

**DELAWARE VALLEY REGIONAL PLANNING COMMISSION**

**BOARD COMMITTEE**

Minutes of Meeting of April 25, 2019

Location: Delaware Valley Regional Planning Commission  
190 N. Independence Mall West  
Philadelphia, PA 19106

**Membership Present**

**Representative**

New Jersey Department of Community Affairs	Sean Thompson
New Jersey Department of Transportation	Mike Russo
New Jersey Governor's Appointee	Adam Sternbach
Pennsylvania Department of Transportation	James Ritzman
	Jim Mosca
Pennsylvania Governor's Appointee	Gina Burritt
Pennsylvania Governor's Policy & Planning Office	Nedia Ralston
Bucks County	Diane Ellis-Marseglia
	Rich Brahler
Chester County	Michelle Kichline
	Brian O'Leary
Delaware County	Kevin Madden
Montgomery County	Valerie Arkoosh
	Jody Holton
Burlington County	Jason Miller
Camden County	Andrew Levecchia
Gloucester County	(not represented)
Mercer County	Leslie Floyd
City of Chester	Peter Rykard
City of Philadelphia	Mark Squilla
	Christopher Puchalsky
City of Camden	(not represented)
City of Trenton	(not represented)

**Non-Voting Members**

Federal Highway Administration	
New Jersey Division	Brian Goodson
Pennsylvania Division	Jennifer Crobak
U.S. Department of Housing and Urban Development, Region III	(not represented)
U.S. Environmental Protection Agency, Region II	(not represented)
U.S. Environmental Protection Agency, Region III	(not represented)
Federal Transit Administration, Region III	(not represented)
Southeastern Pennsylvania Transportation Authority	Elizabeth Smith
New Jersey Transit Corporation	Lou Milan

New Jersey Department of Environmental Protection	(not represented)
Pennsylvania Department of Environmental Protection	(not represented)
Delaware River Port Authority	Barbara Holcomb
Port Authority Transit Corporation	Rohan Hepkins
New Jersey Office of Planning Advocacy	Richard Brown
Pennsylvania Department of Community and Economic Development	Aliyah Stanger

DVRPC Co-Counsel

Pennsylvania Co-Counsel	Andy Bockis
New Jersey Co-Counsel	Doug Heinold

DVRPC Staff

Barry Seymour, John Ward, Patty Elkis, Alison Hastings, Elizabeth Schoonmaker, Joe Banks, Mike Boyer, Elise Turner, Shoshana Akins, Natalie Cramer, Van Doan, Kwan Hui, Stacy Bartels, Katie Nash, Brett Fusco, Tom Edinger, Joe Natale, Dan Snyder, John Coscia, Jr., Colleen Doyle, Anthony Gordon, Tammy DiMeo, Jackie Davis, Najah Jackson, and Renee Wise.

Guests

PennDOT District 6	Jonathan Korus
Resident of Delaware County	Reverend Glen Benson

**Call to Order - Chair's Comments**

Chair Nedra Ralston called the meeting to order at 10:04 a.m. Ms. Ralston asked if there was any press in the room and if anyone was recording the meeting.

**Public Comments on Agenda and Non-Agenda Items**

Reverend Glen Benson of Delaware County thanked the Board for approving the funding for sound barriers in the City of Chester. Reverend Benson also requested that PennDOT better maintain the lot next to his house at 1210 Kerlin Street in Chester City. He noted that when the weeds grow the pollen blows onto his property.

**ACTION ITEMS**

**1. Minutes of Meeting of March 28, 2019**

The Board adopted the following **motion**:

**MOTION** by *Mr. Ritzman*, seconded by *Mr. Puchalsky*, to approve the minutes of March 28, 2019.

Motion passed. All votes were cast in favor of the motion.

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

Elizabeth Schoonmaker, DVRPC Associate Director, Transportation Programs presented the following TIP actions to the Board:

### **a. NJ18-065: Bus Acquisition Program (DB #T111), NJ TRANSIT**

NJ TRANSIT has requested that DVRPC amend the FY2018 TIP for New Jersey by federalizing the line item, Bus Acquisition Program, DB #T111, by increasing the FY19 ERC phase with \$1,636,000 prior year unobligated Section 5339 federal funds (FY16: \$363,000/FY17: \$1,273,000) from \$26,364,000 STATE to \$28,000,000 (\$26,364,000 STATE/\$1,636,000 Section 5339). The result of this action would federalize a non-federally funded NJ TRANSIT program in the TIP and Statewide TIP (STIP). Per the Federal Transit Administration's (FTA) request, funds must be shown in the TIP's fiscal year that NJ TRANSIT would submit a grant application for FTA approval in order to obligate the funds.

