



*Daniel P. Sullivan, Chairman*  
*Mary K. Murphy, Executive Director*

**North Jersey Transportation Planning Authority**

**REGIONAL TRANSPORTATION ADVISORY COMMITTEE**

Michael Lysicatos, Chairman  
Brian Appezzato, Vice Chairman

**Minutes**

**October 12, 2011**

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I. Roll call

The roll was called, and fifteen members of the Committee were present.

II. Approval of minutes

A motion to approve the minutes of the August 22<sup>nd</sup> meeting was made by Morris County, seconded by Somerset County and carried unanimously.

III. Review of standing committee agendas

Chairman Lysicatos inquired about a modification to the Unified Planning Work Program (UPWP), an action item on the October 17<sup>th</sup> joint Project Prioritization Committee and Planning and Economic Development Committee meeting agenda, specifically the inclusion of Transportation, Community and System Preservation (TCSP) funding for transit-oriented development in Hackensack and Union County. Karen Shannon, Central Staff, said that securing the grant is in keeping with the NJTPA Board-approved Strategic Business Plan's goal to actively pursue alternative funding opportunities. She said the work to be conducted under the grant complements existing Central Staff UPWP activities and does not require a UPWP amendment.

David Behrend, Central Staff, asked RTAC members to notify the NJTPA of grant applications in their subregions whether county or municipal. He noted that some grant funding might need to be incorporated into the Transportation Improvement Program (TIP). He pointed out that the

municipal applicants could benefit from “bonus points” for HUD grants through the NJTPA region’s preferred sustainability status with HUD. It was noted that the municipalities should be encouraged to apply for grants through their counties to reduce misinformation and competing municipality/county applications.

Scott Rowe, Central Staff, briefed the committee on the initiation of the Local Planning Assistance Pilot Program, another information item on the joint committee agenda. He reported that staff has been working with NJDOT, NJ Transit, and the New Jersey Redevelopment Authority to identify pilot locations for planning and regulatory work that will facilitate transit and pedestrian oriented environments. He said that discussions so far have been held with Morristown, Little Falls, Bound Brook, Essex County, East Orange, and Orange to advance various initiatives for their transit stations.

#### IV. Action item: Approval of TMA/RTAC structure

Mr. Lysicatos said that the favored option for participation of the Transportation Management Associations (TMAs) on the RTAC is non-voting membership given the fact that each voting RTAC member represents a subregion and other voting member of the NJTPA Board of Trustees. Sue Dziamara, Hunterdon County, stressed the importance of TMA participation in the committee. John Ciaffone, TransOptions TMA and President of the TMA Council of New Jersey, said it is the TMAs’ opinion that voting membership would be inappropriate given the relationship between RTAC members and Board members.

A motion to approve TMA membership on the RTAC in a non-voting capacity was made by Passaic County, seconded by Hunterdon County and carried unanimously.

#### V. Discussion item: FY 2013 Unified Planning Work Program (UPWP) development

Beth Johnson, Central Staff, said the purpose of this initial discussion of the UPWP development with the RTAC is to share ideas before Central Staff begins work on detailing program tasks. She said two RTAC UPWP workshops are planned, one in December and, if necessary, another in February. She said that after today’s presentation, comments would be appreciated by November 3<sup>rd</sup>. The first draft of the UPWP will be issued the first week in December. The development schedule for Volumes I, II, and IV of the UPWP was distributed.

Each NJTPA division director provided brief highlights of proposed and ongoing activities proposed for the FY 2013 UPWP. The NJTPA divisions include: Administration; Systems Planning; Modeling and Data; Regional Planning; Freight Planning; Capital Programming and Project Development; Public Affairs; Information Technology; and External Affairs.

Amy Magnuson, Central Staff, said RTAC members will be solicited to join the Subregional Transportation Planning Program (STP) work group shortly. Three to four participants are needed to review the guidelines and core and elective activities for the FY 2013 program. Ms.

Magnuson said the solicitation for the 2013 STP program will be issued on October 19th, and proposals will be due about one month later.

## VI. Information items

### 1. Report on TMA activities

Mr. Ciaffone provided a slide presentation overview of the multifaceted initiatives, programs, and activities of New Jersey's eight TMAs, who work with commuters, employers and state and local governments to reduce traffic congestion statewide. A PDF file of Mr. Ciaffone's presentation can be downloaded from:

[http://www.njtpa.org/documents/101211\\_TMA\\_Intro\\_RTAC.pdf](http://www.njtpa.org/documents/101211_TMA_Intro_RTAC.pdf).

