

North Jersey Transportation Planning Authority
REGIONAL TRANSPORTATION ADVISORY COMMITTEE

Michael Lysicatos, Chairman
Brian Appezzato, Vice Chairman

Minutes

June 15, 2011

I. Roll call

Chairman Lysicatos, Passaic County, called the meeting to order at 10:30 a.m., and the roll was called. There were 13 voting members present. Two more arrived after approval of the minutes.

II. Approval of minutes

A motion to approve the minutes of the April 13th meeting was made by Warren County, seconded by Passaic County and carried with 12 affirmative votes. Hunterdon County abstained.

III. Review of standing committee agendas

The agendas for the June 20th standing committee meetings were distributed. Scheduled for that date were a joint meeting of the Planning and Economic Development Committee (PEDC) and the Project Prioritization Committee (PPC) and a Freight Initiatives Committee meeting. Karen Shannon, Central Staff, provided a brief overview of the agenda items and asked for comments from RTAC members.

Approval of the Draft FY 2012 Project Development Work Program (PDWP) was on the joint agenda for PEDC consideration. Rich Stoolman, Central Staff, distributed copies of the NJ Transit portion of the PDWP and an addendum comparing the FY 2011 and FY 2012 NJ Transit programs. During a brief discussion of the PDWP, Mr. Lysicatos suggested that the PDWP process could be augmented with the development of a strategy to facilitate the design phase of local project development. Ms. Shannon said that the PDWP is a subject of discussion by Central Staff, and she welcomed input from RTAC.

Martin Hofler announced that a set of Transportation Improvement Program (TIP) modifications requested by NJ Transit is being prepared for PPC consideration before the next Board meeting, either by teleconference or fax ballot.

Ms. Shannon said the July Board meeting is likely to be postponed until August. She noted that a speaker from the Office for Planning Advocacy, New Jersey Business Action Center would speak about the State Strategic Planning Process (SSPP) at the joint meeting. George Ververides, Middlesex County, reported that the New Jersey County Planners Association presented its concerns about the SSPP during recent outreach conducted in the region. Sue Dziamara, Hunterdon County, reported that Mr. Kennedy and an associate have been attending county planners' meetings regularly and promised to provide an update on the state plan in July.

IV. Presentation: NJTPA Performance Results Study: Guidebook for Project Performance Measurement.

Brian Fineman, Central Staff, announced that the study was nearly complete, and he thanked all staff and RTAC members involved in the effort. He said the study results will serve to increase attention to project performance measures and promote an understanding of what they can demonstrate. Project Manager, Anson Gock, Central Staff, highlighted the study deliverables: a *Guidebook for Project Performance Measurement* and the project final report. Hugh Louch, Cambridge Systematics, provided an overview of the study process with the aid of a slide presentation. Mr. Gock said he would email the PowerPoint file to RTAC members.

V. Information items

1. Introduction to the pilot Local Planning Assistance Program

Scott Rowe, Central Staff, reported that the NJTPA will initiate a Pilot Local Planning Assistance Program in FY 2012. He said the program will provide consultant technical assistance to municipalities interested in conducting planning, zoning, and other work that will create an environment conducive to transit- and pedestrian-oriented development. Mr. Rowe said NJTPA staff is working with NJDOT and NJ Transit to identify communities in the region that have shown a commitment to pursuing transit-oriented development but lack the necessary financial and staff resources. He said the pilot program will consist of one local planning/zoning project and an “academic” effort in which planning students will conduct visioning workshops or similar activities. Mr. Rowe said the role of the RTAC in the pilot program will include participation in the orientation process, a consultant selection committee, a technical advisory committee and a project selection committee. During a brief discussion, it was suggested that outreach to selected communities go through the counties. Mr. Rowe agreed that this was the intention of Central Staff.

2. Review of NJDOT “Congested Places” process

Jeffrey Vernick, Central Staff, distributed a list of 13 locations in the NJTPA region identified by NJDOT as State Highway High Need Signalized Intersection Priority Locations, or “congested places.” He said NJDOT is coordinating with the state’s MPOs with the goal of developing problem statements from the list. He noted that the list includes eight locations that have been previously identified as NJTPA priorities. Mr. Vernick said NJDOT is requesting comments from the subregions as well as data from any analyses that may have been conducted on intersections on the list. During the ensuing discussion it was noted that neither RTAC nor the individual subregions had been involved in developing NJDOT’s list.

3. TMA Working Group update

David Schmetterer, Central Staff, reported that, at the June 9th meeting of the Transportation Management Associations (TMA) Working Group, early consensus on a framework for the FY 2013 TMA Work Program was achieved as well as agreement on administrative and cash flow issues. Mr. Schmetterer said the next step for the working group involves developing an outline from the agreed-upon framework as part of the process for a draft solicitation for the work program. He said RTAC members Deena Cybulski, Sue Dziamara and Nora Shepard attended the meeting as well. Ms. Cybulski and Ms. Shepard praised Central Staff’s presentation of the TMA work process and how it will be integrated into the overall MPO process. Tara Shepherd,

Executive Director of Hunterdon County's HART TMA, expressed appreciation for Central Staff's clear illustration of the dynamics of the working process, and she said the TMAs look forward with confidence in the new relationship. During the brief ensuing discussion it was agreed that RTAC would further explore the possibility of more formal TMA representation on the committee. Mr. Lysicatos indicated that he would initiate an email discussion prior to the next RTAC meeting. Ms. Shepherd said a member of the TMA Council will attend all RTAC meetings and be prepared to report on TMA activities as necessary.