NJ TRANSIT will use the \$1,636,000 Section 5339 funds in FY19, along with the FTA's FY2017 Low or No Emission (Low-No) Bus Program discretionary grant award, to support the purchase of eight (8) 40 foot electric transit buses. The buses will operate on the following eight (8) routes in the DVRPC region:

- 404 (Cherry Hill Mall-Pennsauken-Philadelphia)
- 405 (Camden-Merchantville-Cherry Hill Mall)
- 407 (Camden-Merchantville-Moorestown Mall)
- 419 (Camden-Pennsauken Transit Center-Riverside)
- 450 (Cherry Hill Mall-Audubon-Camden)
- 452 (Camden – 36th Street)
- 453 (Ferry Avenue PATCO-Camden)

The buses will operate out of the Newton Avenue Garage that is located in the City of Camden. These buses will provide best in class fuel efficiency and will produce no local emissions. This will reduce ground level emissions of nitrogen oxides, hydrocarbons and particulates. The expected useful life of these buses is 12 years. NJ TRANSIT was also awarded \$1,500,000 by the FTA FY2018 Low-No Bus Program for the purchase of electric buses for routes in the Camden area. The buses will be supported by previously-purchased chargers and infrastructure upgrades.

NJ TRANSIT's Bus Acquisition Program (DB #T111) provides for the replacement of transit, commuter, access link, and suburban buses as they reach the end of their useful life, as well as the purchase of additional buses to meet service demands.

Financial constraint will be maintained by making adjustments to other existing TIP projects whose schedules or costs have changed. All projects listed contribute to fiscal constraint.

### **Conformity Finding:**

The TIP's current conformity finding will not be impacted by this amendment as this program is exempt from regional air quality analysis.

Cost and Source of Funds:

\$1,636,000 prior year unobligated Section 5339 federal funds (FY16: \$363,000/FY17: \$1,273,000).

Favorable recommendation was received from the Regional Technical Committee.

A public comment from Bridget Chadwick was received in support of this project, highlighting that the use of electric buses will reduce greenhouse gas emissions. Mr. Seymour noted that the comments are included in the Board materials. Lou Millan, NJ Transit, commented that NJ Transit is looking forward to getting the buses and learning how they function, charge, and operate.

The Board adopted the following **motion**:

**MOTION** by *Mr. Levecchia*, seconded by *Mr. Thompson* that the Board adopt the following TIP action:

TIP Action NJ18-065, NJ TRANSIT's request that DVRPC amend the FY2018 TIP for New Jersey by federalizing the line item, Bus Acquisition Program, DB#T111, by increasing the FY19 ERC phase with \$1,636,000 prior year unobligated Section 5339 federal funds (FY16: \$363,000/FY17: \$1,273,000) from \$26,364,000 STATE to \$28,000,000 (\$26,364,000 STATE/\$1,636,000 Section 5339).

Motion passed. All votes were cast in favor of the motion.

**b. PA19-50: Citywide Resurfacing 105 & 106 (MPMS #105488 & #108090),  
City of Philadelphia**

The City of Philadelphia has requested that DVRPC amend the FY2019 TIP for Pennsylvania by decreasing funding of the Citywide Resurfacing 105 project (CW 105) (MPMS #105488) by \$7,621,000, and increasing the funding and scope of the Citywide Resurfacing 106 project (CW 106) (MPMS #108090) by \$7,621,000 in an effort to establish the correct corridors and funding levels for each contract.

Specifically, programming changes would decrease the construction phase of Citywide Resurfacing 105 project (CW 105) (MPMS #105488) by a total of \$7,621,000 (FY20: \$1,500,000 STU/\$375,000 Local; FY21: \$1,000,000 STU/\$250,000 Local; FY22: \$3,597,000 STU/\$899,000 Local); and increase the total project cost of Citywide Resurfacing 106 project (CW 106) (MPMS #108090) by \$7,621,000. The 106 contract changes require increasing the construction phase by \$8,167,000 (FY20: \$437,000 STP/\$1,500,000 STU/\$484,000 Local; FY21: \$1,000,000 STU/\$250,000 Local; FY22: \$3,597,000 STU/\$899,000 Local); and removing the final design phase of CW 106 in FY20 (\$437,000 STP/\$109,000). Scope changes to the CW 106 contract include adding

the 22nd Street corridor from Snyder Avenue to Spring Garden Street, removing the G Street and Rising Sun Avenue corridors, and modifying the limits of the Front Street Corridor, from Ellen Street to Girard Avenue, to Ellen Street to Kensington Avenue.

During the FY2019 TIP Update process, Ogontz Avenue from Cheltenham Avenue to Belfield Avenue was moved from CW 105 to CW 106 in the project description, however, the associated funding was inadvertently not moved. The Ogontz Avenue corridor was moved from CW 105 to CW 106 because the rest of the corridors in CW 105 all share historic characteristics requiring Section 106 review. This decision to move the Ogontz Avenue corridor to another resurfacing contract was done so as not to delay the resurfacing of the corridor.

These projects will restore roadway surfaces to fully functional and optimal conditions; to provide smoother riding surfaces for enhanced traffic movement; install pavement markings for better direction for motorists, bicyclists, and pedestrians, and will upgrade non-compliant ADA ramps at crosswalks to current standards. The work will increase the service life of these roadways and reduce future maintenance costs.

