

**Herkimer-Oneida Counties  
Transportation Planning Committee  
March 2, 2016**

The Transportation Planning Committee (TPC) met in the Oneida County Planning Department conference room located on the third floor of Union Station in Utica on Wednesday, March 2, 2016. Chairman Jay Ewanyk opened the meeting at 9:40 a.m.

**Voting Members Present:**

Jay Ewanyk, Chair	Herkimer County Highway Department
Alice Romanych	NYSDOT Region 2, RPPM
Jay Holbrook	NYS Thruway Authority
Tim Birnie	Birnie Bus Service, President
E.J. Moses	CNYRTA/Centro
Ron Bucciero	CNYRTA/Centro of Oneida
Calla Perrilloux	Birnie Bus Service, Inc.
Jeff Quackenbush	Representing John Kent, HOCCPP

**Others Present:**

Dawn Klemm	NYSDOT, Region 2
Sandra Lusher	NYSDOT, Region 2
Dana Crisino	HOCTS
Ethan Brennan	HOCTS
Barb Hauck	HOCTS

**Approval November 24, 2015 Minutes**

Chairman Jay Ewanyk asked for a motion to approve, as mailed, the minutes from the November 24, 2015 TPC meeting. Such a motion was made, seconded, and passed unanimously.

**Opportunity for Public Comment**

Dana Crisino explained that this will now be a regular agenda item for all future TPC and GP& L meetings. This is based on the current HOCTS Public Participation Policy that was recently updated with MAP-21 and FAST Act compliance requirements.

With no further discussion, Chairman Ewanyk asked for any public comments. No public comment was heard.

**2016-2017 Unified Planning Work Program (UPWP)**

Dana Crisino gave a presentation of the HOCTS 2016-2017 Unified Planning Work Program (UPWP) that would begin with the State fiscal year on April 1, 2016. Dana explained that the UPWP serves as an outline and a guide for the MPO's transportation planning budget and activities for the next fiscal year beginning April 1, 2016 to March 31, 2017.

The new federal transportation legislation, FAST Act, was signed December 4, 2015 and overall had minor changes and updates to the MAP-21 legislation, therefore, MAP-21 policy, program and rules are still in effect. FAST Act rules and guidance is anticipated to be out in 2018. The overall UPWP development was guided by FAST Act, MAP-21, the HOCTS Goals and Objectives, and the Long Range Transportation Plan Update 2035(LRTP). Its further development is aligned with NYSDOT, FHWA and FTA guidelines. The UPWP was

designed to address unmet transportation needs in the MPA, initiate proactive transportation planning, increase presence as a resource for Herkimer and Oneida Counties, and advance a progressive outlook for transportation planning and transition to the Performance Based Planning Program.

The UPWP tasks have been revised, combined and clarified to delve further into projects which include: safety enhancement, address needs to enhance the non-motorized trail network, develop multi-modal opportunities, explore freight impacts in the MPA, facilitate proactive planning to marry economic developments into existing transportation network, foster new advisory committees to ensure all persons are represented, work with partner agencies to effectively identify means to resolve transportation system concerns, and to integrate newer technologies to ensure the sustainability of the transportation network.

The focus of the program is to proactively: upgrade the understanding, operations and safety of all modes of transportation, improve mobility of all users of the transportation system, plan for transportation development, promote cooperation and coordination across transit services in the region, enhance access to essential services, promote sustainability in transportation infrastructure, integrate freight with MPO activities, support enhancement of a multimodal system (urban and rural, make the transportation network safer and more secure, improve the economic competitiveness of the region through transportation improvements, and improve the users quality of life.

The 2016-17 core programs are Geographic Information Systems (maps, analysis); Traffic volume counts, Pavement scoring; Non-motorized transportation (bicycle, pedestrian and trail) systems will also now include “Slow Moving Vehicles” (farm vehicles, and horse and buggies due to increasing Amish populations); Regional transit (urban and rural); Mobility management; Transit coordination; and Local transportation assistance.

The UPWP budget consists of 2 major funding streams: the Federal Highway Administration and the Federal Transit Administration. Both federal funding allocations require a 20% funding match; of that 20% match is 15% from NYSDOT and 5% county In-Kind.

The 2016-2017 UPWP federal funding allocations programmed are \$390,882 from FHWA and \$64,016 from FTA, a Programming Backlog of \$760,000, NYSDOT local match of \$227,793 and a local match of \$75,931 for a total budget of \$1,518,622. Of the \$760,000 Programming Backlog, \$410,000 to allow for continued level of operation for HOCTS, and another \$350,000 for contracted services in accordance with the UPWP tasks. The Budget amounts were calculated by formulas and guidelines from FTA, FHWA, and NYSDOT.

