



**South Jersey
Transportation
Planning Organization**

Serving Atlantic, Cape May, Cumberland, and Salem Counties since 1993.

782 South Brewster Road, Unit B6,
Vineland, New Jersey 08361

www.sjtpo.org
(856) 794-1941
(856) 794-2549 (fax)

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
Citizens Advisory Committee**

Thursday, March 30, 2017 - 6:30 PM
Vineland City Hall - Caucus Room
640 East Wood Street, Vineland, NJ

AGENDA

1. Flag Salute
2. Roll Call
3. Approval of Minutes: January 30, 2017
4. Chairman's Remarks
5. Presentation "Complete Streets" (6:35 PM) Patrick Farley, Cross County Connection
6. Presentation "The City of Vineland's Experience with Complete Streets" Kathie Hicks, City of Vineland (7:05 PM)
7. Open Discussion (7:20 PM)
8. Discussion of topics for July 31, 2017 meeting (7:40 PM)
 - Smart Traffic Signals/Intelligent Transportation Systems (ITS)
 - Human Service Transportation
9. Upcoming SJTPO Meetings (Vineland City Hall)
 - Technical Advisory Committee Monday, May 8, 2017 10:00 AM
 - Policy Board Monday, May 22, 2017, 10:00 AM
 - CAC Meeting Tuesday, May 30, 2017, 6:30 PM
topic Transportation Improvement Program (TIP)
10. Adjournment (7:45 PM)



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**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
Citizens Advisory Committee (Meeting Summary)**

Monday, January 30, 2017 - 6:30 PM
Vineland City Hall - Caucus Room
640 East Wood Street, Vineland, NJ

Attendees

Members:

Rodney Guishard, CAC Chairperson
Jacqueline Amado-Belton (via phone)
Tom Garrett
Kevin Dixon (via phone)
Tom Garrett
Harry Moore

Michael Hajek, Jr., CAC Vice-Chairperson
Patrick Bomba
John F. Hall
Linda DuBois
John F. Hall
Nancy Ridgway

Also in attendance:

David Heller, SJTPO
Jennifer Marandino, SJTPO

Alan Huff, SJTPO

Robert Campbell, Public
Katelynn Wintz, Cape May County

Minutes Approval – November 3, 2016 CAC Meeting

RM wanted to know if questions raised from the minutes were going to be answered. RG thought any outstanding questions from the November meeting would be answered following the presentation later in the meeting. With no further discussion, the minutes were approved.

Report from Chair

RG mentioned that JM was recently selected as Executive Director at the Policy Board meeting earlier that day.

RG stated that the focus of the meeting today was “Understanding the SJTPO.”

He also mentioned that a lot of work was done revising the by-laws and thinks they are something that the CAC can work with. RM asked if the by-laws were final. RG noted that they aren’t final until the Policy Board approves them. RM did not understand why the Policy Board was approving individual members

as opposed to the entire committee. JM noted that this was not something that was changed with the current set of revisions to the CAC By-Laws.

MH said he discussed the by-laws with an attorney. According to the attorney, the CAC is a volunteer citizen's organization that is "self-controlled." "They vote their members in, sustain their members, and write their by-laws." According to the attorney, while it is perfectly legal for a volunteer citizen's organization, such as the CAC, to present their by-laws to the Policy Board for their approval and adoption, the CAC is a self-contained organization that "handles internally amongst ourselves, as they have been doing." MG continued, noting that the Court has ruled against the Policy Board having power over the citizen's committee; specifically, in the context of asking a CAC member to leave. According to MH, "that is for the CAC to decide, not the Policy Board."

Reorganization--Election of Officers

DH noted that with the proposed revisions to the by-laws, officers would serve a one-year term. Even though Rodney Guishard and Michael Hajek have already served one year, DH proposed that they continue to serve as Chair, and Vice-Chair, respectively, through the next CAC Reorganization meeting on January 18, 2018. The CAC members agreed.

Notice of Schedule of Regular Meetings

DH noted that the schedule of regular meetings was included in the packet and it is going to be published in the three local newspapers: The Press of Atlantic City, the SJ Times, and the Vineland Daily Journal.

DH mentioned that he received an email from Nelson Gaskill who resigned, resulting in a vacancy on the CAC.

