

DELAWARE VALLEY REGIONAL PLANNING COMMISSION

BOARD COMMITTEE

Minutes of Meeting of October 23, 2003

Location: Commission Officer
The Bourse Building, 8th 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	Brian Cuccia
Governor of New Jersey's Appointee	Tracie Gelbstein
Governor of Pennsylvania's Appointee	(not represented)
Pennsylvania Governor's Policy Office	Joanne R. Denworth
Pennsylvania Department of Transportation	Larry M. King
Bucks County	Lynn Bush
Chester County	William H. Fulton
Delaware County	Charles Coyne, John E. Pickett
Montgomery County	Lewis F. Gould, Jr., Esq.
Burlington County	Carol Ann Thomas
Camden County	Thomas J. Gurick J. Douglas Griffith
Gloucester County	Charles E. Romick

Mercer County	Donna Lewis
City of Chester	(not represented)
City of Philadelphia	Gary Jastrzab
City of Camden	(not represented)
City of Trenton	Andrew Carten

Non-Voting Members

Federal Highway Administration New Jersey Division	William Hoffman
Pennsylvania Division	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	(not represented)
Federal Transit Administration, Region III	Keith Lynch
Southeastern Pennsylvania Transportation Authority Christopher Patton	
New Jersey Transit Corporation James Schwarzwald	
Port Authority Transit Corporation	Cheryl Spicer
Delaware River Port Authority	Anisah Abiola

Chairman Thomas J. Gurick called the meeting to order at 10:45 a.m.

Public Comments

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

1. Minutes of Meeting of September 25, 2003

On a **motion** by Mr. King, seconded by Mr. Fulton, the minutes of the meeting of September 25, 2003 were approved as distributed.

2. Transportation Improvement Program (TIP) Actions

Donald S. Shanis, DVRPC staff, briefed the Board on the following TIP Actions:

a. TIP Action PA03-363: \$15 Million “Flex” of Federal Highway Funds to SEPTA for Operating Budget Relief, Regionwide

Dr. Shanis stated that SETPA has requested that DVRPC amend the FY2003-2006 TIP for Pennsylvania by “flexing” \$15 million of FHWA monies to the FTA in order for the funds to be used by SEPTA to partially close the \$41 million funding shortfall in the Authority’s Fiscal Year 2004 Operating Budget. “Flexible funding”, one of the hallmarks of ISTEA and TEA-21 federal legislation, enables state and local governments and transportation operators to agree on carefully constructed interagency fund transfers between FHWA and the FTA. The goal is to allow flexibility and encourage an intermodal approach to meeting a region’s transportation needs. The act of transferring the funds from one agency to the other is referred to as “flexing.” During the recent budget crisis, SEPTA had proposed to cut service and raise fares, but was able to postpone those actions while trying to secure funding. SEPTA’s request would program \$15 million federal highway/\$3.750 million SEPTA Match in FY04 which would subsequently be flexed and used for operating expenses. After consultation and cooperation between SEPTA and PENNDOT, PENNDOT has identified funding resources and actions that will maintain fiscal constraint without causing delays.

Financial Constraint will be maintained by making adjustments to other existing TIP projects whose schedules or costs have changed. Construction delays on the Route 309 Rehabilitation project have become necessary due to delays in right of way and environmental clearance from the Army Corp of Engineers. The construction phases will be pushed back and adjusted to accommodate the

necessary cash flow and delays of the project. Note that the state match of the construction phase of Route 309 Rehabilitation project will also be converted to “Toll Credit Match” in order to make more state funds available for other projects.

The TIP’s conformity finding will not be impacted by this amendment as this project is exempt.

Discussion ensued and Louis F. Gould, Montgomery County, commented the he believes this action should not be the norm and that this type of flexing should not be done on a regular basis to funds which are earmarked for capital projects.

John J. Coscia, Executive Director, responded that this is a one-time action for preventive maintenance on heavy equipment and falls within the federal guidelines. This approval of flexing the highway funds is rarely approved and is to be considered a one-time action.

Favorable recommendation was received from the Planning Coordinating Committee/Regional Transportation Committee (PCC/RTC) that the Board approve TIP Action PA03-36.

Favorable recommendation was also received from the Regional Citizens Committee (RCC) and the RCC reiterates its opinion that SEPTA should not discontinue or convert lines, should effect operational efficiencies instead, and should work to eliminate revenue dilutions in its fare policy.

