

**Herkimer-Oneida Counties  
Governmental Policy & Liaison Committee  
March 1, 2018**

The Governmental Policy and Liaison Meeting (GP&L) met at Herkimer County Community College, 100 Reservoir Rd., in the Robert McLaughlin Center, Rm 282-283, in Herkimer NY 13350, on Thursday, March 1st, 2018. Chairman Anthony J. Picente opened the meeting at 9:34 a.m.

**Voting Members Present:**

Anthony J. Picente, Jr., Chairman	Oneida County Executive
Bernard Peplinski, Vice Chairman	Herkimer County Legislature Chairman
E.J. Moses	CNYRTA/Centro of Oneida
Nickolas Choubah	Region 2 Director, Representing Paul Karas, NYDOT Commissioner
Chris Lawrence	Planner, Representing Robert Palmieri, City of Utica Mayor
Joseph Guiliano	Representing Jacqueline M. Izzo, City of Rome Mayor
Terry Leonard	Mayor of the Village of Ilion
Phillip M. Sacco	Oneida County Legislator
Emil Paparella	Oneida County Legislator
Dan Guzewich	Majority Analyst, Representing Mike Waterman, Oneida County Legislator
Raymond Smith	Herkimer County Legislator, Highway Chairman
Vincent J. Bono	Herkimer County Legislator
Scott Musacchio	Town of Verona Supervisor
Joseph Smith	Town of Trenton Supervisor
Glenn Asnoe	Town of Frankfort Supervisor

**Others Present:**

Deborah Windecker	NYSDOT, Region 2, RPPM
Bob Rice	NYSDOT, Region 2
Sandra Lusher	NYSDOT, Region 2
John Kent, Jr.	Herkimer-Oneida Counties Comprehensive Planning Program, Program Director
Tim Seymour	Herkimer County Department of Social Services
Dana Crisino	HOCTS Program Manager
Barb Hauk	HOCTS
Katherine Davis	HOCTS

**Approval of November 30, 2017 Minutes**

Chairman Picente asked for a motion to approve, as mailed, the minutes from the November 30, 2017 TPC meeting. Such a motion was made, seconded, and passed unanimously.

**Opportunity for Public Comment**

This is in accordance with HOCTS Public Participation Plan 2016 Update.

Chairman Picente asked for any public comments. It was noted that none were made.

**Presentation: 2018-2019 HOCTS Unified Planning Work Program (UPWP)**

Dana Crisino presented on the HOCTS Unified Planning Work Program (UPWP) for the impending 2018-2019 year. The UPWP is an outline of the transportation planning, programming, and budgetary activities that are to be undertaken by HOCTS as the MPO for Oneida and Herkimer Counties for the State Fiscal Year (SFY) running from April 1, 2018, to March 31, 2019.

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 2018-2019 UPWP federal funding allocations programmed are \$380,437 from FHWA and \$65,896 from FTA, a Programming Backlog of \$750,000, NYSDOT local match of \$224,313 and a local match of \$74,771 for a total budget of \$1,495,417. The Budget amounts were calculated by formulas and guidelines from FTA, FHWA, and NYSDOT.

The UPWP aims to: advance a progressive outlook for transportation planning; address unmet needs in the MPA (Oneida and Herkimer Counties); educate the public regarding transportation options; facilitate safety enhancements of all modes of transportation; improve mobility of all users of the transportation system; to promote cooperation and coordination across modal systems; support build-out of the transit system as a resource in the MPA; provide a forum for the community to discuss transportation; to align with and support regional development goals; enhance the transportation system through the use of data; and initiate consultant studies for local and regional projects.

The 2018-19 ongoing tasks include: Environmental Justice/Title VI/ADA; Geographic Information Systems (including Street Address Management, maps, and analysis); Traffic volume counts and Pavement scoring; Member Agency Support; Non-motorized transportation (bicycle, pedestrian and trail), including the publication of the forthcoming 2018 edition of the Bicycle and Pedestrian Trail Guide; Regional transit coordination (urban and rural); Mobility management coordination; TIP maintenance; and safety/census data analysis.

The UPWP tasks have been revised, combined and clarified to delve into further emphasis areas, which include: the System Wide Analysis for Transit Based Transportation Connections (SWA for TBT), the Long Range Transportation Plan (LRTP), the 2018 Bike and Pedestrian Guide for Herkimer-Oneida Counties, the Scoping study for the redesign of NYS Thruway Exit 31 at North Genesee Street, planning for transit systems management/operations to increase ridership, the Oneida County Rural Transit branding/promotion/routing, and the support and shared progression of planning objectives with Vision 20/20.

