

DELAWARE VALLEY REGIONAL PLANNING COMMISSION

BOARD COMMITTEE

Minutes of Meeting of March 22, 2018

Location: Loews Hotel
1200 Market Street
Philadelphia, PA 19107

Membership Present

Representative

| | |
|--|-----------------------|
| New Jersey Department of Community Affairs | Sean Thompson |
| New Jersey Department of Transportation | Gary Brune |
| New Jersey Governor's Appointee (Phone) | Lauren Nathan-LaRusso |
| Pennsylvania Department of Transportation (Phone) | James Ritzman |
| | James Mosca |
| | (not represented) |
| Pennsylvania Governor's Appointee | Nedia Ralston |
| Pennsylvania Governor's Policy & Planning Office (Phone) | Rich Brahler |
| Bucks County (Phone) | Michelle Kichline |
| Chester County | Brian O'Leary |
| | Kevin Madden |
| Delaware County (Phone) | Linda Hill |
| | Jody Holton |
| Montgomery County | Mark Remsa |
| Burlington County (Phone) | Andrew Levecchia |
| Camden County | Theresa Ziegler |
| Gloucester County (Phone) | Matt Lawson |
| Mercer County | Peter Rykard |
| City of Chester (Phone) | Mark Squilla |
| City of Philadelphia | Christopher Puchalsky |
| | Ed Williams |
| City of Camden | June Morton |
| | Jeffrey Wilkerson |
| City of Trenton | |

Non-Voting Members

| | |
|---|-------------------|
| Federal Highway Administration New Jersey Division | Calvin Edghill |
| | (not represented) |
| Pennsylvania Division | |
| | (not represented) |
| 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 | Liz Smith |

| | |
|---|-------------------|
| New Jersey Transit Corporation | Blanca Quinde |
| New Jersey Department of Environmental Protection | (not represented) |
| Pennsylvania Department of Environmental Protection (Phone) | Sachin Shankar |
| Delaware River Port Authority | Barbara Holcomb |
| Port Authority Transit Corporation | Rohan Hepkins |
| New Jersey Office of Planning Advocacy | (not represented) |
| Pennsylvania Department of Community and Economic Development | (not represented) |

DVRPC Co-Counsel

| | |
|---------------------------------|--------------|
| Pennsylvania Co-Counsel (Phone) | Andy Bockis |
| New Jersey Co-Counsel | Doug Heinold |

DVRPC Staff

Barry Seymour, John Ward, Patty Elkis, Alison Hastings, Kwan Hui, Sonia Lee, Shoshana Akins, and Renee Wise.

Guests

| | |
|----------|---------------------|
| DRPA | Tonyelle Cook-Artis |
| Dewberry | Lisa Peterson |
| Dewberry | Ali Vaez |
| GPI | Dave Kuhn |

Call to Order - Chair's Comments

Alternate Chair Gary Brune called the meeting to order at 9:05 a.m. Mr. Brune asked those on the phone to identify themselves. Mr. Brune asked if there was any press in the room.

Public Comments on Agenda and Non-Agenda Items

Mr. Seymour noted that a public comment was received from Nicholas Carosella of Chester County on a non-agenda item. Mr. Carosella commented that he: "...is a daily commuter on US 202 in Chester & Delaware Counties, which you know are heavily trafficked because of significant population growth in that direction. As a result, there is significant congestion as a result of poorly timed traffic lights and overcapacity intersections, especially at PA Route 926, U.S. 1, and PA Route 491. With respect to the U.S. 1 intersection, the lights are only long enough to let 15 cars through per lane on 202, causing traffic in the morning to back up more than half a mile. With respect to the intersection at 491, while new traffic light systems were installed, northbound traffic backs up more than half a mile because of an extremely long left turn cycle for southbound traffic (that continues way after the turn lane has emptied, often times). I was dismayed to see that improvements, which have been needed for a long time and are needed even more with recent and planned development, are still 3-6 years out for funding. Absent a shift in priorities, perhaps some funding could be found to improve or

study light timing in the U.S. 202 corridor. Previous requests to the townships and elected officials have gone unanswered, so I was hoping your Board might have some influence through funding decisions.”