There were discussions on the uses of the programming backlog. It was noted that it can be used for transportation studies that are related to the UPWP’s tasks or focus areas. It can be used for a possible Rural Study to upgrade technology such as a rural app with real-time bus tracking, possibly intergrading Birnie Bus Service (rural) system with the Centro of Oneida (urban) system for a seamless service for the consumers. It was noted that Birnie Bus Service already has an App Program with Colgate University and it is working well. It can also be used for a study on a TIP project, such as a safety study. Alice noted that NYSDOT Region 2 already has a safety study planned for the redesign Exit 31, but the backlog might help in an expansion of the study or a related study.

Dana will also program some of the backlog for a consultant study for a system-wide analysis for Performance Based Planning, as required by MAP-21. Performance Based Planning is not a one-time measurement; rather, it is a continuous evaluation requiring a performance monitoring or tracking system which must have an initial baseline upon which to expand. The development of system-wide transportation data requires baseline analysis through the in-depth inventory of each of the existing transportation modes. The development will be systematic and organized into smaller components that ultimately build the system-wide database. Performance based planning for a transportation system is an evolving process that reaches beyond the traditional MPO

knowledge set. The System-wide analysis will be a needed basis for facts to show unfunded project needs and that can be used for a foundation to seek increased state funding.

#### **HOCTS Resolution 2016-01: 2016-2017 Unified Planning Work Program (UPWP)**

Based on the prior UPWP presentation, Dana Crisino presented a request for action to recommend for approval the HOCTS 2016-2017 work program.

With no further discussion, Chairman Ewanyk asked for a motion to recommend for approval the HOCTS 2016-2017 UPWP. A motion was made, seconded, and passed unanimously.

#### **HOCTS Resolution 2016-02: TIP Amendment**

Dawn Klemm presented a request for action to revise the existing project list of the 2014-2018 Transportation Improvement Program (TIP) for the Utica urbanized area.

The revision of NYSDOT Region 2 project listed as PIN 232515 Rehab: Cold In Place Recycle, RTE 5A: Clinton St.-Sauquoit Creek, in Oneida County, shall have funding increase for the phases of Construction and Construction Inspection in FFY 2016 due to ADA requirements. The funding sources shall remain the same. Total project cost shall increase from \$929,000 to \$1,343,000.

With no further discussion, Chairman Ewanyk asked for a motion to recommend for approval HOCTS Resolution 2016-02 amendment of the 2014-2018 TIP for the revision of PIN 232515. A motion was made, seconded, and passed unanimously.

#### **HOCTS Resolution 2016-03: TIP Amendment**

Dawn Klemm presented a request for action to revise the existing project list of the 2014-2018 Transportation Improvement Program (TIP) for the Utica urbanized area.

The addition of NYSDOT Region 2 project PIN 280559 (from parent PIN 2TSM16) – TMC/ITS Operations and Maintenance, Intelligent Transportation Systems, region-wide, shall have a funding increase for FFY 2016. The funding source shall remain NHPP with a total project cost of \$1,273,000.

With no further discussion, Chairman Ewanyk asked for a motion to recommend for approval HOCTS Resolution 2016-03 amendment of the 2014-2018 TIP for the addition of PIN 280559. A motion was made, seconded, and passed unanimously.

#### **HOCTS Resolution 2016-04: TIP Amendment**

Dawn Klemm presented a request for action to revise the existing project list of the 2014-2018 Transportation Improvement Program (TIP) for the Utica urbanized area.

The addition of NYSDOT Region 2 project listed as PIN 293167- Railroad Crossing Improvements, NYS&W Grade Cross, Surface Improvement in the City of Utica and Village of NY Mills. The funding source shall be SAFETEA-LU RAIL XING funds for the phases of Construction Inspection and Construction RR Force Account, with a total project cost shall be \$232,000.

With no further discussion, Chairman Ewanyk asked for a motion to recommend for approval HOCTS Resolution 2016-04 amendment of the 2014-2018 TIP for the addition of PIN 293167. A motion was made, seconded, and passed unanimously.

#### **HOCTS Resolution 2016-05: TIP Amendment**

Dawn Klemm presented a request for action to revise the existing project list of the 2014-2018 Transportation Improvement Program (TIP) for the Utica urbanized area.