Perhaps one of the most notable tasks in this year's UPWP will be Task 23.01.30: The System Wide Analysis for Transit Based Transportation. The purpose of this 10 to 16-month study will be to develop a collaborative, planned, realistic, viable and sustainable system for the movement of people to support and strengthen community economic development, which will create linkages between the rural and urban areas of Oneida County through transit options both in urban and rural areas. The focus will center on the Oneida County Transit System (OCRT), which will include the rural and urban transit systems. When the study is complete in Oneida County, HOCTS will continue on to release a Request for Proposals for a similar (although slightly scaled back) study in Herkimer County. Impetus to complete the study comes from the Federal Transit Administration, due to the fact that Oneida County Rural Transit is running an expensive system with very low ridership. Ultimately the goal of the project is to update OCRT into a modern, user-friendly system, with universal signage. The scope study turned out much larger than initially expected, but this is "not a study we want to do more than once," Dana said.

Another large scale task to be tackled this SFY is Task 23.01.40: Scoping for the Corridor Feasibility Study for NYS Thruway Exit 31 at N Genesee St. The short-term goals for this project have been scaled back considerably, with an aim to begin the planning process for the upgrade and redevelopment by first hiring a consultant to develop the scoping. This is to ensure the large number of various stakeholders involved will all be on the same page before a design process begins. HOCTS currently does not have the capacity to facilitate this scoping study themselves, therefore the decision to hire a consultant has been made. The expected timeframe for this RFP release is estimated to be October 2018, with consultant selection by December 2019, and the project to run six to twelve months after consultant selection (approximately January 2019-December 2019).

There was a question regarding Traffic Counts in the two counties; each roadway within the MPO that receives federal aid, but is not state owned (i.e. Non-State Federal Aid) is counted on a three-year rotating basis. It is also possible for municipalities to contract with HOCTS for the collection of Traffic Count data.

### **HOCTS Resolution 2018-01: 2018-2019 Unified Planning Work Program (UPWP)**

Based on the prior UPWP presentation, Dana Crisino presented a request for action to recommend for approval the HOCTS 2018-2019 work program.

The committee discussed, and recommended amending the 2018-2019 UPWP to include a hastened timeline for Task 23.01.40. Chairman Picente asked for a motion to recommend for approval the HOCTS Resolution 2018-01 to approve HOCTS 2018-2019 UPWP as amended. A motion was made, seconded, and passed unanimously.

**HOCTS Resolution 2018-02: Coordinated Plan Appendix Update – 2018 Section 5310 Project List**

Barb Hauk presented an amendment to the 2017-2020 Coordinated Transit-Human Services Transportation Plan to update Appendix 1 with 2018 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Projects.

In cases where public transit is inadequate or inappropriate, the Section 5310 program awards grants to private non-profit organizations to serve the transportation needs of elderly persons and persons with disabilities. A MAP-21 requirement states that Section 5310 grantee projects must be listed in the current MPO’s coordinated Plan, and the projects must address needs, gaps, and/or implement one or more strategies found in the coordinated plan. HOCTS’ Transportation Coordination Committee (TCC) has developed a listing of potential projects to be undertaken by member agencies, as funding becomes available. Agencies who submitted projects for 2018 in the HOCTS Urban area include: 1) LuthercanCare, 2) Senior Citizens Council Rome New York, Inc. (d/b/a Ava Dorfman Senior & Community Center), 3) ElderLife, Inc. (d/b/a The Parkway Center), 4) The Arc, Oneida-Lewis Chapter, 5) Arc Herkimer, 6) Mohawk Valley Health System, and, 7) Resource Center for Independent Living, Inc. (RCIL).

Resolution 2018-02 shall amend Appendix 1 of the Coordinated Public Transit-Human Services Transportation Plan for Herkimer Counties 2017-2020 to include the above listed projects as recommended by the TCC.

With no further discussion, Chairman Picente asked for a motion to recommend for approval HOCTS Resolution 2018-02 to update to the aforementioned Appendix 1 to include the 2018 5310 Project Listing. A motion was made, seconded, and passed unanimously.

After this approval, there was discussion of 2017 5310 Projects, which are still awaiting funding announcement.

