



## Adirondack / Glens Falls Transportation Council

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A/GFTC Policy Committee Minutes

Wednesday, February 21, 2018, 10:00

Crandall Public Library, Glens Falls

Attendees	Organization
Robert Henke, A/GFTC Vice-Chairman	Chairman, Washington County Board of Supervisors
Frank Bonafide	NYS DOT Region 1, rep. Sam Zhou
Sasha Eisenstein	NYS Canal Corporation
Harry Gutheil	Mayor, Village of South Glens Falls
Kevin Hajos	Warren County DPW, rep. Supervisor Conover
Todd Kusnierz	Supervisor, Town of Moreau
Wayne LaMothe	Warren County Planning Department
Laura Oswald	Washington County EDC, rep. Supervisor Fedler
Scott Sopczyk	Greater Glens Falls Transit, rep. Mayor Hall
Frank Thomas	Town of Stony Creek
Greg Wichser	NYS DOT Region 1

### Staff

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Aaron Frankenfeld	A/GFTC
Jack Mance	A/GFTC

- 1. Welcome and Introductions** - Bob Henke called the meeting to order. A quorum of affected parties was declared based upon representation present from all three A/GFTC counties as well as NYSDOT.
- 2. Visitors Issues** - no visitors present
- 3. Administrative Items**
  - A.** Update on voting membership - Aaron listed the new voting members to A/GFTC for 2018, including Supervisor Kusnierz from the Town of Moreau, Supervisor Middleton from the Town of Fort Edward, and Mayor Hall from the City of Glens Falls. Belated thanks to Mitch Suprenant for serving two non-consecutive terms as Chairman. The new A/GFTC Chairman is John Strough, Supervisor from the Town of Queensbury, and our new Vice-Chairman is Bob Henke, Chairman of the Board of Supervisors of Washington County.
  - B.** Procurement policy - Aaron – A/GFTC was informed last year by NYSDOT that FTA has required that MPOs not hosted by a transit agency or a county adopt the procurement policy of their public transportation operators (in this case, GGFT). The policy outlines staff and host agency responsibilities, sets the RFP / Bid threshold at \$20,000, stipulates obtaining three written quotes for purchases ranging from \$1,000 to \$19,999, with use of compliant state

contracts allowed, and requires a determination of fair and reasonable price for purchases under \$1,000.

***A motion was made to approve the Procurement Policy as final.***

*Moved by: Frank Bonafide    Seconded by: Laura Oswald                      Motion carried.*

C. Host Agency MOU – Aaron – Draft document intended to formalize the responsibilities between the host agency and MPO staff, and to normalize and consolidate host agency billing / expenses.

- Draft stipulates that staff / director:
  - Executes the work program
  - Formats payment requests to send to host
  - administers and reimburses personnel costs
  - purchases
  - reimburses rent, selects office space
  - secures local match for federal programs through in-kind services
  - procures independent legal counsel when necessary
  - provides annual reimbursement to Host Agency to cover administrative expenses, currently set at \$27,000
- Host Agency
  - First-instance funds all A/GFTC expenses
  - Facilitates payroll services, currently through Warren County
  - Access to Civil Service enrollment, also through Warren County
  - Enters into contracts on A/GFTC's behalf
  - Conducts audits inclusive of A/GFTC activities
  - Secures requisite liability and property insurance for A/GFTC
  - Maintaining records in accordance with local, state, and federal requirements

Aaron added that a fixed fee monthly reimbursement based upon the \$27,000 annual fee was allowable but not required per the draft. Wayne LaMothe asked if non-itemized expenses would withstand auditing scrutiny. Scott Sopczyk suggested that an indirect cost plan would likely address that issue.

***A motion was made to approve the revised Host Agency MOU as final.***

*Moved by: Wayne LaMothe    Seconded by: Laura Oswald                      Motion carried.*

D. NYS Association Metropolitan Planning Organizations issues – Aaron – is now the Chair of the statewide association of MPOs, which includes all 14 MPOs from NYC to Watertown. The Association is currently revisiting the formula

distribution between small and large MPOs; that could potentially result in more planning funds being directed to A/GFTC, which in turn would allow for reconsideration of staffing levels. The Association also tracks federal legislation and administers eight technical working groups comprised of MPO staff members from throughout the state.

4. **GGFT Update** – Scott Sopczyk – No changes planned for summer service, but decisions may be triggered by available manpower as GGFT is facing a shortage of seasonal drivers, particularly on nights and weekends during the summer months. A fall delivery is anticipated for six replacement small buses. Facility improvements being advanced include a back-up generator and lot resurfacing. Discussions are ongoing with SUNY Adirondack regarding services between the Queensbury campus and the new programs offered at 14 Hudson in Glens Falls. GGFT is participating in the regional discussion group to identify and prioritize human services transportation gaps, and promote awareness of available transportation services and resources.

