

# DELAWARE VALLEY REGIONAL PLANNING COMMISSION

## BOARD COMMITTEE

### Minutes of Meeting of September 26, 2002

Location: Commission Officer  
The Bourse Building, 8<sup>th</sup> Floor  
111 S. Independence Mall, East  
Philadelphia, PA 19106

#### Membership Present

#### Representative

New Jersey Department of Community Affairs

Joyce Paul

New Jersey Department of Transportation

James Lewis

Governor of New Jersey's Appointee

Deirdre Naughton, Esq.

Governor of Pennsylvania's Appointee

(not represented)

Pennsylvania Governor's Policy Office

Robert E. Baker, Jr.

Pennsylvania Department of Transportation

Dennis Lebo

Bucks County

Charles H. Martin  
Lynn Bush

Chester County

Colin A. Hanna  
William H. Fulton  
Charles C. Coyne

Delaware County

Thomas Shaffer

Montgomery County

Lewis F. Gould, Jr. Esq.  
Kenneth Hughes

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	William Payne
City of Philadelphia	Gary Jastrzab
City of Camden	Robert L. Wisniewski
City of Trenton	Andrew Carten
<u>Non-Voting Members</u>	
Federal Highway Administration New Jersey Division Pennsylvania Division	Lawrence Cullari Spencer Stevens
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 Smart Growth	Edward Fox
Federal Transit Administration, Region III	Keith Lynch
Southeastern Pennsylvania Transportation Authority	Christopher Patton
New Jersey Transit Corporation	Brent Barnes
Port Authority Transit Corporation	Linda Hayes
Delaware River Port Authority	Anisah Abiola
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

Timothy J. Carson  
Thomas Coleman, Esq.

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

Guests

Pennsylvania Department of Transportation

Robert Hannigan  
Greg Brown (Dist. 6-0)

New Jersey Department of Transportation

Jerry Mooney  
Brian Cuccia

City of Philadelphia

Larry Wilson

Delaware River Joint Toll Bridge Commission

Roger Sager

Cross County Connection Transportation  
Management Association

William Ragozine

DMJM & Harris

William S. Beetle

Edward R. Battle Associates

Edward Battle

**Call to Order**

Chairman Charles H. Martin called the meeting to order at 10:47 a.m.

Chairman Martin recognized and presented Jerald R. Cureton, Esq. with a plaque for his outstanding accomplishments as Chairman of the DVRPC Board for Fiscal Year 2002 (July 1, 2001 through June 30, 2002).

Mr. Cureton thanked the Board and commented that his tenure as Chairman was very educational and rewarding and he looks forward to continued support and commitment to DVRPC.

Chairman Martin also recognized and presented William S. Beetle with a plaque for his untiring efforts and accomplishments as a DVRPC Board member for over 14 years representing the New Jersey Department of Transportation.

Mr. Beetle expressed his thanks to the Board.

## **Public Comments**

Comments from the public were invited to be heard on non-agenda items. No comments were stated.

### **1. Minutes of Meeting of July 25, 2002**

On a **motion** by Mr. Cureton, seconded by Mr. Griffith, the minutes of the meeting of July 25, 2002 were approved as distributed.

### **2. Transportation Improvement Program (TIP) Action**

John B. Claffey, DVRPC staff, briefed the Board on the following TIP Action:

- a. TIP Action PA03-01 - City Avenue - Manayunk Circulator  
(Montgomery County)

The City Avenue Special Services District has requested additional operating funds for the City Avenue Regional Transit (CART) Manayunk Circulator. This project was an approved CMAQ project from the DVRPC FY 2000 Competitive CMAQ Program, where it was awarded a total of \$539,000 for a one year demonstration of the project. The service has spent approximately \$483,000 out of the initial \$539,000 award, and the current request is for an additional \$400,000 (\$320,000 CMAQ/\$80,000 Local Match) to fund an additional year of operating expenses. DVRPC has just announced a "Call for Projects" for the DVRPC Competitive CMAQ Program, including \$9.6 million of federal CMAQ funds for Pennsylvania and \$3 million for New Jersey. The RTC recommended that the CART request be funded out of these Competitive CMAQ Program monies. The Special Services District will coordinate with SEPTA's Service Planning Department to determine ways to improve the efficiency of the service, and possibly reduce the amount of operating funds required. Further, the Special Services District will provide detailed plans for making the service more self-sufficient in the future. Through these efforts, it is possible that this funding request would be reduced.