Details on each resurfacing contract are detailed below:

#### Citywide Resurfacing 105

Potential candidates for this resurfacing package will include: Chestnut Hill Avenue, Seminole Street to Bethlehem Pike; Seminole Avenue, Chestnut Hill Avenue to St. Martins Lane; St. Martins Lane, Highland Avenue to Mermaid Lane; Mermaid Lane, St. Martins Lane to McCallum Street; McCallum Street, Mermaid Lane to Allens Lane; Germantown Avenue, Bethlehem Pike to Rex Avenue; and Bells Mill Road, Germantown Avenue to Stenton Avenue.

All street segments will be milled and resurfaced with bituminous material and restriped – with the exception of Germantown Avenue, which is surfaced with historically-designated granite block pavers. Any ground disturbance will occur within the existing right-of-way and will be limited to the cartway and sidewalks in the various corridors. In most cases, pavement restoration in the disturbed areas will match existing pavement types.

#### Citywide Resurfacing 106

Potential candidates for this resurfacing package will include: Southampton Road, Roosevelt Boulevard to Worthington Road; Dunks Ferry Road, Byberry Road to the City Limit; Welsh Road, Holme Circle to Rowland Avenue; Alburger Avenue, Pine Road to Welsh Road; Kensington Avenue, Front Street to Frankford Avenue; Front Street, Ellen Street to Kensington Avenue; Fairmont Avenue, Broad Street to Kelly Drive; Ogontz Avenue, Cheltenham Avenue to Belfield Avenue; and 22nd Street, Snyder Avenue to Spring Garden Street.

All street segments will be milled and resurfaced with bituminous material and restriped. Any ground disturbance will occur within the existing right-of-way. In most cases, pavement restoration in the disturbed areas will match existing pavement types.

The G Street and Rising Sun Avenue corridors are being removed from this contract because they will be included in another Citywide Resurfacing contract at a later date. The limits of Front Street will be updated from Ellen Street to Girard Avenue to Ellen Street to Kensington Avenue. Lastly, the 22nd Street corridor from Snyder Avenue to Spring Garden Street will be added to this resurfacing contract.

Financial Constraint:

Financial constraint will be maintained by making adjustments to other existing TIP projects whose schedules or costs have changed. All projects listed contribute to fiscal constraint.

Conformity Finding:

The TIP's current conformity finding will not be impacted by this amendment as this project is exempt from air quality analysis.

Cost and Source of Funds:

\$8,167,000 (\$6,097,000 STU/\$437,000 STP/\$1,633,000 Local) is the construction cost increase for CW106. The net change in funding due to shifting of funds from CW 105 to CW106 is 0\$.

Favorable recommendation was received from the Regional Technical Committee.

The Board adopted the following **motion**:

**MOTION** by *Mr. Puchalsky*, seconded by *Ms. Floyd* that the Board adopt the following TIP action:

TIP Action PA19-50, the City of Philadelphia's request that DVRPC amend the FY2019 TIP by decreasing the construction phase, for the Citywide Resurfacing 105 project (CW 105) – MPMS #105488 by a total of \$7,621,000 (FY20: \$1,500,000 STU/\$375,000 Local; FY21: \$1,000,000 STU/\$250,000 Local; FY22: \$3,597,000 STU/\$899,000 Local); increasing the construction phase of the Citywide Resurfacing 106 project (CW 106) – MPMS #108090 by adding \$8,167,000 (FY20: \$437,000 STP/\$1,500,000 STU/\$484,000 Local; FY21: \$1,000,000 STU/\$250,000 Local; FY22: \$3,597,000 STU/\$899,000 Local); removing the final design phase, of CW 106, in FY20 (\$437,000 STP/\$109,000); and changing the scope of CW 106 to include the 22nd Street corridor from Snyder Avenue to Spring Garden Street, removing the G Street and Rising Sun Avenue corridors, and modifying the limits of the Front Street Corridor, from Ellen Street to Girard Avenue, to Ellen Street to Kensington Avenue.

Motion passed. All votes were cast in favor of the motion.

**c. PA19-51: Henry Avenue Corridor Safety Improvements, Phase 1 & Phase 2 (MPMS #80104 & #102134), City of Philadelphia**

PennDOT has requested that DVRPC amend the FY2019 TIP for Pennsylvania by drawing down funding from the Regional Highway Safety Initiatives (HSIP) line item (MPMS #57927) to fund two projects: Henry Avenue Corridor Safety Improvements, Phase 1 (MPMS #80104); and Henry Avenue Corridor Safety Improvements, Phase 2 (MPMS #102134), for a total cost of \$18,800,000. These projects will be programmed as follows:

-Henry Avenue Phase 1 (MPMS #80104): final design phase in FY19 for \$1,000,000 HSIP, utility phase in FY19 for \$350,000 HSIP, and construction phase in FY20 for \$6,790,000 HSIP and in FY21 for \$5,000,000 HSIP. Phase 1 of the Henry Avenue Corridor Safety Improvements consists of a four mile corridor of Henry Avenue from Lincoln Drive (near the Wissahickon Creek) to Port Royal Avenue through Philadelphia's Roxborough neighborhood.

