



Meeting Minutes - A/GFTC Policy Committee

Wednesday, February 12, 2025 – 1:30 PM

2nd Floor Classroom – Washington County Municipal Center

383 Broadway, Fort Edward, NY 12828

(In person meeting with some remote participation via Zoom)

1. **Welcome / Acknowledgment of Participants** – A/GFTC Chairman Bob Henke initiated the meeting at 1:30 PM. The following participants were in attendance either in-person or online via Zoom; voting members and proxy representation are listed **in bold**.

Voting Member municipalities and staff:

- **A/GFTC staff** – Aaron Frankenfeld, Jack Mance
- **CDTA** – **Michael Collins**, Chris Desany
- **Town of Fort Ann** - **Supervisor Samuel J. Hall**
- **Lake Champlain** – **Lake George Regional Planning Board** – **Chairman Dave O'Brien**
- **Town of Lake George** – **Dan Barusch**, representing **Supervisor Crocitto**
- **NYS DOT** – **Michael Arthur**, **Regional Director**, Greg Wichser, RPPM, Dan Harp
- **Town of Queensbury** – **Supervisor John Strough**
- **Saratoga County** – **Kim Lambert**, representing **Chairman Barrett**
- **Warren County** – **Kevin Hajos**, representing **Chairman Geraghty**
- **Warren County Rural Representative** – **Ethan Gaddy**, representing **Supervisor Geraci**
- **Washington County** – **Chairman Bob Henke**; **Superintendent Deb Donohue**
- **Washington County Rural Representative** – **Supervisor Cassie Fedler**, **Town of Cambridge**

Others:

- Nicole McGrath, Federal Highway Administration
- Bob Rice, FCM Engineering
- Dan Rourke, Barton and Loguidice

2. **Visitor issues** – no visitors present.

3. **Administration**

- A. **Policy Committee Officers for 2025** – Chairman Henke reported that there were no changes to voting membership for A/GFTC in 2025. Officers are as follows:
 - **Chairman** – **Bob Henke**, **Chairman**, **Washington County Board of Supervisors**
 - **Vice Chairman** – **John Strough**, **Supervisor**, **Town of Queensbury**
 - **Secretary** – **Mike Arthur**, **NYS DOT Region 1 Regional Director**
- B. **Approval of June 2024 minutes** – Chairman Henke reported that the draft June minutes were sent out with the meeting announcement; no comments have been received to date.

Chairman Henke requested a motion to approve the June 2024 draft minutes as final.

Moved by: Dave O'Brien

Seconded by: Cassie Fedler

Minutes approved

C. **Procurement Manual update** – Aaron listed the following draft changes to the A/GFTC Procurement Manual:

- Added reference to usage of the Host Agency (LC-LGRPB) credit card (not to be used without consultation of RPB Director and no purchase to exceed \$1,000)
- Deleted reference to Staples credit card (no longer supported / available)
- Purchases under \$3,000 require one fair and reasonable price (quotes not required) – consistent with Host Agency policy (threshold increased from \$1,000 to \$3,000)
- Purchases between \$3,000 and \$25,000 require quotes (at least 3 preferred)
- Over \$25,000 - requires RFP or bids

Chairman Henke requested a motion to approve the update to the A/GFTC Procurement Policy.

Moved by: Dave O'Brien

Seconded by: Cassie Fedler

Motion carried

Dave O'Brien asked if there was a mechanism to allow Staples purchases in the absence of their proprietary credit card. Aaron replied that Beth Gilles had previously advised that A/GFTC may use the RPB credit card at Staples. Purchasing supplies at Staples is advantageous in that Staples is one of the few vendors that recognizes A/GFTC's tax exemption without hassle.

4. **Staff update - work program progress for Calendar Year 2024** – Jack reported on the following Calendar Year 2024 staff and consultant activities:

- Glens Falls MS / HS Access Study
- Fort Ann / Empire State Trail Wayfinding Concept Plan
- Glens Falls / Hudson Avenue Pedestrian Improvements Plan
- Argyle Pedestrian Plan
- Greenwich Bicycle and Pedestrian Plan
- Warrensburg Main Street Plan
- Granville Trail Connections / CR 24 Complete Streets
- Queensbury East-West Bicycling Connections

Projects just underway include:

- Route 9 Corridor Study -South Glens Falls
- City of Glens Falls Bicycle Plan
- CDTA Transit Stops – Access Improvements Plan
- Lake Luzerne – Route 9N Corridor Plan

5. **2025-2026 Unified Planning Work Program**

A. **Summary:** Aaron summarized the following components of the draft work program for State Fiscal Year 2025-26:

- New planning funds available to A/GFTC are up slightly less than 1% from last year.

- Factoring in the anticipated program carryover based on YTD expenditures yields an estimated total of \$741,258 in formula funds for the year.
- New work program project requests include:
 - Modeling traffic impacts of zoning changes designed to encourage commercial in-fill development in Queensbury
 - A reassessment of non-motorized access plans for elementary schools in Glens Falls (neighborhood schools, no busing)
 - A safety evaluation for the intersection of Bay Street and Webster Avenue in Glens Falls
 - A concept plan for a new pedestrian connection along Route 9N in Bolton Landing
 - An assessment of two multi-use trails in Queensbury to identify needed improvements to satisfy ADAAG.
 - An evaluation of previous forecast and traffic calming conditions adjacent to the Main Street / Broad Street corridor in Glens Falls
 - An update to CRTC's Household Travel Survey, a necessary dataset used to provide inputs to the regional travel demand model, with an eventual goal of integrating A/GFTC's travel demand model into CRTC's model network (CRTC is leading this).