DVRPC Executive Director Barry Seymour noted that this comment is included in the Board packets, and that staff would get back to Mr. Carosella directly with information.

ACTION ITEMS

1. Minutes of Meeting of February 22, 2018

The Board adopted the following **motion**:

MOTION by Ms. Kichline, seconded by Mr. Puchalsky, to approve the minutes of February 22, 2018.

2. Transportation Improvement Program (TIP Actions)

Kwan Hui, DVRPC Senior Capital Program Coordinator, Office of Capital Programs, presented the following TIP actions to the Board:

a. NJ18-009: Washington Turnpike, Bridge over West Branch of Wading River (DB #15324), Burlington County

NJDOT has requested that DVRPC modify the FY2018 – 2021 TIP for New Jersey by adding a \$750,000 BRIDGE-OFF funded Preliminary Engineering (PE) phase in FY18, delaying FY18 Final Design (DES) to FY19 and federalizing DES from \$750,000 STATE to BRIDGE-OFF, and delaying FY19 Construction (CON) to FY20.

The two bridge structures (#3485-166 and #3485-167) are locally known as the Godfrey Road Bridges. The bridges and approach roadways are part of the Wharton State Forest, which is under the jurisdiction of the New Jersey Department of Environmental Protection (NJDEP), Division of Parks & Forestry. Both structures are structurally deficient and functionally obsolete. NJDOT’s Bridge Management System has given the bridges a Priority 2 ranking and is recommending replacement.

The replacements will maintain existing roadway widths and lanes. The project will be designed under AASHTO-Guidelines of Very Low Volume Local Roads (AADT < 400). The existing structures and the Preliminary Preferred Alternative were found to be in compliance with AASHTO guidelines. The existing beam guiderails will be upgraded to current standards.

Financial constraint will be maintained. All projects listed contribute to fiscal constraint.

Favorable recommendation was received from the Regional Technical Committee.

The Board adopted the following **motion**:

MOTION by Mr. Remsa, seconded by Mr. Williams, that the Board approve the following TIP action:

NJ18-009, NJDOT's request that DVRPC modify the FY2018 – 2021 TIP for New Jersey by adding a \$750,000 BRIDGE-OFF funded Preliminary Engineering (PE) phase in FY18, delaying FY18 Final Design (DES) to FY19 and federalizing DES from \$750,000 STATE to BRIDGE-OFF, and delaying FY19 Construction (CON) to FY20.

b. NJ18-010: Route 130, Columbus Road/Jones Street (DB #02397), Burlington County

NJDOT has requested that DVRPC amend the FY2018 – 2021 TIP for New Jersey by breaking out a project, Route 130, Columbus Road/Jones Street, (DB #02397), from Route 130, Charleston Road/Cooper Street (CR 630) to Crafts Creek, (DB #12415), and adding it back into the TIP in the amount of \$3,500,000 (\$947,000 DEMO-RS/\$2,553,000 NHPP) for FY18 CON.

This Route 130/Columbus Road/Jones Street intersection project in Burlington City was listed in the previous FY2016 TIP. During the FY2018-2021 TIP update process, the project was included as part of a larger resurfacing TIP project, Route 130, Charleston Road/Cooper Street (CR 630) to Crafts Creek, (DB #12415), due to their adjacent locations. However, construction must be authorized before the end of this year in order to not delay the progress of a proposed development at the former U.S. Pipe site that has municipal support. Also, the intersection project is planning to advertise next month (April 2018), while DB #12415 is not ready to submit an authorization request for construction until later this year.