The NYSDOT Region 2 project listed as PIN 2TTS16 Traffic Signal Devices, Traffic Systems Improvement Project 16 is to be removed from the TIP because project sites were identified outside of Herkimer and Oneida Counties.

With no further discussion, Chairman Ewanyk asked for a motion to recommend for approval HOCTS Resolution 2016-05 amendment of the 2014-2018 TIP for the removal of PIN 2TTS16. A motion was made, seconded, and passed unanimously.

#### **HOCTS Resolution 2016-06: TIP Amendment**

Dawn Klemm presented a request for action to revise the existing project list of the 2014-2018 Transportation Improvement Program (TIP) for the Utica urbanized area.

The addition of NYSDOT Region 2 project listed as PIN 2ADA17 – ADA Improvement Project 17, Rehabilitate Pedestrian Facilities region-wide. The funding source shall be STP FLEX for all phases, with a total project cost of \$1,270,000 for FFY 2016 and FFY 2017. There was a discussion on the increased costs of new ADA requirements with the MAP-21 and FAST Act federal legislations.

With no further discussion, Chairman Ewanyk asked for a motion to recommend for approval HOCTS Resolution 2016-06 amendment of the 2014-2018 TIP for the addition of PIN 2ADA17. A motion was made, seconded, and passed unanimously.

#### **HOCTS Resolution 2016-07: TIP Amendment**

Dawn Klemm presented a request for action to revise the existing project list of the 2014-2018 Transportation Improvement Program (TIP) for the Utica urbanized area.

The addition of NYSDOT Region 2 project listed as PIN 293168 – Railroad Crossing Improvements, NYS&W Grade Cross, Surface Improvement in Various Locations throughout Oneida County. The funding source shall be SAFETEA-LU RAIL XING for the phases of Construction RR Force Account, with a total project cost of \$58,000. It was noted that the Railroad will do the installation construction based on the new requirements on railroad gates.

With no further discussion, Chairman Ewanyk asked for a motion to recommend for approval HOCTS Resolution 2016-07 amendment of the 2014-2018 TIP for the addition of PIN 293168. A motion was made, seconded, and passed unanimously.

#### **HOCTS Resolution 2016-08: TIP Amendment**

Dawn Klemm presented a request for action to revise the existing project list of the 2014-2018 Transportation Improvement Program (TIP) for the Utica urbanized area.

The addition of NYSDOT Region 2 project listed as PIN 293169 – Railroad Crossing Improvements, MA&N Grade Cross, Surface Improvement in various locations throughout Oneida County. The funding source shall be SAFETEA-LU RAIL XING for the phases of Construction Inspection and Construction RR Force Account, with a total project cost of \$97,000 in FFY 2016.

With no further discussion, Chairman Ewanyk asked for a motion to recommend for approval HOCTS Resolution 2016-08 amendment of the 2014-2018 TIP for the addition of PIN 293169. A motion was made, seconded, and passed unanimously.

#### **HOCTS Resolution 2016-09: TIP Amendment**

Dawn Klemm presented a request for action to revise the existing project list of the 2014-2018 Transportation Improvement Program (TIP) for the Utica urbanized area.

The revision of NYSDOT Region 2 project listed as PIN 280567 – Culvert Repair/Replacement Project 16, Culvert Replacement/Repairs region-wide shall have the funding increased for the phases of Detailed Design and ROW Acquisition. This is a multi-county, multi-culverts project in 5 locations. The funding sources shall remain the same while the total project cost increases to \$2,658,000.

With no further discussion, Chairman Ewanyk asked for a motion to recommend for approval HOCTS Resolution 2016-09 amendment of the 2014-2018 TIP for the revision of PIN 280567. A motion was made, seconded, and passed unanimously.

#### **HOCTS Resolution 2016-11: TIP Amendment**

Dawn Klemm presented a request for action to revise the existing project list of the 2014-2018 Transportation Improvement Program (TIP) for the Utica urbanized area.

The addition of NYSDOT Region 2 project listed as PIN 280576 (from parent PIN 2TG161) – Roadside Safety/Guiderail Project 16, Guiderail Installation/Improvement, region-wide. The funding source for the Detailed Design phase shall be changed from SDF to STP FLEX. The Federal Fiscal Year shall be changed from FFY 2015 to FFY 2016. The phases of ROW Incidentals and ROW Acquisition shall be removed. The total project cost shall increase from \$3,610,000 to \$3,668,000.

