



Ithaca-Tompkins County Transportation Council

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AGENDA AND MEETING NOTICE

POLICY COMMITTEE MEETING

Date: Tuesday, April 20, 2021

Time: 1:00 – 3:00 P.M.

Location: Remote Meeting

Join Zoom Meeting:

<https://us02web.zoom.us/j/88294388996>

Passcode: 795082

Phone:+1.929.436.2866, 88294388996#, *795082# US (NY)

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|------|---|------------------------|
| I. | Public Comment Period | |
| II. | Approval of Policy Committee Action Summary – February 16, 2021 | Policy Committee Chair |
| III. | 2020-2024 TIP Action: Amendments
FTA Tables – Sect. 5339 | Dwight Mengel |
| IV. | 2020-2024 TIP Action: Administrative Modifications – Report to Committee
PIN:375659 – Cemetery Road over Trumansburg Creek Bridge – T.Ulysses
PIN:375589 – Cecil Malone Dr. over Flood Relief Channel – C.Ithaca
PIN:375650 – Local PSAP Project – C.Ithaca
PIN:375652 – Central Chapel Rd over Boice Creek Bridge – Tompkins County | Fernando de Aragón |
| V. | Director’s Report | Fernando de Aragón |
| VI. | Member Reports | Committee Members |
| VII. | Adjournment | |

**** Please allow two hours for this meeting****

ITEM I

Public Comment Period

Report: This agenda item is provided for the purpose of allowing members of the public to comment on issues of concern.

Action Requested: This item is for informational purposes.

ITEM II

Approval of Policy Committee Action Summary – February 16, 2021

Report: The February 16, 2021 Action Summary is attached to the end of this meeting packet.

Action Requested: Motion to approve the February 16, 2021 Action Summary.

ITEM III

TIP Amendment
FTA Tables – Sect. 5339

Report: Tompkins County requests the ITCTC approve a 2020-24 TIP amendment to the FTA Tables. The proposed amendment adjusts funding in FFY 2020-21 and is needed to conform with FTA grant-making requirements. On March 16, 2021, the ITCTC Planning Committee voted to unanimously recommend Policy Committee formal approval of this TIP Amendment. More details included in the amendment request form below.

Action Requested: Policy Committee approval of the proposed amendment to the TIP FTA Tables – Sect. 5339.

2020-2024 TRANSPORTATION IMPROVEMENT PROGRAM

****Amendment****

Update of FTA Tables – Sect. 5339 FFY2020-21

The Policy Committee of the Ithaca-Tompkins County Transportation Council (ITCTC) approved an amendment to the 2020-2024 Transportation Improvement Program (TIP) on **April 20, 2021**. The amendment was reviewed and approved by the ITCTC Planning Committee on March 16, 2021. The action on the 2020-2024 TIP and the current State Transportation Improvement Program (STIP) affects Section 5339 in the FTA Tables as described below and in the attached table.

Description:

Tompkins County requests the ITCTC approve a 2020-24 TIP amendment to the FTA Tables. The proposed amendment adjusts funding in FFY 2020-21 and is needed to conform with FTA grant-making requirements. The amendment accomplishes the following:

FTA Section 5339 – Bus and Bus Facilities Program

- The amendment programs \$851,965 from the Section 5339 Bus & Bus Facilities Program, from the years 2017 (\$123,754), 2018 (\$408,827), and 2019 (\$319,384) for two capital projects.

The proposed amendments to the 2020-2024 TIP and the STIP are shown in the Attachment A tables. The tables show the projects as they will appear in the TIP and STIP. The TIP and STIP will remain fiscally constrained.