The project location is an existing five-legged intersection comprised of two closely spaced signals with left turns permitted from the "live" left lane of Route 130 northbound onto Jones Street. The project will redesign the Route 130/Columbus Road/Jones Street intersection to provide a left turn lane for Route 130 northbound traffic turning onto Jones Street. It will also provide ADA-compliant ramps and countdown pedestrian signals. The existing traffic signal at the intersection will be replaced. The proposed northbound U-turn would now be installed as part of the larger Route 130 resurfacing project (DB #12415).

Financial constraint will be maintained. All projects listed contribute to fiscal constraint.

A public comment was submitted from Paul Glover of Bucks County asking various questions about transit availability, resurfacing of Route 130, websites for bids for this and other projects, and a list of contractors and bidding details. DVRPC Executive Director Barry Seymour noted that staff would get back to Mr. Glover directly with information.

Favorable recommendation was received from the Regional Technical Committee.

The Board adopted the following **motion**:

MOTION by Mr. Remsa, seconded by Mr. Levecchia, that the Board approve the following TIP action:

NJ18-010, NJDOT's request that DVRPC amend the FY2018 – 2021 TIP for New Jersey by breaking out a project, Route 130, Columbus Road/Jones Street, (DB #02397), from Route 130, Charleston Road/Cooper Street (CR 630) to Crafts Creek, (DB #12415), and adding it back into the TIP in the amount of \$3,500,000 (\$947,000 DEMO-RS/\$2,553,000 NHPP) for FY18 CON.

c. NJ18-011: Hanover Street Bridge over Rancocas Creek, CR 616 (DB #D9902), Burlington County

Burlington County has requested that DVRPC amend the FY2018 – 2021 TIP for New Jersey by federalizing the project, Hanover Street Bridge over Rancocas Creek, CR 616 (DB #D9902), FY18 CON phase from STATE-DVRPC to STBGP-STU and increase CON cost by \$1,614,000 from \$4,150,000 to \$5,764,000.

This bridge replacement project is ready for FY18 authorization and federalizing this project's construction phase will allow DVRPC to return STATE-DVRPC funds from this project to the line item, DVRPC, Future Projects, (DB #D026), to be available for any future cost increases of local projects that have already encumbered STATE-DVRPC funding or for other purposes. It will also allow DVRPC to obligate (authorize or commit) federal STBGP-STU funds this FY18. STATE-DVRPC funds from a previous year and are not encumbered can be carried over to future years for encumbrance, where federal funds are "use it or lose it" each year. Encumbrance means that proper authorization has been obtained before State Transportation Trust Fund dollars are financially committed or "reserved" from an appropriation to ensure that funds for a project phase will be available when payment is due. From FY14 to FY18, DVRPC (including the other MPOs in NJ) agreed to exchange its local STBGP funds for the same amount of STATE funds with NJ TRANSIT. DVRPC keeps track of its exchanged STATE funds by using a two-digit code that reflects the year the funds were appropriated. For example, "14-STATE-DVRPC" denotes DVRPC's exchanged STATE funds that were appropriated by the State Legislature in FY14.

Located in Pemberton Borough, the Hanover Street Bridge over the Rancocas Creek is severely deteriorated and will be replaced this year. The existing bridge has two narrow lanes, a sidewalk, and no shoulders. The bridge will be replaced on the same alignment. The new structure will be two travel lanes, sidewalks and provide shoulders. This project will accommodate bicycles and pedestrians

Financial constraint will be maintained as STATE-DVRPC funds that are from a previous year and are not encumbered can be carried over to future years for encumbrance. All projects listed contribute to fiscal constraint.

Favorable recommendation was received from the Regional Technical Committee.

The Board adopted the following **motion**:

MOTION by Mr. Remsa, seconded by Mr. Williams, that the Board approve the following TIP action:

NJ18-011, Burlington County's request that DVRPC amend the FY2018 – 2021 TIP for New Jersey by federalizing the project, Hanover Street Bridge over Rancocas Creek, CR 616 (DB #D9902), FY18 CON phase from STATE-DVRPC to STBGP-STU and increase CON cost by \$1,614,000 from \$4,150,000 to \$5,764,000.

d. NJ18-012: ADA Improvements, (DB #D1505), City of Camden

The City of Camden has requested that DVRPC amend the FY2018 – 2021 TIP for New Jersey by adding a \$6,900,000 17-STATE-DVRPC FY18 CON project, ADA Improvements, (DB #D1505), back into the TIP. Project did not encumber funds in FY17 (previous TIP), and \$6,900,000 is the updated CON cost estimate as of January 2018.

