



Established 1993

Serving Atlantic, Cape May,
Cumberland and Salem Counties

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

Daniel Beyel, Cape May County
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Frank Sutton, Atlantic County
Vice-Chairman

Bruce L. Bobbitt, Salem County
Sec'y/Treasurer

Timothy G. Chelius, P.P., AICP
Executive Director

Leonard C. Desiderio, City of Sea Isle City
Lorenzo T. Langford, City of Atlantic City
Jeffrey T. Ridgway Sr. Township of Pittsgrove
Robert Romano, City of Vineland
William Whelan, Cumberland County
Samuel Donelson, SJTA
Louis Millan, NJ Transit
Thomas A. Wospil, NJDOT

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION POLICY BOARD

Monday, July 25, 2011 - 11:00 A.M.

Vineland City Hall
First Floor Caucus Room

AGENDA

- a. Flag Salute, Open Public Meetings Law Announcement
- b. Roll Call
- c. Approval of Minutes: May 23, 2011
- d. Communications
- e. Report of the Technical Advisory Committee – Kathleen Hicks, Chairperson
- f. Chairman's Remarks
- g. Report of the Executive Director - Timothy G. Chelius
 - Draft FY 2012-2021 TIP Summary Project List
- h. South Jersey Traffic Safety Alliance Report – Teresa Thomas
- i. New Business
 1. Resolution 1107-24: Amending the SJTPO FY 2012 Unified Planning Work Program to Add FTA Funding for a New Task: Human Service Transportation Plan Implementation
 2. Resolution 1107-25: Approving an Amendment of Subcontract Agreement for the FY 2010 Regional Coordinated Human Service Transportation Plan
 3. Resolution 1107-26: Approving Revisions to Two Federal Transit Administration Grants for SJTPO Congestion Management – Air Quality Funds
 4. Resolution 1107-27: Approving the July 2011 SJTPO Staff Reorganization
 5. Resolution 1107-28: Approving an Amendment of Subcontract Agreement for the 2040 Demographic Forecast Study
 6. Resolution 1107-29: Approving an Amendment of Subcontract Agreement for the FY 2011 Asset Management Data Collection Phase III Project
 7. NJDOT Updates
- j. Public Comment
- k. Adjournment

EXECUTIVE DIRECTOR'S REPORT – 7/25/11

FY 2012 – 2021 Transportation Improvement Program

Our preparations for the FY 2012 – 2021 TIP are well underway, and we expect to present the Policy Board with the Draft Final TIP on September 26. Meanwhile, we will conduct our air quality and public outreach, culminating in the August 18 public hearing at the SJTPO Offices. Please refer to the attached Project Summary, and feel free to call if you should have any questions.

Staffing News

Regretfully, Transportation Planner Alan Huff has resigned, so we will add his vacancy to the two full time and one part time position awaiting FHWA approval via the FY 2011 – 2012 UPWP amendments approved by the Board in May.

Local CMAQ Program: FY 2012 and Beyond

Please refer to the attached memo for a summary of our proposal to focus CMAQ funding on signal synchronization projects.

Federal Safety Program (HSIP) Funding for Brewster Road & Chestnut Avenue Intersection Project, Cumberland County

Safety Engineer Jennifer Marandino completed a comprehensive cost – benefit analyses of a safety project with the new Highway Safety Manual. FHWA has approved the analysis and will fund 100% of the project costs - \$350,000 with HSIP funds. This is the first such accomplishment by an MPO or other local agency in the state.

Rt. 49 & Buckshutem Road Intersection Improvements, Cumberland County

Following the attached letter of support from Freeholder Director Whelan, NJDOT's Capital Program Committee decided to keep the project on hold (rather than elimination) pending FHWA review of eligibility for safety (HSIP) funding. Staff wishes to thank DOT Capital Investment and other staff for their support.

Memo

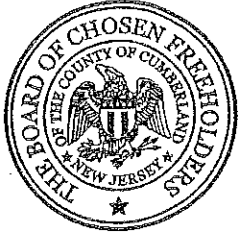
To: TAC
From: David Heller, Tim Chelius
CC: File
Date: 7/18/2011
Re: Recasting of SJTPO Congestion Mitigation Air Quality (CMAQ) Program

As summarized at yesterday's TAC meeting, the Federal Highway Administration (FHWA) has instituted a policy change for the eligible costs of CMAQ-funded alternative-fuel vehicles. If the project does not serve a "dominant transportation function," only the incremental costs of converting a conventionally-fueled vehicle to an alternative fuel is now eligible for reimbursement under CMAQ. In light of this development, SJTPO is recasting its CMAQ program to give greater priority to traffic signal synchronization projects. Reasons for this change include

- In addition to meeting the environmental objectives of the CMAQ program, these projects meet the congestion reduction objectives of CMAQ to a much greater degree than the other current CMAQ – funded initiatives of shuttle operations and vehicle purchase.
- SJTPO will soon have in-house capabilities of calculating the emissions impacts of signal synchronization of projects (via the Synchro computer program), and thus do away with the expense of hiring a consultant to run the AQONE program to determine emissions benefits of potential CMAQ projects.
- SJTPO also has a proven track record of funding successful signal synchronization projects.
- Project administration will be simpler without the need to flex FHWA CMAQ funds to the Federal Transit Administration

Next steps will include the re – release of the CMAQ solicitation for FY12, albeit under a much tighter time frame, and a re-calibration of the scoring system to reflect the priority of signal synchronization projects. Current applicants need not reapply, but need simply indicate their willingness to keep their application "live".

In the future, we will conduct the emissions reductions analysis for signal synchronization projects, but applicants for other CMAQ projects must complete their own analysis. We will make AQONE available to any interested applicant.



The Board of Chosen Freeholders
County of Cumberland
State of New Jersey

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Administration Building
Bridgeton, New Jersey 08302

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Ken Mecouch, Co. Administrator,
Deputy Clerk to the Board

Kimberly E. Wood, Deputy Co. Administrator

William F. Whelan, Director
James A. Dunkins, Deputy Director
Samuel L. Fiocchi, Freeholder
Jane Jannarone, Freeholder
Carl W. Kirstein, Freeholder
Louis N. Magazzu, Freeholder
Thomas L. Sheppard, Freeholder

May 4, 2011

James S. Simpson, Commissioner
New Jersey Department of Transportation
P.O. Box 600
Trenton, NJ 08625-0600

Dear Commissioner Simpson:

This correspondence is in reference to the intersection of State Highway Route 49 and Buckshutem Road located in the City of Bridgeton.