-Henry Avenue Phase 2 (MPMS #102134): final design phase in FY19 for \$700,000 HSIP, utility phase in FY20 for \$150,000 HSIP, and construction phase in FY21 for \$4,810,000 HSIP. Phase 2 of the Henry Ave Corridor Safety Improvements focuses on a 1.6 mile corridor that consists of Henry Avenue from Abbotsford Avenue to Hermit Lane in Philadelphia's East Falls neighborhood.

These projects are along a complex corridor and have had extensive public outreach and community feedback during development over many years. These projects will implement the recommendations identified in the 2004 Congestion Corridor Improvement Program (CCIP) Final Report. Improvements will include: "hand/man" pedestrian signals at all locations; installing centerline rumble strips at all painted median locations where appropriate; performing selective tree removal where appropriate based on crash cluster information and will consider removing all trees from curbed median areas; installing reflective pavement markers to better delineate the travel lanes along the median and in between lanes; and installing enhanced signage. Many of the improvements to this corridor will not only improve safety and potentially reduce crashes but will also address congestion.

The anticipated benefits of these projects are to: reduce the frequency of both reportable and non-reportable crashes that are occurring at the signalized intersections and mid-block locations; increase capacity at the signalized intersection for the daily peak travel periods; provide signal coordination to better manage traffic flows during peak periods and incidents; reduce the severity of the reportable crashes; and mitigate the crash clusters.

Funds from the federal Highway Safety Improvement Program (HSIP) aim to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including

non-state-owned public roads, and require a data-driven, strategic approach to improving highway safety. These projects were selected by District 6-0 and deemed eligible for HSIP funding by PennDOT's Central Office.

Financial Constraint:

Financial constraint will be maintained by making adjustments to other existing TIP projects whose schedules or costs have changed. All projects listed contribute to fiscal constraint.

Conformity Finding:

The TIP's current conformity finding will not be impacted by these amendments as these projects are exempt from air quality analysis.

Cost and Source of Funds:

\$18,800,000 HSIP

Favorable recommendation was received from the Regional Technical Committee.

The Board adopted the following **motion**:

**MOTION** by *Mr. Madden*, seconded by *Mr. Puchalsky* that the Board adopt the following TIP action:

TIP Action PA19-51, PennDOT's request that DVRPC amend the FY2019 TIP for Pennsylvania by drawing down funding from the Regional Highway Safety Initiatives (HSIP) line item (MPMS #57927) to fund two projects: Henry Avenue Corridor Safety Improvements, Phase 1 (MPMS #80104); and Henry Avenue Corridor Safety Improvements, Phase 2 (MPMS #102134), for a total cost of \$18,800,000. These projects will be programmed as follows: MPMS #80104; final design phase in FY19 for \$1,000,000 HSIP, utility phase in FY19 for \$350,000 HSIP, and construction phase in FY20 for \$6,790,000 HSIP and in FY21 for \$5,000,000 HSIP; MPMS #102134, final design phase in FY19 for \$700,000 HSIP, utility phase in FY20 for \$150,000 HSIP, and construction phase in FY21 for \$4,810,000 HSIP.

Motion passed. All votes were cast in favor of the motion.

**d. PA19-52: Easton Road Roundabout (MPMS #111024), Bucks County**

PennDOT has requested that DVRPC amend the FY2019 TIP for Pennsylvania by adding the Preliminary Engineering phase back into the TIP for the Easton Road Roundabout project (MPMS #111024) by programming the Preliminary Engineering phase in FY19 in the amount of \$500,000 sHSIP. These are "discretionary" HSIP funds that are additional funds to the region. The overall cost of this project is \$3.1 million.



The Preliminary Engineering phase was originally added to this project under the FY2017 TIP in the summer of 2018, however the federal 4232 form was not sent for processing before the end of the FY2017 TIP, and this phase was not carried over to the FY2019 TIP. Funds are ready to be obligated for this PE phase.

This project will install a roundabout at Easton Road (SR 1001) and New Britain Road, as well as at the adjacent intersection of Easton Road and Sauerman Road. Both intersections have a history of angle crashes. A detailed analysis of crashes at the South Easton Road/New Britain Road intersection indicates the existing geometry, inadequate sight distance, and the curve leading up to the intersection all result in unsafe conditions.

Funds from the federal Highway Safety Improvement Program (HSIP) aim to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-state-owned public roads, and require a data-driven, strategic approach to improving highway safety. These projects were selected by District 6-0 and deemed eligible for HSIP funding by PennDOT's Central Office.

Financial Constraint:

Financial constraint will be maintained as these are additional funds to the region.

Conformity Finding:

The TIP's current conformity finding will not be impacted by this amendment as this project is already included in the Air Quality Analysis.

Cost and Source of Funds:

\$500,000 sHSIP

Favorable recommendation was received from the Regional Technical Committee.