**2020-2024 TRANSPORTATION IMPROVEMENT PROGRAM
FEDERAL TRANSIT ADMINISTRATION (FTA) PROGRAM
SUMMARY TABLE - FFY 2021**

Attachment A
April 20, 2021

BUS & BUS FACILITIES (FTA 5339)		PIN#	2021	Revised 2021	Difference
TCAT 40 Ft Diesel Replacement Buses	Purchase (2) 40 ft. diesel buses and (1) 40 ft. electric bus as replacements for three diesel buses.	382419	\$500,000	\$842,006	\$342,006
TCAT Facility Generator - Replacement	Replace the back-up generator in the TCAT Facility, 737 Willow Avenue, Ithaca, NY.	382921	\$0	\$222,951	\$222,951
Total Section 5339 Program			\$500,000	\$1,064,957	\$564,957

ITEM IV

2020-2024 TIP Administrative Modifications – Report to Committee

Report: Below is a brief description of recently completed administrative modifications to the TIP;

- Cemetery Rd. Bridge: New FFY 20/21 Const Phase adding \$101,150 in 100% local funds.
- Cecil Malone Bridge: \$3,160 from the FFY 20/21 ROW Acquisition phase transferred to the FFY 20/21 Construction phase.
- Local PSAP Project: New FFY 20/21 Const Phase adding \$175,000 in 100% local funds.
- Central Chapel Rd over Boice Creek Bridge: New FFY 20/21 Const Phase adding \$52,261 in 100% local funds.

Action Requested: This item for information purposes only.

ITEM V

Director’s Report

Report:

- TCAT to Trails.
- Transport to vaccinations - update
- Urbanized Area boundaries – update
- Earmarks

Action Requested: This item is for information purposes.

ITEM VI

Member Reports

Report: This agenda item is provided for the purpose of allowing members to discuss issues of common concern. Examples might include: UPWP-related activities, local implementation of actions identified in the LRTP or construction updates.

Action Requested: This item is for information purposes.

ITEM VII

Adjournment

Next ITCTC Planning Committee meeting: Tuesday, May 18, 2021, 10:00 a.m.

**A joint meeting of the ITCTC Planning & Policy Committees will be held on:
Tuesday, June 15, 2021, 1:00 p.m.**

The 2021 Meeting Schedule can be viewed on our website:
<https://www2.tompkinscountyny.gov/itctc/meetings>

If you are unable to attend a meeting, please inform the ITCTC Office and arrange for your proxy to be in attendance.

Meetings may be cancelled in advance due to a lack of sufficient action items on the agenda.

**THE FOLLOWING PAGES CONTAIN THE ATTACHMENT FOR
AGENDA ITEM II**

II. Approval of Policy Committee Action Summary – February 16, 2021
(See page 1 above)

Approval of Action Summary
February 16, 2021 Meeting

POLICY COMMITTEE MEETING ACTION SUMMARY

February 16, 2021 - 1:00 p.m.

Present: **Meloney McMurry, Chair** (Village of Cayuga Heights), **Don Hartill, Vice Chair** (Village of Lansing), **Mark Frechette** (NYSDOT Reg.3, alternate for David Smith), **Mike Lane** (Tompkins County Legislature), **Rod Howe** (Town of Ithaca), **Addisu Gebre** (City of Ithaca, alternate for Tim Logue), **Dan Klein** (TCAT Board), **Reed Huegerich** (Cornell University), **John Webert** (Tompkins County Highway), **David West** (Town of Danby).

Excused: **David Smith, Secretary** (NYSDOT Region 3), **Jason Leifer** (Town of Dryden), **Timothy Logue** (City of Ithaca), **Bill Goodman** (Town of Ithaca), **Linda Woodard** (Village of Cayuga Heights), **Ray Burger** (Town of Dryden), **Svante Myrick**, (City of Ithaca), **Joel Gagnon** (Town of Danby), **Stephanie Redmond** (Town of Enfield), **Don Scheffler** (Town of Groton), **Joseph Wetmore** (Town of Lansing), **Michael Allinger** (Town of Newfield), **Dave Roth** (NYSDOT Reg.3), **John Reichert** (NYSDOT Region 3), **Gautam Mani** (FHWA), **Adam Klein** (FTA).