After discussion, the Board unanimously adopted the following **motion**:

MOTION by Ms. Denworth, seconded by Mr. Jastrzab, that the Board approve TIP Action PA03-36, SEPTA’s request to amend the FY 2003 TIP for Pennsylvania (FY2003-2006) by adding a new project. The \$15 million “Flex” of Federal Highway Funds to SEPTA for Operating Budget Relief will program \$15 million federal highway/\$3.75 million SEPTA match for FY04 operating expenses.

- b. TIP Action PA03-037a: I-476 Bridges over Gulph Creek and Schuylkill River, Montgomery County

Dr. Shanis stated that PENNDOT has requested that DVRPC amend the FY2003-2006 TIP for Pennsylvania by adding a new project into the TIP using \$1.116 million of state funds. Three structures on I-476 in Montgomery County have been identified by the federal government as in need of design alterations and repair due to the fact that they have “Hoan-like” details which have been

determined to cause a bridge to fail over time. Two of the bridges are over Gulph Creek at Balligomingo Road (both northbound and southbound I-476) and the third is over the Schuylkill River. (Hoan refers to this type of bridge identified in Wisconsin.) Hoan-like bridges were designed and constructed using non-redundant welded steel deck girders. PENNDOT proposes to program a \$216,000 preliminary engineering phase and a \$900,000 construction phase. These emergency repairs will use 100% state funding.

Financial Constraint will be maintained as this project is using 100% state funds and the TIP's conformity finding will not be impacted by this amendment as this project is exempt.

Favorable recommendation was received from the PCC/RTC and the RCC that the Board approve TIP Action PA03-37a.

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

MOTION Mr. Gould, seconded by Mr. King, that the Board approve TIP Action PA03-37a, PENNDOT's request to amend the FY 2003 TIP for Pennsylvania (FY2003-2006) by adding a new project. The I-476 Bridges over Gulph Creek and Schuylkill River will program a \$216,000 FY04 preliminary engineering phase and a \$900,000 FY04 construction phase, totaling \$1.116 million of 100% state funds.

c. TIP Action PA03-37b: US 1 Resurfacing, PA 472 to PA 896, Chester County

PENNDOT has requested that DVRPC amend the FY2003-2006 TIP for Pennsylvania by adding a new project to the TIP using \$10 million of state funds for a FY04 construction phase. This 5 mile section of Route 1 in Chester County is between PA 472 and PA 896 and is part of a larger future reconstruction project. Design of the larger reconstruction project will take approximately 5-7 years, and in the meantime the roadway is in extremely poor condition and needs repair. PENNDOT has identified \$10 million of state funds that can be used to resurface the roadway as a means of extending the life of the road until the reconstruction project begins. Resurfacing is scheduled for the spring of 2004.

Financial Constraint will be maintained as this project uses 100% state funds and the TIP's conformity finding will not be impacted by this modification as this project is exempt.

Favorable recommendation was received from the PCC/RTC and the RCC that the Board approve TIP Action PA03-37b.

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

MOTION by Mr. Fulton, seconded by Mr. Gould, that the Board approve TIP Action PA03-37b, PENNDOT's request to amend the FY 2003 TIP for Pennsylvania (FY2003-2006) by adding a new project. The US 1 Resurfacing Project, PA 472 to PA 896 will program a \$10 million FY04 construction phase using 100% state funds.

3. DVRPC FY 2004 Planning Work Program Amendments

a. DVRPC FY 2004 Planning Work Program Amendment: South Jersey Port Inland Distribution Network (PIDN) Study-Phase II

Dr. Shanis explained to the Board that in Phase I of the South Jersey Port Inland Distribution Network (SJ PIDN) study, five prospective sites were screened for their appropriateness for PIDN development. One site in southern Camden was identified as the most suitable for potential at this time. The purpose of Phase II of this study is to further define the development of a PIDN site in South Jersey. Phase II will lead to the development of an Action/Business Plan that will more concretely specify the requirements necessary for the establishment of a SJ PIDN, with the Camden/ Gloucester City area as the focus of current SJ PIDN service development; Salem will continue to be reviewed as a possible secondary SJ PIDN service location in the future. Additionally, the study will identify the economic and environmental benefits afforded by a SJ PIDN site. The products of the study will assist decision makers in evaluating the merits of supporting SJ PIDN development.