Since 2001 the County of Cumberland has been hopeful that the State would include this intersection on their priority program list. This intersection has become a vital and critical link for traffic traveling across the Delaware Memorial Bridge to the Southern New Jersey beaches and to the New Jersey Motorsports Park. In addition, this intersection is confusing and could be considered a safety hazard.

On behalf of the Cumberland County Board of Chosen Freeholders I want you to know that we remain supportive that this intersection be included as priority with the State's project list for the coming year.

Respectfully,

William F. Whelan
Director

WFW:kew

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

Policy Board Meeting

Monday, May 23, 2011 - 11:00 A.M.
Vineland City Hall, 1st Floor Caucus Room

The meeting was called to order at 11:05 a.m. by Executive Director Timothy Chelius, followed by the flag salute. Mr. Chelius then advised that the requirements of the New Jersey Open Public Meetings Act were met through Annual Notice on January 25, 2011 to The Press of Atlantic City, The Bridgeton Evening News, The Daily Journal, Today's Sunbeam, and to the Clerks of the four member counties. Also, the Notice was posted on the designated bulletin board in Vineland City Hall. Attendance of members was then taken by roll call:

ATTENDANCE:

Members:

Daniel Beyel, Cape May County (By phone)
Frank Sutton, Atlantic County (By phone)
William Whelan, Cumberland County (By phone)
Bruce Bobbitt, Salem County (By phone)
Lorenzo Langford, Atlantic City (Not present)
Jeffrey Ridgway, Pittsgrove Township (Not present)
Leonard Desiderio, Sea Isle City (By phone)
Robert Romano, City of Vineland (Not present)
Thomas Wospil, NJDOT (By phone)
Louis Millan, NJ Transit (By phone)
Samuel Donelson, SJTA (By phone)

Also in attendance:

John Peterson, Atlantic County
Leslie Gimeno, Cape May County
Kathleen Hicks, City of Vineland
Robert Brewer, Cumberland County
Eric Powers, NJDOT
Patty Leech, FHWA (By phone)
Brandon Minde, Governor's Authorities Unit
Nancy Ridgeway, Cumberland County Resident
Timothy Chelius, SJTPO
Alan Huff, SJTPO
Monica LoGuidice, SJTPO
John Petersack, SJTPO (By phone)
William Schiavi, SJTPO

APPROVAL OF MINUTES: March 28, 2011

On Motion by Vice Chairman Sutton and seconded by Bruce Bobbitt, the minutes of March 28, 2011 were approved by roll call vote with an abstention from Freeholder Director Whelan.

CORRESPONDENCE

Executive Director Chelius stated that he included in the Board package the reply from NJDOT Assistant Commissioner Robert DeSando on SJTPO's question concerning the Route 30 Absecon Boulevard Bridge over Thorofare Bridge. NJDOT stated that they had considered a full bridge replacement, however, they chose to do the rehabilitation, which will be under construction shortly. Mr. Wospil added that the Department stands by the rehabilitation, and they will continue to monitor the situation.

Executive Director Chelius welcomed Brandon Minde of the Governor's Authorities Unit to the Policy Board meeting.

TECHNICAL ADVISORY COMMITTEE REPORT

Chairperson Kathleen Hicks reported that at the May 9, 2011 meeting, TAC recommended Board approval of the following scheduled action items: Resolution 1105-19 through Resolution 1105-23.

CHAIRMAN'S REMARKS

Chairman Beyel wished everyone a healthy, happy, and safe driving season for the summer.

SOUTH JERSEY TRAFFIC SAFETY ALLIANCE

Executive Director Chelius reported that Teresa Thomas and SJTSA staff presented their various programs at a Federal Highway Administration staff meeting. He stated that FHWA was very impressed with all the work that the Alliance is doing. Mr. Chelius then thanked the Policy Board for supporting the Alliance's programs.

Mayor Desiderio joined the meeting by phone.

NEW BUSINESS

- 1. Resolution 1105-19: Approving a Series of Amendments to the FY 2010-2013 Transportation Improvement Program to Add Nine (9) New Local Lead Projects as per the Attached Project Item Sheet**

On Motion by Mayor Desiderio and seconded by Freeholder Director Whelan, Resolution 1105-19 was opened for discussion. Executive Director Chelius reported that funding became available through the Rt. 50 Tuckahoe Bridge project which was originally scheduled for construction in FY 2011 and was rescheduled for FY 2012. This available funding will allow eight (8) new local lead projects in FY 2011 and one new project in FY 2012 to be added to the current TIP. Projects include one signalization and two repaving projects in Cape May County; four (4) mill and overlay projects in Cumberland County; a traffic signal upgrade in the City of Vineland; and one resurfacing project in Salem County. All FY 2011 projects are ready for construction. This amendment will allow approximate \$3 million in FY 2012 and \$2.5 million in FY 2013. The Fiscal Constraint chart along with all backup was included in the Board packet. On question by Samuel Donelson, Mr. Chelius replied that the Salem Hancock's Bridge Road project is the only project in Salem County ready for construction. With no further comment, Resolution 1105-19 was unanimously approved by roll call vote, with a caveat from Thomas Wospil who emphasized that NJDOT is supporting the amendment, however, the counties are expected to deliver their projects by the deadline.

2. Resolution 1105-20: Approving an Amendment of Subcontract Agreement for the FY 2011 Seat Belt Survey Observation Study

On Motion by Bruce Bobbitt and seconded by Vice Chairman Sutton, Resolution 1105-20 was opened for discussion. Executive Director Chelius reported that this additional task will broaden the observations that the consultants will be making in June. With no further comment, Resolution 1105-20 was unanimously approved by roll call vote.

3. Resolution 1105-21: Approving an Amendment of Subcontract Agreement and a Contract Modification to the FY 2011 Asset Management Data Collection Phase III Project for Cumberland and Salem Counties

On Motion by Freeholder Director Whelan and seconded by Bruce Bobbitt, Resolution 1105-21 was opened for discussion. Executive Director Chelius stated that this amendment will allow all six RAMDC steps of the asset management data collection to be completed in Salem County, deferring Cumberland County data collection for the next contract. With no further comment, Resolution 1105-21 was unanimously approved by roll call vote.

4. Resolution 1105-22: Approving the Revised List of FY 2011 SJTPO Local CMAQ Program Projects

On Motion by Bruce Bobbitt and seconded by Vice Chairman Sutton, Resolution 1105-22 was opened for discussion. Executive Director Chelius explained that the two Cape May County signalization projects were included in the earlier TIP amendment action were originally CMAQ projects from FY 2009. For programming flexibility, the projects would continue as CMAQ projects in the event that there was a need for any last minute program shifts. Following a change in FHWA's policies late last year, the City of Vineland and Atlantic County Utility Authority projects will not move forward because SJTPO cannot fully fund their vehicle purchases. This allows funding available for the signalization projects if needed. With no further comment, Resolution 1105-22 was unanimously approved by roll call vote.

