

**Planning Committee Meeting  
January 3, 2024  
Meeting Minutes**

**Members Attending**

Beige Berryman, City of Saratoga Springs  
The Honorable Mike Butler, City of Mechanicville  
Mark Castiglione, Capital District Regional Planning Commission  
Steve Feeney, Schenectady County, Chair  
Connor Haskin, Albany County Airport Authority  
Thomas Hulihan, City of Rensselaer  
Patrick Jordan Esq., Albany Port District Commission  
Andrew Kreshik, City of Troy  
Kim Lambert, Saratoga County  
Sandra Misiewicz, Capital Region Transportation Council, Secretary  
Lisa Ramundo, Albany County  
Katelyn Reepmeyer, Town of Colonie  
Bob Rice, NYS Department of Transportation Region-1  
Laura Robertson, Town of Niskayuna  
Joseph Seman-Graves, City of Cohoes, Vice-Chair  
Bill Trudeau, City of Albany  
Chris Wallin, City of Schenectady  
Michael Williams, Capital District Transportation Authority

**Staff and Others Attending**

Chris Bauer, Capital Region Transportation Council  
Jacob Beeman, Capital Region Transportation Council  
Virginia Bott, Rensselaer County  
Sharon Butler, City of Cohoes  
Chris Cate, McFarland Johnson  
Jennifer Caponis, Capital Region Transportation Council  
Peter Comenzo, Town of Rotterdam  
Angelo DiStefano, NYS Department of Transportation Region-1  
Jen Dunn, City of Saratoga Springs  
Josh Giller, Town of East Greenbush  
Jason Kemper, Saratoga County  
Tim Lane, Village of Menands  
Teresa LaSalle, Capital Region Transportation Council  
Amy Lolik, City of Rensselaer  
Stephen Maples, Capital Region Transportation Council  
Brent Meredith, Albany County  
Rebecca Odell, Capital Region Transportation Council  
Jamie O'Neill, Town of Malta  
Jeff Pangburn, Creighton Manning Engineering

Megan Quirk, Capital District Transportation Authority  
John Scavo, Town of Clifton Park  
Melissa Shanley, Capital District Transportation Authority  
Chaim Simon, Capital Region Transportation Council  
Ed Snyder, GPI  
Andrew Tracy, Capital Region Transportation Council  
Carrie Ward, Capital Region Transportation Council

## **Introduction**

Steve Feeney opened the meeting at approximately 9:33 a.m.

## **Visitor's Issues**

There were no visitor's issues.

## **Presentation – “In Motion: The Plan to 2050 – Metropolitan Transportation Plan Development Process”**

Jennifer Ceponis explained that the name “In Motion” communicates motion and change. The Metropolitan Transportation Plan is a 25-year blueprint for regional transportation that guides prioritization and funding of investments. It minimally must include a twenty-year timeframe. Changes from New Visions include multiple products, continuous public involvement, and one Task Force instead of one report, a 90-day public review period, and ten-twelve technical subcommittees. The Task Force is expected to include about 20 members, with representatives from each county, as well as from towns, cities, and villages, transportation agencies and providers, regional planning partners, and institutional partners. The process began in April 2023 with data collection and is expected to continue to September 2025. A few components of the MTP have already been completed, including the Congestion Management Process and the Coordinated Plan. The first meeting of the task force is anticipated in April to guide goal development, followed by meetings to guide scenarios and policies, review scenario and policy analysis, review the draft plan, and review public comments on the draft.

## **Administration**

### **Previous Meeting Minutes – November 1, 2023**

There were no proposed changes to the meeting minutes. Joe Seman-Graves motioned to approve the November 1, 2023 minutes as presented, Beige Berryman seconded, and members approved the motion.

### **Transportation Improvement Program (TIP) Fiscal Constraint – Summary Table 4**

Jacob Beeman noted that we are currently within the 5% fiscal constraint restriction.

## **Action Items**

### **Planning Committee Officer Nomination and Election**

Sandra Misiewicz noted that Steve Feeney has offered to continue as chair. Joe explained that he will be stepping down because he will be leaving the City of Cohoes. Patrick Jordan volunteered to serve as Vice Chair. Bob Rice motioned to approve the nomination of Steve Feeney as Chair and Patrick Jordan as Vice Chair, Joe Seman-Graves seconded, and members approved the motion.

### **In Motion: The Plan to 2050**

1. Metropolitan Transportation Plan Development Process – Draft Scope of Work
2. In Motion Task Force Proposal

These two items were presented earlier in the meeting. Patrick Jordan motioned to approved the Draft Scope of Work and Task Force Proposal as presented, Bill Trudeau seconded, and members approved the motion.

### **TIP Amendment Guideline Revisions**

Jacob Beeman explained that these guidelines outline when amendments need approval by the Planning Committee and/or Policy Board. The TIP Task Force has been working to update the guidelines, reflected in the proposed revisions document. It outlines which changes can be made administratively, without Planning Committee or Policy Board approval. Those will be called Administrative Modification instead of Project Selection. It also breaks out “major” and “minor” scope changes. Cost change dollar amounts remain the same, although the percentages are proposed to be removed. Cumulative cost changes less than or equal to \$0.500M will be administrative modifications, cost changes over \$0.500M and less than \$3.000M will go to the Planning Committee, and cost Changes over \$3.000M to existing projects will go to Policy Board. Chris Wallin motioned to recommend that the Policy Board approve the TIP Amendment Guideline Revisions as presented, Andrew Kreshik seconded, and members approved the motion.