The updated construction cost was derived from the price of construction quantities by using NJDOT Average Unit Price of 2016, including a 10 percent contingency on the construction cost and construction engineering. This project will completely reconstruct existing or construct new ADA compliant sidewalk, curb ramps, and associated structures at 1,217 locations throughout the City of Camden. Crosswalks will be constructed as required or appropriate to connect opposite ADA compliant ramps at the street intersection.

Financial constraint will be maintained as STATE-DVRPC funds that are from a previous year and are not encumbered can be carried over to future years for encumbrance. Encumbrance means that proper authorization has been obtained before State Transportation Trust Fund dollars are financially committed or "reserved" from an appropriation to ensure that funds for a project phase will be available when payment is due. DVRPC keeps track of its exchanged funds (STATE-DVRPC) by using a two-digit code that reflects the year that the funds were appropriated. For example, "14-STATE-DVRPC" denotes DVRPC's exchanged STATE funds that were appropriated by the State Legislature in FY14. All projects listed contribute to fiscal constraint.

e. NJ18-013: Signal Upgrades, (DB #D1507), Mercer County

Mercer County has requested that DVRPC amend the FY2018 – 2021 TIP for New Jersey by adding a \$1,000,000 14-STATE-DVRPC FY18 CON project, Signal Upgrades, (DB #D1507), back into the TIP.

Project was programmed in the previous FY2016 TIP for FY17 CON but actually encumbered funds in early December 2017 (FY18). Construction is scheduled to begin this year. The project needs to be added back into the TIP in order for DVRPC to

accommodate any cost increases from the period that construction is underway to project close-out.

The project will make improvements to three (3) intersections in Ewing Township by upgrading their traffic control devices to improve safety: (1) Olden Avenue (CR 622) at Artic Parkway (CR 639), per DVRPC Road Safety Audit; (2) Olden Avenue (CR 622) at US 206S (CR 583), Princeton Avenue, per DVRPC-funded TCDI project; and (3) US 206S (CR 583), Princeton Avenue at Spruce Street (CR 613), per DVRPC funded TCDI project. Traffic control devices at these intersections currently have signal masts on curbed islands that present fixed object hazards immediately adjacent to the travel way.

Financial constraint will be maintained as STATE-DVRPC funds that are from a previous year and are not encumbered can be carried over to future years for encumbrance. Encumbrance means that proper authorization has been obtained before State Transportation Trust Fund dollars are financially committed or “reserved” from an appropriation to ensure that funds for a project phase will be available when payment is due. DVRPC keeps track of its exchanged funds (STATE-DVRPC) by using a two-digit code that reflects the year that the funds were appropriated. For example, “14-STATE-DVRPC” denotes DVRPC’s exchanged STATE funds that were appropriated by the State Legislature in FY14. All projects listed contribute to fiscal constraint.

Favorable recommendation was received from the Regional Technical Committee.

The Board adopted the following **motion**:

MOTION by Mr. Williams, seconded by Mr. Lawson, that the Board approve the following TIP actions:

NJ18-012, City of Camden’s request that DVRPC amend the FY2018 – 2021 TIP for New Jersey by adding a \$6,900,000 17-STATE-DVRPC FY18 CON project, ADA Improvements, (DB #D1505), back into the TIP.

