

**NYSAMPO/NYS DOT**  
**Bicycle and Pedestrian Planning Staff Meeting Notes**

Thursday, June 21, 2012  
Conference Call, 10:00 AM

**ATTENDEES**

MPOs:

A/GFTC - Kate Mance

BMTS - Scott Reigle

CDTC - Jason Purvis, Theresa LaSalle, Sam Piper

ECTC - Jim Arey

GTC - Bob Torzynski

OCTC - Chad Wade

PDCTC - Emily Dozier

SMTC - Danielle Krol

Main Office - Gerardo Mendoza, Eric Ophardt,  
Mary Harding, Nancy Alexander, Cathy Kuzsman

Reg 1 - John Franchini, Susan Olsen

Reg 5 - Chris Church

Reg 6 - Jeff Spencer

Reg 8 - Jim Rapoli

NYBC - Brian Kehoe

NYSOFA- Michael Paris

RSG - Corey Mack

NYS DOT:

**MEETING NOTES**

**1. Introductions**

**2. Review of Previous Action Items:**

- **Distribution of Materials.** Purvis: except for the CAPS sheets, all materials have been distributed either as links or attachments in emails.
- **Candidate ADA Priority System (CAPS) Sheet Distribution.** Szewczyk was not on the call to provide an update; Church: the CAPS sheet is being updated, and will follow up on distributing the latest sheet to the working group.
- **Safe Routes to School Coordination.** To be discussed
- **Access to GIS Database.** Mendoza to discuss.
- **“What’s New: Dutchess County Rail Trail”.** Dozier has sent the project description and statement, but it has not yet been posted.
- **Comments on GTSC Draft 2012 Highway Safety Strategic Plan.** Dozier compiled comments and submitted as requested.

**3. Enforcement Training**

- a. **CDTC Overview.** Purvis: as a piece of the continuum of enforcement training, the CDTC, A/GFTC, and other regional agencies conducted an enforcement training session with 21 people from different agencies. The results have been very positive, and a second training is being planned for agencies that were not able to make the first training session.

Rapoli: attended the 2 day training, believe the course went well, and that Peter provided an excellent training opportunity. Suggested that if time allows, it may be valuable for officers if an Assistant District Attorney could discuss prosecution aspects if and when tickets are issued.

Purvis: important to participate in the whole continuum – start from the beginning, completing all exercises and videos as recommended, then do the two day training. The training builds off the past learning experiences.

Purvis: contact me for more detail, lessons learned, or other information.

- b. **ECTC Material.** A PDF of the trifold Bicycle Safety Initiative Law Enforcement Warning from Elmira was distributed along with the documentation of the enforcement campaign was distributed prior to the meeting. Arey: at this point, the campaign consists primarily of the warning handout, no enforcement education has begun.

#### 4. Recap of the April 20<sup>th</sup> Meeting in Binghamton

- Gayle was not present on the conference call. Purvis: the April 20<sup>th</sup> meeting was a brainstorming session of the MPO directors, working group members, and staff consultant team from RSG. The intent of the meeting was to discuss the best ways in which to move forward, prioritize services, and determine who we are serving. Overall, the meeting went well in achieving these goals.
- Purvis: The Bicycle – Pedestrian Working Group was generally not directly impacted by the discussion. The primary result of the meeting included a recommendation for a new freight or goods movement working group. Not sure if any directors have made any decisions on implementing these recommendations.
- Reigle: Additional discussion included the idea that all data collection efforts could be compiled by one single data collection working group, or rather each working group collects its own pertinent data. The latter was preferred.
- [Gayle notes: MPO Directors have continued to follow up on strategic planning session. This relates also to the Integrated Planning effort. Opportunities for collaboration in data acquisition and management among the MPOs and with NYSDOT; task has been assigned to the Modeling Working Group. Freight Working Group has been established, Howie Mann of NYMTC will chair.]
- Purvis: Meeting minutes from the two day session were distributed to all MPO directors.

#### 5. Bike-Ped Projects Receiving National Recognition

- Purvis: the agenda contained a link to a rail bridge that recently received national attention in the Capital District. (<http://www.advocacyadvance.org/media/blog/bridging-the-hudson-in-upstate-new-york>) The story describes the advocacy community and CDTC pushing for bicycle and pedestrian accommodations on an upcoming railroad bridge rehabilitation and the support received from Senator Schumer. Even with the grassroots support and a prominent Senator behind the project, ensuring bicycle and pedestrian improvements are part of the bridge rehabilitation design remains an on-going challenge.

