz of Moreau, Supervisor Terry Middleton of Fort Edward, and Mayor Dan Hall of Glens Falls. Undetermined are the Policy Committee Chair and Vice-Chair; those have yet to be designated by the Counties.
- D. NYSAMPO issues (Aaron)– News from the Association: working on revisiting the distribution formula for planning funds to MPOs in order to increase allocations to the smaller ones; A/GFTC did not request this, but a formula adjustment could provide sufficient additional funds to allow for the consideration of staffing changes; also working to engage NYSDOT on upcoming program solicitations (5310, Bridge NY) ; NYSAMPO has formed a committee focused on the reauthorization of the federal transportation bill.

4. **GGFT Update** – (Scott Sopczyk) The replacement of four cutaway buses was underway, pending the avoidance of a federal government shutdown. GGFT also plans to have its parking lot resurfaced and is considering installation of solar array on the roof. An emergency generator is also being considered. Trolley ridership was flat for 2017, but fixed route ridership was down slightly from historic highs. Ridership can be cyclical. One theory for the decline is the rising costs of urban area housing, compelling some riders to move outside of the range of services. Scott has been meeting with Student Connection, the Lake George Chamber of Commerce, and other organizations to get a better understanding of client service needs. A meeting of community service agencies was held in October. The discussion group that has evolved will consider institutional needs and resources across the service area, with the hopes of improving regional mobility options. The next meeting of that group will be in February. Scott also added that GGFT is in need of a mechanic.

5. **UPWP**
 - A. Hudson Pointe - Halfway Brook Trail – (Jack Mance) A public workshop held for the project was well attended (30-40 people). The format worked well, allowing attendees to identify their preferred trail alignments. A clear winner emerged, but discussion is ongoing regarding a second choice. Next meeting is 1/29. A/GFTC will be responsible for formulating the report, rather than the consultant team.
 - B. Warren County Bikeway Extension – (Jack) Work continues on the initial stages of this project. Existing conditions are being inventoried, and conceptual alignments to be evaluated are being identified. On a related note, Scott suggested outreach to student workers and employers to remind bicycle commuters of the option to use the Warren County Bikeway, and suggested that A/GFTC contact Mayor Blais’s office for a contact for Student Connection.
 - C. Website – (Jack) – The new website is up and running. Positive feedback has been received. Our consultants are working on minor edits. A password-protected access for committee members has been established, and will be enabled once it is decided to use individual log-in credentials or have one password for all members.
 - D. Long Range Plan – (Jack) – Work on updating the LRP is underway. A full overhaul is not anticipated. A/GFTC’s agreement with Warren County GIS to share GIS services has yielded valuable mapping and demographic updates. Performance measurements will need to be incorporated into the plan. A revised survey has been drafted. This round of outreach will rely primarily on electronic surveying rather than hardcopies, which have been used in the past with questionable results. Methods of presentation of the draft plan are under consideration, with one option being a joint public workshop attached to the August Planning Committee meeting. Other suggestions were to engage municipal clerks and look to tie in with the discussions on the federal infrastructure bill.
 - E. Other activities – none.

F. UPWP Administrative Updates

- 1) Financial estimates (Aaron) - revised estimates were sent around last week; carryover estimates differ from those shared in December. In summary:

New Funds:

- \$ 314,065 FHWA PL 18-19
- \$ 45,600 FTA Grant X028
- **\$ 359,665 total new funds**

Carryover (unspent savings) funds:

- \$ 65,197 FHWA PL (estimated balance end of SFY 17-18)
- \$ 111,494 FHWA PL (previously programmed savings to 18-19)
- \$ 23,743 FTA MPP (estimated balance at end of SFY 17-18)

\$ 560,099 total fund
\$ 138,866 State and local match
\$ 698,965 total matched one-year program

This is a large program, but the likelihood of executing it in full is small. Soft caps include having only two staff to administer the program, cost carrying capacity of the Host Agency, and state and local match limitations. The full amount is programmed to provide flexibility, and large carryovers are in fact discouraged.

- 2) Program additions and deletions (Aaron) - the program solicitation did not yield any new project requests that were not discussed at the last meeting: New for 2018: Loon Lake Beach Access parking and pedestrian safety, Route 197/Dollar General Pedestrian Safety issue, phase II of the traffic count program, continuation of shared staffing for GIS, consultant assistance for model update for LRP Deleted: online data atlas, (no time), Champlain Canal / Feeder Canal connection (solution identified by State agencies). Mike Valentine asked about the status of the regional traffic signal assessment. Aaron replied that it was dropped from the program due to the difficulties associated with local sponsorship and match. After discussion, it was agreed to reintroduce this task to the program listing. Scott Sopczyk noted his request to NYSDOT to consider pedestrian improvements at the intersection of Route 9 and Round Pond Road.
- 3) Motion to approve contents for public comment – Aaron noted that a small amount of work remained on the draft prior to completion.

A motion was made to approve the draft UPWP for public review and comment prior to Policy Committee consideration

Moved by: Wayne LaMothe

Seconded by: Mike Valentine

Motion carried.

