

DELAWARE VALLEY REGIONAL PLANNING COMMISSION

BOARD COMMITTEE

Minutes of Meeting of September 20, 2001

Location: Commission Offices
111 S. Independence Mall, East
The Bourse Building, 8th Floor
Philadelphia, PA 19106

Membership Present

Representative

New Jersey Department of Community Affairs

Joyce Paul

New Jersey Department of Transportation

James B. Lewis

Governor of New Jersey's Appointee

Anthony T. Drollas, Jr.

Governor of Pennsylvania's Appointee

(not represented)

Pennsylvania Governor's Policy Office

Robert E. Baker, Jr.

Pennsylvania Department of Transportation

Larry M. King

Bucks County

Lynn Bush

Chester County

Colin A. Hanna

Delaware County

John E. Pickett

Montgomery County

(not represented)

Burlington County

Jerald R. Cureton, Esq.
Carol Ann Thomas

Camden County

J. Douglas Griffith

Gloucester County

Charles E. Romick

Mercer County	Donna Lewis
City of Chester	(not represented)
City of Philadelphia	Lawrence Wilson
City of Camden	Edward Williams
City of Trenton	Andrew Carten
<u>Non-Voting Members</u>	
Federal Highway Administration New Jersey Division Pennsylvania Division	(not represented) (not represented)
U.S. Department of Housing and Urban Development, Region III	(not represented)
U.S. Environmental Protection Agency, Region III	(not represented)
U.S. Environmental Protection Agency, Region II	(not represented)
New Jersey Office of State Planning	David Hosjak
Federal Transit Administration, Region III	Michele Destra
Southeastern Pennsylvania Transportation Authority	Christopher Patton
New Jersey Transit Corporation	(not represented)
Port Authority Transit Corporation	Thomas Hickey
Delaware River Port Authority	Anisah Abioli
New Jersey Department of Environmental Protection	(not represented)
Pennsylvania Department of Environmental Protection	(not represented)
Pennsylvania Department of Community and Economic Development	Ronald K. Bednar

Regional Citizens Committee Chairman

Patrick Starr

DVRPC Co-Counsel

Pennsylvania Co-Counsel
New Jersey Co-Counsel

(not represented)
Thomas J. Coleman

DVRPC Staff: John J. Coscia, John B. Claffey, Barry Seymour, William Greene, Donald Shanis, Chick Dougherty, Michael Ontko, Candace Snyder, and Jean McKinney.

Guests

Pennsylvania Department of Transportation

Robert Hannigan
Greg Brown (Dist. 6-0)

New Jersey Department of Transportation

Jerry Mooney
Al Prant
Cheryl Brennan
Thomas A. Wospil

Gloucester County Freeholder Krebs' Office

Vicky Antonini

Senator Fumo's Office

Vincent Rossi

New Jersey Governor's Authorities Unit

Kimberly Stuart

Cross County Connection TMA

William Ragozine

10,000 Friends of Pennsylvania

Joe Hartenstine

Delaware Valley Association of Railroad Passengers

Donald Nigro

Eddie Battle Associates

Eddie Battle

Vollmer Associates

Joel Graeff

Delaware County Planning Department (Interns)

Aimee Lala
Lee Senior
Wiktoric Bicliska
Danielle Bucci

Call to Order

Incoming Chairman Jerald R. Cureton, Esq. called the meeting to order at 10:40 a.m. Chairman Cureton introduced and welcomed Anthony T. Drollas, Jr., Esq. Mr. Drollas has been newly appointed to sit on the DVRPC Board as the New Jersey Governor's Appointee.

Public Comments

Comments from the public were invited to be heard on non-agenda items. Donald Nigro, Delaware Valley Association of Railroad Passengers (DVARP), addressed the Board on issues concerning the Schuylkill Valley Metro (SVM). Mr. Nigro commented on: (1) the Regional Citizens Committee's (RCC) resolution dated May 16, 2001; (2) the SEPTA June 26, 2001 response letter; and (3) the RCC response to SEPTA's letter. Mr. Nigro strongly urged the DVRPC Board and the DVRPC staff to scrutinize the points set forth in these documents.

Mr. Nigro continued to comment that the specific concerns of the SVM project deal with issues pertaining to ridership modeling and the appropriate project cost for the expected ridership.

1. Minutes of Meeting of June 28, 2001

On a **motion** by Mr. Hanna, seconded by Mr. King, the minutes of the meeting of June 28, 2001 were approved as distributed.