4. Second solicitation of FY 2011 Subregional Support Program, progress update

Beth Johnson, Central Staff, reported that 13 subregions participated in the program, which allocated about 57% of funding to the Subregional Internship Program, 43% to the Technical Library and nearly 1% for training. She noted that all Technical Library equipment and software are the property of the NJTPA, which should be contacted first about any issues with them. She said all interactions with vendors must be handled by NJTPA Information Technology staff. Ms. Johnson said a list of proposed training courses for the next round will be provided at the next RTAC meeting, and she asked the subregions to forward any ideas for training topics to Amy Magnuson, Central Staff, copying Ms. Johnson as well. Doug Greenfeld, Jersey City, noted that the program has proven to be an invaluable resource.

5. NJTPA-hosted sign management system

Christine Mittman, Central Staff, reported that Rutgers University periodically offers a traffic sign retro-reflectivity training course and can make it available at the NJTPA for participants from Central Staff and the subregional partners (with no limitation to attendance) this summer for a flat fee of \$750. She asked for the RTAC's approval to allocate funds for the course from the subregional training line item of the UPWP.

A motion to approve the expenditure of \$750 for the Rutgers University Retro-Reflectivity Training Course was made by Monmouth County, seconded by Passaic County, and carried unanimously.

Ms. Mittman also reported that the NJTPA is offering further assistance to the subregions in carrying out their Manual on Uniform Traffic Control Devices (MUTCD) compliance efforts by creating and hosting a web-based platform for data collection and sign inventory management. She said an EGIS database will be created for inventory management and in-field data collection capabilities will be made available using Esri services and an ArcGIS mobile out-of-the-box application. Ms. Mittman said there will be a presentation by Esri at the NJTPA on June 24th, and the subregions will be asked for their feedback on the content of database tables, global application data entry forms and video connecting options. She said the presentation will be webcast and project managers are urged to attend, along with other interested parties. During the general discussion that followed, it was noted that the new system may necessitate changes in subregional scopes of work already being prepared that include purchases of equipment and software that may not be needed if the new system is employed. Ms. Johnson directed the subregions to let her know if they will need more time to adjust their scopes of work after the presentation.

6. NJTPA Visualization Tool Project update

Zenobia Fields, Central Staff, distributed a project update, which included an overview, and proposed methodology. She asked the subregions for their input on the methodology. The main

product of the 12-month consultant supported effort will be a set of Web-based tools that illustrate a wide range of regional planning factors and issues and can be used for planning and outreach purposes. A Visualization Tool Project TAC meeting was held later that afternoon.

VI. Other items

- Mary Ameen, Central Staff, distributed agendas for an upcoming symposium in the NJTPA technical symposia series. The event, entitled “Toward a More Resilient Region,” will be held at the NJTPA on Wednesday, June 29, 2011, 9:00 a.m. to 12:30 p.m. Ms. Ameen noted that the NJTPA is seeking approval for the event to offer three AICP-CM credits.
- Ms. Shannon introduced new two members of Central Staff: Pam Lewis, Finance and Administration Division, and Solomon Caviness, who joins the External Affairs Division on a full-time basis, working in Planning and Operations.
- Ms. Johnson announced that the FY 2012 Unified Planning Work Program is now available online at www.njtpa.org.
- Executive Director Mary K. Murphy said the chairmen of the standing committees will be consulted about changing the summer meeting schedule to accommodate the public comment period for the FY 2012 TIP.

VII. Next meeting

The next meeting of the RTAC is scheduled August 10, 2011, pending confirmation of the next meeting date for the standing committees.

VIII. Adjournment

The meeting was adjourned at 12:30 p.m.

**Regional Transportation Advisory Committee
Attendance
June 15, 2011**

| Voting Members | |
|---------------------------------|-------------------------------|
| Mike Lysicatos (Chairman) | Passaic County |
| Brian Appezzato (Vice Chairman) | Warren County |
| Ken Aloisio | Bergen County |
| John Lane | Hudson County |
| Sue Dziamara | Hunterdon County |
| Naomi Hsu | Jersey City |
| George Ververides | Middlesex County |
| Joseph Ettore | Monmouth County |
| Deena Cybulski | Morris County |
| Mike Gelin | Newark |
| Mark Jehnke | Ocean County |
| Walt Lane | Somerset County |
| Tom Drabic | Sussex County |
| Liza Betz | Union County |
| Lou Venech | Port Authority of NY and NJ |
| Others | |
| William Ragozine | Cross County Connection (TMA) |
| Tara Shepherd | HART TMA |
| Doug Greenfeld | Jersey City |
| Nora Shepard | Monmouth County |
| Andrew Kay | Morris County |
| Susan Pigula | NJDOT |
| Mary K. Murphy | Central Staff |
| Karen Shannon | Central Staff |
| Mary Ameen | Central Staff |
| Brian Fineman | Central Staff |
| Lois Goldman | Central Staff |
| Martin Hofler | Central Staff |
| Beth Johnson | Central Staff |
| Mark Solof | Central Staff |
| David Behrend | Central Staff |
| Zenobia Fields | Central Staff |
| Scott Rowe | Central Staff |

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| Jeffrey Vernick | Central Staff |
| Anson Gock | Central Staff |
| Christine Mittman | Central Staff |
| David Schmetterer | Central Staff |
| Rich Stoolman | Central Staff |
| Beverly Morris | Central Staff |
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