Financial constraint will be maintained by programming a maximum of \$320,000 CMAQ funds from the DVRPC Competitive CMAQ Program for the CART service and the TIP's conformity finding will not be impacted because this project has already been included in the regional conformity analysis.

Favorable recommendation was received from the Planning Coordinating Committee/Regional Transportation Committee (PCC/RTC).

The Regional Citizens Committee (RCC) also recommended approval of TIP Action PA03-01, however, in addition recommended that the Special Services District coordinate with SEPTA's Service Planning Department to determine ways to improve the efficiency of the service, and possibly reduce the amount of operating funds required. the Special Services District should also provide detailed plans for making the service more self-sufficient in the future. Finally, the RCC encourages the District to add bicycle racks to vehicles.

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

**MOTION** by Mr. Jastrzab, seconded by Mr. Gould, that the Board approve TIP Action PA03-01, and amend the DVRPC FY 2003 TIP for Pennsylvania (FY 2003- FY 2006) by adding the CART Manayunk Circulator project (MPMS #60693) to the TIP, programming funding in FY 2003 for up to \$400,000 (\$320,000 CMAQ/\$80,000 Local Match) for operating funds.

**3. FY 2003 Transportation and Community Development Initiative (TCDI) Program**

Barry Seymour, DVRPC staff, explained to the Board that in FY 2002, DVRPC created the Transportation and Community Development Initiative (TCDI) to support local development and redevelopment efforts in the individual municipalities of the Delaware Valley that implement municipal, county, state and regional planning objectives. TCDI provides a mechanism for these municipalities to undertake locally-directed actions to improve their communities, which in turn implements their local and county comprehensive plans and supports the goals and vision of the regional plan.

The regional TCDI provided funding of up to \$100,000 in selected municipalities to undertake planning, analysis or design initiatives for projects or programs which enhance development or redevelopment and improve the efficiency or enhance the regional transportation system. A 20% cash or in-kind match is required. In FY 2002, 64 project proposals seeking \$4 million were submitted; 26 projects totaling the available \$1.5 million were selected.

The program is targeted to the core cities, inner-ring suburbs, and older boroughs of the region that have lost jobs and population and are in need of assistance to generate growth and redevelopment. Projects will be selected on a competitive basis, with review by a Steering Committee and selection by the DVRPC Board. A call for proposals would take place in December or January, with project selection by late April, 2003.

\$1,000,000 will be sought in the Pennsylvania FY 2003- FY 2006 TIP for projects;

\$100,000 from the Pennsylvania Transportation and Land Use Planning Initiative will be sought for program administration. \$500,000 will be sought in the New Jersey FY 2003-FY 2005 TIP for projects; \$50,000 from the FY2003-2005 New Jersey TIP for program administration.

After favorable recommendation was received from the PCC/RTC and the RCC, the Board unanimously adopted the following **motion**.

**MOTION** by Mr. Hanna, seconded by Mr. Lewis, that the Board authorize staff to prepare a new Program Guide for an FY 2003 TCDI Program, with a call for proposals in January and selection of final projects by the April 24, 2003 DVRPC Board meeting. Revise both the Pennsylvania and New Jersey TIPs by that date to provide the necessary funding.

Colin Hanna, Chester County, commented that although no specific report card was prepared, the first year of the TCDI Program was extremely well received by the municipalities.

#### **4. DVRPC FY 2003 Planning Work Program Amendments**

##### a. Application of Intelligent Transportation Systems (ITS) to Ports in the Philadelphia Region

Donald Shanis, DVRPC staff explained to the Board that the Delaware River Maritime Enterprise Council (DRMEC), a Pennsylvania not-for-profit organization funded by the Pennsylvania Department of Community and Economic Development, Office of PennPORTS, is undertaking a number of initiatives to increase cargo activity at ports in Southeast Pennsylvania. One of the primary initiatives is the demonstration of agile port technology, the next generation of transport and logistic technologies. As part of this demonstration DRMEC seeks to combine feeding traveler information via Intelligent Transportation Systems (ITS) to truckers with the capability to receive shipment data feeds including tracking information. This presents a unique opportunity to integrate port activities and regional ITS programs.