**HOCTS Resolution 2018-03: TIP Amendment**

Sandra Lusher presented a request for action to revise the existing project list of the 2017-2021 Transportation Improvement Program (TIP) for the Utica urbanized area.

NYSDOT Region 2 project PIN 293171 – MA&N Railroad Signal Improvement Project, Safety – Railroad Crossing Improvements, shall be added to the 2017-2021 TIP for new system wiring and control cabinets at Morris Road, Cavanaugh Road, and Alvord Road grade crossings of the MA&N Lyons Falls Branch, Town of Marcy in Oneida County, as well as a new crossing surface at Morris Road. The total projected cost shall be \$303,000.

With no further discussion, Chairman Picente asked for a motion for the approval HOCTS Resolution 2018-03 for the addition of PIN 293171 as an amendment to the 2017-2021 TIP. A motion was made, seconded, and passed unanimously.

**HOCTS Resolution 2018-04: TIP Amendment**

Sandra Lusher presented a request for action to revise the existing project list of the 2017-2021 Transportation Improvement Program (TIP) for the Utica urbanized area.

NYSDOT Region 2 project PIN 293172 – MA&N Railroad New Signal System Improvement Project, Safety – Railroad Crossing Improvements, shall be added to the 2017-2021 TIP to furnish, install, and hereafter maintain new automatic flashing lights and gates systems at the Sand Road, East Stueben Road, and Potato Hill at grade crossings of the MA&N Lyons Falls Branch in the Towns of Boonville, Steuben, and Trenton, in Oneida County. The total projected cost shall be \$616,000.

With no further discussion, Chairman Picente asked for a motion for the approval HOCTS Resolution 2018-04 for the addition of PIN 293172 as an amendment to the 2017-2021 TIP. A motion was made, seconded, and passed unanimously.

**HOCTS Resolution 2018-05: TIP Amendment**

Sandra Lusher presented a request for action to revise the existing project list of the 2017-2021 Transportation Improvement Program (TIP) for the Utica urbanized area.

NYSDOT Region 2 project PIN 293173 – Greenway-New London Rd, CSXT Signal Improvement Project, Safety – Railroad Crossing Improvements, shall be added to the 2017-2021 TIP to furnish, install, and hereafter maintain new automatic flashing lights and gates system at the Greenway-New London at grade crossing of the CSXT Chicago Main, Mohawk Subdivison in the City of Rome, Oneida County. The total projected cost shall be \$386,000.

With no further discussion, Chairman Picente asked for a motion for the approval HOCTS Resolution 2018-05 for the addition of PIN 293173 as an amendment to the 2017-2021 TIP. A motion was made, seconded, and passed unanimously.

**HOCTS Resolution 2018-06: TIP Amendment**

Sandra Lusher presented a request for action to revise the existing project list of the 2017-2021 Transportation Improvement Program (TIP) for the Utica urbanized area.

NYSDOT Region 2 project PIN 293174 – Adirondack Scenic Railway Signal Improvement Project, Safety – Railroad Crossing Improvements, shall be added to the 2017-2021 TIP for the improvement of nine at grade crossings in the Adirondack Scenic Railway, in the Towns of Forestport and Remsen, Oneida County, and the Town of Webb in Herkimer County. The total projected cost shall be \$76,000.

With no further discussion, Chairman Picente asked for a motion for the approval HOCTS Resolution 2018-06 for the addition of PIN 293174 as an amendment to the 2017-2021 TIP. A motion was made, seconded, and passed unanimously.

**Funding Solicitations**

Dana Crisino presented on both currently open and forthcoming funding solicitations. This agenda item may become a recurring item, as needed.

- Pedestrian Safety Action Plan, Call for Local Projects: Applications are due by March 9<sup>th</sup>.
- Bridge NY: Draft applications for culverts are due on March 15, whereas bridge draft applications are due March 29. Final Applications are due for culverts and bridges are due April 13 and April 27, respectively.
- Section 5310 funding for 2017 is still pending an award announcement, with no estimate of award date.
- Section 5311 funding for 2017 and 2018 is also waiting for awards and letters of commitment.
- TAP and Pave-NY are expected to be announced soon, but there is no official word yet on solicitations yet.