Staff: **Fernando de Aragón, Teresa Linde, Jay Lambrix.**

Guests: **Dwight Mengel** (Tompkins County DSS, Chief Transportation Planner), **Carrie-Lee Buchanan** (Challenge Industries, Coordinator of Youth Services & Employment).

Meloney McMurry assumed the Chair at approximately 1:03 pm.

I. **Public Comment Period**

Report: There were no public comments.

II. **Approval of Joint Action Summary – December 15, 2020**

Action: The Action Summary from December 15, 2020 was Moved by John Webert, seconded by Don Hartill, and approved by the ITCTC Policy Committee without modification.

III. **Review of 2021-2022 UPWP, Resolutions 2021-1 and 2021-2**

Report: The latest draft of the Simplified Statement of Work/UPWP for the April 1, 2021–March 31, 2022 fiscal year was emailed to committee members for review and comment prior to this meeting. A copy of the draft UPWP was sent to NYSDOT's MPO Bureau for comments and their feedback has been incorporated in the document.

Fernando de Aragón reported the following:

- On February 8, 2021, the ITCTC was informed by the Tompkins County finance office of an increase of 2.92% to the salary fringe rate for 2021, bringing it up to 52.7%. This new rate resulted in an increase of \$6,082 in fringe costs. Staff adjusted the budget to cover the bulk of added costs with FHWA carry-over funds. The draft before the Policy Committee includes the latest figures and revised text to reflect the fringe increase.
- He reviewed the bullet points in the emphasis areas, as shown in the 2/16/21 agenda packet.
- The ITCTC has assisted in developing Covid protocols and transportation to vaccination sites; in-county transportation has been figured out but transporting people to out-of-county (state vaccination sites in Syracuse and Binghamton) has been problematic. It is considered important and is being worked on; he will give the committee updates as progress on this issue continues. Fernando de Aragón asked Dwight Mengel if he needed any specific language added to the UPWP so the county can receive Covid relief funding from the FTA; Mr. Mengel replied that the UPWP is sufficient as-is.

Fernando de Aragón asked if there were any questions or comments on the UPWP. Meloney McMurry reported that she reviewed the document and appreciated the focus on local municipalities, the partnerships, and especially the inclusion of smaller municipalities without a lot of resources of their own.

During the January 19, 2021 meeting, the ITCTC Planning Committee unanimously recommended Policy Committee formal approval of resolutions 2021-01 and 2021-02.

Action: Resolution 2021-01, *Approval Of The 2021-2022 Ithaca-Tompkins County Transportation Council Operating Budget*, was Moved by Don Hartill, seconded by Addisu Gebre and approved by consensus.

Action: Resolution 2021-02, *Approval Of The 2021-2022 Unified Planning Work Program*, was Moved by Don Hartill, seconded by Mike Lane and approved by consensus.

RESOLUTION 2021-01

***APPROVAL OF THE 2021-2022 ITHACA-TOMPKINS COUNTY
TRANSPORTATION COUNCIL OPERATING BUDGET***

WHEREAS, the *Ithaca-Tompkins County Transportation Council* was designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca-Tompkins County Metropolitan Area; AND

WHEREAS, as the designated Metropolitan Planning Organization for the Ithaca-Tompkins County Metropolitan Area the *Ithaca-Tompkins County Transportation Council* receives certain federal and state grants for the purpose of conducting transportation planning activities in a “*comprehensive, continuing, and cooperative*” manner; AND

WHEREAS, the *Ithaca-Tompkins County Transportation Council* is provided with administrative services, including budget and financial services, by its Host Agency, Tompkins County; AND

WHEREAS, the *Ithaca-Tompkins County Transportation Council* has reviewed its proposed 2021-2022 Operating Budget for the period of April 1, 2021 through March 31, 2022;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby adopt the 2021-2022 Operating Budget for the period April 1, 2021 through March 31, 2022 and directs the Host Agency to implement said budget;

BE IT FURTHER RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby authorize its Staff Director to take the necessary administrative actions to implement and administer said budget, as represented in “ATTACHMENT A”, which is hereby made an integral part of this resolution;

BE IT FURTHER RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby request that the Host Agency take the appropriate actions necessary to cause this adopted budget to be fully implemented without interruption prior to March 31, 2021.