The objectives of this study are to gain insight into port operations and travel information needs; to provide an overview of the technology available to port, drayage, and truck operators to monitor travel conditions and track cargo; to develop a goods movement component of the Regional ITS Architecture by applying the National ITS Architecture to port activities; to explore how ITS can support the shipment of goods and within the Port of Philadelphia; and to conceptually identify opportunities to implement ITS projects. It will be a 16 month effort, extending into Fiscal Year 2004.

The cost and source of funds for this project is \$130,000 from the I-95 Corridor Coalition passed through PennDOT.

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

**MOTION** by Mr. Baker, seconded by Mr. Gould, that the Board amend the Fiscal Year 2003 Planning Work Program to include the Application of ITS to Ports in the Philadelphia Region.

James Lewis, New Jersey Department of Transportation, inquired as to what New Jersey could do to become involved in this type of project.

Dr. Shanis responded that there have been efforts over the past 10-20 years to unify the port and he believes that an effort by DVRPC staff and the Board be continued to try and make this happen. The Delaware River is an asset to the region, both on the Pennsylvania and the New Jersey sides and can play a big role in regional development.

Linda Hayes, PATCO, commented that if the port would become designated as "strategic" it would help both sides of the river and would allow more federal port funding.

b. Statewide Geographic Information System (GIS) Technical Assistance - PennDOT

John J. Coscia, Executive Director, briefed the Board and explained that this project enables DVRPC to enter into a contract to provide technical training and support services for the MPO/LDDs of PennDOT's Pennsylvania Planning Partnership related to geographic information systems (GIS). This effort will be guided by the Planning Partners GIS Work Group. The training will consist of three phases: Introductory In-Class sessions, Advanced In-Class sessions, and Continuing Support. This training will focus on using ArcView GIS 8.x to manipulate and perform analyses using PennDOT GIS datasets. The training will offer hands-on use of classroom computers for each attendee using actual PennDOT data. Included in the materials and services to be developed and rendered under this project are: course outlines, handouts, course notes, Powerpoint presentations, software (including sample applications, scripts, etc.), lunches and snacks, and participant evaluations and session status reports. The contract will be 12 months, commencing as soon as possible. It was originally envisioned that this training would be conducted by a sole source vendor. The Planning Partners Advisory Committee recommended that the scope of services for the training sessions be put out to bid.



The project budget is \$65,000. Funding will come from PennDOT Supplemental Planning Funds (\$52,000) and State Match SMLF (\$13,000).

After favorable recommendation was received from the RCC the Board unanimously adopted the following **motion**.

**MOTION** by Mr. Lewis, seconded by Mr. Baker, that the Board amend the DVRPC FY 2003 Planning Work Program to include the Statewide GIS Technical Assistance Program.

c. Geographic Information System (GIS) for New Jersey

Mr. Coscia explained to the Board that in FY 2000 the DVRPC Board endorsed the use of New Jersey Transportation Improvement Program funds(STP) for a four (4) year, multi-phased UPWP project to implement a regional Geographic Information System (GIS) for use by the DVRPC Member Governments and operating agencies. This important technology sharing initiative was to be funded in four (4) equal annual budgets from FY 2000 to FY 2003, inclusive. Each annual New Jersey budget was estimated at \$256,000 and was funded through DVRPC's annual UPWP Task Order.

The project didn't actually begin at the outset of FY2000. Contractual approval to incur cost in New Jersey was not received until January 12, 2000. This late start delayed selection of the project consultant - the necessary first step to get the project fully underway and despite the efforts of all study participants, the completion of the early phases - in which common GIS file architecture needed to be defined for each individual study participant, and the hardware, software, and communications needs of each participant fully identified to insure successful implementation - took the consultant considerably longer than originally envisioned further delaying project implementation.