As noted in Resolution 25-01, the draft work program was developed in consultation with the Planning Committee and satisfies applicable federal requirements, makes no attempt to reserve funds (all available funds are listed for programming) and has been made available for a required public comment period (with no public comments received).

B. Consideration for approval – Resolution 25-01 –

Chairman Henke requested a motion to approve the 2025-26 UPWP via Resolution 25-01.

Moved by: Sam Hall

Seconded by: Kim Lambert

Motion Carried

- 6. Consideration for Vision Zero support – Resolution 25-02** – Aaron reported that the Lake Champlain – Lake George Regional Planning Board has secured planning funds from the federal Safe Streets 4 All Program to create a comprehensive safety action plan on behalf of the A/GFTC planning and programming area. A/GFTC will be responsible for programming any future federal funds identified for the implementation of the action plan recommendations; as such A/GFTC is asked to commit to the Vision Zero strategy, acknowledging that:

- any and all deaths on our roadways are unacceptable;
- serious crashes are preventable through implementation of safety measures, technological advances, enforcement, and education
- A/GFTC will work towards achieving zero roadway deaths by 2050, utilizing this plan to inform programming decisions and monitor related progress

Chairman Henke requested a motion to approve Resolution 25-02.

Moved by: Dave O'Brien

Seconded by: Cassie Fedler

Motion Carried

7. **CDTA report** – Mike Collins reported that the integration of Greater Glens Falls Transit’s operations into those of CDTA has been very successful. Comments received from local officials indicate that operations are progressing favorably. The number of maintenance staff and drivers in the area has been doubled. Services and efficiencies have improved. The transition is taking place in three phases: (1) absorbing the existing GGFT system into CDTA, (2) integration of GGFT’s fare system into CDTA’s, and (3) evaluation of the system with an eye towards improvements. Changes are likely to be implemented in fall 2025, possibly to include improved connectivity between the Glens Falls area and Saratoga County. Chairman Henke asked if any connectivity improvements were to include Washington County. Mr. Collins was unsure of the specific details; Chris Desany added that improvements would likely be incremental. Mr. Desany continued by noting the development of the Transit Development Plan that serves as an organizational roadmap for approaches to new and existing services. Performance thresholds, service needs, and transit potential are considered. Ethan Gaddy asked about the anticipated release of the Transit Development Plan. Mr. Desany replied that that was expected within the next four months.

8. **TIP project sponsor updates for Calendar Year 2024**

A. Warren County - Kevin Hajos reported on the following projects:

- Adirondack and Beaver Pond Road bridge replacements
- Hudson Street over Mill Creek bridge replacement (Bridge NY)
- Call St / Corinth Road pavement rehabilitation
- Culvert NY projects
 - Peaceful Valley Road
 - Corinth Road over Clendon Brook
 - CR 19 over Marshall Brook
 - Bay Road culvert near Lockhart Mountain Road
 - Diamond Point over Smith Brook (2 structures)

B. Washington County – Deb Donohue reported on the following projects:

- Battenville bridge replacement
- CR 37 pavement rehabilitation
- Gray Lane bridge over the Mettawee River
- Bridge joint replacement project
- Lock 8 Way bridge replacement
- Safford Hill Rd bridge
- CR 3 (Bridge NY)
- Goodman Rd bridge (Bridge NY)

C. Saratoga County – Kim Lambert reported on the CR 24 culvert and CR 27 paving projects and added that she was looking forward to CDTA’s enhanced connections between Glens Falls and Saratoga County.

D. City of Glens Falls – no report

9. **NYS DOT report** – Mike Arthur reported on the following projects:

- I-87 bridges over Route 9
- I-87 paving between Exit 16 and the Hudson River in Moreau
- Route 22 bridge over White Creek bridge replacement
- Multi-site paving:
 - Route 32, Town of Moreau
 - Route 9, Town of Lake George
 - Route 9, Town of Warrensburg

- Route 28N, Town of Johnsburg
- US Route 4, Village of Whitehall
- Route 22, Village of Whitehall
- Route 254, Village of Hudson Falls

Chairman Henke asked Mr. Arthur about the traffic cameras that were deployed in the work zone for the I-87 bridge replacements. Mr. Arthur reported that the deployment was effective although a high number of tickets were issued. This was a pilot program that the Governor is looking to make permanent.

10. **TIP development schedule** – Aaron reported that the Transportation Improvement Program for FFYs 2025-26 through 2029-30 is under development at the staff level. A call for projects was sent out to eligible project sponsors on December 2; applications were due to staff by 1/31/25. Requests for funding for locally sponsored (off the State highway system) projects are well in excess of our estimated programming capacity. Next steps – staff will meet with NYSDOT Region 1 to attempt to get a clearer handle on our available programming capacity and then share that information as well as a draft roster of projects with our requesting sponsors to establish concurrency on equity given the constraints before presenting a draft program, including State, local, and CDTA projects, to the A/GFTC Planning Committee in April. The Policy Committee will be asked to consider approval of the final program at our June meeting. Dave O'Brien asked if any funding impacts had been observed at the local level resulting from the ongoing transition at the federal government. Aaron replied that activities are being monitored but no direct impacts to A/GFTC programs have been noticed thus far. Funds administered by A/GFTC are formula funds established by federal transportation law previously approved by Congress.
11. **Other items of interest – none offered.**
12. **Next meeting and adjourn – Policy Committee – June 11, 1:30, Washington County Municipal Center**

Chairman Henke requested a motion to adjourn the meeting at 2:32 PM.

Moved by: Sam Hall

Seconded by: Kim Lambert

Meeting adjourned.