NJ18-013, Mercer County’s request that DVRPC amend the FY2018 – 2021 TIP for New Jersey by adding a \$1,000,000 14-STATE-DVRPC FY18 CON project, Signal Upgrades, (DB #D1507), back into the TIP.

f. NJ18-014: Gloucester County Multi-Purpose Trail Extension - Glassboro Elk Trail, (DB #D1203), Gloucester County

Gloucester County has requested that DVRPC modify the FY2018 – 2021 TIP for New Jersey by adding a \$1,000,000 14-STATE-DVRPC funded Right-of-Way (ROW) phase back into the TIP for FY18, and as a result of this action, by delaying \$2,000,000 17-STATE-DVRPC funded CON from FY18 to FY19. ROW was on the previous FY2016 TIP with the same cost for advancement in FY18, but the project did not encumber ROW funds in time.

Funds will provide for the construction of a multi-purpose trail, "Glassboro-Elk Trail," from the Elk Township Recreation Park via Whig Lane (CR 619) over Route 55 to Sewell Street (CR 628) and pass the Glassboro Sports Complex to end at Delsea Drive (NJ 47) and at the end of the Rowan University campus near Girard Avenue in Glassboro Borough. The trail in the Elk Township Recreational Park will connect to the existing Elephant Swamp Trail that extends into Salem County. In addition to connecting trails and a future rail station, the Glassboro-Elk Trail will be able to link people to existing and planned transit facilities that include various NJ TRANSIT bus routes and a planned bike lane link to the Glassboro Arts District along High Street.

Financial constraint will be maintained as STATE-DVRPC funds that are from a previous year and are not encumbered can be carried over to future years for encumbrance. Encumbrance means that proper authorization has been obtained before State Transportation Trust Fund dollars are financially committed or "reserved" from an appropriation to ensure that funds for a project phase will be available when payment is due. DVRPC keeps track of its exchanged funds (STATE-DVRPC) by using a two-digit code that reflects the year that the funds were appropriated. For example, "14-STATE-DVRPC" denotes DVRPC's exchanged STATE funds that were appropriated by the State Legislature in FY14. All projects listed contribute to fiscal constraint.

Favorable recommendation was received from the Regional Technical Committee.

The Board adopted the following **motion**:

MOTION by Ms. Ziegler, seconded by Mr. Levecchia, that the Board approve the following TIP action:

NJ18-014, Gloucester County's request that DVRPC modify the FY2018 – 2021 TIP for New Jersey by adding a \$1,000,000 14-STATE-DVRPC funded Right-of-Way (ROW) phase back into the TIP for FY18, and as a result of this action, by delaying \$2,000,000 17-STATE-DVRPC funded CON from FY18 to FY19.

g. PA17-80: Smithbridge Road Corridor, (MPMS #107642), Delaware County

PennDOT has requested that DVRPC amend the FY2017 – 2020 TIP for Pennsylvania by changing the scope of the Smithbridge Road Corridor project, (MPMS #107642) to include a roundabout at the intersection of Smithbridge Road and Kirk/Temple Roads. This action will also add a new \$50,000 HSIP funded ROW phase and increase the CON phase by an estimated \$1,055,000 HSIP. The original project to implement safety and pedestrian improvements included a \$1,590,000 CMAQ funded CON phase; this action will increase the project's total estimated federal funding to \$2,695,000. The project will be listed under the Regional Safety Initiatives (HSIP) (MPMS #57927) and DVRPC Competitive CMAQ Program (MPMS #48201) line items, and funds will be drawn down at the appropriate time. The project's design phases were funded locally.

In the process of developing the scope for this project, it was determined that a roundabout at the intersection of Smithbridge Road and Kirk/Temple Roads would improve the overall project by addressing safety and congestion issues at the southern end of the corridor.