5. Resolution 1105-23: Adopting Revisions to the FY 2011-2012 Unified Planning Work Program (UPWP)

On Motion by Mayor Desiderio and seconded by Freeholder Director Whelan, Resolution 1105-23 was opened for discussion. Executive Director Chelius explained that because this is the first two year Unified Planning Work Program, instead of approving a new fiscal year plan, this action is approving a set of revisions to the current two year plan. He then reviewed the item sheet pointing out a few of the changes, including a new Traffic Safety Mascot added to the list of additional staffing, amended budgeting to reflect new salary data, and possible office expansion (an estimate has been included in the current lease agreement).

Another revision to the UPWP would include shifting approximately \$200,000 from the Western Cumberland County Access Management Plan and STP-SJ funding to complete Cumberland County data collection and re-do Atlantic County. Mr. Chelius explained that three years ago Atlantic County's program was considered a pilot project, which is very successful and used quite often for their capital programming and for their basic maintenance and public work functions. Researchers from Rutgers will be going to Atlantic County this week to observe their system in use.

Mr. Chelius emphasized that the Asset Management Data Collection Program that Bill Schiavi is managing is getting a lot of attention and that it is certainly a state model and may end up being a national model, and asset management will continue to be an SJTPO priority in the next year and beyond. He also pointed out two additional projects: the City of Linwood Circulation Element which will follow-up on their NJDOT funded bike – ped mobility study, and the International Center for Aviation Excellence Circulation Plan, which will advance intermodal connectivity in the Pinelands growth area of Egg Harbor, Hamilton, and Galloway Townships. With no further comment, Resolution 1105-23 was unanimously approved by roll call vote.

NJDOT UPDATES

Thomas Wospil thanked both Timothy Chelius and John Petersack on their cooperation with the development and negotiation process of the Capital Program, and added that he is looking forward to another successful program.

PUBLIC COMMENT

No public comments were received.

BOARD COMMENT

No final Board comments were received.

ADJOURNMENT

On Motion by Mayor Desiderio and seconded by Freeholder Director Whelan, the meeting was adjourned at 11:30 a.m.

Approved Minutes Certified Correct:

Monica LoGuidice for
Bruce Bobbitt, Secretary/Treasurer

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

ITEM 1107-24: Amending the SJTPO FY 2012 Unified Planning Work Program to Add FTA Funding for a New Task: Human Service Transportation Plan Implementation

PROPOSAL

At its July 11, 2011 meeting, the SJTPO Technical Advisory Committee recommended that the Policy Board approve a Resolution amending the SJTPO FY 2012 UPWP by adding \$117,526 in FTA New Freedom program funding to a new *Task 12/412: Human Service Transportation Plan Implementation*.

BACKGROUND

In compliance with FTA and NJ Transit requirements an SJTPO Regional Coordinated Human Service Transportation Plans (RC HSTP) for the four SJTPO counties was completed in December of 2010 as a condition for the approval of funding program applications. The Plan preparation work was funded under a special New Freedom (NF) Program grant. Given the fact that the amount of this grant was \$197,526 and the cost to prepare the RC HSTP was only \$80,000, a grant balance of \$117,526 remained. In the original application for this New Freedom program grant, it was specified that this grant balance of the grant should be used to fund projects that implement the recommendations of the 2010 SJTPO RC HSTP and provide transportation services for the disabled, senior citizens, and other transit-dependents.

Several counties have expressed an interest in applying for these funds to develop county-wide coordinated human service transportation systems. After presenting the county project summaries to NJ Transit for their review, NJ Transit agreed that the New Freedom program grant balance could be used to fund the county projects (pending NJ Transit approval of the detailed county project work programs).

The counties that have, to date, requested funding for transportation coordination projects are -

- Atlantic County – To prepare a Mobility Management Plan to guide the County in its efforts to develop a coordinated transportation system. Estimated cost is \$50,000.
- Cumberland County – To prepare a Mobility Management Plan to guide the County in its efforts to develop a coordinated transportation system plan and initiate a pilot project (involving the funding of a mobility manager and purchase of service scheduling software) to begin the process of Plan implementation. Estimated cost is \$50,000 (\$25,000 for Plan development \$20,000 for Mobility Manager Pilot Project, and \$5,000 for software).

It should also be pointed out that other SJTPO counties might also propose projects for funding prior to the expiration of this specific New Freedom Program grant (June 30, 2013).

Task 11-12/412:

**HUMAN SERVICE TRANSPORTATION PLAN
IMPLEMENTATION**

Background:

SJTPO will manage a project to prepare specific human service transportation implementation plans for the counties of Atlantic and Cumberland (\$75,000) and pilot project (\$25,000) in Cumberland County to implement Plan recommendations. The tasks to be completed in the Plan development portion of the project include the following:

- Atlantic County – Prepare a Mobility Management Plan to guide the county in its efforts to develop a coordinated transportation system. Estimated cost is \$50,000 (Note: Atlantic County will be receiving funding under another New Freedom grant to implement the Plan)
- Cumberland County – Prepare a Mobility Management Plan to guide the county in its efforts to develop a coordinated transportation system plan and initiate a pilot project (involving the funding of a mobility manager and purchase of service scheduling software) to begin the process of Plan implementation. Estimated cost is \$50,000 (\$25,000 for Plan development \$20,000 for Mobility Manager Pilot Project, and \$5,000 for service scheduling software).

This Task will be funded under an FTA New Freedom Program (Section 5317). Unused Program funds may be carried over into the FY 2013 UPWP if additional SJTPO human service transportation projects are proposed.