This resolution having been considered and approved on February 16, 2021.

**ATTACHMENT A
RESOLUTION 2021-01**

2021-2022 ITCTC Operating Budget				
CODE	DESCRIPTION	2021-2022 FHWA	2021-2022 FTA	2021-2022 TOTAL
REVENUES:				
.4959	FEDERAL AID GRANT	\$279,710	\$41,706	\$321,416
	REPROGRAMMED FUNDS	\$17,653	\$0	\$17,653
	TOTAL REVENUES	\$297,363	\$41,706	\$339,069
EXPENSES:				
	COMBINED SALARIES	183,495	24,785	208,280
.8800	FRINGE	96,425	13,339	109,764
.2206	COMPUTER EQUIPMENT	250	250	500
.2210	OTHER EQUIPMENT	0	0	0
.2214	FURNITURE & FIXTURES	300	0	300
.2230	COMPUTER SOFTWARE	300	0	300
.4303	OFFICE SUPPLIES	200	0	200
.4330	PRINTING	250	250	500
.4332	BOOKS/PUBLICATIONS	200	0	200
.4342	FOOD	200	0	200
.4400	PROGRAM EXPENSE	6,000	0	6,000
.4402	LEGAL ADVERTISING	250	500	750
.4412	TRAVEL/TRAINING	500	500	1,000
.4414	LOCAL MILEAGE	500	500	1,000
.4416	PROFESSIONAL DUES	300	300	600
.4424	EQUIPMENT RENTAL	100	0	100
.4425	SERVICE CONTRACTS	1,500	0	1,500
.4432	RENT	500	0	500
.4442	PROFESSIONAL SERVICE FEES	1,875	0	1,875
.4452	POSTAGE SERVICES	500	0	500
.4472	TELEPHONE	0	500	500
.4618	INTERDEPARTMENTAL CHARGE	3,718	782	4,500
	TOTAL EXPENSES	297,363	41,706	\$339,069

RESOLUTION 2021-02

APPROVAL OF THE 2021-2022 **UNIFIED PLANNING WORK PROGRAM**

WHEREAS, the *Fixing America's Surface Transportation Act* (FAST Act) requires that Metropolitan Planning Organizations be established in each urbanized area of over 50,000 in population; AND

WHEREAS, the *Ithaca-Tompkins County Transportation Council* has been designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca-Tompkins County Urbanized and approved Metropolitan Planning Areas; AND

WHEREAS, the *Fixing America's Surface Transportation Act* requires Metropolitan Planning Organizations to carry out a "continuing, cooperative, and comprehensive" urban transportation planning process that addresses all modes of transportation; AND

WHEREAS, in order to implement a continuous, cooperative, and comprehensive transportation planning process in the Ithaca-Tompkins County Metropolitan Area, it is a requirement to develop an annual Unified Planning Work Program (UPWP); AND

WHEREAS, the Ithaca-Tompkins County Transportation Council, in accordance with the requirements of the FAST Act and its corresponding regulations (23 CFR §450.308(d)), has developed a Simplified Statement of Work for fiscal year 2021-2022 that serves as the Unified Planning Work Program; AND

WHEREAS, in order to support the elements of the 2021-2022 Unified Planning Work Program, the *Ithaca-Tompkins County Transportation Council* continues its designation of the New York State Department of Transportation to be the grant applicant on its behalf; AND

WHEREAS, the New York State Department of Transportation has agreed to apply for necessary regular program funding under the Federal Transit Administration Section 5303 program, under the Federal Transit Administration Section 5307 program, and under the Federal Highway Administration "PL" transportation planning program in amounts consistent with this approved 2021-2022 Unified Planning Work Program;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* hereby approves the 2021-2022 Unified Planning Work Program and directs the submission thereof to the appropriate Federal and State agencies and directs the filing of the appropriate grant applications to support the program;

BE IT FURTHER RESOLVED, that the Transportation Policy Committee of the *Ithaca-Tompkins County Transportation Council* hereby authorizes and directs its Staff Director to execute and administer the 2021-2022 Unified Planning Work Program in cooperation with and with the assistance of the Transportation Planning Committee.