2. Annual Self-Certification of the Regional Transportation Planning Process

John J. Coscia, Executive Director, explained that the final Rulemaking on the Intermodal Surface Transportation Efficiency Act (ISTEA) Metropolitan Planning Requirements dated October 28, 1993 requires that the Metropolitan Planning Organization (MPO) annually certify to the Federal Highway Administration and Federal Transit Administration that its transportation planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements.

Section 450.334 of the Final Rulemaking lists specific requirements which must be addressed. DVRPC's conformity with these requirements is as follows:

- a. Improvements to the transportation system in the region have been the result of continuing, cooperative, and comprehensive planning process carried out

by state and local officials.

- b. The transportation planning process, including the adoption of the TIP, is consistent with the Clean Air Act and is in conformance with the applicable State Implementation Plans.
- c. Private citizens, affected public agencies, representatives of transportation agency employees, other affected employee representatives, private providers of transportation, and other interested parties were provided with a reasonable opportunity to comment on the TIP and planning process.
- d. The TIP includes a financial plan that demonstrates how the TIP can be implemented, indicates resources from both public and private sources that are reasonably expected to be available, and recommends innovative financing techniques.
- e. DVRPC's planning process is administered in accordance with FTA Circular 4702.1, Title VI, and DVRPC employment practices comply with FTA Circular 4704., Equal Employment Opportunity Guidelines for Grant Recipients.
- f. DVRPC's programs are conducted consistent with Title 49 CFR Part 23 as implemented by FTA Circular 4716.1A regarding disadvantaged business enterprise programs.
- g. The Region's public transit operators have certified that they are making special efforts to provide transportation services which can be utilized by elderly and handicapped persons.
- h. Environmental justice for low income and minority populations is being addressed.
- i. The provision of 49CFR part 20 regarding restrictions on influencing certain activities has been met.

After favorable recommendation was received by the Planning Coordinating Committee/Regional Transportation Committee (PCC/RTC) and the RCC, the Board unanimously adopted the following **motion**:

MOTION by Mr. Hanna, seconded by Mr. Lewis; that the Board adopt Resolution No. B-FY02-001 certifying that the DVRPC transportation

planning process is in conformance with federal regulations implementing TEA-21, the Clean Air Act Amendments, and other federal legislation.

3. Adoption of the DVRPC FY 2002-2004 Transportation Improvement Program (TIP) for Southern New Jersey

Charles Dougherty, DVRPC staff, explained that the development of the DVRPC FY 2002-2004 TIP for the Southern New Jersey portion of the region has been underway since the fall of 2000. The TIP is required by federal law and is the best estimate of project schedule and costs.

The New Jersey program is a coordinated effort between DVRPC, the counties, NJDOT, NJTransit, DRPA/PATCO. This year's TIP includes nearly 180 projects totaling about \$909 million to be implemented over the next three years. It includes \$486 million in projects primarily addressing the highway system and \$423 million of transit projects for DRPA/PATCO and NJTransit.

The projects in the TIP represent a consensus of the regional improvements that should be made. The TIP is fiscally constrained to the financial resources identified by NJDOT and negotiated for this region's projects.

Mr. Dougherty then highlighted some of the projects within the TIP.

The Draft TIP document was made available for public review during a 30-day period ending on June 20, 2001. The document was published on the Internet, copies were placed at 12 major public libraries in New Jersey, and two public meetings were held to give the public the opportunity to pose questions about the process and projects to state, county, transit, and DVRPC staff. Legal notices of the public comment process and the public meetings were published in the *Inquirer*, the *Trenton Times* and the *Courier Post*. Media releases were also issued preceding the public comment period. Particular use was made of cable television to target local municipalities. DRPA/PATCO also cooperated in communicating the availability of the TIP by handing out flyers to riders.

Over 40 individuals or agencies provided written or oral comments on the TIP. Many of our partner agencies contributed responses to these comments. The comments and responses were provided to the Board for their review and

consideration.

Mr. Dougherty then explained that the Clean Air Act Amendments of 1990 (CAAA) require that Transportation Plans and Programs conform to the applicable State Implementation Plans for air quality and follow the Final Conformity Rule provided by US EPA and DOT. Funding of new projects in nonattainment areas such as the DVRPC region is dependent upon the TIP and Plan being found to conform to the purposes of the State Implementation Plan and the CAAA. TIPs may be determined to conform if their projects are drawn from conforming plans. This TIP

has been drawn from the Horizons 2025 Plan and, therefore, the TIP has been found to conform with the requirements of the CAAA as set forth in the Final Conformity Rule.