The Board adopted the following **motion**:

**MOTION** by *Ms. Marseglia*, seconded by *Ms. Arkoosh* that the Board adopt the following TIP action:

TIP Action PA19-52, PennDOT's request that DVRPC amend the FY2019 TIP by adding the Preliminary Engineering phase back into the TIP for the Easton Road Roundabout project (MPMS #111024) by programming the Preliminary Engineering phase in FY19 in the amount of \$500,000 sHSIP.

Motion passed. All votes were cast in favor of the motion.

**3. DVRPC FY2020 Work Program Amendment: Project 20.41.050 Competitive Program and Project Management**

Joe Banks, Assistant Manager, Office of PA Project Implementation, explained that this project enables DVRPC staff to provide assistance to PennDOT to ensure the timely selection and delivery of traditional and non-traditional local projects in an effort to enhance the transportation system within our region. This will require an expansion of DVRPC staff to include an additional engineer who will work on PennDOT Program and Project Management.

This amendment modifies the funding allocated to the existing FY2020 Competitive Program and Project Management, which becomes effective July 1, 2019, to allow for DVRPC to increase the staff working on PennDOT Program and Project Management.

Cost and Source of Funds:

Source - \$180,000 (\$144,000 STU / \$36,000 State 581)

DVRPC Executive Director Barry Seymour thanked PennDOT for their continued support for this group. Mr. Seymour noted that in January the Executive Committee voted to increase the personnel complement and without this current action the addition of new staff would not be possible.

Favorable recommendation was received from the Regional Technical Committee.

The Board adopted the following **motion**:

**MOTION** by *Mr. Madden*, seconded by *Mr. Puchalsky* that the Board modify:

The FY2020 Planning Work Program project #20.41.050, Competitive Program and Project Management by increasing funding by \$180,000 (\$144,000 STU / \$36,000 State 581). Further, modify the FY2019 TIP for Pennsylvania by increasing the FY19 PE phase of MPMS #66460, TAP Project Engineering and Management DVRPC, by \$180,000 (\$144,000 STU / \$36,000 State 581).

Motion passed. All votes were cast in favor of the motion.

**4. TMA Competitive Grant Program Awards**

Patty Elkins, DVRPC Director of Planning, explained that DVRPC launched a new competitive grant program (CGP) for TMAs on November 1, 2018 as an opportunity to support the TMAs and MAP contractors in southeastern Pennsylvania with their important work related to transportation issues of reducing traffic congestion, improving air quality by lowering vehicle emissions, facilitating multi-modalism, embracing new technology, and promoting commute alternatives to the single-occupant vehicle. The TMA CGP provides a mechanism for the eligible TMAs and MAP contractors to supplement their regular Work Programs with additional funding to carry out supplemental activities that are core to their missions, and that concurrently help implement the region's long range plan. The program could be used to bolster and leverage existing, effective strategies, or be applied to new initiatives, provided the activities are CMAQ eligible.

Up to \$250,000 was made available for the TMA CGP, with a minimum floor of \$10,000 and a maximum cap of \$125,000 for single projects, or \$200,000 for multi-organization (two or more TMAs/Contractors) projects. All projects must provide a minimum 20% of the total project cost as match. Use of the full \$250,000 was not guaranteed, and was dependent on the eligibility and quality of the proposals submitted.

Nine applications were received by the due date of January 11, 2019, and they were first reviewed for eligibility for CMAQ funds, and then reviewed based on the criteria outlined in the program guide: 35% Project Need, 35% Project Effectiveness, 30% Organizational Capacity. The selection committee is identical to the TMA Policy Committee, consisting of representatives from each of the five SEPA counties, PennDOT, SEPTA, FHWA, and DVRPC. FHWA reviewed for eligibility for the funding source, but did not weigh in on the evaluation process. The committee met to evaluate the projects on February 12, 2019, and selected three projects to award funding, contingent on precise modifications to those proposals. The TMAs modified their proposals accordingly; the Policy Committee reviewed again and expressed support through email.

The Policy Committee proposes the following awards for a total of \$158,480 CMAQ/\$39,620 Local:

1. Delaware County TMA: Social Media Outreach – \$70,200
  - a. \$56,160 CMAQ/\$14,040 Local
2. GVFTMA: TDM Educational Campaign along 422 Corridor - \$102,900
  - a. \$82,320 CMAQ/\$20,580 Local
3. PTMA: Promoting biking as a Commuting Option- \$25,000
  - a. \$20,000 CMAQ/\$5,000 Local
  - b. In addition, up to \$5,000 from the Regional Trail Program (WPF funded) will be used to pay for the Bike Fix-It stations that are part of this project.

Cost and Source of Funds:

CMAQ Reserve Line Item - MPMS #84318 from PA TIP - \$158,480  
DVRPC Regional Trail Program – William Penn Foundations funds – up to \$5,000

DVRPC Executive Director Barry Seymour thanked Patty and the Policy Committee for their work on this and noted how much work it is to start a new program.

Favorable recommendation was received from the Regional Technical Committee.