Presentation: "Understanding SJTPO"

JM kicked off the Powerpoint presentation (attached) with AH picking up half-way through to finish the presentation. JH asked how the amount of Federal money that goes to the State is determined. AH noted that it is based on population and roadway miles. The \$1 billion that NJ receives is roughly proportional to our population. JM noted that almost none of the money flowing through SJTPO goes towards new roads. AH noted that even roadway expansions, (as opposed to new roads), new bicycle paths and even new traffic signals can be onerous and time-consuming, as you are still adding impervious surface, which triggers environmental permitting requirements. PB asked if it would be better to build light rail public transportation, which is narrower but carries a higher (passenger) volume.

JAB noted that the City of Pleasantville has taken advantage of several State programs, including Transit Village and Municipal Aid, which has allowed them to build sidewalks, curbs and streetscape improvements. MH mentioned that road diets have very little environmental impact since improvements are completed within the existing right-of-way.

MH asked if the \$0.23 increase in the gas tax has helped in filling the funding gaps. JM noted that that money goes into the State Transportation Trust Fund (County Aid and Local Aid), in which SJTPO has no involvement.

Talking about public outreach requirements, AH noted that SJTPO has to hear the comments from the public directly and can't use the CAC as a go-between. He also noted that SJTPO needs to do a better job of making it clearer who the people need to talk to and when, so they can go to that office/department directly. MH reiterated his desire to insure that any citizen (who raises an issue to him) gets an answer, and does not get ignored. RG noted that the CAC is the public also and can also help direct other members of the public to the right place. AH noted that SJTPO can't have anyone filtering any other citizen off (from SJTPO).

AH reiterated that the requirements for public outreach are in the SJTPO Public Involvement Plan (PIP), one of SJTPO's core documents. RG asked who does the evaluation of outreach. JM noted that this is part of the re-certification process completed every four years by US DOT. He noted that one of the other ways CAC can help SJTPO is to help make its outreach process better and make it more accessible to the public. MH also said that at any meeting that SJTPO convenes, CAC members should be introduced as CAC members. RG also noted that CAC could provide input to the planning process.

MH asked how the CAC can educate the public if they cannot deal directly with the public. AH remarked that the CAC can help advise the SJTPO as to how to better educate the public, and how to better reach the public. MH also noted that he represents 80,000 year-round residents in Cape May County. JM stated that technically none of the CAC members represents the public; the elected officials, at the county and local government, represent the public. MH could direct these representatives to the SJTPO and hopefully be able to now educate them if they don't know what SJTPO does.

Discussion of topics for: Thursday, March 30, 2017 meeting and beyond

RG brought up "Smart Lights;" what are the advantages? Other possible topics included: "Complete Streets," and "Federal funding (particularly equity in distribution)." After some discussion, it was decided to have "Complete Streets" be the focus of the next meeting.

Adoption of CAC By-Laws

RG said he was proud of the revised by-laws, noting they are a good start and can be reviewed in the future, if necessary.

MH requested the language: "Members shall serve at the pleasure of the Policy Board" be struck from the by-laws, under Membership. JAB noted that most citizen advisory boards are under the umbrella of something higher, and do not have the independence of choosing their own members. RG noted that the CAC is a creation of the SJTPO. RG also noted that this is what the Policy Board wants, but doubts that the Policy Board is going to arbitrarily "kick people off." JAB noted that the Policy Board can get rid of the entire CAC if it so desires. With MH as a dissenting vote, the CAC approved the by-laws. MH then tendered his resignation immediately.¹ JM noted that the purpose of the redirection of the CAC was not to silence or dissolve the CAC (which was raised by the Planning Directors as an option). RG reiterated that there was a by-laws sub-committee comprised of members of the CAC, whose input was considered in the revised by-laws.

¹ Following this meeting, after a conversation with Chairman Guishard, Michael Hajek rescinded his resignation and expressed his desire to remain a member of the CAC, as of this writing.

Upcoming SJTPO Meetings

- **Technical Advisory Committee** Monday, March 13, 2017 at 10:00 AM Vineland City Hall
- **Policy Board** Monday, March 27, 2017 at 10:00 AM Vineland City Hall
- **FY 2018-2027 Transportation Improvement Program** Public Meeting, June 2017, exact date to be determined

Adjournment

The meeting was adjourned at approximately 8:20 PM.