This resolution having been considered and approved on February 16, 2021.

IV. Director's Report

Report: Fernando de Aragón reported the following:

- ITCTC Staff continues to work with Tompkins County staff and transportation providers and educators to develop plans and strategies for transportation to COVID vaccination sites.
- A meeting with TIP project sponsors will take place February 19th; the purpose will be to discuss projects and identify issues with scheduling and/or funding. Mark Frechette added that the focus will be on collaboration between project sponsors and NYSDOT to ensure project success and to help showcase hurdles that could come up for each project.
- Don Hartill asked if there were any indications from the new administration for transportation funding. Fernando de Aragón replied that the current federal legislation was extended to September 2021; activity is expected over the summer which he will monitor and report back to the committee. He is also monitoring COVID funding for transit. Dwight Mengel reported that it is unknown if there will be more economic stimulus money coming out. Don Hartill commented that there is likely to be more funding for infrastructure to stimulate the economy; Fernando de Aragón agreed but added that it is hard to predict anything this year.

Action: This item was for informational purposes only.

V. Member Reports

Report:

1. **Mark Frechette (NYSDOT Region 3).**

- The Route 34B Bridge over Salmon Creek project in the Town of Lansing completed demolition last week; the metal arches were dropped into the ravine and the structure is now gone with very little impact to the area. Expectation is for the bridge replacement to be constructed by the end of 2021.
- At the end of January, the governor's office announced a new BridgeNY/CulvertNY program. Culverts must be over 5' in size and will be administered with state dollars; the bridge program will be administered with federal funding. The dot.ny.gov website has information and the deadline for submissions; there will be training for municipalities, but no date has yet been set. Tompkins County has done well in the past in this competitive program; he encouraged members to work on lining up their priority infrastructure projects now.

Addisu Gebre asked: if a project is on the TIP and a municipality wants to expand the scope, which would significantly increase the cost of the project, could the BridgeNY funding be applied for and combined with the current TIP funding? Mark Frechette replied that he was not yet sure of the new rules for the BridgeNY program; he suggested going to the BridgeNY website and submitting this question.

2. **Mike Lane (Tompkins County Legislature).**

- The Office of Preservation is involved with the Freese Road Bridge project in Dryden and wants the town to sell the old bridge to be re-used in a different location. If the bridge is sold (for \$1.00), a new one-lane bridge would be built. Fernando de Aragón suggested that the old bridge may be able to be used in a trail project.
- The airport is now servicing three airlines, flights are full again, and the number of flights should be increasing this spring.

3. **Meloney McMurry (Village of Cayuga Heights).**

- The TAP sidewalk project is moving slowly. Retaining wall costs on the north side are coming back over budget and it may mean moving sidewalks to the southside but, that side has historic buildings which require more right-of-way acquisitions and would slow the project even more.

4. **Dwight Mengel (Tompkins County DSS, Chief Transportation Planner).**

- He thanked the local partners working on transportation to vaccination sites, stating that Tompkins County may be the only county in NYS seriously looking at this and they have put together a flexible and viable structure by working together. He added that NYS has an excellent website for vaccination sign-ups and information but has a real disconnect with transportation barriers and does not mention nor address how populations with transportation problems could access these vaccination sites.

Action: This item was for informational purposes only.

VI. Adjournment

Action: Moved by Don Hartill, seconded by John Weibert and unanimously agreed to adjourn the February 16, 2021 ITCTC Policy Committee meeting at approximately 1:40 pm.

Policy Committee Action:
Approval of 2/16/2021 Action Summary:

April 20, 2021
By:

ATTEST: _____
David Smith, ITCTC Policy Committee Secretary