Funding: \$117,526

Project Manager: Michael Reeves

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 1107-24: Amending the SJTPO FY 2012 Unified Planning Work Program to Add FTA Funding for a New Task: Human Service Transportation Plan Implementation

WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under federal law for the southern region of New Jersey, including Atlantic, Cape May, Cumberland and Salem Counties; and

WHEREAS, there are a number of federally funded programs, such as the Job Access/Reverse Commute program, New Freedom program, and others that help to develop and support transportation services for persons of low income, welfare recipients, senior citizens, and the disabled; and

WHEREAS, the Federal Transit Administration and NJ Transit require that, as a basis for approval, applications for the above programs must be based on a Human Service Transportation Plan (HSTP) that identifies options for the development of county coordinated human service transportation systems; and

WHEREAS, counties must also demonstrate that, as a basis for human service transportation program funding approval, they are moving toward the attainment of, and have a schedule for, a coordinated and efficient human service transportation system; and

WHEREAS, NJ Transit made FTA New Freedom Program funding available to SJTPO for the purpose of updating the SJTPO HSTP and for doing pilot and/or demonstration projects coming out of the recommendations of the Plan Update; and

WHEREAS, an SJTPO Regional Coordinated Human Service Transportation Plan was completed in December, 2010 for each of the four SJTPO counties which recommended several options for developing coordinated human service transportation system; and

WHEREAS, several SJTPO counties have expressed an interest in developing a coordinated human service transportation system and implementing the recommendation of the 2010 SJTPO HSTP; and

WHEREAS, there is \$117,526 available under the original FTA New Freedom Program that financed the completion of the FY 2010 SJTPO HSTP to fund projects that implement the recommendations of this Plan;

WHEREAS, this action will not affect state funding; and

WHEREAS, per the November 6, 2009 *Basic Agreement among the State of New Jersey, the South Jersey Transportation Authority, and the South Jersey Transportation Planning Organization*, the SJTA has agreed to provide all personnel, facilities, payroll, and related administrative support for the SJTPO in the furtherance of the annual SJTPO Unified Planning Work Program activities;

NOW THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby amends the FY 2012 SJTPO Unified Planning Work Program by adding \$117,526 in FTA New Freedom program funding to a new Task 12/412: *Human Service Transportation Plan Implementation*;

BE IT FURTHER RESOLVED, that the Policy Board requests that the South Jersey Transportation Authority execute the appropriate contractual arrangements with the consultant on behalf of the SJTPO in accordance with the Basic Agreement of November 6, 2009.

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of July 25, 2011.

Bruce Bobbitt, Secretary/Treasurer

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

ITEM 1107-25: Approving an Amendment of Subcontract Agreement for the FY 2010 Regional Coordinated Human Service Transportation Plan

PROPOSAL

At its July 11, 2011 meeting, the SJTPO Technical Advisory Committee recommended that the Policy Board approve an amendment to the Subcontract Agreement for the SJTPO 1FY 2010 Regional Coordinated Human Service Transportation Plan to extend the termination date of this project from December 31, 2010 to June 30, 2012, increase the project funding from \$80,000 to \$ 155,000 and expand the scope of the project to include the preparation of two county coordination plans.

BACKGROUND

NJ Transit initiated a statewide planning process to address the transportation needs of the disabled and other transit-dependent persons. In compliance with NJ Transit and FTA requirements relating to this process, the preparation of a Regional Coordinated Human Service Transportation Plan for the four SJTPO counties, funded under a special FTA New Freedom Program grant, was completed in December, 2010. Abrams-Cherwony Group of Gannett Fleming Inc., in association with Mundle and Associates, Inc., was selected to prepare this Plan. Given the fact that the total amount of the New Freedom grant was \$ 197,526 and the cost to prepare the RC HSTP was only \$80,000, a grant balance of \$ 117,526 remains.

Several counties have recently expressed an interest in applying for these funds to develop county-wide coordinated human service transportation systems, i.e.

- Atlantic County – To prepare a Mobility Management Plan to guide the County in its efforts to develop a coordinated transportation system. Estimated cost is \$50,000.
- Cumberland County – To prepare a Mobility Management Plan to guide the County in its efforts to develop a coordinated transportation system and initiate a pilot project (involving the funding of a mobility manager) to begin the process of Plan implementation. Estimated cost of the Plan preparation element of this project is \$25,000.

Since the preparation of both of the County Coordination plans is consistent with the goals and purpose of the original 2010 RC HSTP project and contract with Abrams-Cherwony Group, Gannett Fleming Inc., NJ Transit concurred that the projects could be included in this contract by extending its completion date to June 30, 2012, increasing the funding amount to an additional \$75,000 (a total of \$155,000, minus the \$80,000 already expended to complete the original Plan), and expanding the scope of the Plan to include the preparation of the two County Coordination Plans.

SJTPO
Human Service Transportation Plan
Implementation Projects

Technical Proposal Overview and Work Program
Amendment

Submitted to
South Jersey Transportation Planning Organization

Submitted by:
Abrams-Cherwony Group of
Ganett Fleming Inc.

July 1, 2011

Work Program Amendment *

Atlantic County Human Service Transportation Plan (HSTP) **New Freedom Program Mobility Management Proposal**

Background

The Atlantic County Human Service Transportation Plan was completed in December, 2010. The Plan identified proposals for achieving increased coordination of transportation provided by the County's human service providers. In February, 2011, the County submitted an application for New Freedom funds to develop an Atlantic County Mobility Management system (TransAtlantic). While much of the current human service transportation is provided by Atlantic County, there are other providers that include NJ Transit, municipalities and social service agencies. The focus of the study will be to identify partners for enhanced coordination and the potential service improvements and economies that could be achieved with greater coordination. Given the fact that there were still funds available to do additional studies under the original New Freedom program that funded the completed HSTP, SJTPO contacted Atlantic County to see if they would like to use some of these funds to assist and guide the County in the development of its coordinated system. The system is designed to serve its disabled population, senior citizens and other transit dependent groups in Atlantic County. The County was receptive to this idea.

Goals of Study – Develop an Atlantic County Mobility Management System to serve the County's disabled, senior citizen and low income population and other transit-dependents persons

Objectives -

- Consider the range of alternatives for developing a County Mobility Management System
- Determine the most feasible and effective alternative, based on criteria established and information gathered as part of the study (i.e., partial or full network coordination plan)
- Develop a Plan for implementing the selected alternative for creating an Atlantic County Mobility Management System

Tasks

- Establish TransAtlantic Mobility Management Committee to guide the Plan development process
- Identify likely and desirable partners to participate in the coordinated system
- Survey these Atlantic County providers to gather information about their organization (including financial information) and determine their willingness to participate in, and contribute to, a coordinated system
- Identify promising alternatives for developing a County Coordinated System and develop the criteria for determining the most economically feasible and effective system alternative

** Note: this is an Amendment to the SJTPO Regional Coordinated Human Service Transportation Work Program dated September 4, 2008*

- Based on the evaluation criteria and other factors identify and describe the appropriate coordinated system and level of effort for Atlantic County. This includes -
 - The identification of the lead agency that would run the system, the providers that would be included in the system, and requirements for provider participation
 - The specific tools and resources needed to coordinate human service client trips, including office space, equipment and personnel
 - An estimate of costs associated with implementing the coordinated system and possible revenue sources that could fund the system

Public Outreach

- Hold public meetings on this project throughout the process
- Post the meeting notices and draft and final plans on the County and SJTPO website

Timeline - If the project can begin in the latter part of 2011, it is anticipated that it can be completed by June 30, 2012 (i.e., the end of FY 2012). This project will represent an extension of the original consultant contract under which the 2010 Atlantic County HSTP was completed.