Mr. Dougherty then reviewed the changes proposed which included adjusting the cost or schedule of projects currently shown in the draft; adding back a phase for projects from previous TIP's that were not yet obligated; adding new projects to the Study and Development (S&D) Program; and removing projects from the S&D that are not yet ready to advance.

If adopted, the TIP will be distributed to all appropriate agencies and will also be available on DVRPC's website.

Favorable recommendation was received from the PCC/RTC. The RCC also recommended adoption of the TIP with the comments submitted along with the RCC's recommendations to the Board for July 26, 2001 (copy attached).

Mr. Coscia responded that the comments from the RCC will be addressed.

The Board unanimously adopted the following **motion**:

MOTION by Mr. Lewis, seconded by Mr. Griffith; that the Board adopt the DVRPC FY 2002-2004 Transportation Improvement Program (TIP) for the Southern New Jersey portion of the region as the region's official selection of transportation projects for federal funding, by adopting Resolution No. B-FY02-002 (copy attached).

4. DVRPC Draft Public Participation Plan

Candace Snyder, DVRPC staff, explained that DVRPC has an extensive history of public participation. The Commission adopted the Public Participation Initiative

and Policy Statement in 1994 as a means of documenting the intent to accomplish effective and timely public outreach, and as a means of meeting the mandates of ISTEA. It is now time to update this document. Published as a Draft Public Participation Plan, the new iteration of this effort includes an agency-wide philosophy that embraces a responsive public outreach program. The publication outlines objectives; specific participation procedures; current public outreach efforts; guidance for project managers and member agencies in developing an outreach plan; and tools for public involvement.

In order to meet federal mandates, a 45-day public comment period (extending from July 30 - September 12, 2001) is necessary before adopting the plan. Staff will issue notices and copies of the Plan to regional libraries as well as to

Delaware Valley citizens, and presentations will be made to DVRPC committees. The DVRPC web site will also be utilized in forwarding this message. A summary of public comments and a resolution will be submitted to the Board in September for adoption.

After favorable recommendation was received from the PCC/RTC, the RCC, and the Board Policy Analysis Committee, the Board unanimously adopted the following **motion**:

MOTION by Mr. King, seconded by Mr. Wilson; that the Board release the Draft DVRPC Public Participation Plan for a 45-day public comment period extending from July 30 through September 12, 2001.

5. FY 2002 Work Program Amendment - Valley Forge Area Transportation Study

John Claffey, DVRPC staff, explained that the current Transportation Improvement Program contains a study project to evaluate improvements to the Route 422 corridor with special emphasis on the sections of highway from Route 202 to Route 363. Under the leadership of Montgomery County, an area wide study involving funding from FHWA, PennDOT, Valley Forge National Park, and the Upper Merion Transportation Authority, the project manager, will get underway this fall.

DVRPC staff has been requested by Montgomery County and the study team to provide public participation, local government coordination, and regional overview as outlined on the attached Work Program description under section one. Staff has also been requested to prepare and support consistent regional travel demand forecasts for the study analyses. This will be accomplished by providing to the traffic consultant all of the future design year forecasts data needed to develop

accurate projections.

Favorable recommendation was received from the RCC. The RCC has appointed a representative to serve on the study committee.

The Board unanimously adopted the following **motion**:

MOTION by Mr. Hanna, seconded by Mr. Baker; that the Board amend the FY 2002 Planning Work Program to include the *Valley Forge Area Transportation Study*.

6. Regional Citizens Committee Report

Patrick Starr (RCC Chairman) called the Board's attention to the attachments to the RCC Recommendations to the Board for July 26, 2001 (copy attached). First, with reference to the Schuylkill Valley Metro, he commented that the RCC's specific concern is the allocation of significant resources to one transit development project. Secondly, he pointed out the attachment with reference to the DVRPC Year 2025 Plan and the opportunity for the RCC to continue with comments and recommendations to this document. Mr. Starr also stated that he hopes that some of the issues raised by the RCC on the 2025 Plan would be discussed at the Board Retreat in December.

Mr. Coscia pointed out the memorandum from PennDOT to Mr. Starr which responded to the RCC's comments on the TIP action which concerned purchasing alternative fuel vehicles to provide transportation for the elderly and handicapped. Mr. Starr expressed his appreciation for PennDOT's action which will help bring about changes with reference to this matter in the future.