**Report of Administrative Modifications**

Dana Crisino presented to the committee a report on the Administrative Modifications made to the TIP for the months of September, October, and November, which are as follows:

ADMIN MOD. #	PIN	DESCRIPTION	AGENCY
2017-19A	280588	Construction and Construction Inspection funding has increased for FFY 2018.	NYSDOT
2017-20A	2ST027	Construction and Construction Inspection funding has increased for FFY 2018.	NYSDOT
2017-21A	2805.32	Construction Phase will be reduced, and Construction Inspection shall be decreased; total project cost will be slightly reduced.	NYSDOT

2017-01A	265053	Detailed Design, Construction, and Construction Inspection Phases have had their funding source changed from TAP Flex to Tap Small Urban.	NYSDOT
----------	--------	---	--------

**Report of E-Vote**

Dana Crisino presented the results of January’s E-Vote regarding PIN 280584. This Administrative Modification 2017-1Ae approved a cost increase for the paving project as a result of including bridge concrete repairs and edge drain installation for shoulder heaving along the north and south bound edges of rte. 8 from Walker Rd. to N Gage Rd.

**NYSDOT Projects Update**

Nickolas Choubah provided an update regarding the status of the projects within the MPO and Region 2:

- Bridge NY- Update: Solicitation is out for \$120M bridges Upstate and \$50M statewide for culverts. Bridge projects will be 95% State funded, requiring 5% local share. Culverts will be 100% State funded. Sponsors may submit up to two applications for bridges/three for culverts (although only one bridge and three culverts will be funded.) Bridge awards may be funded in \$250k-\$5M amounts. For culverts, DOT is offering the sponsor the option to use a DOT procured consultant to design and perform construction inspection. Projects would then be bundled geographically for letting.

As stated previously, draft applications are due March 15 for Culverts and March 29 for Bridges. Final applications will be due April 13 for Culverts and April 27 for Bridges.

Pre-review of applications prescreened by a team of engineers familiar with the federal aid projects to be sure the application has identified the correct scope of work, accurate cost estimate, and deliverability risk to meet a project to be in construction 18 months after a signed state/local agreement. This pre-review will help to identify any missing material and comments to improve upon a local sponsor’s application.

Any project cost beyond the award amount are the responsibility of the sponsor. Each sponsor can submit two bridge applications and up to three culverts. Time constraints may be tough for these projects.

A committee member raised the question of whether, if a municipality had a Bridge NY project already in progress from the last round of solicitations, if that would have any effect on whether a project would be selected for award this round. Nick Choubah reassured the committee member that this round’s awards would be considered independently of previous awards.

A committee member also expressed concern regarding their municipality’s effort towards hiring a certified engineer to write the scope for their project application; due to noncollusion requirements, certified engineers are reluctant to scope projects they may not be able to bid for at a later date. Nick assured the committee member that while there are noncollusion requirements, it is possible for an engineer to both scope the project and then bid on it thereafter, as long as the noncollusion requirements are followed.

- Pedestrian Action Safety Plan: Region 2 has been allocated \$1.23M of Federal Highway Safety Improvement funding. The projects will be 100% funded with no local match required. Utica has been identified as a focus community to be a recipient of these funds for systemic treatments to improved pedestrian safety and minimize pedestrian accidents at uncontrolled and signalized crosswalks. Applications are due March 9.
- Route 51 Bridge in Ilion (over Mohawk River): The two-year, \$4.5M project is underway, with work continuing throughout winter. CSX Flagger needs have been a challenge.  
There was a discussion regarding consistently recurring issues with CSX Flagger needs, and what could be done to remedy the situation. Bringing in a CSX representative to the next meeting was suggested, as well as writing a joint letter to CSX. It was agreed the later suggestion should be the committee’s first choice of action.
- Burrstone Road Bridge Replacement: Superstructure repairs are underway. The project is on schedule for completion in October, 2018.

- Route 5S Safety Improvement, Oriskany Blvd, Utica: The project has been awarded for \$16.5M to Sealand, who was the lowest bidder. Work will start in Spring; a lot of utility work needs to be performed. City of Utica will also be doing their storm drainage project.
- Higby Road Resurfacing: The project is on schedule to be let in April.
- Bridge Rehab – Route 8/Route 29: The project has been awarded to Vector for \$4.2M.
- Route 169 Stoney Creek: The project has been let, and is waiting on award. \$1.2M project.

**Closing**

With all scheduled business completed and no other business presented, Chairman Picente adjourned the meeting at 10:41 am.

Respectfully submitted,  
Katherine Davis – Research Assistant, HOCTS