Cost – \$50,000

Cumberland County Human Service Transportation Plan (HSTP) New Freedom Program Mobility Management Proposal

Background

The Cumberland County Human Service Transportation Plan (HSTP) was completed in December, 2010. The Plan identified the need to expand coordination among the County's human service transportation activities and providers. Currently, service is provided by a number of agencies. No single agency has responsibility for most of the transportation needs of Cumberland County residents. Recently, there has been an increased awareness of the need for coordination and participation of the senior management and officials with responsibility for administration, planning, employment & training and aging & disabled. Given the fact that there were still funds available to do additional studies under the original (New Freedom) grant program that funded the preparation of the SJTPO HSTP, Cumberland County contacted SJTPO to determine if they could use some of these funds to 1) prepare a Plan that would guide the County in the development of a coordinated system to serve the disabled, senior citizens and low income persons and 2) initiate a pilot project to begin implementing this Plan. The following is a description of their proposal.

Goals of Study – Develop and implement a Cumberland County Mobility Management Transportation System to serve the disabled, senior citizens and other transit-dependent persons

Objectives -

- Consider the range of alternatives for developing a County Mobility Management System

- Determine the most feasible and effective alternative, based on criteria established and information gathered as part of the study (i.e., partial or full network coordination plan)
- Develop a Plan for implementing the selected alternative for creating an Cumberland County Mobility Management System (Track 1)
- Initiate a pilot project to begin implementing the Plan by providing the County with the funding to hire and maintain a staff person to implement the system coordination (Track 2)

Tasks

- Establish a Transportation Committee to guide the Plan development process
- Refine the County's initial work plan compatible with available resources and Cumberland County staff time
- Update previous survey of Cumberland County providers, as necessary, to gather information on their services and to determine their willingness to participate in, and contribute to, a coordinated system
- Review previous proposals for coordination and modify to reflect current situation and increased interest
- Based on the evaluation criteria and other factors identify and describe the appropriate coordinated system and necessary implementation steps. This includes -
 - The identification of the lead agency that would run the system, the providers that would be included in the system, and requirements for provider participation
 - The specific tools and resources needed to coordinate human service client trips, including office space, equipment and personnel
 - An estimate of costs associated with implementing the coordinated system and possible revenue sources that could fund the system
 - Describe implementation steps
- Begin the process of Plan implementation by hiring a County mobility management coordinator
- Purchase scheduling/dispatching software upgrade needed to implement enhanced coordination

Public Outreach

- Hold public meetings on the project progress throughout the process
- Post the meeting notices and draft and final plans on the county and SJTPO website

Timeline

- **Plan Preparation (Track 1)** -If the project can begin in the latter half of 2011, it is anticipated that the Coordination Plan can be completed by June 30, 2012 (i.e., the end of FY 2012)
- **Plan Implementation (Track 2)** - The County would prefer to hire a Transportation Coordinator/Mobility Manager as soon as possible to guide the preparation of the Plan and the initial steps of coordination.

Abrams-Cherwony Group of Ganett Fleming Inc.
FY 2012 Human Service Transportation Plan Implementation Projects
July 1, 2011
For the Period of July 1, 2011 to June 30, 2012

Expense Category	Hourly Rate	Hours	Total
Labor (Hours)			
W. Cherwony, Partner	85	164	\$13,940
C. Fry	29.6	360	\$10,656
J.Diamond	35.5	40	\$1,420
Total		564	\$26,016
Overhead	154.29%		\$40,140
Expenses			
Travel			\$1,980
Postage/Delivery			\$80
Reproduction			\$100
Phone			\$50
Other			\$18
Total			\$2,228
Subcontractor			\$0
Fee	10.00%		\$6,616
Total			\$75,000
Original Contract (HSTP Preparation) * -			\$80,000
Total Contract -			\$155,000

* Note - this portion of the contract was completed and expended
as of December, 2010

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 1107-25: Approving an Amendment of Subcontract Agreement for the FY 2010 Regional Coordinated Human Service Transportation Plan

WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under federal law for the southern region of New Jersey, including Atlantic, Cape May, Cumberland and Salem Counties; and

WHEREAS, in July of 2009, NJ Transit provided the SJTPO with a New Freedom Program grant, totaling \$197,526, for the preparation of an SJTPO Regional Coordinated Human Service Transportation Plan (RC HSTP) and for any additional studies and/or pilot projects that would implement the recommendations of this Plan; and

WHEREAS, the consultants selected to prepare the RC HSTP (Abrams – Cherwony Group of Ganett Fleming Inc., in association with Mundle and Assoc.) completed the Plan in December 2010, at a cost of \$80,000; and

WHEREAS, there is a balance of \$117,526 remaining from the original New Freedom Program grant to prepare plans that would implement the recommendations of the RC HSTP; and

WHEREAS, the counties of Atlantic and Cumberland have submitted proposals to prepare RC HSTP implementation plans; and

WHEREAS, the preparation of both of the County Coordination Plans is consistent with the goals and purpose of the original 2010 RC HSTP project and consultant contract, and therefore NJ Transit has concurred that the two projects could be included in this contract by extending its completion date, increasing its funding amount, and expanding the scope of its original Project Work Program; and

WHEREAS, Abrams-Cherwony Group, GF Inc., has submitted a revised RC HSTP work program and cost proposal to include the two county projects; and

WHEREAS, this action will not affect state funding; and

WHEREAS, per the November 6, 2009 *Basic Agreement among the State of New Jersey, the South Jersey Transportation Authority, and the South Jersey Transportation Planning Organization*, the SJTA has agreed to provide all personnel, facilities, payroll, and related administrative support for the SJTPO in the furtherance of the annual SJTPO Unified Planning Work Program activities;

NOW THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves an amendment to the Subcontract Agreement to extend the termination date from December 31, 2010 to June 30, 2012, increasing the funding amount to an additional \$75,000 (to a total of \$155,000); and expanding the scope of the Plan to include the preparation of the two County Coordination Implementation Plans.

BE IT FURTHER RESOLVED, that the Policy Board requests that the South Jersey Transportation Authority execute the appropriate contractual arrangements with the consultant on behalf of the SJTPO in accordance with the Basic Agreement of November 6, 2009.

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of July 25, 2011.

Bruce Bobbitt, Secretary/Treasurer

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

ITEM 1107-26: Approving Revisions to Two Federal Transit Administration Grants for SJTPO Congestion Management Air Quality Funds

PROPOSAL

At its July 11, 2011 meeting, the SJTPO Technical Advisory Committee recommended that the Policy Board Approve Revisions to two Federal Transit Administration (FTA) grants for SJTPO's Congestion management – Air Quality (CMAQ) funding.