The Board adopted the following **motion**:

**MOTION** by *Mr. Madden*, seconded by *Ms. Arkoosh* that the Board approve:

These three projects under the TMA Competitive Grant Program, with CMAQ funding, beginning in FY19/20 (July 1, 2019) through no later than the end of FY20/21 (June 30, 2021); and to amend the FY2019 TIP for PA by adding a new project, the TMA

Competitive Grant Program (MPMS #112977) and programming funding in FFY19 to total \$198,100 (\$158,480 CMAQ/\$39,620 Local).

That the Board approve up to \$5,000 from the DVRPC Regional Trails Program for several Bike Fix It stations as part of PTMA's Promoting Biking as a Commuting Option project.

## **5. TMA Assistance and Mobility Alternatives Program FY20 Work Programs**

Stacy Bartels, DVRPC Manager, Office of Marketing and Commuter Services, explained that the TMA Assistance grant program has been in operation since 1990 and is largely employer- and commuter-centric, aimed at reducing congestion and improving air quality by promoting alternatives to single-occupant vehicle travel. The Mobility Alternatives Program (MAP) was initiated in 1995 as an educational and outreach program targeted to specific employers, business parks or corridors selected each year. Both programs are funded with regional CMAQ dollars and support TMA or contractor tasks and projects that focus on Transportation Demand Management (TDM) techniques and options.

In FY17, PennDOT began budgeting for these grants for two-year contract periods; FY19 started the second, two-year contract period, and work programs for both FY19 and FY20 were submitted for Board Action in March, 2018. Normally, work program submissions cover the first fiscal year and a provisional work program is included for the second fiscal year. If no major revisions are needed for the second FY, they are presented to the Board as an Information Item only. This contract period, due to a recent Tier 2 Review by FHWA of the Pennsylvania CMAQ-funded TMA programs and tasks, significant revisions were required to the FY20 TMA Assistance Grant work programs to ensure compliance with CMAQ guidance. These changes therefore require Board Action.

In addition, the University City District TMA was newly formed and received MAP funding approval for FY19 in June, 2018; however, the contract with PennDOT was not finalized until late March 2019. Due to changing priorities, the FY19 work program was revised by inserting outreach about and promotion of SEPTA's new Bus Route 49. Furthermore, the UCD TMA had not submitted a work program for FY20 as the continuance of funding was reliant on work completed during FY19. Since adequate work was not able to be completed due to the time constraints, and because the UCD TMA has shown good faith in adapting to the constraints, the TMA Policy Committee is supporting adding continued MAP funding for UCD TMA in FY20, with some tasks still to be determined, but subject to City of Philadelphia input and TMA Policy Committee approval.

The TMA Policy Committee has reviewed all FY20 TMA Assistance submissions and the required revisions made to each of these since they were submitted last year.

The following shows the total amount of approved funding for each TMA for **FY20**:

TMA Assistance:

TMA Bucks	\$224,500 (\$179,600 federal/\$44,900 match)
TMA of Chester Co.	\$224,500 (\$179,600 federal/\$44,900 match)
Delaware Co. TMA	\$224,500 (\$179,600 federal/\$44,900 match)
Greater Valley Forge TMA	\$224,500 (\$179,600 federal/\$44,900 match)
Partnership TMA of Montgomery Co.	\$224,500 (\$179,600 federal/\$44,900 match)

MAP:

UCD TMA (FY20 – new)	\$ 67,500 (\$54,000 federal \$13,500 match)
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Conformity Finding:

This project will not alter the region's conformity finding since the project is exempt.

Cost and Source of Funds:

PA TMA Assistance Grant – \$1,122,500 (\$898,000 federal/\$224,500 match)

MAP Grant – \$67,500 (\$54,000 federal/\$13,500 match)

Jennifer Crobak, FHWA PA, thanked PennDOT and DVRPC for addressing the findings from the CMAQ TMA review and for reviewing the work plans.

DVRPC Deputy Executive Director John Ward commented that this item did not come to the RTC because the TMA Policy Committee meeting had not yet taken place. Mr. Ward pointed out that the members of the TMA Policy Committee are also voting members on the RTC therefore their approval as the TMA Policy Committee stands as RTC approval.

The Board adopted the following **motion**:

**MOTION** by *Mr. Madden*, seconded by *Ms. Kichline* that the Board approve:

The PA TMA Assistance grant FY20 Work Programs for the five TMAs listed above, and the MAP grant Work Programs for both FY19 (revised) and FY20 (new) for the UCD TMA, comprising a total of \$1,122,500 in TMA Assistance funds and a total of \$67,500 in MAP funds for the UCD TMA; and to amend the FY2019 TIP for Pennsylvania to increase the FY19 PRA phase of the Mobility Alternatives Programs (MAP)/Share a Ride Program (SAR) (MPMS #110429) by \$67,500 (\$54,000 CMAQ/\$13,500 Local).

**6. Adoption of DVRPC's Limited English Proficiency Plan**

Alison Hastings, DVRPC Manager, Office of Communications and Engagement, explained that DVRPC is committed to upholding the principles and intentions of the 1964 Civil Rights Act and related nondiscrimination mandates in all of the Commission's

work, including publications, products, communications, public input, and decision-making processes. Language barriers may prohibit people who are Limited in English Proficiency (also known as LEP persons) from obtaining services, information, or participating in public planning processes. To better identify LEP populations and thoroughly evaluate the Commission's efforts to provide meaningful access, DVRPC has produced a Limited English Proficiency Plan (or LEP Plan). DVRPC's LEP Plan follows U.S. DOT's policy guidance to conduct a four-factor analysis and create a five-step implementation plan.