The Smithbridge Road Corridor project was initially selected for funding through the 2016 CMAQ Competitive Program in Pennsylvania. The project is a partnership between PennDOT, Concord Township, Delaware County, and Garnet Valley School District, a regional school district that includes Concord and Bethel Townships, and Chester Heights Borough. To address safety as well as significant congestion and vehicle delay on and adjacent to Smithbridge Road in the vicinity of two Garnet Valley School District campuses, the project will implement turning movement enhancements at the Garnet Valley High School access to Smithbridge Road and a roundabout at the intersection of Smithbridge Road and Kirk/Temple Roads. In addition, a multi-use trail with crosswalks and ADA ramps will be constructed to connect these campuses, Concord Township Park, the Rachel Kohl Community Library (a regional library) the DeNenno History and Education Center and multiple residential neighborhoods.

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.

Favorable recommendation was received from the Regional Technical Committee.

The Board adopted the following **motion**:

MOTION by Ms. Kichline, seconded by Mr. Squilla, that the Board approve the following TIP action:

PA17-80, PennDOT's request that DVRPC amend the FY2017 – 2020 TIP for Pennsylvania by changing the scope of the Smithbridge Road Corridor project, (MPMS #107642) to include a roundabout at the intersection of Smithbridge Road and Kirk/Temple Roads. This action will also add a new \$50,000 HSIP funded ROW phase and increase the CON phase by an estimated \$1,055,000 HSIP. The original project to implement safety and pedestrian improvements included a \$1,590,000 CMAQ funded CON phase; this action will increase the project's total estimated federal funding to \$2,695,000. The project will be listed under the Regional Safety Initiatives (HSIP) (MPMS #57927) and DVRPC Competitive CMAQ Program (MPMS #48201) line items, and funds will be drawn down at the appropriate time.

3. FY 2019 PA TMA Assistance and MAP Funding and Work Programs

Patty Elkis, DVRPC Director of Planning, explained that the PA TMA Assistance grant program has been in operation since 1990 and currently includes nine TMAs across the state, including six in our region. The Mobility Alternatives Program (MAP) was initiated in 1995 as a voluntary replacement for the former federally-mandated Employer Trip

Reduction Program (ETRP); it is only offered in southeastern PA. Both programs are funded with regional CMAQ dollars and fund TMA or contractor tasks and projects that focus on Transportation Demand Management (TDM) techniques and options, in order to help reduce traffic congestion and improve air quality.

MAP is an educational and outreach program specifically targeted to employers, and each year a specific corridor, business park, or group of employers is selected by the TMA or contractor and its related County/City Planning Commission (C/CPC) contact on which to concentrate efforts. The TMA Assistance program is also employer-centric, but tasks can be broader and reach other audiences than MAP, as long as the goal(s) is still a reduction in traffic and a positive impact on the region’s air quality.

The progress and success of the programs overall are monitored by PennDOT, DVRPC and the relevant C/CPC contact’s review of TMA/contractors’ monthly progress reports and invoices, which show results of work toward reducing single-occupant autos for commuting. In addition, contractors submit electronic quarterly performance reports that are data-driven; these are sent quarterly to the C/CPC reps and reviewed periodically at the meetings of the PA TMA Policy Committee. At the end of the FY, the data is aggregated into one programmatic annual report so the results of their efforts can be reported under CMAQ requirements. At PennDOT’s request, the DVRPC Board has been asked to review and approve the individual grant applications and amounts.

In FY 2017, PennDOT began budgeting funding for these grants for two-year contract periods; FY 2019 starts the second, two-year contract period. Work Program submissions cover the first fiscal year; work will be reviewed mid-FY 2019 and tasks may be revised for FY 2020.

The following contractors receive funding from both grants, in the following amounts (including the 20% required match):

| Assistance | MAP | TMA |
|---|-----------|-----------|
| TMA Bucks | \$ 67,500 | \$224,500 |
| TMA of Chester Co. | \$ 67,500 | \$224,500 |
| Delaware Co. TMA | \$ 67,500 | \$224,500 |
| Greater Valley Forge TMA | \$ 67,500 | \$224,500 |
| Partnership TMA of Montgomery Co. | \$ 67,500 | \$224,500 |
| Central Philadelphia TMA (does not receive MAP funds) | | \$206,375 |

The following contractors only receive MAP funding (figures include 20% match):

| | |
|-------------------|-----------|
| Clean Air Council | \$ 98,375 |
| SEPTA | \$165,000 |
| DVRPC | \$251,000 |

DVRPC staff and PennDOT staff have reviewed all applications; each one submitted shows appropriate financial standing as well as acceptable and CMAQ-eligible work scopes. The DVRPC PA TMA Policy Committee has also reviewed and accepted these work programs.