BACKGROUND

SJTPO annually conducts its Local CMAQ Initiatives Program, whereby \$1.9M in federal funds is made available to SJTPO members and outside agencies. SJTA has received over \$2.1M in SJTPO CMAQ awards since the inception of the Program for various shuttle operations, A. C. Expressway Emergency Service patrols, and transit vehicles.

One of these services, the Delilah Road Shuttle, has exhausted its three year CMAQ eligibility but is no longer operated by SJTA; Cumberland County was also awarded three successive allocations for their Landis Avenue Shuttle, which is still running. The FTA grants for these services must be closed out, but \$278,485 remains in SJTA's grant, as does \$115,000 in Cumberland County's (see attached).

The TAC proposes grant amendments whereby the excess Cumberland County operating funds are redesignated for two buses of the type that would utilize all of the remaining funds. The excess funding in SJTA's grant would cover SJTA's request for FY12 CMAQ funding (\$164,000), NJ Transit's administrative charges (\$78,000) and a vehicle for SJTA (\$36,485).

It should also be noted that the requested \$164,000 for Year 3 of the Pomona Shuttle is far higher than the amounts requested for Years 1 and 2, which averaged \$109,000; Typically, with CMAQ operations, the amount of federal funding is either declining each year or constant since the intent is to secure funding from outside sources after the three year period. In addition, another \$150,000 (approximately) remains in the CMAQ grant for SJTA's Marina Shuttle, which likewise no longer runs after three years.

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 1107-26: Approving Revisions to Two Federal Transit Administration Grants for SJTPO Congestion Management – Air Quality Funds

WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under Federal law for the southern region of New Jersey including Atlantic, Cape May, Cumberland, and Salem Counties; and

WHEREAS, SJTPO manages its annual Local CMAQ Program, which funds, among other needs, local transportation system operations and transit vehicle purchases; and,

WHEREAS, two Federal Transit Administration (FTA) grants funding local system operations for Cumberland County and the South Jersey Transportation Authority should be closed out, but significant balances remain; and,

WHEREAS, SJTA desires to continue its Pomona Shuttle for a third year and purchase additional vehicles, Cumberland County desires to purchase two additional vehicles from their grant balance, and remaining funds should be used to defray NJ Transit's administrative costs;

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby requests that NJ Transit amend SJTPO's CMAQ operating assistance grant for SJTA's Delilah Road Shuttle to devote the remaining funds to Year 3 of the Pomona Road Shuttle, additional SJTA vehicles, and NJ Transit administrative costs, and

BE IT FURTHER RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby requests that NJ Transit amend SJTPO's CMAQ operating assistance grant for Cumberland County's Landis Avenue Shuttle to provide two additional vehicles.

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of July 25, 2011.

Bruce Bobbitt, Secretary/Treasurer

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

ITEM 110-27: Approving the July 2011 SJTPO Staff Reorganization

PROPOSAL

Staff proposes that the Policy Board approve the functional staff reorganization illustrated in the attached July 2011 charts.

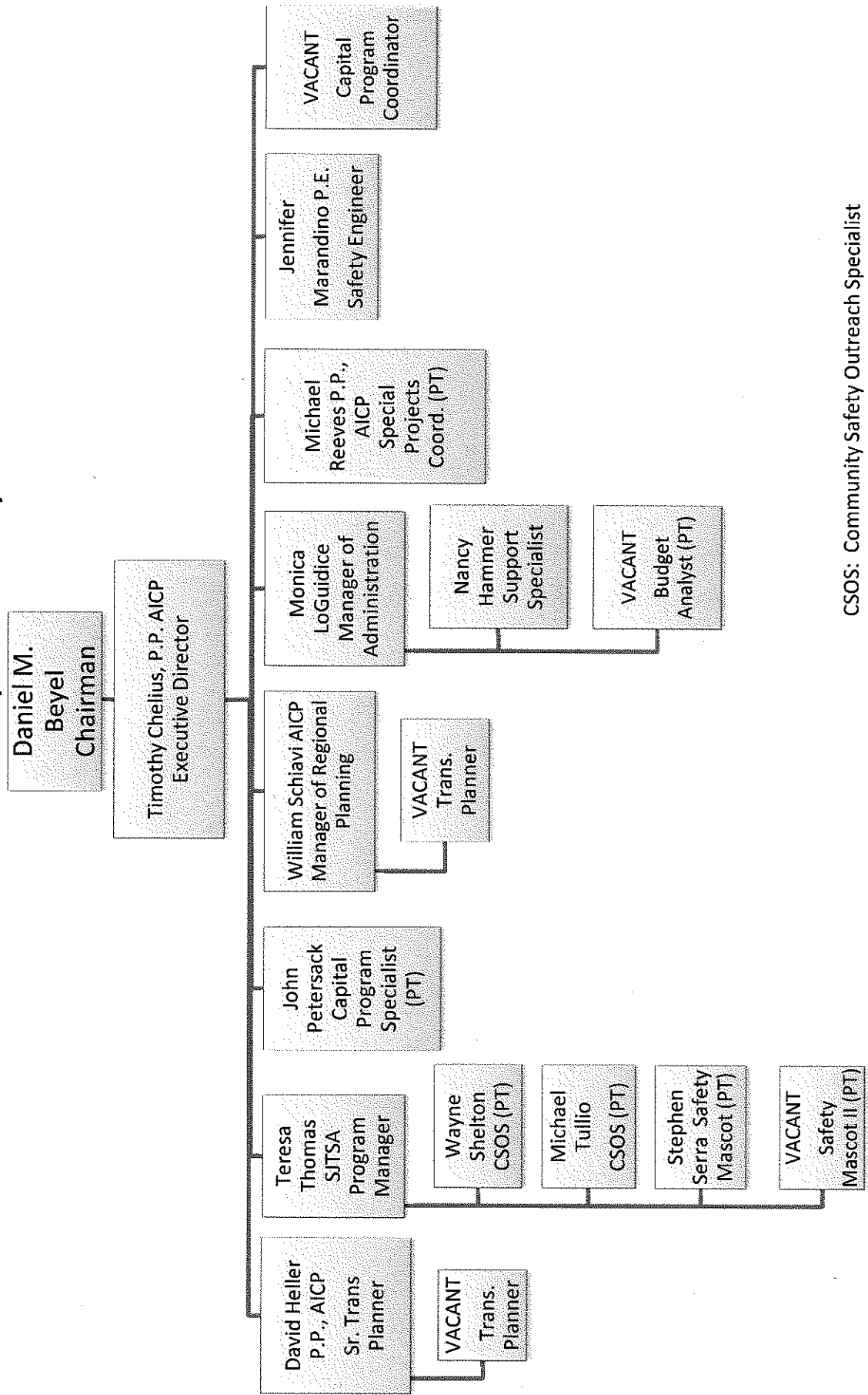
BACKGROUND

Vacancies for three full – time employees and one part- time employee currently exist at SJTPO. The existing organizational structure (illustrated in the attached chart) is inefficient and outdated, and the SJTPO staff structure must be streamlined and rationalized.