DRAFT

Understanding SJTPO

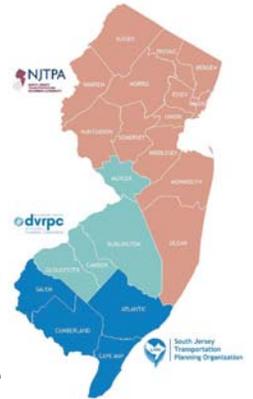
Citizen Advisory Committee (CAC)
Monday, January 30, 2017



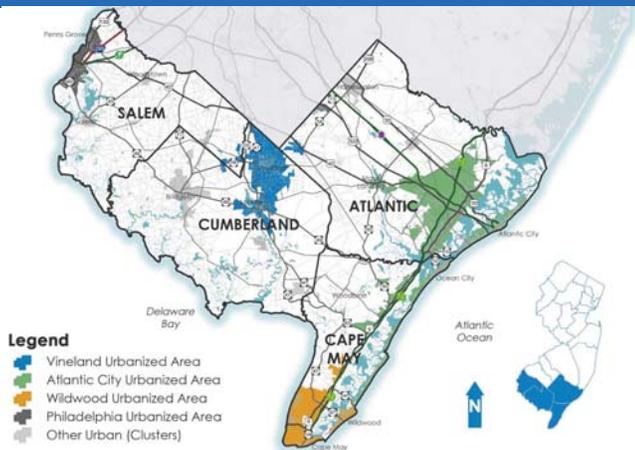
**SOUTH JERSEY TRANSPORTATION
PLANNING ORGANIZATION**

What is the SJTPO?

- A Metropolitan Planning Organization (MPO), as established by federal law
- Formed in 1993, serves Atlantic, Cape May, Cumberland, and Salem Counties
- Brings stakeholders to the table to direct federal transportation dollars to projects and programs
- Required to oversee the “3-C Process” - continuing, cooperative, and comprehensive



What is the SJTPO?



MPOs can differ greatly...

- Some MPOs serve a dual role (i.e. local planning commission, etc.)
- Some organizations are aggressive to advance priorities set within the MPO (sustainability, bicycle access, etc.)
- Some organizations serve more of a support/technical role to local jurisdictions' already-present decision-making processes (local elected officials, planning boards, etc.)

This is SJTPO's role



What SJTPO CAN and CANNOT Do

✓ CAN Do:

- Once one of our subregional partners (roadway owner) wants an improvement, we can help them get funding and navigate the process
- Perform studies to inform roadway owners

✗ CANNOT Do:

- Decide if a roadway will be changed/improved
- Change transit service
- Maintain roadways (vegetation, potholes, etc.)
- Set speed limits

✓ Regional partnerships



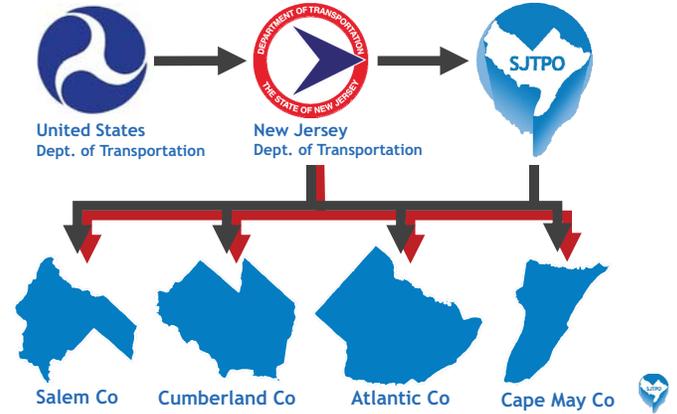
SJTPO Doesn't Choose Projects... Why not?