Christopher Patton, SEPTA, addressed the Board and the RCC Chair pertaining to the SVM. Mr. Patton comment that a complete, written response, to the RCC's concerns would be developed, however, there were two points on which he wished to comment. First, is the general planning process used for the SVM, and second is the applicability of the travel demand model with respect to the SVM alternative. Mr. Patton then read SEPTA's comments on these two issues (attached as part of these minutes).

7. Chairman's Report

Chairman Cureton called attention to his memorandum (copy attached) addressed to the Board dated July 26, 2001 which listed the Board Committee Appointments for FY 2002.

8. Central New Jersey Transportation Forum Update

Donald Shanis, DVRPC staff, presented to the Board the status of the New Jersey Transportation Forum which has brought together many regional organizations with a stake in the transportation systems of the Central New Jersey area.

Dr. Shanis explained that this Forum examines transportation and land use issues in a large area which actually lies on the edge of two MPOs, consists of 17 municipalities and three counties; Mercer, Somerset, and Hunterdon. The spine of the area is the Route 1 corridor and the Forum began with the Congestion Management Study for the Millstone Bypass.

In order to examine solutions to this congested area, key issues were identified at the initial Forum as follows: (1) east-west access; (2) transit and alternative mode s; (3) goods movement; (4) transportation/land-use planning, and (5) system-wide planning and coordination .

A modeling effort was also developed to evaluate future alternatives/conditions using NJDOT's statewide mode and a land-use/transit scenario is now in progress.

In conclusion, Dr. Shanis explained that the next steps include examination of one other modeling scenario, preparation of a "white paper" with findings and recommendations, and definition of the future role of the Forum.

9. **Executive Director's Report**

a. DVRPC Board Retreat, Wednesday, December 5, 2001

Mr. Coscia commented that the DVRPC Board Retreat is scheduled for **Wednesday, December 5, 2001**. The Board Retreat will be held in New Jersey this year. Since a reservation must be secured in the near future, Mr. Coscia presented suggestions for a New Jersey location for this event as follows: (1) Casino Hotel in Atlantic City, New Jersey or (2) Seaview County Club in Absecon, New Jersey. He also suggested possibly extending the length of the Retreat to two days.

Colin A. Hanna, Chester County, stated his opposition to locating the Retreat outside of the DVRPC region and would not support a casino location as an appropriate facility.

Several other Board members were also opposed to an Atlantic City Casino location. Others believed a two day event would be an imposition considering their busy schedules.

The Trenton Country Club, the Henry Chauncey Conference Center, and the Trenton War Memorial were some recommended locations mentioned by the Board.

Mr. Coscia then mentioned some subjects for a Retreat theme and asked for recommendations from the Board. Joyce Paul, New Jersey Department of Community Affairs, commented that she believes the program should stay connected to the goals and accomplishments of DVRPC in association with the DVRPC Work Program.

In lieu of the Board comments, Mr. Coscia stated that the DVRPC staff would continue to look for an appropriate location, prepare an appropriate agenda and report the details at the September Board meeting.

b. DVRPC FY 2003 Planning Work Program

Mr. Coscia reported that the next Board meeting will be in September and be combined with the first work program meeting. He urged the Board to begin thinking about the projects they wish to be included in the Work Program.

c. DVRPC GIS Data for Natural Resources Planning in Compact Disk Format

Barry Seymour, DVRPC staff, called the Board's attention to the DVRPC Compact Disk (distributed to the Board) entitled *GIS Data for Natural Resources*.

Mr. Seymour explained that the disk, developed to assist the private sector and public agencies in open space and natural resource planning, was funded by a grant from the William Penn Foundation. Under the terms of the grant DVRPC has also provided training courses in ArcView, and GIS technology. In the near future DVRPC will also translate this information to an online mapping system and make the maps and data viewable and usable to anyone via the DVRPC website.

d. PennDOT Planning Partners Meeting, Mechanicsburg, PA, July 25, 2001

Mr. Coscia reported on a few agenda items from the PennDOT Planning Partners Meeting as follows: (1) Governor Ridge's draft energy regulations proposal; (2) DVRPC hosting the Planning Partners Conference at the Sheraton Society Hill in Philadelphia on **October 30, 31 and November 1, 2001**; (3) the State Transportation Commission annual meeting to be held on **October 12, 2001** at the Doubletree Hotel, Plymouth Meeting, PA; (4) PennDOT planning grant proposal for land use; and (5) PennDOT priorities, i.e. safety.