While the original project scope and budgetary estimates remain intact to this day, these early phase delays put the project behind its original time schedule resulting in unexpended federal STP funds at the end of each of the first 3 years.

At this point the consultant has completed his 5 volume report, which has been distributed, reviewed and accepted by all study participants. The consultant report is the blueprint for each study participant to implement the recommended regional GIS system.

To assist the New Jersey study participants to initiate implementation, DVRPC has executed contracts with each study participant using FY 2003 Funds. This Board action will allow DVRPC to use the unexpended funds from previous years to supplement these contacts and thus fully implement regional GIS the program in New Jersey.

There is no new cost associated with this action. The unexpended funds would be reprogrammed into the FY 2003 work Program to be utilized by the New Jersey study participants.

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

**MOTION** by Mr. Lewis, seconded by Mr. Romick that the Board amend the FY 2003 Work Program to include the unexpended federal STP funds and authorize the Executive Director to request NJDOT to issue the appropriate Task Order to make these funds available for the GIS system in New Jersey.

**5. Pennsylvania Infrastructure Investment Authority (PENNVEST) Funding Request in Springfield and Nether Providence Townships, Delaware County**

Mr. Seymour explained to the Board the PENNVEST is an independent agency of the Commonwealth of Pennsylvania managed by a 13-member Board of Directors and chaired by the Governor, which provides funding for drinking water, wastewater treatment and stormwater management projects. The Program provides long-term loans through a revolving loan fund to municipalities, authorities and some private entities at below-market interest rates. Limited grant funds are also available.

PENNVEST has forwarded one application to DVRPC for review for consistency with the regional plan. This request by the Pennsylvania Suburban Water Company is for a loan to construct two new flocculation/sedimentation basins along with an associated residuals basin and pump station on-site at the existing Crum Water Treatment Facility in Springfield and Nether Providence Townships, Delaware County.

These projects serve to improve water quality drawn from Crum Creek to serve areas that are already developed or identified as Future Growth Areas as designated in the DVRPC Year 2025 Plan. As such, this project is consistent with the goals and policies of the regional plan.

After favorable recommendation from the RCC, the Board unanimously adopted the following **motion**.

**MOTION** by Mr. Shaffer, seconded by Mr. Hanna, that the Board authorize the Executive Director to send letter notifying PENNVEST that the Delaware County loan application is consistent with the Horizons 2025 Plan.

**6. Tri-County Water Quality Management Board (WQMB) - CY 2003 Work Program and Budget**

Michael Ontko, DVRPC staff explained to the Board that in 1984, the New Jersey Department of Environmental Protection implemented a procedure to ensure that all requests for water quality permits are consistent with approved Wastewater Management Plans and the Tri-County Water Quality Management Plan and

designated DVRPC as the area-wide water quality management planning agency for the Tri-County area (Burlington, Camden and Gloucester counties).

DVRPC, each year, reviews the proposed WQMB CY 2003 Work Program and Budget and is recommending approval by the Board.

After favorable recommendation was received from the Tri-County WQMB and the DVRPC staff, the Board unanimously adopted the following **motion**:

**MOTION** by Mr. Griffith, seconded by Mr. Romick, that the Board approve the Tri-County Water Quality Management Board CY 2003 Work Program and Budget.

**7. Tri-County Water Quality Management Board (WQMB) - Bylaws Revision: Freeholder Alternates**

Mr. Ontko explained to the Board that the By-Laws of the Tri-County WQMB do not currently provide for a freeholder alternate unless the alternate is another freeholder. To make these By-Laws more consistent with DVRPC Board procedures and recognize the importance of a voting alternate if a freeholder cannot attend a WQMB meeting, the Tri-County Working Group recommends a revision to Part II Section B Section regarding membership. Section B would be revised to read:

“One freeholder from each county. A freeholder may also appoint a designated alternate to serve in the absence of a freeholder.”

After favorable recommendation from the Tri-County WQMB and the DVRPC staff the Board unanimously adopted the following **motion**.

**MOTION** by Mr. Griffith, seconded by Mr. Romick that the Board approve a revision of the Tri-County WQMB Bylaws to include the appointment of a designated alternate to serve at the Board meeting in the absence of a freeholder representative.