The proposal does not any additional staff or salary costs beyond what is already included in the FY 2011-2012 UPWP. It will, however, significantly improve our structure and combine similar functions into teams that will engage in our core activities of metropolitan planning, community safety outreach, and capital programming.

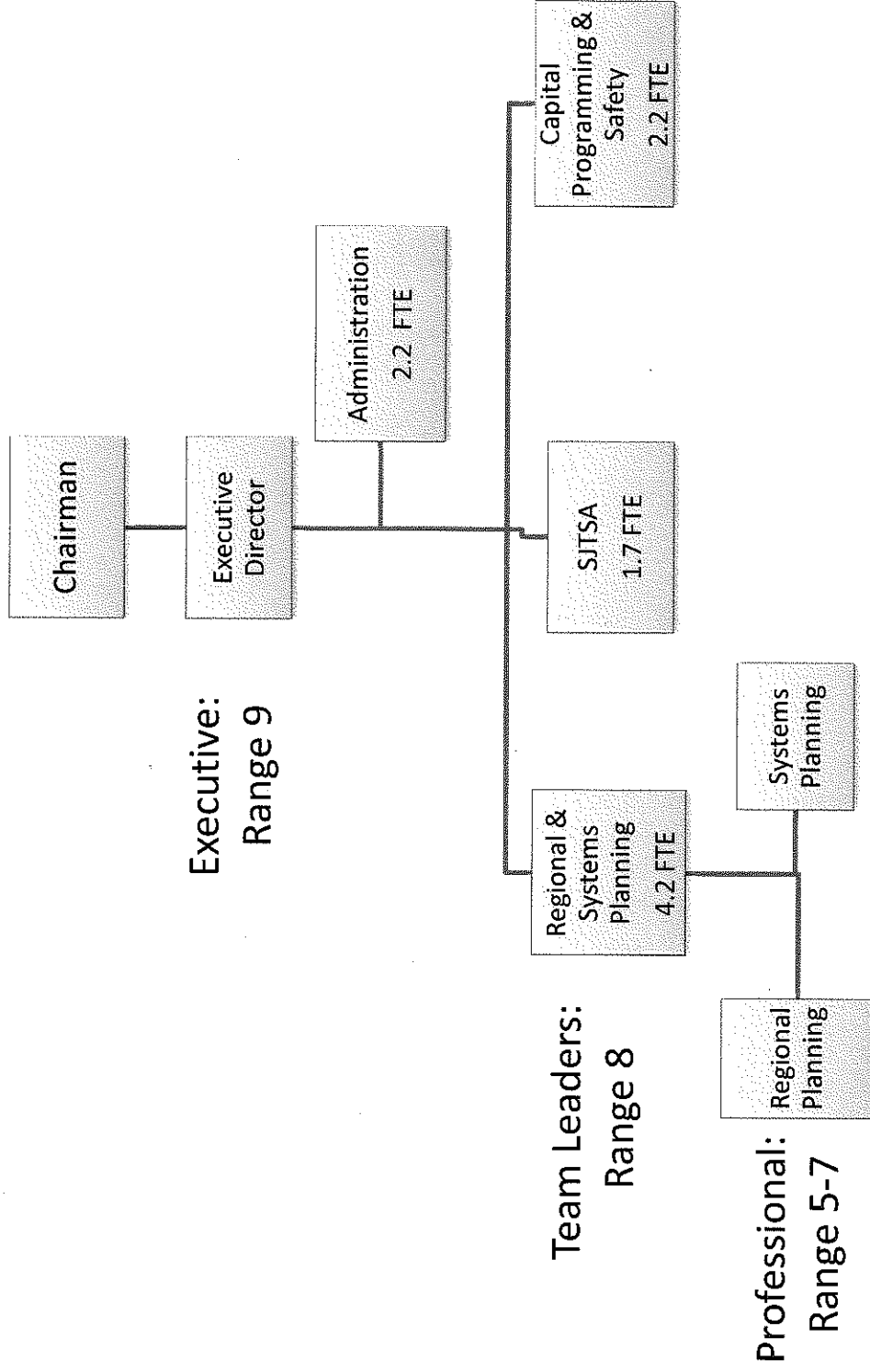
Salary ranges for existing and new staff will be set in accordance with SJTA's adopted salary scale, recognizing an individual's experience, education, licensure, certification, and professional standing. All individual salary actions (hire, title, range change) will be submitted to the Policy Board for approval prior to forwarding to SJTA for processing in the SJTA's role as administrative host per the Basic Agreement of June 2009.

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION JULY 2011 (EXISTING)



CSOS: Community Safety Outreach Specialist

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION JULY 2011 (PROPOSED)



SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 1107-27: Approving the July 2011 SJTPO Staff Reorganization

WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under Federal law for the southern region of New Jersey including Atlantic, Cape May, Cumberland, and Salem Counties; and

WHEREAS, pursuant to 23 U.S.C. Sec. 104 (f) (3) et. seq. and 49 U.S.C. Sec. 1607 et. seq. MPO's are responsible for the development of a Unified Planning Work Program (UPWP) to guide the transportation planning process in the region; and

WHEREAS, on March 22, 2010, the SJTPO Policy Board adopted the FY 2011-2012 Unified Planning Work Program; and on May 23, 2011 adopted substantial revisions to that document, including two new full – time positions and one part – time position to enable SJTPO to full its federally prescribed and funded metropolitan planning activities; and,

WHEREAS, SJTPO's existing organizational structure is inefficient and unwieldy, and must be reorganized to rationalize and streamline workflow; and,

WHEREAS, the proposed staff reorganization recognizes SJTPO's core functions of Regional and Systems Planning, Community Safety Outreach, and Capital Programming; and

WHEREAS, this action will not affect state funding; and

WHEREAS, the reorganization does not affect staffing levels or salary costs included in the draft FY 2011 – 2012 UPWP now under State and Federal review;

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the staff reorganization illustrated in the attached charts, and

BE IT FURTHER RESOLVED, that the Executive Director shall submit salary and title data for every personnel action resulting from the functional reorganization for Policy Board approval.

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of July 25, 2011.