Our Products = Our Process

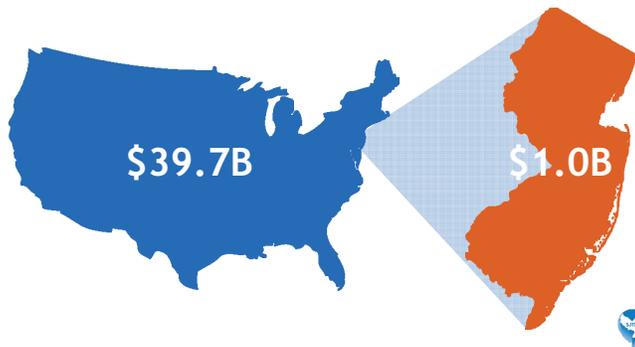
Unified Planning Work Program (UPWP)	Regional Transportation Plan (RTP)	Transportation Improvement Program (TIP)
<p>"The Budget"</p> <ul style="list-style-type: none"> Updated every year Budgets 1 year out Lays out staff priorities Identifies technical studies Includes subregional efforts Funds activities accordingly <p>www.sjtpo.org/UPWP</p>	<p>"Long-Term Vision"</p> <ul style="list-style-type: none"> Updated every 4 years Plans 20+ years out Provides opportunity to think big and ensure that projects meet regional vision Activities should always tie into RTP goals <p>www.sjtpo.org/RTP</p>	<p>"List of Projects"</p> <ul style="list-style-type: none"> Updated every 2 years Plans 10 years out Assigns funding to move projects forward Due to cyclical nature of RTP and TIP updates, the TIP is essentially the core document for projects <p>www.sjtpo.org/TIP</p>

Federal Transportation Funding



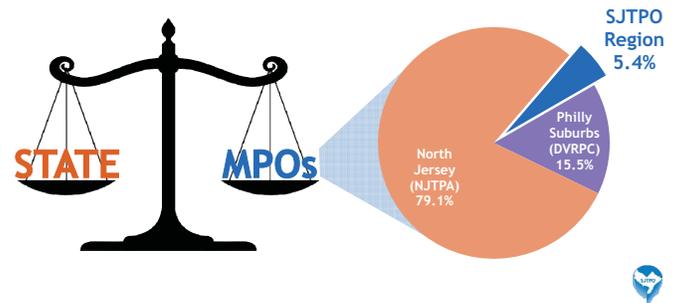
Federal Transportation Funding

Fiscal Year 2016 Federal Transportation Funding - Fixing America's Surface Transportation (FAST) Act



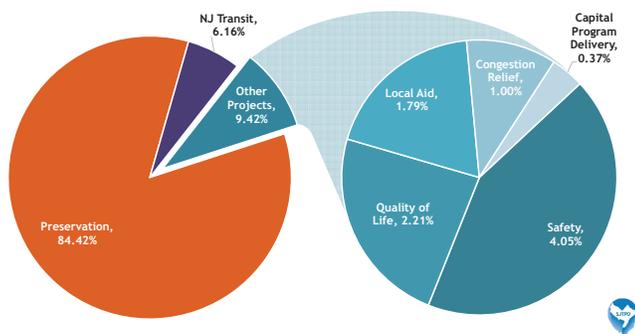
Federal Transportation Funding

The State keeps roughly half of federal funds for projects and programs across the state and distributes the rest to the MPOs



How SJTPO Funding is Spent

Over 90% of FY 2016 funding (TIP) went to maintain the existing system or to NJ Transit



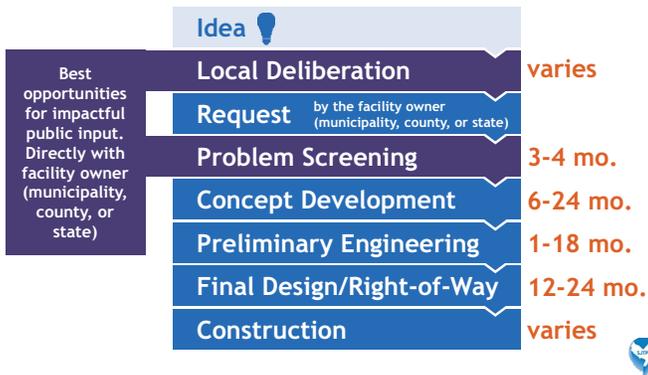
How does a project get built?

The State Process

Idea	
Local Deliberation	varies
Request	by the facility owner (municipality, county, or state)
Problem Screening	3-4 mo.
Concept Development	6-24 mo.
Preliminary Engineering	1-18 mo.
Final Design/Right-of-Way	12-24 mo.
Construction	varies

How does a project get built?

The State Process



How does a project get built?

However...