**8. Regional Citizens Committee (RCC) Report**

Patrick Starr, RCC Chairman, reported that Warren Strumpfer, Camden County, was appointed as the Chairman for the RCC Nominating Committee.

Mr. Starr also reported that their August meeting which focused on Sensitive Stormwater Management Treatments and Major Construction Projects was a great success.

**9. Development of the DVRPC FY 2004 Planning Work Program**

Mr. Coscia reported the highlights of the DVRPC Board Work Program Committee which was held previous to the September 26<sup>th</sup> Board Meeting. Mr. Coscia explained that the Committee reviewed the current years' work, the budget allocated, and discussed the funding for FY 2004 which begins July 1, 2003 through June 30, 2004.

The amount of funds in the regular work program (Highway, Transit and Comprehensive funds) is \$5.7 million. The committee briefly reviewed the mandated continued and phased projects required for FY 2004 and in subtracting those funds from the \$5.7 million a balance of \$600,000 for new projects is available. Mr. Coscia continued to say that letters recommending projects to be included in the Work Program have been received from eight of the nine counties, PennDOT, Pennsylvania Federal Highway Administration, Delaware River Port Authority, and other operating agencies. Also, it is expected that the remaining counties and the DVRPC committees will be meeting and submitting their specific projects for the Work Program.

The next meeting of the Work Program Committee is scheduled for 10:00 a.m. Thursday, October 17, 2002 at DVRPC. At that meeting the specific funds will be assigned to the specific projects. Mr. Coscia urged all Board members, alternates and operating agencies to attend this important meeting. All of the input information, with a brief description of the projects proposed, and a rating sheet will be mailed to Board members, alternates and operating agencies prior to the meeting.

**10. Executive Director's Report**

Mr. Coscia reported on the following items:

a. Notification of U.S. Department of Transportation DVRPC Certification Review, February 5-6, 2003

Mr. Coscia pointed out to the Board the letter (distributed to the Board) of notification to DVRPC for the joint FHWA and FTA Certification Review of the area's transportation planning process scheduled for February 5-6, 2003. Arrangements will be made for Board members, citizens, and staff to meet with the federal review team. Information and an agenda will be forwarded to the Board in the near future.

b. Status of New Transit Studies

Mr. Claffey reported that two new transit studies are underway. The first, is being conducted by PATCO to evaluate transit alternatives to Gloucester County, Cumberland County, New Jersey and perhaps some extensions into Philadelphia. DVRPC staff will participate in the steering committee along with the member governments and will provide consultants with initial data to prepare the ridership forecasts. Also, a study is being done in New Jersey and DVRPC is assisting a New Jersey Transit consultant with data similar to that given previously to a New Jersey Transit consultant for the Camden-to-Trenton Study.

c. DVRPC Board Retreat, December 4, 2002

Mr. Coscia pointed out the flyer (distributed to the Board) announcing the DVRPC Board Retreat scheduled for December 4, 2002 at the Pen Ryn Mansion in Bucks County. The agenda for the day will explore the facts and the diverse facets of the quality of life within the Delaware Valley. For the first panel, Executive Directors Michael Rodgers, Washington; David Warm, St. Louis; and Paul Tait, Detroit, have been invited to share their ideas on what is happening in their Metropolitan regions concerning quality of life issues. The second panel will consist of experts within our region to discuss quality of life issues.

d. DVRPC 2003 Annual Awards Dinner, June 4, 2003

Mr. Coscia announced that the DVRPC 2003 Annual Awards Dinner is scheduled for June 4, 2003 at the Bellevue Stratford Hotel, Philadelphia.

## **11. Committee Reports**

The following Committee Reports were distributed to the Board for their review:

- (1) Planning Coordinating Committee/Regional Transportation Committee;
- (2) Information Resources Exchange Group; (3) Regional Land Use and Development Committee; (4) Tri-County Water Quality Management Board;
- (5) Board Policy Analysis Committee; and (6) Regional Aviation Committee.