DVRPC's Office of Communications & Engagement presented a draft plan at the February 28, 2019 Board meeting. The draft document was then circulated among various reviewers within the Civil Rights offices at FHWA-PA, FHWA-NJ, FTA NJDOT, and PennDOT. The proposed plan incorporates most of those comments.

The draft plan proposes: a) to proactively offer translation of certain vital documents (or elements of those documents) into the most common LEP language in the region—Spanish; b) to reduce barriers for LEP persons to request translation and interpretation; and c) to create analysis guidelines for staff to use when planning community outreach for area-specific plans, projects, and studies.

Barbara Holcomb, DRPA, commented that this will likely have a financial impact on DVRPC and asked if the organization has looked at that. DVRPC Executive Director Seymour responded that DVRPC has thought about this and it is a matter of finding where the action is needed. There are certain core documents that we will translate and we will also be aware of the community and the need. Mr. Seymour noted that it will be a balance.

Rohan Hepkins, PATCO, asked if DVRPC staff will be doing this translation work or if DVRPC will be using vendors. Ms. Hastings responded that DVRPC will use outside vendors for most of the services but staff that has proficiency in another language and is willing will be able to assist. Ms. Hastings noted that the Office of Communications and Engagement (OCE) regularly reviews the website translation data and ACS data and with the new translation request forms DVRPC will be able to more easily access data about translation requests.

Mr. Hepkins noted that surveys were just done for DRPA/PATCO. Ms. Hastings commented that doing the surveys by going to individuals rather than just looking at census tracts was great and could not have been done without having the PATCO ambassadors helping to get the surveys completed. Jennifer Crobak, FHWA PA, thanked DVRPC staff for their work on this and the opportunity to review and comment on the Plan. Ms. Hastings thanked PennDOT's Civil Rights Office for assistance in guiding DVRPC in how to operationalize the Plan. Andrew Levecchia, Camden County, asked about the liability to accept grant applications in another language. Ms. Hastings responded that if they are an eligible organization we most likely would accept them. Mr.

Seymour commented that DVRPC has not had this issue before but if it happened we probably would accept the application. Mr. Seymour encouraged Board members to look at the map on the wall with the diversity of languages that are spoken in the DVRPC region. Dr. Valerie Arkoosh, Montgomery County, thanked Ms. Hastings and DVRPC and asked if the data from today's presentation could be shared with the counties so that they can better understand their makeup. As the Census approaches and the county forms a Complete Count Committee this information will be extremely useful.

Favorable recommendation was received from the Regional Technical Committee.

The Board adopted the following **motion**:

**MOTION** by *Mr. Levecchia*, seconded by *Ms. Floyd* that the Board adopt:

DVRPC's Limited English Proficiency Plan as part of the Commission's Title VI and Public Outreach Programs.

## **7. Appointment of Nominating Committee for Fiscal Year 2020 DVRPC Board Officers**

DVRPC Executive Director Barry Seymour explained that a Nominating Committee was selected to appoint candidates for Board Chair, Vice Chair, Secretary, and Treasurer for Fiscal Year 2020 (July 1, 2019 through June 30, 2020). The Chair for FY 2019 must be from New Jersey. The committee will report these candidates at the May Board Meeting and elections will take place at the June Board Meeting. The recommended Committee is as follows:

Sean Thompson, NJ Department of Community Affairs  
Adam Sternbach, NJ Governor's Authorities Unit  
Gina Burritt, Pennsylvania Governor's Appointee  
Nedia Ralston, Pennsylvania Governor's Policy and Planning Office  
Ed Williams, City of Camden  
Mark Squilla, City of Philadelphia

The Board adopted the following **motion**:

**MOTION** by Ms. Floyd, seconded by Mr. Madden that the Board:

Approve the Nominating Committee for fiscal year 2020 Board Officers.

## **PRESENTATION ITEMS**

### **8. Future Forces 2050**

Brett Fusco, DVRPC Manager of Long-Range Planning, explained as a first step toward the development on an updated Long-Range Plan, DVRPC staff has been working with

a committee to identify potential future forces which could impact the Greater Philadelphia region. The results of those discussions to date, and what those forces might mean for the future of our region were presented.

Kevin Madden, Delaware County, commented that he had a chance to participate in a few of the Future Forces meetings and that Mr. Fusco and the staff did a great job collecting ideas and condensing the process. DVRPC Executive Director Barry Seymour noted that he asked Mr. Fusco to do a summary on this and that this presentation represents hours of work and collaboration. In terms of the Long-Range Plan and scenarios, we are not pointing to the future and saying that is all, we are looking at a range of possible issues and how we would respond.