How does a project get built?

- Most (~84%) of SJTPO's dollars go to system preservation
- For these projects:
 - Selection based on a data-driven process using condition information (ex: Asset Management Systems)
 - Right-of-way, environmental, problem screening, etc. are significantly cut back or completely eliminated
- Full process is still relevant for select efforts
 - Projects that create additional pavement
 - New bicycle/pedestrian facilities
 - Intersection or signal improvements

Why don't we build more *bike routes* ?

- Staff resources to investigate problems and ideas
- Local opposition to new practices
 - Lack of resources to educate public and elected officials
 - Fear of litigation
- Local funds do not even cover maintaining existing system
- Limited outside funding (really competitive)
- Restrictions or “strings” on funding
 - Some will not pay for “recreational” trails
 - Some will not pay for design or right-of-way

Why don't we build more *bike routes* ?

- Rigorous environmental regulations
 - Especially in Pinelands or CAFRA (most of our region)
 - Often similar restrictions on new trails as new roads
 - Projects that add pavement are often over-burdensome
 - Design standards favor “one size fits all” approach rather than facilities tailored to local conditions
 - Maintenance costs (ex: cleaning bike lanes)
- SJTPO and our partners continue to work to advance good projects, but these constraints impact the speed and number of projects

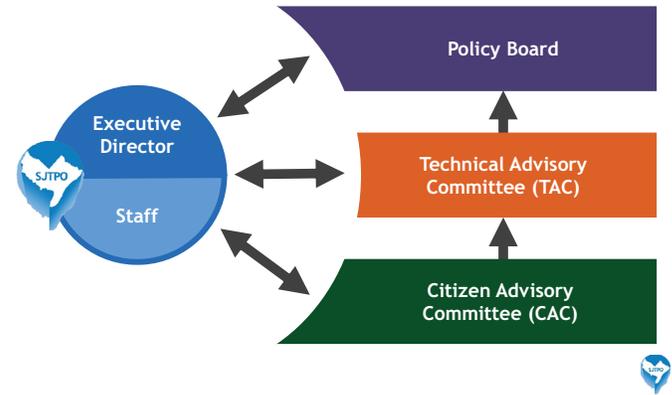
SJTPO Structure (Per Federal Law)



SJTPO Structure (Per Federal Law)



SJTPO Internal Flow



Public Outreach: Requirements

- Opportunity to comment directly to us on core products
- Provide public notice
- Public meeting on RTP and TIP
- Include a variety of public interests
- Focus on visualization
- Address non-English speaking
- Detailed in the SJTPO Public Involvement Plan (PIP)

Public Involvement Plan (PIP)

“Rules for Outreach”

- Updated as needed
- Identifies outreach requirements SJTPO must follow
- Includes a toolbox of possible outreach strategies
- How to evaluate our performance

www.sjtpo.org/PIP

Public Outreach: Beyond the Minimum

- Multiple public “meetings”
 - Target disadvantaged communities
 - Reach out to each county
 - More convenient events/times (tables at fairs, etc.)
- Creation of the Citizens Advisory Committee
 - Platform to educate about issues and needs
 - Ongoing snapshot of public sentiment
 - Focus group to test and improve outreach
- Website redevelopment and social media
- Develop and expand the public information list
- Videos and interactive maps

SJTPO’s Public Outreach Objectives

1 Collect Input on SJTPO Products & Activities

- Core SJTPO Activities
 - UPWP
 - RTP
 - TIP
 - PIP
- Various Technical Studies (per UPWP)
- Other outreach activities, as requested by TAC and Policy Board

2 Educate the Public on initiatives that can improve transportation in South Jersey

- Transportation Planning Process
- Regional needs and constraints
- Funding Opportunities
- Advancing positive transportation countermeasures
 - Bicycle & pedestrian
 - Safety: road diets, roundabouts, etc.