Mr. Coscia pointed out Item 5 within the Board Policy Analysis Committee Report. The committee discussed a proposal to establish a separate non-profit entity under the umbrella of DVRPC. Such an organization would have a defined mission under Section 501(c)(3) of the IRS code and could be used to secure grants from foundations, public agencies, or others to support work consistent with DVRPC's mission that has been difficult to fund through our regular funding sources. The organization would be staffed by existing DVRPC staff and would be managed by either the existing DVRPC Board or a subset of that Board. Further information will be brought before the Board after more investigation by staff is performed.

Mr. Seymour pointed out the Regional Economic Development Resource Guide (distributed to the Board) prepared by staff which identifies all the various organizations who are involved with economic development.

Mr. Seymour also commented on a new program called the Smart Commute Mortgage Program which gives higher mortgage amounts to residents in areas that are well served by transit.

## **12. US 322 Land Use Strategies Study**

In a power point presentation, Mr. Seymour explained that the intent of the study is to support the transportation planning along US 322. Working closely with three townships in Delaware County, Delaware County Planning Department, PennDOT and SEPTA, staff examined how new capacity along this corridor can better link local plans and local land use patterns with the transportation system.

## **OLD BUSINESS**

No old business was stated.

## **NEW BUSINESS**

No new business was stated.

There being no further business, the meeting was adjourned at 11:55 a.m.

Attachments:

- (1) PCC/RTC Recommendations to the Board for September 26, 2002
- (2) RCC Recommendations to the Board for September 26, 2002

Additional Documents distributed to the Board:

- (1) *Alert*, September 2002
- (2) *Freight Lines*, September 2002
- (3) *TravelSmart*, September 2002
- (4) DVRPC Regional Data Bulletin entitled: *Housing Units Authorized by Residential Building Permits, 2000-2001, #72* July 2002
- (5) DVRPC Analytical Data Report entitled: *Home Mortgage Disclosure Act Data, 2000: Delaware Valley Region*, No. 9 August 2002
- (6) Flyer entitled: *2002 Southeastern Pennsylvania Coast Day*, Sunday September 29, 2002

**DELAWARE VALLEY REGIONAL PLANNING COMMISSION**

**EXECUTIVE COMMITTEE**

**Minutes of Meeting of September 26, 2002**

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Pennsylvania Department of Transportation

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James Lewis

New Jersey Governor's Appointee

Deirdre Naughton

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(not represented)

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Pennsylvania Counties

Charles H. Martin  
Lynn Bush

New Jersey Counties

J. Douglas Griffith

City of Camden

Robert L. Wisniewski

City of Philadelphia

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Guests

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Montgomery County

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Thomas Coleman, Esq.

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

### **Call to Order**

Chairman Martin called the meeting to order at 11:55 a.m.

#### **1. Minutes of Meeting of July 25, 2002**

On a **motion** by Mr. Baker, seconded by Mr. Martin, the minutes of the meeting of July 25, 2002 were approved as distributed.

#### **2. Contract Authorizations**

##### **a. Statewide Geographic Information System (GIS) Technical Assistance (PennDOT)**

Mr. Coscia reported that this project enables DVRPC to enter into a contract to provide technical training and support services for the MPO/LDDs of PennDOT's Pennsylvania Planning Partnership related to GIS. This effort will be guided by the Planning Partners GIS Work Group. The training will consist of three phases: Introductory In-Class sessions, Advanced In-Class sessions, and Continuing Support. This training will focus on using ArcView GIS 8.x to manipulate and perform analyses using PENNDOT GIS datasets. The training will offer hands-on use of classroom computers for each attendee using actual PennDOT data. Included in the materials and services to be developed and rendered under this project are: course outlines, handouts, course notes, Powerpoint presentations, software (including sample applications, scripts, etc.), lunches and snacks, and participant evaluations and session status reports. The contract will be 12 months, commencing as soon as possible. It

was originally envisioned that this training would be conducted by a sole source vendor. The Planning Partners Advisory Committee recommended that the scope of services for the training sessions be put out to bid.

The project budget is \$65,000. Funding will come from PennDOT Supplemental Planning Funds (\$52,000) and State Match SMLF (\$13,000).