The cost of the project is \$155,000 in dedicated funds from New Jersey Department of Transportation. Dr. Shanis commented that the RTC and the RCC have requested some added features for this project and that a higher sum, \$177,000, will most likely be allotted.

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

MOTION by Mr. Barnes, seconded by Ms. Thomas, that the Board amend the Fiscal DVRPC Year 2004 Planning Work Program to include the South Jersey Port Inland Distribution Network (PIDN) Study-Phase II now at a cost of \$177,000.

b. DVRPC FY 2004 Planning Work Program Amendment: ecommute Telework Pilot Program, Phase III

Dr. Shanis explained to the Board that in recognition of traffic congestion and its resultant air pollution as one of the most pressing environmental problems, GETF, with funding and direction from EPA, is completing a study of telework's potential for improving air quality through an incentive-based approach. It was determined in program development that an emissions trading program should be designed to encourage private participation through market incentives. To address these concerns, Congress enacted legislation that would allow for pilot programs in five metropolitan areas to test this emissions trading program; Philadelphia is one of those areas.

DVRPC will continue to administer this program in its final phase for the Pennsylvania portion of the DVRPC region. Much of the final outreach and training efforts will be handled by a telework specialist, contracted by DVRPC. DVRPC and its contractor will also review and summarize data from participating employers.

This project is exempt from the regional air quality conformity finding.

The cost of this project is \$150,000 in dedicated funds from US EPA.

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

MOTION by Mr. Fulton, seconded by Mr. Barnes that the Board amend the DVRPC FY 2004 work program to include the ecommute Telework Pilot Program, Phase III.

c. DVRPC FY 2004 Planning Work Program Amendment: Ewing Township Transit Oriented Redevelopment Plan, Mercer County

Barry J. Seymour, DVRPC staff, commented that the West Trenton area of Ewing Township in Mercer County is served by the SEPTA West Trenton station and has been identified by the township and the New Jersey State Plan as a potential "Village Center". With the recent closing of the General Motors plant and the Naval Warfare Center, there is now more than 100 acres of land adjacent to the village, the train station, and the Mercer County airport. Potential expansion of transit service through this area could provide a new connection to northern New Jersey and New York City as well as Philadelphia. This area now has the potential to become a significant transit center, and a new focal point as

a center for Ewing Township.

The proposed project would engage a consultant to develop a Master Plan for transit-oriented development and redevelopment in the area of the West Trenton Train Station area in Ewing Township, Mercer County. The project would prepare a community needs assessment, market analysis, physical site evaluation and master plan for the area with an implementation agenda for local, county, state, regional and private sector action. DVRPC would issue the RFP and oversee the contract, with technical oversight by Ewing Township and Mercer County.

The cost of this project is \$77,000 from the New Jersey Department of Transportation via FTA Planning funds

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

MOTION by Mr. Barnes, seconded by Ms. Thomas, that the Board amend the DVRPC FY 2004 Planning Work Program to include a project to prepare a transit area master plan for the West Trenton station area in Ewing Township, Mercer County.

d. **DVRPC FY 2004 Planning Work Program Amendment: Delaware River Joint Toll Bridge Commission (DRJTBC) Scudder Falls Bridge Widening Traffic Study**

Dr. Shanis explained that in FY 2001 the Delaware River Joint Toll Bridge Commission (DRJTBC) initiated a project to perform a transportation planning study (Southerly Crossings Corridor Study) to address the multi-modal transportation needs, including additional river crossing capacity, between the southern end of Duck Island (Mercer County, NJ) and Washington Crossing (Bucks County, PA). That effort identified Scudder Falls Bridge widening as a highly ranked alternative in need of design level transportation data and preliminary scoping and feasibility assessment.

Recently, the DRJTBC retained a consultant (DMJM+HARRIS) to conduct preliminary engineering and environmental analysis for the proposed widening of the Scudder Falls Bridge and other I-95 improvements between PA 332 (Newtown Yardley Road) in Bucks County, PA and CR 579 (Bear Tavern

Road) in Mercer County, NJ. For this work, DRJTBC and its consultants will require DVRPC to provide projected daily and peak hour traffic volumes for the I-95 mainline, interchange ramps, and other selected roadways.