### **Draft Public Participation Plan for Public Review**

Sandra Misiewicz noted that changes to this document require a 45-day public review period. Stephen Maples provided an overview of the purpose of the Public Participation Plan and federal requirements for it. The Plan seeks to integrate equity into public participation, defined as distributing participation resources and opportunities in a manner that responds to historic and ongoing disadvantages faced by marginalized groups. Public Participation will be continuous, thorough, inclusive, and effective. The Transportation Council will develop a Public Involvement Plan for core planning activities. Each core document will include a public involvement plan, as will plans and studies that are part of the Community and Transportation Linkage Planning Program. Staff will evaluate whether quantitative and qualitative objectives are met. For each product’s public involvement plan, this Public Participation Plan will include a few requirements and a number of other suggestions to consider. New in this update will be an allowance for administrative adjustments that do not require Planning Committee or Policy Board approval or a

public comment period. The document also includes changes to the advisory committees. Mark Castiglione motioned to release the draft Public Participation Plan for public review and recommend that the Policy Board approve it pending public comment, Chris Wallin seconded, and members approved the motion.

### **Title VI Assurances Update**

Sandra Misiewicz noted that this is a required document with a number of administrative changes, with the exception of an additional language (Arabic) requiring translation/interpretation of critical documents. Tom Richardson motioned to approve the changes as proposed, Patrick Jordan seconded, and members approved the motion.

### **Regional Truck Parking Study – Release for Public Review**

Chris Bauer noted that the Planning Committee heard a presentation of this Study at the August meeting. There are three areas of concern – the eastern end of I-90 within our region, the northern end of I-87 within the region, and around the I-88/I-90 interchange in Rotterdam. One in four trucks parking overnight in our region have a next stop within or immediately adjacent to our region. Andrew Kreshik motioned to release the document as presented for a 25-day review period, Connor Haskin seconded, and members approved the amendment.

### **Discussion Items**

#### **FY2024-2025 UPWP Solicitation Summary**

Sandra Misiewicz shared a list of the five applications received from the UPWP solicitation for planning efforts. Staff are reviewing and clarifying the proposals.

#### **Discuss Advisory Committee Operations**

Sandra Misiewicz noted that staff has put together updated roles and responsibilities of advisory committees and their participants. The committees will review, identify issues, or provide feedback on the Transportation Council's federally required products and regional and community planning studies. Participants may not make decisions on behalf of the Transportation Council, speak to the media representing themselves as an advisory committee member, or use any Transportation Council media without written consent of the Executive Director. All committee meetings will be broadcast live, recorded and made available on YouTube, and there will be an agenda item for public comment.

#### **Summary of 2022-2027 TIP Project Selection Moves**

Jacob Beeman said there were twelve project selection changes since the November meeting. Most were schedule changes moving funding into fiscal year 2024. There was one change of funding on A618, a NYSDOT project for pavement resurfacing on I-90. In addition, there were five PIN changes on CDTA projects.

## **Local Project Delivery Update**

Jacob Beeman noted that the project delivery table is available at the meeting and online. Jacob will reach out to Schenectady County, Town of Glenville, and Village of Scotia to discuss their projects at the February meeting. Kim Lambert introduced Ed Snyder with GPI and Jason Kemper with Saratoga County to discuss the Zim Smith Northern Trail Extension design-only project, SA345. Ed Snyder noted that the County had already identified a general route, from Oak Street to the Saratoga Spa State Park. While the overall 4-mile project is design-only, segments 1 and 2 have received construction funding through TAP, currently scheduled for 2025. The overall project includes five segments and will require coordination with FEMA for a necessary bridge as well as a number of takings. The County and a number of municipalities are very supportive.

## **NYSDOT Project Delivery Schedule**

Bob Rice noted that two lettings will be held next week: Multi-Site Culvert project and the NY 378 Bridge Painting project.

## **Status of Regional Transportation Planning Initiatives**

Sandra Misiewicz noted that there are ten active community planning studies underway. A number are scheduled to be completed by the end of the fiscal year.

## **Regional and Local Planning Updates**

### **1. Transportation Council**

There were no additional updates.

### **2. CDRPC**

Mark Castiglione noted that the 2018-2022 five-year ACS data was released. The EPA-funded Climate Pollution Reduction Act Grant program is underway. CDRPC will be identifying a potential significant project that would reduce greenhouse gas emissions in the region. Work continues on the broadband open-access network feasibility study.

### **3. CDTA**

Megan Quirk announced that she will soon be leaving CDTA. Michael Williams introduced himself as the new Planning Committee member.

### **4. NYSDOT**

The TAP/CMAQ/CRP solicitation is due next week. The department saw 29 draft applications. Bridge NY applications are due to the Transportation Council next week and culvert applications will be due to NYSDOT by the end of the month.

### **5. NYSTA**

There were no updates.

### **6. Albany County Airport Authority**

There were no updates.

7. Albany Port District Commission

There were no updates.

8. Local Government/Other

John Scavo noted that the registration for the Saratoga Planning and Zoning Conference is open and will take place on January 31. Chris Wallin announced that the Kings Road project will be starting this month.

**Upcoming Meetings/Events/Deadlines**

Steve Feeney referenced the upcoming meetings listed on the agenda.

**Adjournment**

Kim Lambert motioned to adjourn at approximately 11:26 a.m., Joe Seman-Graves seconded, and the meeting was adjourned.

Respectfully submitted,

Sandra Misiewicz, AICP  
Secretary