A consultant selection committee comprised of representatives from PENNDOT, the Delaware Valley Regional Planning Commission and four members of the Pennsylvania Planning Partners GIS Workgroup was formed to evaluate the proposals and to recommend a final selection consistent with the scope of the RFP. The committee recommends approval to contract with the selected firm.

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

**MOTION** by Mr. Baker, seconded by Mr. Lebo, that the Executive Committee to authorize the Executive Director to enter into, negotiate and execute a contract with the selected firm for Statewide Geographic Information System (GIS) Technical Assistance (PennDOT). If such negotiations prove not to meet the financial requirements of the Commission, to proceed on to negotiations with the second ranked firm.

b. Glenside Station Parking Garage Feasibility Study (Montgomery County)

Mr. Coscia explained that Montgomery County, Cheltenham Township and the Southeastern Pennsylvania Transportation Authority (SEPTA) are interested in consultant services to assist them in developing two interrelated projects. First, passenger demand at Glenside and Jenkintown rail stations greatly exceeds available parking. Based upon a parking demand study performed by the Delaware Valley Regional Planning Commission (DVRPC) in 2000, it is recommended to construct a parking garage at the Glenside station. Consultant services are necessary to determine the appropriate location and conceptual design. Second, Cheltenham Township and Montgomery County seek to develop an implementation plan for enhancing economic vitality and the revitalization of the Glenside commercial district surrounding the Glenside station area. The railroad station is an integral part of the commercial district thus this study seeks to combine the station planning and revitalization efforts into a single effort.

A consultant selection committee comprised of representatives from the Montgomery County Planning Commission, Cheltenham Township, SEPTA and the Delaware Valley Regional Planning Commission was formed to evaluate the proposals and to recommend a final selection consistent with the

scope of the RFP. The committee recommends approval to contract with the selected firm.

A total of \$60,000 is allocated for the above contract from available funds in the FY 2003 Pennsylvania Transit Support Program and \$60,000 in available funds from the Pennsylvania Transportation Community Development Initiative.

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

**MOTION** by Mr. Baker, seconded by Mr. Griffith that the Executive Committee authorize the Executive Director to enter into, negotiate and execute a contract with the selected firm for the Glenside Station Parking Garage Feasibility Study in Montgomery County. 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 Concept Development of the East Atlantic Avenue Bikeway in Camden County, New Jersey**

Mr. Coscia explained to the Executive Committee that DVRPC, on behalf of Camden County, is requesting proposals for a Planning Study for the Concept Development of the East Atlantic Avenue (CR 727) Bikeway. The proposed route begins in the vicinity of Newton Ave and CR 727 in the Borough of Oaklyn and ends at the intersection of CR 727 and CR 534 in the Borough of Clementon. It traverses 8.3 +/- miles through the municipalities of Audubon, Haddon Heights, Barrington, Lawnside, Magnolia, Somerdale, Hi-Nella, Stratford, Laurel Springs and Lindenwold.

The purpose of the planning study is to assess the feasibility of the proposed Bikeway. The planning study must evaluate the entire bikeway route to determine a) segments that are suitable for bike lanes on the existing roadway b) segments that are only suitable for off-road bike routing. The study will also provide preliminary environmental screening and order of magnitude cost estimates for time-phased engineering and construction (by route segment) of the proposed bikeway. Segments suitable for bike lanes on existing roadway shall be prioritized for advancement into preliminary and final design, engineering and construction under subsequent competitive contract.

The estimated consultant cost is \$60,000 under the NJDOT Scoping Program.

A consultant selection committee comprised of representatives from Camden County, NJ and the Delaware Valley Regional Planning Commission was formed to evaluate the proposals and to recommend a final selection consistent with the scope of the RFP. The committee recommends approval to contract with the selected firm.

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

**MOTION** by Mr. Griffith, seconded Ms. Thomas that the Executive Committee authorize the Executive Director to enter into, negotiate and execute a contract with the selected firm for Local "Scoping" for concept Developing of the East Atlantic Avenue Bikeway in Camden 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.

d. **Camden County Route 561 - Traffic Signal Equipment Inventory**

Mr. Coscia explained to the Executive Committee that DVRPC and Camden County are initiating a project to develop a unified traffic signal coordination plan for the CR 561 Corridor in Camden County. A critical component of this effort is to conduct a detailed inventory of traffic signal equipment along this highway. A consultant is needed to complete the signal equipment inventory, develop cost estimates to bring all the equipment to a consistent level and identify appropriate closed loop subsystems within the corridor.