With no further discussion, Chairman Ewanyk asked for a motion to recommend for approval HOCTS Resolution 2016-09 amendment of the 2014-2018 TIP for the addition of PIN 280576. A motion was made, seconded, and passed unanimously.

#### **NYSDOT Projects Update**

Alice Romanych provided an update regarding the status of the projects within the MPO and Region 2.

- The North-South Arterial Project is ahead of schedule due to the warm weather over the last few months.
- Asphalt projects costs coming in very low due the lower fuels prices lately.
- Sewer separation project is continuing.
- Oriskany Project had a public information meeting and more are scheduled.
- Griffiss project is progressing and will be under construction this year.

- NYSDOT Region 2 submitted a proposed five year capital program to Main Office for inclusion in the NYSDOT budget proposal. If the capital program is approved as submitted, it includes blocked funding for local projects in SFY 17/18 and 19/20. Funding for local projects was also included in the Governor’s proposed budget.

### **Public Participation Plan 2016 Update**

Dana Crisino gave a presentation of the 2016 Update of HOCTS Public Participation Policy (PPP). The PPP was initially adopted by the MPO in 1994 and has been updated approximately every three years or when new transportation legislation was enacted.

The goal of the HOCTS PPP is *“to involve all appropriate parties of the community in the transportation planning process, and ensure that the public has equal opportunity to provide input and express their opinions on the current transportation issues affecting their environment.”*

The HOCTS PPP complies with the following regulations: FAST ACT (MAP-21 23 CFR 450.316), Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency (LEP)), Executive Order 12898 (Environmental Justice), Americans with Disabilities Act of 1990 (Section 202-Discrimination), Title VI of the Civil Rights Act of 1964 (Section 601), and New York State Open Meetings Law (NYS Public Officers Law, Article 7).

The areas of revision in the 2016 PPP Update are: 1) Meetings of the GP&L, TPC and Sub-Committees: 10-day notice prior to meetings; 2) Clarifies public review, notice and legal requirements for LRTP, UPWP, and TIP; 3) Alternative Dispute Resolution Mechanism: New requirement mimics Host Agency (Oneida County); and 4) Website will be minimally updated once a month.

### **HOCTS Resolution 2016-10: PPP 2016 Update**

Based on the prior presentation, Dana Crisino presented a request for action to recommend for approval the HOCTS Public Participation Plan 2016 Update.

With no further discussion, Chairman Ewanyk asked for a motion to recommend for approval the HOCTS Public Participation Plan 2016 Update. A motion was made, seconded, and passed unanimously.

### **Transportation Survey**

Dana Crisino announced HOCTS is testing a new platform- a Transportation Survey through Oneida County’s new Laserfiche electronic document management system. Dana is asking TPC members, as well as GP&L members, to help in the Beta Testing of the survey. To access the test Transportation Survey, go to <https://lfweb.ocgov.net/Forms/TransportationSurvey> (just a note: the “lf” stands for laserfiche). Through the completed surveys, members will provide the beta test data needed to test the new platform. The Laserfiche system provides tailored data crunching options that HOCTS has not had previously. The goal of Transportation Survey is to provide a streamlined, online survey that will provide pertinent, baseline data for HOCTS Long Range Transportation Plan, other HOCTS related studies, and transportation data to share with transportation related partners. Dana will be emailing members in the few months more information and timeline of the survey test.

### **TIP/Project Solicitation Status**

Dana Crisino, HOCTS, presented an update on the timeline & process of the TIP/Project Solicitation.

Progress is being made on the FFY 2017-2021TIP/ Project Solicitation. It will be out for public review and comment May 1, 2016 and is due to be submitted to NYSDOT by June 30, 2016. There may be a TPC meeting late in April to review the Draft TIP/ Project Solicitation. There was a brief discussion on Block funding projects.

### **Other Business**

~ Dana noted that HOCTS is working with Centro of Oneida, Birnie Bus Service, and Parkway Center's Mobility Management Program to combine the common need of a current transportation survey of the two-county region. Staff will be working with these agencies, over the next three months, to coordinate data needs and create one survey to present to the appropriate agencies and individuals. This effort may include the use of the new Laserfiche on-line Transportation Survey.

~ Alice Romanych announced she will be retiring at the end of April 2016. She noted that until a replacement is hired, Dawn Klemm and Sandra Lusher will continue to work with HOCTS and attend TPC and GP&L meetings.

### **Closing**

With all scheduled business completed and no other business presented, the meeting was adjourned at 11:37 am.

Respectfully submitted,  
Barb Hauck – Associate Planner, HOCTS