10. Committee Reports

a. Planning Coordinating Committee/Regional Transportation Committee

In addition to the activities reported under the appropriate agenda items, Mr. Claffey reported that the Transportation Enhancement (TE) round for new projects will begin in August. Three workshops for Pennsylvania will be held within the region. The additional TE projects will be presented to the Board in January, 2002.

b. Goods Movement Task Force (distributed to the Board for their review)

c. Board Policy Analysis Committee (distributed to the Board)

Mr. Seymour reported on the activities of the Policy Analysis Committee meeting of July 19, 2001. In particular, Mr. Seymour pointed out item 4 in the report which pertains to the discussion on recent activities regarding the Metropolitan Philadelphia Policy Center, a joint initiative in southeastern Pennsylvania of the Pennsylvania Economy League, 10,000 Friends of Pennsylvania, and The Reinvestment Fund. Mr. Seymour has resigned from the Research Committee, but will continue to monitor its activities.

OLD BUSINESS

No old business was stated.

NEW BUSINESS

Thomas R. Hickey, General Manager, Port Authority Transit Corporation (PATCO) announced that PATCO has revised its bicycle on-rail policy which will makes this system more “bicycle friendly”, particularly for reverse peak and off peak travel. Permits and annual fees have been eliminated. Mr. Hickey acknowledged and thanked DVRPC staff for their assistance with this program.

There being no further business, the meeting was adjourned at 12:35 p.m.

Attachments:

- (1) PCC/RTC Recommendations to the Board for July 26, 2001
- (2) RCC Recommendations to the Board for July 26, 2001
- (3) Resolution numbers B-FY02-001 and B-FY02-002
- (4) Committee Appointments for FY 2002
- (5) SEPTA’s response to RCC inquiries on the SVM

Additional Documents distributed to the Board:

- (1) *Alert*, July 2001
- (2) *Freight Lines*, July 2001
- (3) *TravelSmart* July 2001

DELAWARE VALLEY REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Minutes of Meeting of September 20, 2001

Location: Commission Offices
The Bourse Building, 8th Floor
111 S. Independence Mall East
Philadelphia, PA 19106

Membership Present

Representative

New Jersey Department of Community Affairs

Joyce Paul

Pennsylvania Department of Transportation

Larry M. King

New Jersey Department of Transportation

Jerry Mooney

Governor of New Jersey's Appointee

Anthony T. Drollas, Jr.

Governor of Pennsylvania's Appointee

(not represented)

Pennsylvania Governor's Policy Office

Robert E. Baker, Jr.

Pennsylvania Counties

Lynn Bush

New Jersey Counties

Jerald R. Cureton, Esq.
Carol Ann Thomas

City of Camden

Robert L. Wisniewski

City of Philadelphia

Lawrence Wilson

Guests

Pennsylvania Department of Transportation

Robert Hannigan
Greg Brown (Dist. 6-0)

New Jersey Department of Transportation

Brian Cuccia

Chester County

Colin A. Hanna
Charles C. Coyne

Delaware County	John E. Pickett
Montgomery County	Lewis F. Gould, Jr. Esq.
Montgomery County Planning Department	Kenneth Hughes
Burlington County	Jerald R. Cureton, Esq. Carol Ann Thomas
Camden County	Thomas J. Gurick J. Douglas Griffith
Gloucester County	Charles E. Romick
Federal Highway Administration Pennsylvania Division	Spencer Stevens
U.S. Environmental Protection Agency, Region III	Daniel Ryan
New Jersey Office of State Planning	David Hosjak
Federal Transit Administration, Region III	Michele Destra Janet Kampf
New Jersey Transit Corporation	Brent Barnes
Port Authority Transit Corporation	Fran O'Brien
Pennsylvania Department of Community and Economic Development	Ronald K. Bednar
Regional Citizens Committee Chairman	Patrick Starr
Cross County Connection TMA	William Ragozine
Eddie Battle Associates	Eddie Battle
Vollmer Associates	Jeremy Alvarez
<u>DVRPC Co-Counsel</u>	

Pennsylvania Co-Counsel
New Jersey Co-Counsel

Timothy J. Carson
Thomas J. Coleman

DVRPC Staff: John J. Coscia, John B. Claffey, Barry Seymour, William Greene, Charles Dougherty, Richard Bickel, Thabet Zakaria, Michael Ontko, John Griffies, Candace Snyder, Phyllis Robinson, and Jean McKinney.

Call to Order

Chairman Jerald R. Cureton, Esq. called the meeting to order at 12:15 p.m.