5. **Unified Planning Work Program**

A. Completed and Ongoing projects – Jack Mance reported on the following:

- 1) Hudson Pointe - Halfway Brook Trail - intended to identify conceptual alignment for a north-south connection between Peggy Ann Road and Hudson Pointe in western Queensbury. This could include on-road and or off-road facilities. Since the last Policy Committee meeting, the project team identified four potential alignments for consideration. These were ranked on a number of criteria, including connectivity, safety, directness, and barriers to construction. The alignments were also presented to the public in December at a very well-attended meeting. The attendees voted on their top two choices. The most popular alignment also ranked high according to the committee criteria and involves using a National Grid utility corridor for the majority of the distance. In the past, National Grid utility has required a full design of a trail before granting an easement. However, with New York State's Empire Trail initiative, National Grid agreed to grant a lease for trails in other parts of the state pending design review. We were able to get a copy of that lease document. There is no guarantee that NG will agree to a similar course with the Town of Queensbury. However, given the feasibility and popularity of the idea, the plan will recommend the utility corridor as the preferred scenario. In terms of status, staff is drafting the text of the plan currently. It is anticipated that a draft will be presented to the Planning Committee and the Town Board in April.
- 2) Warren County Bikeway Extension – Study Advisory Committee met with consultants last week to go over initial assessment of alternatives. Goal in this project is to link the end of the Warren

County Bikeway north to Warrensburg. In this case, getting through the Village is the most difficult challenge as there are a number of constraints in terms of safety, traffic volumes, topography, parking. The Next meeting is scheduled in March to go over refined alternatives. The project schedule also calls for public engagement in late spring, then wrapping up the plan in the Fall.

- 3) Website update - is largely complete. The new site is more functional for the public and our committee members and also allows for greater ADA access for people who use screen readers, plus it is more attractive and modern from a development platform.
- 4) Long Range Plan update - Update is underway. Public survey released online on February 12 with paid social media ads and an article in the Post Star. So far, we have received 91 responses and are on track to surpass the number of responses from the last update. We will probably close the survey at the end of March or early April; 6-8 weeks, depending on the response rate. The Plan itself will largely follow the format of the last update and will include a greater emphasis on required performance measures. The plan will also address bike/ped issues, transit, security, environmental sustainability, project delivery and a financial plan. The draft LRP will be presented to the Planning Committee in August for approval by this group in October.

B. UPWP Administrative Update

- 1) Financial estimates
- 2) Program additions and deletions – Aaron combined items 1) and 2) in a brief summary of the proposed contents of the UPWP, in conjunction with a distributed summary sheet (attached) The Planning Committee had reviewed and approved the draft for public comment. The 30-day public comment period closed this week with no comments received.
- 3) Motion to approve final UPWP

***A motion was made to approve the 2018-19 UPWP Administrative Update as final.***

*Moved by: Kevin Hajos*

*Seconded by: Scott Sopczyk*

*Motion carried.*

**6. Transportation Improvement Program**

- A. Project updates from local sponsors (recently developments on active or upcoming projects) - Kevin Hajos reported that Warren County completed five federal aid projects during the previous year: West Brook Road sidewalks, CR 44 bridge painting, CR 13 and 31 Road bridge painting; West Mountain Road pavement preservation, and Bay Road pavement preservation. The following projects are being advanced: Palisades Road

bridge (PS&E expected in May), bridge painting and asbestos removal projects, Middleton Road bridge replacement (preliminary design), and South Johnsbury Road over Mill Creek culvert (design). Bob Henke reported from Washington County that the DPW Superintendent and Deputy Superintendent have both resigned to pursue other opportunities. He was aware of some difficulties associated with ROW acquisition related to the CR 113 bridge, but that conversation appears to be progressing. The County's pavement vendor will return in spring 2018 to identify remedies for raveling PPST.

- B. NYSDOT report – Greg Wichser reported the following: design of the bridge over I-97 at Exit 17 was underway; under consideration is an alternative to narrow the structure and reduce the number of entrance and exit points. The worst remaining section of NYS 8 is scheduled for repair; Route 9N from Lake Luzerne to Lake George will be resurfaced, as will the worst remaining sections of NYS 22 between Hebron and Granville. Laura Oswald asked about the status of restriping Route 4 for bicycling accommodation associated with Empire State Trail, and noted that a grant had been obtained to pursue an off-road alternative to that section. There was general concurrence from the committee and staff that that section of Route 4, even with additional width, is not conducive to recreational cycling. Laura suggested that the cost of the re-striping be applied towards acquiring off-road ROW.
- C. TIP Amendments – NYS Route 9L resurfacing - Frank Bonafide summarized the amendment request, which would utilize a portion of a repurposed unspent earmark towards resurfacing sections of NYS 9L between Quaker Road and Pilot Knob Road in Queensbury. Where feasible and where ROW is available, shoulder improvements would also be incorporated. Aaron stated that Policy Committee action is required to add new project to the TIP.

***A motion was made to add the NYS 9L Pavement Paving and Shoulder Improvements Project to the Transportation Improvement Program***

*Moved by: Frank Thomas*

*Seconded by: Kevin Hajos*

*Motion carried.*

- D. Pedestrian Safety Action plan solicitation – Jack reminded the committee of the pending application deadline (3/9) for the Pedestrian Safety Action Plan project solicitation, and briefly reviewed eligible activities.

Frank Bonafide added the topic of the Bridge NY project solicitation. Available funds include \$250M for bridges and \$50M for culverts statewide. A 100% match is available for awarded culvert projects (\$50k minimum project) and a 95% match for bridges (\$250k minimum project). In order to improve the cost estimating process, NYS will allow consultant assistance to municipalities in preparing the project proposals. Additionally, NYS will provide assistance to the

municipalities in the form of preliminary design, letting, and construction inspection for culvert projects.

**7. Other Items of Interest**

- 8. Next Meeting and Adjourn** (Next meeting of the Policy Committee is October 10, Planning Committee is April 11). The meeting was adjourned at 11:40.