### 2. NHI course

Mary Ameen, Central Staff, announced that the NJTPA will host the NHI course "Introduction to Federal-Aid Right-of-Way Requirements for Local Public Agencies," November 9<sup>th</sup> and 10<sup>th</sup>. The two day course carries 1.2 CEU units and will be offered at no cost to subregional participants. She asked the committee members to register with her by email. John Lane, Hudson County, said he took a similar course and found it very useful when dealing with right-of-way issues on federal projects.

### 3. Guidelines for the FY 2012 Subregional Studies Program

In response to questions from Mr. Lysicatos, Ms. Johnson reported that the Subregional Studies Program guidelines, which were previously distributed, are broad enough to allow state and local agencies to implement their own diverse procurement programs. Mr. Rowe reported that staff is working to foster more communication with NJDOT and NJ Transit to identify study opportunities and clear paths from the planning idea stage to the project development stage with an eye toward streamlining the study development process. He thanked the subregions for the quality of the requests for proposals they submitted to the program and noted the efforts of Megan Kelly, Central Staff, and other staff members working on the program.

### 4. Update on the first solicitation of the Subregional Support Program (SSP)

Ms. Johnson said that nine requests were received for the SSP and are under review. She said that 57 percent of the \$225,000 budget was obligated for the requests – 35 percent for internship support, 21 percent for Technology Library items, and one percent for subregional training. She noted that there were no requests for translation services.

Ms. Johnson indicated that there was almost \$97,000 in unobligated SSP funds, \$13,000 of which is limited to technology purchases. It was agreed that staff would move forward with a second solicitation for the program.

VII. Other items

- Mr. Lysicatos introduced Eric Powers, who will represent NJDOT on the RTAC.
- Ms. Magnuson reported an issue with the STP online reporting system and said the subregions can submit their reports in MS Word documents until the problem is resolved.
- Ms. Johnson reported an issue with the Manual on Uniform Traffic Control Devices (MUTCD) cost tracking system and said the deadline for completing online invoicing was extended by one week.
- Ms. Johnson asked the Committee members to send her any ideas they have for future training topics.

VIII. Next meeting: December 7, 2011

IX. Adjournment

At 12:15 p.m., the meeting was adjourned by unanimous verbal acclaim.

Regional Transportation Advisory Committee  
Attendance  
October 12, 2011

Voting Members	
Michael Lysicatos (Chairman)	Passaic County
Brian Appezzato (Vice Chairman)	Warren County
Ken Aloisio	Bergen County
John Lane	Hudson County
Sue Dziamara	Hunterdon County
George Ververides	Middlesex County
Sayed Moafi	Monmouth County
Erik DeLine	Morris County
Mike Gelin	City of Newark
Mark Jehnke	Ocean County
Walt Lane	Somerset County
Tom Drabic	Sussex County
Liza Betz	Union County
Eric Powers	NJDOT
Lou Millan	NJ Transit
Others	
Tony Gambilonghi	Middlesex County
Anthony Gamallo	Monmouth County
Gerald Rohsler	Morris County Dept. of Transportation
William Ragozine	Cross County Connection (TMA)
Cheryl Kastrenakes	Greater Mercer TMA
Tara Shepherd	HART TMA
Bill Neary	Keep Middlesex Moving (TMA)
Roberta Karpinecz	Keep Middlesex Moving (TMA)
Avnish Gupta	Meadowlink (TMA)
Donna Allison	Ridewise (TMA)
John Ciaffone	TransOptions (TMA)
Mary K. Murphy	NJTPA

Karen Shannon	NJTPA
Mary Ameen	NJTPA
David Colon	NJTPA
Brian Fineman	NJTPA
Lois Goldman	NJTPA
Martin Hofler	NJTPA
Beth Johnson	NJTPA
Ted Matthews	NJTPA
Mark Solof	NJTPA
David Behrend	NJTPA
Ann Ludwig	NJTPA
Scott Rowe	NJTPA
Angel Young	NJTPA
Liz DeRuchie	NJTPA
Amy Magnuson	NJTPA
Christine Mittman	NJTPA
Beverly Morris	NJTPA