DVRPC will provide DMJM+HARRIS with traffic forecasts and other modeling services. It is estimated that the cost to provide these services will be \$85,000 and will be completed within the current fiscal year.

Board approval of DVRPC participation in this study is needed before staff enters into an agreement with DRJTBC.

Favorable recommendation was received from the PCC/RTC.

Favorable recommendation was also received from the RCC with special consideration for accommodating bicycle and pedestrian traffic. The RCC also requests that a presentation of the final report be given to the committee, to allow continued involvement with this project.

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

MOTION by Mr. Barnes, seconded by Ms. Thomas, that the Board amend the DVRPC FY 2004 Planning Work Program to include DVRPC participation in the Delaware River Joint Toll Bridge Commission Scudder Falls Bridge Widening Traffic Study.

e. **DVRPC FY 2004 Planning Work Program Amendment: FAA Northeast Regional Air Service Demand Study**

Dr. Shanis explained that the purpose of this study is to define the unconstrained potential air passenger and commercial flight demand for the small commercial service airports whose market areas surround the New York metropolitan area. All three major New York airports (John F. Kennedy (JFK), Newark International (EWR), Laguardia (LGA) have traffic demand exceeding existing capacity and no potential to increase operating capacity through physical expansion. Surrounding airports including Trenton Mercer, Lehigh Valley International, and Atlantic City in the DVRPC study area have excess unused capacity. The DVRPC has contracted with FAA to provide management services to a subcontracted consultant who will survey passengers, define market areas, and identify unconstrained possible future demand at the three small commercial service airports. In phase II of the study,

yet to be programmed airport constraints, community impacts, airspace limitations, airport expansion and airline service modifications options will be considered. Ultimately, creating a shift of passenger demand to underutilized airports closer to ground origin is the objective.

The total DVRPC cost of this project is \$388,889, funded 90% by FAA, with local match. Of 10% provided, two thirds by NJDOT and one third by PENNDOT.

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

MOTION by Ms. Lewis, seconded by Ms. Denworth, that the Board amend the DVRPC FY 2004 Planning Work Program to include the FAA Northeast Regional Air Service Demand Study.

4. Pennsylvania Infrastructure Investment Authority (PENNVEST) Funding Requests in Bucks and Montgomery Counties

Mr. Seymour explained that 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 three applications to DVRPC for review for consistency with the regional plan.

Bucks County

- Bristol Township Authority - Request for \$5,500,000 Pennvest loan to install sanitary sewers, force mains and pump stations and for construction improvements to the Authority Administrative Building.

Montgomery County

- Borough of East Greenville - Request for \$5,232,700 Pennvest loan to improve the waterworks impoundment dam, construct a new water storage tank, upgrade and repair the water filter plant, improve the water distribution system and construct a maintenance building for the water system.

- Molly's Country Kennels, Inc. (Worcester Township) - Request for \$259,130 Pennvest loan to construct a duplex grinder pumping station to service the Kennel and construct 2,500 linear feet of force main to connect to a regional treatment facility.

The projects in Bristol Township and East Greenville Borough each serve to alleviate existing problems and are in areas already developed or identified as Future Growth Areas as designated in the DVRPC Year 2025 Plan. As such, these projects are consistent with the goals and policies of the regional plan.

The Molly's Country Kennel's, Inc. project in Worcester Township, Montgomery County has a small amount of existing development surrounded by areas proposed to remain rural and agricultural. The kennel's on-site wastewater treatment plant does not meet its permit to discharge, and the applicant's and township's preferred alternative is to construct 2,500 linear feet of force main and a duplex grinder pumping station to connect with a regional connection point. DVRPC staff recommends that this is a satisfactory solution to the water quality problem, provided that the sewer pipes are sized to only serve the kennel and not additional development. Because PADEP approval for this sewer connection will also be required, PADEP should also be notified of this recommendation.

Favorable recommendation was received from the RCC for the Bristol Township authority and the Borough of East Greenville applications. The Molly's County Kennels, Inc. also received favorable recommendation with the stipulation that the force main should not be any larger than what is required to accommodate the kennel. The committee also noted that the township should list the projects that are entailed in the \$51,600 that falls in the "other" category.