The CR 561 corridor between Camden and Berlin is a key east-west route in the county and together with NJ 38, NJ 70, US 30 and NJ 168 forms the radial spokes that provides access to the urban core of Camden and Philadelphia. Traffic within the corridor experiences varying degrees of congestion. Recent traffic counts indicate average annual daily traffic volumes of approximately 19,674 vehicles per day in the vicinity of Crystal Lake Avenue. With the existing levels of traffic in the corridor and the amount of development adjacent to the roadway, physical improvements to the highway could be problematic. However the use of intelligent transportation systems (ITS) (closed loop traffic signal systems, vehicle detectors, closed circuit television (CCTV) cameras or variable message signs) have the potential to provide traffic flow benefits with minimal disruption to the adjacent land uses.

A consultant selection committee comprised of representatives from Camden

County, NJ and the Delaware Valley Regional Planning Commission was formed to evaluate the proposals and to recommend a final selection consistent with the scope of the RFP. The committee recommends approval to contract with the selected firm.

A total of \$25,000 is allocated for the above contract from available funds in the FY 2003 New Jersey Supportive Regional Highway Planning Program.

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

**MOTION** by Mr. Griffith, seconded by Ms. Thomas that the Executive Committee authorize the Executive Director to enter into, negotiate and execute a contract with the selected firm to conduct the Camden County Route 561 - Traffic Signal Equipment Inventory. If such negotiations prove not to meet the financial requirements of the Commission, to proceed on to negotiations with the second ranked firm.

e. Media Planning / Buying Agency

DVRPC has several programs which require outreach to the public to inform residents about the services and/or benefits of these efforts. Among these are the TransitChek program, the Mobility Alternatives Program (MAP) and Share-A-Ride, and the Ozone Action program. There are sometimes other projects which require such outreach and promotion at specific, limited times, as well (e.g. SmartCommute). Because program budgets have grown and new programs have been added over the past several years, handling this function for advertising in the general media has grown cumbersome for staff, both in the front end of planning and negotiating effective placements and in the invoicing and record-keeping back end.

Contracting with a specialized media buying service will achieve several benefits:

1. Each project's goals will be analyzed by an outside agency with an objective viewpoint, and recommendations will be made about which are the best outlets to reach the desired audience with the desired message, within budget. (Staff will review these recommendations and make revisions and/or approve before work is initiated.)

2. Because the agency focuses just on this type of service, they have expertise beyond staff capabilities, and because they develop programs for many clients and have developed relationships with media sales staff, they are better able to negotiate even more cost-effective placements and value-added programs.
3. Dealing with just one monthly invoice which will cover many various media outlets will streamline the purchasing and accounting procedures significantly.
4. Contracting with an agency to perform this time-consuming work will allow DVRPC marketing staff to concentrate on more significant planning and sales issues.

A consultant selection committee comprised of DVRPC staff from Purchasing and Marketing/Commuter Services was formed to develop an RFP, evaluate the proposals and to recommend a final selection consistent with the scope of the RFP. The committee will recommend a firm with which to contract, based on expertise, relevant experience and cost.

A total of no more than \$300,000 is allocated for the above project from approved marketing funds in the FY 2003 budgets for TransitChek, MAP/SAR and Ozone Action. (These fund are targeted for broad media outreach and would have been directed and spent as such by staff.) Contractor commission/fee is estimated between 5 and 8 percent of the total amount spent on media and will be included in the project total.

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

**MOTION** by Mr. Baker, seconded by Ms. Naughton that the Executive committee authorize the Executive Director to enter into, negotiate and execute a contract with the selected firm for a Media Planning / Buying Agency. If such negotiations prove not to meet the financial requirements of the Commission, to proceed on to negotiations with the second ranked firm.

## **OLD BUSINESS**

No old business was stated.

**NEW BUSINESS**

No new business was stated.

There being no further business, the meeting was adjourned at 12:03 p.m.