Gary Brune, NJDOT, asked if this total is for a combination of the TMA Assistance Grant Program and the MAP programs. Ms. Elkis responded that it is combined and for two years.

Favorable recommendation was received from the Regional Technical Committee.

The Board adopted the following **motion**:

MOTION by Mr. Squilla, seconded by Ms. Holton that the Board approve:

The budget for the FY19 and FY20 work programs, funded by the PA TMA Assistance and MAP Grants at the following total (CMAQ and Match) levels:

| | |
|-----------------|------------------------|
| TMA Assistance: | \$1,328,875 |
| MAP: | <u>\$ 851,875</u> |
| Both Programs: | \$2,180,750 (per year) |

Amend the PA TIP (PA17-81) to increase the CMAQ funding of MPMS #48199 - Transportation Management Associations (TMA) project by \$141,500 CMAQ and increase the Local Match amount by \$35,375 (\$176,875 total increase).

4. Authorization to Open a Public Comment Period for Changes to DVRPC's Public Participation Plan

Alison Hastings, DVRPC Manager, Office of Communications and Engagement, explained that staff requests to open a minimum 45-day public comment period for the purpose of gathering public and agency comments on proposed changes to DVRPC's *Public Participation Plan*, including changes to the Public Records Policy; to issue proper public notifications; to publish the draft policy on the internet; and to make hard copies available at certain public libraries.

The Public Records Policy, previously adopted by the DVRPC Board in March 2014, is within the Commission's *Public Participation Plan*, a Board-adopted policy document.

Adopting a new Access to Records Policy constitutes a major change to the *Public Participation Plan*, therefore requiring a 45-day public comment period.

DVRPC has its own records policy because it is a bi-state agency created by interstate compact, and not subject to New Jersey's Open Public Records Act (OPRA) or Pennsylvania's Right-to-Know law. The current policy is easily accessible on DVRPC's website at dvrpc.org/policies.

At the DVRPC Executive Committee meeting on May 25, 2017, the Executive Committee reviewed an appeal to a decision made by DVRPC staff to not disclose requested records. While the Executive Committee affirmed staff's decision under the current policy, members directed staff to substantively review the policy.

DVRPC staff has spoken to each state Department of Transportation, two agencies also created by interstate compact (Delaware River Port Authority and Delaware River Basin Commission), and several member governments to understand practice and concerns. DVRPC staff has also researched records policies, NJ OPRA, and PA Right-to-Know. Staff also convened an internal working group of staff members to discuss concerns about both transparency and confidentiality, and to discuss how a new policy will require new internal procedures for consistency.

As of March 1, 2018, DVRPC's co-counsels are reviewing the draft Access to Records policy. A reviewed version will be available at the DVRPC Board meeting on March 22, 2018.

Public Comment Period

DVRPC intends to make available the Draft Access to Records Policy for public review from late March to mid-May (tentatively scheduled for March 29 to May 12). Staff will review and respond to comments received, and the RTC will prepare recommendations to the Board at its May or June meeting.

Barbara Holcomb, DRPA, asked if the RTC had reviewed this action. John Ward, Deputy Executive Director, responded that it did not but that the RTC will see the policy and have opportunity to comment on it prior to a Board vote in May or June. Gary Brune, NJDOT, asked whether the second exemption pertains to the states or to DVRPC. Doug Heinold, NJ Co-Counsel, responded that the policy will be reviewed further and cleaned up. Andy Bockis, DVRPC PA Co-Counsel, commented that the second exemption refers to state or federal. Mr. Seymour noted that the policy was only finalized two days ago and that the policy will be distributed to all Board members for their review.