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

MOTION by Ms. Denworth, seconded by Mr. Pickett, that the Board authorize the Executive Director to send letter notifying PENNVEST of conditional consistency with Horizons 2025 Plan for the Bristol Township Authority, Bucks County, Borough of East Greenville, Montgomery County, and the Molly's Country Kennels, Inc., Montgomery County applications.

5. Approval of the Planning Work Program Committee's Recommended List of Priority Projects for FY 2005

Mr. Coscia reported that the Work Program Committee met prior to the Board Meeting of October 23, 2003 to review the recommendations from the Work Program Committee Meeting of October 9, 2003. At the October 9th meeting the new projects were evaluated and ranked in priority order by the member governments, the operating agencies and the committees. A Summary of Key Actions for Selection of New Projects was prepared (distributed to the Board).

The recommended high priority projects include six new projects to be added to the regular work program; projects which are funded through various other TIP related mechanisms; and other projects to be funded under various TIP and other funding sources (i.e., NJDOT scoping, PENNDOT supplemental funding and PENNDOT supplemental land use funding).

The Planning Work Program Committee recommends that the Board approve the selected projects for the FY 2005 DVRPC Planning Work Program.

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

MOTION by Mr. Barnes, seconded by Ms. Paul, that the Board approve the selected projects recommended by the Planning Work Program Committee and direct the DVRPC staff to incorporate these projects into a Draft Planning Work Program for presentation at the December Board Meeting.

6. Approval of Proposed Board Meeting Schedule for Calendar Year 2004

Chairman Gurick pointed out to the Board the proposed schedule for Board Meetings for the calendar year 2004 (distributed to the Board) and requested Board approval.

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

MOTION by Ms. Paul, seconded by Ms. Bush, that the Board adopt the Board Meeting schedule for Calendar Year 2004 (copy attached).

7. Pennsylvania's and New Jersey's Proposals for 8-Hour Ozone Nonattainment Boundaries

Michael Boyer, DVRPC staff, presented to the Board an overview of the differences between the Pennsylvania and New Jersey proposals for 8-hour ozone nonattainment. Mr. Boyer first gave a short background of the effects of ozone on

the environment and to the public's health. The Environmental Protection Agency (EPA) has concluded that the current one-hour ozone standard does not adequately protect us and has promulgated an 8-hour standard.

EPA guidance recommends that boundaries be based on Metropolitan Statistical Areas or Consolidated Metropolitan Statistical Areas to ensure that states consider population density, traffic and commuting patterns, commercial development and area growth when recommending areas for designation. EPA guidance allows states to suggest different boundaries. However, states must provide a rationale for any boundary changes and explain how they meet Clean Air Act (CAA) requirements. Pennsylvania and New Jersey have submitted competing proposals to EPA.

Pennsylvania's proposal is identical to the current 1-hour standard boundary and is based on the Philadelphia-Camden-Vineline PA-NJ-DE-MD Metropolitan Statistical Area plus Mercer County, New Jersey and Kent County, Delaware. New Jersey has recommended a 21-county nonattainment area. New Jersey has proposed a larger nonattainment area in an attempt to account for ozone transport from other regions. New Jersey's proposal would add four counties in Pennsylvania (York, Lancaster, Berks and Lehigh); three counties in New Jersey (Ocean, Atlantic and Cape May); one county in Delaware (Sussex); and remove Cecil County Maryland, compared to the 1-hour standard boundary.

The Ocean County monitor has recorded some of the highest concentrations of ozone on the eastern seaboard and has become a contentious issue between the states. Clearly, emissions from the Philadelphia region contributes to the air quality levels in Ocean County and the entire New York City area, just as emissions from Baltimore and Washington contribute to the Philadelphia region's air quality. Pennsylvania, in its recommendation to EPA, states that this should not be the sole reason to include Ocean County in the Philadelphia nonattainment area. Pennsylvania believes that to follow that position would require that the nonattainment planning area be extended to northern New Jersey and portions of New York. Similar logic would require that the Baltimore and Washington area be made part of the Philadelphia nonattainment area. Pennsylvania believes that the Clean Air Act intended such larger planning issues to be dealt with by the Ozone

Transport Commission, which was formed to broker such issues at a regional scope.