1. Minutes of July 26, 2001

On a motion by Mr. Wilson, seconded by Mr. Gurick the minutes of July 26, 2001 were approved as distributed.

2. Contract Authorizations

John J. Coscia, Executive Director briefed the Board on the following Contract Authorizations:

a. Bicycle Facilities on Existing Roadways Phase I, Chester, Delaware, and Montgomery Counties

In 2000 DVRPC staff completed advance planning for bikeways and bicycle compatibility improvements to approximately 70 miles of urban, rural arterial and collector roadways along 13 corridors. Bikeway improvements to three of these corridors, totaling approximately 22 miles, have been programmed for implementation. These corridors include Susquehanna Road (Montgomery County), "Bicyclists' Baltimore Pike" (Delaware County); and Old Baltimore Pike (Chester County).

This project is intended to improve the service quality for bicycling on these routes, improve the region's air quality by reducing the number of single occupant vehicles, promote alternative travel modes, and encourage other measures which will limit emissions from mobile sources by improving and expanding bicycle facilities.

As determined in preliminary engineering, actions taken to reach these goals may include: bike route designation (including navigational signs), shoulder delineation, widening and reconstruction; installation of bike lanes, warning

signage; replacement of drainage grates; replacement of open swales contiguous to roadway shoulders with subsurface drainage systems, possible alterations in roadway operation (speed, parking), and the identification of right-of-way acquisition considerations. An engineering firm qualified in the design of bikeways shall be selected to perform this work.

\$252,400 in PennDot CMAQ Funds is available for this initiative.

Mr. Coscia commented that the Consultant Selection Committee has met and recommend the firm of Gannett Fleming to perform the scope of services associated with this project.

The Board unanimously adopted the following **motion**:

MOTION by Mr. Baker, seconded by Mr. Mooney that the Board authorize the Executive Director to enter into, negotiate and execute a contract with the Gannett Fleming. If such negotiations prove not to meet the financial requirements of the Commission, to proceed on to negotiations with the second ranked firm.

b. Open Space and Recreation Plan, Camden County and Riparian Buffer Assessment for New Jersey Watersheds

Mr. Coscia explained that these two projects were presented and adopted at the Board immediately preceding the Executive Committee meeting. It is necessary for the Executive Committee to authorize the Executive Director to enter into a contract with Camden County and the U. S. Forest Service for these two projects.

The estimated consultant cost is \$141,000 under the NJDOT Scoping Program.

The Executive Committee unanimously adopted the following **motion**:

MOTION by Ms. Paul, seconded by Mr. Lewis to authorize the Executive Director to enter into, negotiate and execute a contract with the selected firm for engineering services for a Multi-Purpose Trail in Gloucester County, New Jersey. If such negotiations prove not to meet the financial requirements of the Commission, to proceed on to negotiations with the second ranked firm.

c. Local "Scoping" for Resurfacing Projects and Safety Improvements in

Gloucester County, New Jersey

Mr. Coscia explained that a consultant will be required to prepare documentation for resurfacing and safety improvements for Kings Highway, County Route 551/620 in Borough of Swedesboro, Gloucester County from South Street to the Bridge over Raccoon Creek. The objective is to produce all required documentation, manage the work to obtain approvals of the project report, categorical exclusion determination, obtain all permits, prepare the Plans, Specifications and Estimates document and meet all requirements necessary for the Design and Final Engineering phase. The project should be ready to proceed to the construction phase with the completion of this effort.

The estimated consultant cost is \$150,000 under the NJDOT Scoping Program.

The Executive Committee unanimously adopted the following **motion**:

MOTION by Mr. Lewis, seconded by Ms. Paul; that the Executive Committee authorize the Executive Director to enter into, negotiate and execute a contract with the selected firm for local "Scoping" for Resurfacing Projects and Safety Improvements in Gloucester County, New Jersey. If such negotiations prove not to meet the financial requirements of the Commission, to proceed on to negotiations with the second ranked firm.

5. Work Program Progress Report - Fourth Quarter Fiscal Year 2001

Mr. Coscia reported that the Work Program progress Report - Fourth Quarter Fiscal Year 2001 (distributed to the Executive Committee) has been successfully completed, on schedule, and within budget.

Mr. Coscia then urged the Pennsylvania and New Jersey Counties and the operating agencies to submit any outstanding invoices (by the end of August) for the pass-through funds for the supportive regional highway planning work and for the transit support work.

OLD BUSINESS

No new business was stated.

NEW BUSINESS

No new business was stated.

There being no further business, the meeting was adjourned at 12:56 p.m.