The Board adopted the following **motion**:

MOTION by Ms. Holton, seconded by Ms. Kichline that the Board authorize:

Staff to open a minimum 45-day public comment period for the purpose of gathering public and agency comments on the Commission's Public Participation Plan, including the draft Access to Records Policy; to issue proper public notice; to publish the draft policy on the Commission's website; and to make hard copies available at certain public libraries.

DISCUSSION ITEM

5. One Minute Reports

Michelle Kichline, Chester County, reported that Chester County just held a public meeting which was well attended for the Chester Valley Trail Extension.

Mark Squilla, City of Philadelphia, reported that the City received a \$12 million award in TIGER funds for the Schuylkill River Trail expansion project.

Calvin Edghill, FHWA NJ, reported that he will be leaving FHWA in April and moving on to work for FEMA. It is likely that the Assistant Division Administrator will take over his seat at the Board table.

Elizabeth Smith, SEPTA, reported that SEPTA is holding an open house on the Jenkintown Station extension improvements.

Barbara Holcomb, DRPA, reported that PATCO is up and running smoothly through the snowstorm.

Rohan Hepkins, PATCO, reported that PATCO made it through the most recent Nor'easter and operated on a snow schedule. He noted that SEPTA also operated successfully through the storm.

6. Executive Director's Report

a. Breaking Ground Conference

Mr. Seymour thanked Board members for coming today and encouraged them to stay for the full day's Breaking Ground Conference, which has over 330 registrants.

b. Connections 2045 Summary and Video

Mr. Seymour noted that DVRPC completed a Connections 2045 Summary Report and is working on a Connections 2045 video with help from Board members. Mr. Seymour thanked Board members for their participation.

c. WRA Award

Mr. Seymour reported that the Water Resources Association has chosen DVRPC for an award for its work on Municipal Actions to Improve Water Quality. The awards ceremony will take place on April 18.

d. TCDI Program Schedule

Mr. Seymour noted that DVRPC held a mandatory meeting for applicants on March 13. Applications are due April 20 and will come to the Board at the June 28 meeting. What is new for this year is that we need to do a risk assessment for applicants.

e. Fellowship Program

Mr. Seymour called the Board's attention to the Fellowship Program that DVRPC will be starting this year. DVRPC will be asking for recent graduates from Philadelphia area colleges to apply for the one year opportunity. Applications are due April 16.

f. Transportation Conformity Course

Mr. Seymour reported that DVRPC will be hosting two training courses of the National Transit Institute. The first, on Transportation Planning, is April 4 and 5 and the second, on Transportation Conformity, is April 16 to 18. More information on the courses is in the Board packets.

g. Eastern PA Freight Summit

Mr. Seymour noted that there is an Eastern PA Freight Summit on June 21 and 22 in Bethlehem. He asked Board members to let him know if they are interested in attending.

h. New Releases

Mr. Seymour reported that DVRPC has some new releases including: Eat Local Montco: Montgomery County's Local Food Promotion Strategy, West Chester Pike at Paoli Pike Multimodal Traffic and Circulation Study, Investing in People and Places: Greater Philadelphia's Comprehensive Economic Development Strategy 2017 Annual Review and Update, DVRPC FY2018 Transportation Improvement Program (TIP) for New Jersey (FY2018-2021) and Highlights, Freight Movement Around New Jersey Turnpike Interchange 6A, and 2018 Municipal Funding Resource.

7. Committee Reports

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

- (1) Regional Technical Committee (RTC)
- (2) Transportation Operations Task Force (TOTF)

OLD BUSINESS

No old business was stated.

NEW BUSINESS

No new business was stated.

There being no further business, the meeting was adjourned at 9:52 a.m. on a **MOTION** by Mr. Squilla, seconded by Mr. Williams.

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, 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.

I certify that this is a true and correct copy.

Renee Wise, Recording Secretary