Additionally, Ocean County is part of the North Jersey Transportation Planning Authority MPO but would be in our nonattainment area. That means that DVRPC could not program beneficial air quality projects in Ocean County through the Transportation Improvement Program. DVRPC staff agrees with Pennsylvania's

recommendation and has sent a letter of support for the Pennsylvania proposal to the Pennsylvania Department of Environmental Protection. EPA will consult with the states before issuing final boundaries in April, 2004.

8. Regional Citizens Committee (RCC) Report

Dennis Winters, Chairman of the RCC, reported the RCC recommended Work Program Projects were not selected, however, thanked the RCC participants for their efforts.

Mr. Coscia pointed out the formal response to the RCC's comments concerning SEPTA operating efficiencies (distributed to the Board).

9. Executive Director's Report

a. Pennsylvania State Transportation Commission, September 26, 2003

Mr. Coscia reported that the Pennsylvania State Transportation Commission met on September 26th at the Adams Mark Hotel. Fifty statements were presented before the Commission. Most of the projects which were recommended by the member governments were consistent with DVRPC's long range plan and the TIP. An overview was given to the Commission by Mr. Coscia on the challenges facing the five-county Southeastern Pennsylvania region concerning transportation, land use, and economic development. The presentation was designed to alert the Commission to our needs in terms of funding projects.

Larry M. King, PENNDOT, suggested that Mr. Coscia present to the Board the "challenges" presentation from the meeting. Mr. Coscia agreed to present the "challenges" presentation at a future Board meeting.

b. DVRPC Board Retreat, December 3, 2003, Trenton Marriott

Mr. Coscia reported that the DVRPC Board Retreat is scheduled for **December 3, 2003** at the Trenton Marriott. The keynote speaker will be Larry Kane, former KYW news anchor. The afternoon sessions will consist of breakout sessions where each group will be charged with "looking backward" from the Year 2030

Vision, to describe the steps taken since 2003 to achieve specific conditions for eight issue areas.

The new DVRPC video will be shown at lunch. After lunch a one-hour tour of the Trenton waterfront will be conducted.

Mr. Coscia urged all Board members and alternates to attend the Retreat.

c. **Reauthorization Update (as of October 10, 2003)**

Mr. Coscia pointed out to the Board the Reauthorization Update (distributed to the Board).

10. Pennsylvania Turnpike / I-95 Interchange Project

Jay Roth, KCI Technologies presented to the Board a status report on the Pennsylvania Turnpike / I-95 Interchange Project which includes a Congestion Management System (CMS) and an Intelligent Transportation System (ITS). The report addressed the selected or preferred alternative that is presented in the final Environmental Impact Statement (EIS) and the proposed design and construction contracts schedule.

11. Committee Reports

The following committee reports were distributed to the Board DVRPC for their review: (1) PCC / RTC; (2) Delaware Valley Goods Movement Task Force; and (3) Tri-County Water Quality Management Board

12. One Minute Reports

Chairman Gurick recognized the DVRPC efforts of the support staff in making all the member governments and all attendees comfortable at the committee meetings.

OLD BUSINESS

No old business was stated.

NEW BUSINESS

No new business was stated.

There being no further business, the meeting was adjourned at 12:22 p.m.

Attachments:

- (1) PCC/RTC Recommendations to the Board for October 23, 2003
- (2) RCC Recommendations to the Board for October 23, 2003
- (3) Schedule of Board and Executive Committee Meetings for Calendar Year 2004

Additional Documents Distributed to the Board:

- (1) *Alert*, October 2003

- (2) *Freight Lines*, October 2003
- (3) *TravelSmart*, October 2003
- (4) DVRPC Analytical Data Report entitled: *Analyzing the Region's Manufacturing Base*, October, 2003

DELAWARE VALLEY REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Minutes of Meeting of October 23, 2003

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

Membership Present

Representative

New Jersey Department of Community Affairs

Joyce Paul

Pennsylvania Department of Transportation

Larry M. King

New Jersey Department of Transportation

Brian Cuccia

New Jersey Governor's Appointee

Tracie Gelbstein

Pennsylvania Governor's Appointee

(not represented)

Pennsylvania Governor's Policy Office

Joanne R. Denworth

Pennsylvania Counties

Lynn Bush

New Jersey Counties

Thomas J. Gurick
J. Douglas Griffith

City of Camden

(not represented)

City of Philadelphia

Gary Jastrzab

Guests

Pennsylvania Department of Transportation

Robert Hannigan
Greg Brown (Dist. 6-0)

Chester County

William H. Fulton
Charles Coyne, Esq.