The Citizen’s Advisory Committee has an important role in both of these objectives

CAC Role in SJTPO Process

- Serve as an ongoing snapshot of public opinion
- Help us to vet our products and activities
 - Core products (TIP, RTP, UPWP, and PIP)
 - Other products and activities, as needed
- Help us improve our messaging and outreach process
- Serve as a forum to help us educate the public about our process and important issues
- Help us bolster awareness of SJTPO

About SJTPO Video



View the Video online at:
<https://youtu.be/0W7QNC8jmzc>

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

CITIZENS ADVISORY COMMITTEE

BY-LAWS

ADOPTED by CAC: January 30, 2017

ENDORSED by TAC: March 13, 2017

ADOPTED by Policy Board: AA BB, CCCC

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

CITIZENS ADVISORY COMMITTEE

The South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) for the southern New Jersey region covering Atlantic, Cape May, Cumberland, and Salem Counties. SJTPO serves as a technical resource, provides access to funding, and works to provide a regional approach to address transportation planning and engineering issues.

The SJTPO shall establish a Citizen's Advisory Committee (CAC) to assist in public outreach and interaction.

MISSION STATEMENT

The SJTPO CAC shall serve as an open forum for discussion, providing the public ongoing access and the ability to provide input to the regional planning and decision-making process. The CAC shall also assist SJTPO in formulating and evaluating public outreach strategies. The CAC members serve in an advisory role to SJTPO staff and the Technical Advisory Committee (TAC), at the pleasure of the Policy Board who shall have final approval of its members.

The CAC shall provide public and special interest groups the ability to provide input in the development of a safe, effective and efficient multi-modal transportation system in the SJTPO four-county region.

ACHIEVING THE CAC MISSION

The CAC shall:

1. Promote two-way communication in order to enhance public awareness and citizen involvement in SJTPO's regional planning activities;
2. Assist SJTPO staff to reach out to the general citizenry through public meetings and workshops organized by SJTPO staff and other related organizations to increase awareness and public input related to SJTPO projects, programs, studies, or other general information related to transportation;
3. Make recommendations to the SJTPO staff and Technical Advisory Committee on how the regional metropolitan planning organization (MPO) planning process can continue to serve the public;
4. Keep abreast of and contribute to the on-going activities and planning programs of SJTPO's staff and TAC, including the development and implementation of SJTPO's core documents; the Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and the Regional Transportation Plan (RTP) as well as the SJTPO website, reviewing and providing comments related to clarity and effectiveness;

5. Help raise awareness of current and emerging concerns of citizen or special interest groups in areas related to the duties and responsibilities;

MEMBERSHIP

CAC membership shall consist of 13 voting members approved by the Policy Board that will reflect the citizenry of the SJTPO four-county region. Members will consist of citizens who live, work, or conduct business in the SJTPO region with an interest in transportation issues, future planning, and public involvement.

CAC membership may consist of representatives from a number of sectors, interests, and organizations in the southern New Jersey area; including, but not limited to:

agricultural, education, housing, environmental, government, professional groups, health & human services, transportation (i.e. trucking, rail), private and/or public enterprise, public utilities, safety, special interests, religious, groups representing minority, low-income, transit-dependent, elderly, and disabled persons

Proper outreach should result in an opportunity for members of all these groups to participate. Prospective members shall submit a letter of interest and background qualifications to SJTPO staff for CAC consideration, TAC recommendation, and final Policy Board consideration and approval. Members shall serve at the pleasure of the Policy Board and must be approved by the Policy Board.

CAC members shall serve a three-year term with no maximum number of terms. Members shall be given the option to be re-appointed or decline to be re-appointed. Those members who have served their three-year term and wish to be re-appointed shall be considered along with other interested prospective members. Appointed terms shall be staggered such that no more than one third of the CAC membership terms are completed each year. In addition to geographic diversity, the CAC strives to represent the racial, ethnic, cultural, gender, age, and economic diversity of the region, with members from the southern New Jersey region bringing their own individual experiences to the planning table.

Attendance and participation shall be considered in the re-appointment process. Members, who miss more than ½ of the meetings in a given year, or three (3) consecutive meetings, shall be deemed to have tendered their resignation. A CAC member may be recommended for removal from membership for reasons related to conduct or performance. Removal shall be on the recommendation of the CAC Chairperson with a positive vote by the CAC membership, and subject to recommendation by the TAC and approval by the Policy Board. The Policy Board also has the ability to remove members should they feel they are not appropriately carrying out their responsibilities. If a CAC member is removed, their position will be filled through the regular process as identified above.

The Executive Director shall present the potential CAC membership list to the TAC for recommendation and to the Policy Board each year for their consideration and final approval.