## **DISCUSSION ITEM**

### **9. One Minute Reports**

Leslie Floyd, Mercer County, reported that the county is hoping to develop a Limited English Proficiency Plan and will look at DVRPC's just adopted plan for guidance.

Valerie Arkoosh, Montgomery County, reported that yesterday the county opened 1.1 miles of trail on the Schuylkill River Trail. This took twice as long as expected because this area includes a railroad crossing owned by Norfolk Southern. There are now 93 miles of county trails in the county system and more are in design.

Michelle Kichline, Chester County, reported that on May 2 the county is holding an Open Space Summit. Ms. Kichline thanked DVRPC for their support and Patty Elkis for her assistance with the Return on Environment Report.

Chris Puchalsky, City of Philadelphia, reported that the city is holding Philly Free Streets on August 3 from Broad Street to Erie Avenue.

Mike Russo, NJDOT, reported that Governor Phil Murphy, Lieutenant Governor Oliver, and DOT Commissioner Gutierrez-Scaccetti announced Municipal Aid Grant awards totaling roughly \$161 million. Of that amount, \$31 million will go to the DVRPC region. Additionally, recommendations for the Transportation Alternatives Set-Asides projects will be announced soon.

Jennifer Crobak, FHWA PA, reported that Nicole Nason has been confirmed as the new FHWA Administrator. Ms. Nason formerly served as NHTSA Administrator.

Elizabeth Smith, SEPTA, reported that SEPTA is holding its FY2020 Capital budget hearing meetings this Monday with one meeting in each of the five counties. Two versions will be presented; one with funding from PennDOT and one without.

Lou Millan, NJ Transit, reported that Governor Murphy announced rail service would resume on the Atlantic City Line and the Princeton branch on May 12 rather than on May 24.



## **10. Executive Director's Report**

### **a. Air Quality Partnership and DVRPC Press Release for Ozone Season**

Mr. Seymour called the Board's attention to the Air Quality Partnership and DVRPC Press Release about the start of ozone season next week. As part of Air Quality Awareness Week DVRPC is holding a Green Commute Photo Contest. Air Quality Excellence Awards were also presented to Chester County and Saint Joseph's University. In New Jersey, Flying Fish Brewery and Sustainable Princeton were award recipients.

### **b. Southeast Pennsylvania Partnership for Mobility**

Mr. Seymour reported that the Southeast Partnership for Mobility's report has been released. A press release about this has been released and is in the Board packets. The private sector and civic leaders have been engaged in this throughout the process.

### **c. Electric Vehicle Summit**

Mr. Seymour noted that next Tuesday, April 30, DVRPC will be hosting an Electric Vehicle summit for the Mid-Atlantic region. This event will bring together state representatives, environmental agencies, MPOs, electric vehicle specialists, and more. DVRPC has worked with UC Davis in this topic area. The event is invite only but if Board members or their staffs would like to attend Mr. Seymour encouraged them to let him know.

### **d. CMAQ Funding**

Mr. Seymour reported that Southeast Pennsylvania CMAQ applications are due June 28 and \$25 million in funding is available. DVRPC is asking applicants to meet with staff beforehand to determine eligibility. DVRPC staff would like to meet with applicants by the end of May.

### **e. Office Lease Renewal**

Mr. Seymour called the Board's attention to the fact that DVRPC is in discussions with ACP about the renewal of the lease. Once an agreement is made the lease renewal will come back to the Executive Committee for approval.

### **f. Staff D&I Initiative and HCTF training**

Mr. Seymour noted that DVRPC has been working with the Ladipo Group on our diversity and inclusion initiative. The Commission would like to increase the diversity of our staff and make sure our staff environment is open and accepting to diversity. The Healthy Communities Task Force has already had four training

sessions with the Ladipo Group on this topic and will report back to the Board hopefully next month.

## **11. Committee Reports**

The following committee reports were provided for the Board's review:

- (1) Regional Technical Committee
- (2) Regional Aviation Committee
- (3) Delaware Valley Goods Movement Task Force

### **OLD BUSINESS**

No old business was stated.

### **NEW BUSINESS**

No new business was stated.

There being no further business, the meeting was adjourned at 11:33 a.m. on a

**MOTION** by *Mr. Madden*, seconded by *Mr. Puchalsky*.

The Delaware Valley Regional Planning Commission (DVRPC) fully complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related nondiscrimination statutes and regulations in all programs and activities. DVRPC's website, [www.dvrpc.org](http://www.dvrpc.org), may be translated into multiple languages. Publications and other public documents can be made available in alternative languages and formats, if requested. DVRPC public meetings are always held in ADA-accessible facilities and in transit-accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a meeting. Requests made within seven days will be accommodated to the greatest extent possible. Any person who believes they have been aggrieved by an unlawful discriminatory practice by DVRPC under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with DVRPC's Title VI Compliance Manager and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on DVRPC's Title VI program, or to obtain a [Title VI Complaint Form](#), please call (215) 592-1800 or email [public\\_affairs@dvrpc.org](mailto:public_affairs@dvrpc.org).

I certify that this is a true and correct copy.

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Renee Wise, Acting Recording Secretary