Bruce Bobbitt, Secretary/Treasurer

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

ITEM 1107-28: Approving an Amendment of Subcontract Agreement for the 2040 Demographic Forecast Study

PROPOSAL

The Technical Advisory Committee recommends that the Policy Board approve the contract due date extension for the 2040 Demographic Forecast Project from June 30, 2011 to September 30, 2011; this project is being conducted by The Center for Regional & Business Research (CRBR) at The Atlantic Cape Community College.

BACKGROUND

The above noted modification proposal will allow CRBR to address the queries, from the SJTPO staff and TAC, related to the projections and methods employed. There is no change to the project scope. There is also no change to the contract total amount, which is \$49,544. The proposed change in project due date is from June 30, 2011 to September 30, 2011.

This project is designed to provide information needed for multiple upcoming SJTPO projects. Part A of this project will provide historic and forecasted demographic information. PART B will provide certain information to be disaggregated into Traffic Analysis Zones for use in the SJTPO Travel Demand Model. This work is included in the SJTPO FY 2011-2012 Unified Planning Work Program with a budget of \$50,000. The attached Resolution authorizes the Executive Director to negotiate minor revisions to the scope of work and fee to best advance the goals and intent of the project.

The goal of the project is to provide demographic data necessary for a multiple SJTPO projects. Those projects include the 2040 Regional Transportation Plan, the Transportation Demand Model, and the Environmental Justice (EJ) Analysis.

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 1107-28: Approving an Amendment of Subcontract Agreement for the 2040 Demographic Forecast Study

WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under Federal law for the southern region of New Jersey including Atlantic, Cape May, Cumberland, and Salem Counties; and

WHEREAS, the Fiscal Year 2011-2012 SJTPO Unified Planning Work Program includes Federal Highway Administration and Federal Transit Administration planning funds for this project; and

WHEREAS, the Policy Board has approved the selection of The Center for Regional & Business Research at the Atlantic Cape Community College as the project consultant; and

WHEREAS, this action will not affect state funding; and

WHEREAS, per the November 6, 2009 *Basic Agreement among the State of New Jersey, the South Jersey Transportation Authority, and the South Jersey Transportation Planning Organization*, the SJTA has agreed to provide all personnel, facilities, payroll, and related administrative support for the SJTPO in the furtherance of the annual SJTPO Unified Planning Work Program activities,

NOW THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the extension of the contract due date for the 2040 Demographic Forecast from June 30, 2011 to September 30, 2011. There is no change in project scope or the contract amount of \$49,544.

BE IT FURTHER RESOLVED, that the Policy Board requests that the South Jersey Transportation Authority execute the appropriate contractual arrangements with the consultant on behalf of the SJTPO in accordance with the Basic Agreement of November 6, 2009.

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of July 25, 2011.

Bruce Bobbitt, Secretary/Treasurer

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

ITEM 1107-29: Approving an Amendment of Subcontract Agreement for the FY 2011 Asset Management Data Collection Phase III Project

PROPOSAL

This Extension of Subcontract Agreement for the FY 2011 Road Asset Management Data Collection Phase III Project was approved by the SJTPO Technical Advisory Committee at their July 11, 2011 meeting.

BACKGROUND

The FY 2011 Road Asset Management Data Collection (RAMDC) Phase III Project was included in the SJTPO FY 2011-12 Unified Planning Work Program with a budget of \$150,000.

On January 13, 2011, the Policy Board approved the selection of Enterprise Information Solution with a maximum fee of \$225,000 (anticipating a \$75,000 increase in the total budget amount to \$225,000).

The actual contract dated March 10, 2011 was for a total of \$149,985.50. This March 10, 2011 contract was for select RAMDC steps on select Cumberland and Salem County roads. An Amendment and contract modification was made at the May 2011 SJTPO Policy Board meeting, which resulted in a change to the scope of work and contract amount.

The May 2011 contract modification, caused additional field work preparation to be done on the part of the consultant, and caused a delay to the start of field work. In addition, it is agreed by SJTPO and the consultant that additional time will allow for better training and system implementation.

Therefore, this July 2011 modification calls for the project finish date is to be extended from June 30, 2011 to September 30, 2011. There is no change to the contract amount of \$136,885.97, and no change to the total ESBE/DBE portion of the contract which is \$99,400.97.

SJTPO will manage this project to collect and manage roadside assets and pavement condition data on the county roads of Salem County. The goal of this project is to obtain digital data on pavement condition, signs, guiderails, and other assets to enable Salem County to develop inventories and condition data.

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 1107-29: Approving an Amendment of Subcontract Agreement for the FY 2011 Asset Management Data Collection Phase III Project

WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under Federal law for the southern region of New Jersey including Atlantic, Cape May, Cumberland, and Salem Counties; and

WHEREAS, the Fiscal Years 2011-2012 SJTPO Unified Planning Work Program includes Federal Highway Administration and Federal Transit Administration planning funds for this project; and

WHEREAS, the SJTPO Policy board approved the selection of Enterprise Information Solutions, a Certified Disadvantaged Business, in association with Civil Solutions, Inc.; and

WHEREAS, the scope of work and the total contact amount for the FY 2011 Road Asset Management Data Collection Project was modified in May 2011; the modification resulted in the current contract amount of \$136,885.97; and

WHEREAS, the May 2011 contract modification caused a delay in the preparation for, and the execution of fieldwork; and

WHEREAS, SJTPO and the consultant (Enterprise Information Solutions) agree that the extension will allow for proper Salem staff training, and system implementation; and

WHEREAS, this July 2011 modification results in no change to the scope of work and no change to the contract amount of \$136,885.97.

WHEREAS the consultant (Enterprise Information Solutions) will complete the project by September 30, 2011; the consultant agrees to perform all of the Road Asset Data Collection steps (Image Capture, Asset Inventory, and Pavement Rating), on all county roads in Salem County, and to include training and software for one (1) county only (Salem County);

WHEREAS, this action will not affect state funding; and

WHEREAS, per the November 6, 2009 *Basic Agreement among the State of New Jersey, the South Jersey Transportation Authority, and the South Jersey Transportation Planning Organization*, the SJTA has agreed to provide all personnel, facilities, payroll, and related administrative support for the SJTPO in the furtherance of the annual SJTPO Unified Planning Work Program activities.

NOW THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the extension the project completion date to September 30, 2011; and

BE IT FURTHER RESOLVED, that the Policy Board requests that the South Jersey Transportation Authority execute the appropriate contractual arrangements with the consultant on behalf of the SJTPO in accordance with the Basic Agreement of November 6, 2009.

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of July 25, 2011.

Bruce Bobbitt, Secretary/Treasurer