OFFICERS

The Chairperson and Vice-Chairperson shall be elected by the CAC at its annual re-organizational meeting for a one-year term commencing on that date and ending when their successors are elected. Any vacancy in these positions shall be filled by the CAC through a special election.

The CAC officers shall serve no more than two (2) consecutive terms in the same office.

OFFICER RESPONSIBILITIES

The Chairperson shall preside at all CAC meetings and has the ability to call meetings, to appoint subcommittees, and to perform other such action as is normally performed by a committee chairperson.

The Vice-Chairperson shall act in the absence of the Chairperson and shall perform such duties as are assigned to him or her by the Chairperson.

In the event both the CAC Chairperson and the Vice-Chairperson are absent from a meeting, a temporary Chairperson will be selected by the CAC members to preside over that meeting.

The Chairperson, Vice-Chairperson, or a designee, in that order of availability, shall attend TAC meetings and provide the TAC with a report on the previous CAC meeting. The CAC is a voting member of TAC, representing one vote amongst the fourteen members of TAC.

MEETINGS

A regular meeting schedule for the CAC will be established annually at a time and location to permit convenient participation by the members and the public. Adjustments to the regular meeting schedule shall be made on an as needed basis by the Chairperson. All meetings shall be open to the public.

The CAC Chairperson shall coordinate with the SJTPO staff on all matters to be included on the CAC agenda. Working with the Chairperson, SJTPO staff shall create the meeting agenda, meeting materials, and other appropriate meeting coordination. The agenda for each meeting will be made available to all CAC members, via email or US mail upon request, and posted to SJTPO's website no later than five (5) working days prior to the meeting. SJTPO staff will be responsible for sending meeting notices to CAC members and other members of SJTPO's public outreach list.

Any CAC member may bring an item up for discussion and possible action that is not on the meeting agenda. Such items should follow the completion of the scheduled meeting agenda items, as time permits. Whenever possible, information on this item shall be provided to all CAC members no later than five (5) working days prior to the meeting.

Special meetings may be called by the Chairperson. The meeting announcement will be circulated to all CAC members via email and posted to the SJTPO website, no later than five (5) working days prior to the meeting.

The TAC and CAC may choose to meet annually to discuss coordination and resolve mutual concerns regarding the role of the CAC and its effectiveness.

VOTING

Voting at CAC meetings shall be used to gain consensus on relevant issues so as to bring the opinions of the majority of the CAC to the TAC for discussion. Formalities, such as resolutions are not necessary. While CAC meetings are open to the general citizenry only the votes of the 13 voting members, as appointed by the Policy Board, shall be counted in the official vote.

QUORUM

A quorum is necessary for administrative action, such as election of the officers or removal of a CAC member. A quorum is defined as a majority of the currently appointed members of the CAC.

MINUTES

SJTPO staff shall perform secretarial functions including the recording of meetings and preparation of meeting highlights for purposes of the public record. Meeting minutes will be included in the following meeting's month's agenda package at least five (5) working days prior to the meeting. The minutes shall become official upon a positive voice vote at the next meeting.

SUBCOMMITTEES

The CAC may establish Subcommittees to handle specific issues as needed. The members shall be appointed by the Chairperson. A subcommittee Chairperson shall be selected by members of the subcommittee. The Subcommittees will report their findings to the full CAC for review and approval.

AMENDMENTS

The CAC may recommend that the by-laws be amended, repealed, or revised by an affirmative vote of two-thirds of the members. Any proposed changes to said by-laws will be forwarded for the advice and consent of the TAC and shall be submitted to the Policy Board for support and approval. A positive vote by the Policy Board shall thereby approve and make effective the SJTPO CAC By-Laws.

RELEVANT LAW

All Members and Officers shall comply with all relevant Federal and State laws, regulations and directives governing the Metropolitan Planning Organization (MPO) member agencies under

U.S. Title 23, USC 134, and Section 8 of the Federal Transit Act, as amended and Section 174 of the Clean Air Act of 1990, as amended.

MEETING PROCEDURES

The latest annotated version of Roberts' Rules of Order will govern the procedural conduct for all CAC meetings.

EFFECTIVE DATE: These by-laws shall go into effect on AA BB, CCCC, as approved by Resolution 17XX-XX.