Delaware County

John E. Pickett

Montgomery County	Lewis F. Gould, Jr., Esq. Leo Bagley
Camden County	Eve Charles Curt Noe
Burlington County	Carol Ann Thomas
Gloucester County	Charles E. Romick
Mercer County	Donna Lewis
City of Trenton	Andrew Carten
Federal Highway Administration New Jersey Division	William Hoffman
Pennsylvania Division	Spencer Stevens
Federal Transit Administration, Region III	Keith Lynch
Southeastern Pennsylvania Transportation Authority	Christopher Patton
New Jersey Transit Corporation	James Schwarzwald
Port Authority Transit Corporation	Cheryl Spicer
Delaware River Port Authority	Anisah Abiola
Pennsylvania Department of Community and Economic Development	Ronald K. Bednar
Regional Citizens Committee Chairman	Dennis Winters
Cross County Connection Transportation Management Association	William Ragozine
Residents for Regional Traffic Solutions (Bucks County)	Sue Herman
<u>DVRPC Co-Counsel</u>	
Pennsylvania Co-Counsel New Jersey Co-Counsel	Elizabeth Witmer, Esq. Thomas Coleman, Esq.

DVRPC Staff: John J. Coscia, Donald S. Shanis, Barry J. Seymour, William Greene,

Thabet Zakaria, Richard Bickel, Charles Dougherty, Candace Snyder, Phyllis Robinson, Ashley Schaefer, and Jean McKinney.

Call to Order

Chairman Gurick designated J. Douglas Griffith, Camden County alternate to preside in his absence for the Executive Committee Meeting. Mr. Griffith called the meeting to order at 12:22 p.m.

1. Minutes of Meeting of September 25, 2003

On a motion by Mr. Barnes, seconded by Mr. King, the minutes of the meeting of September 25, 2003 were approved as distributed.

2. Contract Authorizations:

a. ecommute Telework Pilot Program, Phase III

Mr. Coscia explained that authorization from the Executive Committee is needed for DVRPC to negotiate a contract with Global Environmental Technology Foundation for the ecommute Telework Pilot Program, Phase III for a total amount of \$150,000.

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

MOTION by Mr. King, seconded by Mr. Jastrzab, that the Executive Committee authorize the Executive Director to enter into a contract with Global Environmental Technology Foundation for the ecommute Telework Pilot Program, Phase III.

b. Authorization to Implement a Section 125, Flexible Spending Account Plan for the DVRPC Employees

Mr. Coscia explained to the Board that Section 125 of the Internal Revenue Code allows employees to pay for certain health and dependent care expenses with pre-tax dollars. Employees may choose to set aside a part of their salary, each pay period to fund eligible expenses; employees do not pay employment or income taxes on their contributions while DVRPC avoids paying FICA taxes.

Flexible Spending Accounts (FSA) provide an affordable employee benefit that helps lessen the strain of health and dependent care expenses for employees while providing tax savings to the Commission.

It is anticipated that there will be an annual net savings to the Commission if the program is administered.

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

MOTION by Mr. King, seconded by Mr. Jastrzab, that the Executive committee authorize the Executive Director to establish and administer a Flexible Spending Accounts (FSA) plan for DVRPC employees.

4. Approval of Executive Committee Meeting Schedule for Calendar Year 2004

On a **motion** Ms. Gelbstein, seconded by Mr. Barnes, the Executive Committee unanimously approved the Executive Committee Meeting schedule for Calendar Year 2004. The Executive Committee will meet immediately after the Board Meeting on the following dates:

January 22, 2004	June 24, 2004
February 26, 2004	July 22, 2004
March 25, 2004	September 23, 2004
April 22, 2004	October 28, 2004
May 27, 2004	December 3, 2004

5. FY 2004 Planning Work Program First Quarter Report

The FY 2004 Planning Work Program First Quarter Report was distributed to the Board. Mr. Coscia reported that the FY 2004 Planning Work Program is proceeding on schedule and within budget.

OLD BUSINESS

No old business was stated.

NEW BUSINESS

No new business was stated.

There being no further business, the meeting was adjourned a 12:25 p.m.