## 6. Upcoming Conferences

- 2012 AMPO National Conference, September 11 – 14, Saratoga NY  
<https://www.ampo.org/content/index.php?pid=261>  
The statewide working groups will be a topic of discussion in a pre-conference session on Tuesday, Sept 11.
- NYBC – 2012 Walk / Bike Symposium , September 18, Glens Falls, NY  
<http://www.nybc.net/wp-content/uploads/2012-Save-the-Date.doc>
- Located at the Queensbury hotel, no agenda has been prepared yet, but will likely be available after a June 26<sup>th</sup> planning meeting.
- 2012 New York Highway Safety Symposium, October 14 – 17, Lake Placid, NY  
<http://www.itsmr.org/NY%20Highway%20Safety%20Conference.htm>  
Purvis will be presenting information on the enforcement training sessions

## 7. Bike-Ped Count Project

<http://bikepeddocumentation.org/>

- Torzynski: our MPO just started an Active Transportation Working Group with many regional partners. The group is assisting in the National Bicycle and Pedestrian Documentation Project. We have identified 23 priority sites to count every three months. The sites are counted on a Tuesday, Wednesday, and Thursday at peak times, either 7-9 AM or 4-6 PM. 15 sites have been counted so far and the data have been inputted into Google Documents. In the first observation period, we noted 1700 people crossing in 2 hrs.
- The documentation project is part of a national effort led by Alta Planning and an ITE subcommittee. Goals of the documentation project include providing data to:
  - Compare crash rates to bicycle and pedestrian volumes and obtain exposure data for crash analysis,
  - Estimate bike and ped volumes based on adjacent land use or other factors, and
  - Assist in prioritizing infrastructure investments such as intersection improvements and trail construction.
- More counts are scheduled for July but were determined to be not representative of peak conditions to be documented. The next counting effort will take place September 11 – 13.
- The sites selected for counts were determined by the Active Transportation Working Group based on a combination of factors including nearby trails, developments, bus stops, other bike-

ped generators that would lead to high ped volumes. Attempted to not duplicate counts performed by NYS Parks Staff. The Parks counts have not yet been integrated into the project.

- The sites are counted by just one person. One person can generally count up to 1,000 bicycle and pedestrian turning movements in an hour. A counting form has been developed and refined, will be distributed to the group.

## 8. NYSDOT Initiatives

- **GIS Exercise:**

Mendoza: DOT IT and GIS staff are busy with usual workloads and suggested the usual helpdesk process to resolve individual issues. To obtain MPO access to DOT database system, a draft IT request has been prepared. A data access request form is needed which requires the contact information of all requesting individuals.

Purvis: all MPO staff members requesting access to the DOT database should send their contact information including name, address, phone number, and email address to me, and I will compile and send to Gerardo to prepare the Data Access Request Form. Access to the database will allow MPOs to directly input attribute data into the DOT programs.

Mendoza: To change attributes, MPOs can modify the database – changes in alignments will require an updated GIS files. All data should be complete and up to date before going public with the site.

LaSalle: still issues with alignments. 90% of the alignments are correct but some still do not show up; able to correct the issue with Henry in person.

- **Safe Routes to School:**

Harding: Safe Routes to School grant information was announced recently. The information is all online (<https://www.dot.ny.gov/divisions/operating/opdm/local-programs-bureau/srts>), including:

- a. PowerPoint presentations
- b. Estimation tools
- c. Word document applications and appendices
- d. Federal aid training presentations

Applications are due 10/5. Applications must be received by this date, not postmarked. Pre-review will be completed: 10/31

SAFETEA-LU will be expiring at the end of the month; assuming there is an extension, the money will be allocated and the totals updated.

- **Complete Streets:**

Mendoza: DOT is still working on the complete streets manual, trying to determine the standards, policies, and procedures that reflect the requirements of the complete streets

law. The different measures that are supported include bike lanes, bus pull outs, road diets, and more.

- **Rumble Strips:**

Mendoza: no update.

- **Sharrows:**

Purvis: NYSDOT Main Office looking at statewide policy. The draft policy has been prepared and will be distributed shortly with a quick turnaround on comments requested (due 7/6). If comments are prepared after this deadline, they should still be submitted. This first draft clears up many of the ambiguities on the placement and usage of sharrows, and will likely promote the use of more sharrows. Additionally, the “Bikes may use full lane” sign being brought back as a warning sign.

- **Bike Map Printing:**

Mendoza: received second approval to move ahead. Funding should be re-obligated shortly.

Ophardt: Maps will be prepared for all state bike routes, not sure if it will be individual maps for each route or Region, or one statewide map. Both hard copy and electronic distribution will be pursued. The RFP will be out in a few weeks.

Arey: suggest that topography and elevation data will be utilized in the future maps.

Ophardt: much of the same details of the previous map, including topography, profiles, mileage and more will be maintained.

## 9. Review of Work Plan:

- Purvis: the Work Plan will be a major topic at the September meeting. Everyone should have the latest version, if you don't have it let me know. Come ready with ideas, including statewide working group ideas, regional and local projects, and anything in between. All ideas will be pared down to a bulleted, one page work plan. At the end of the meeting, hopefully we'll have something to present to the directors.
- [Gayle note: The Directors would like work plans for each Working Group prepared on a similar schedule to the UPWP, so opportunities to support Integrated Planning can be incorporated into the 2012-14 UPWPs.]

## 10. Scheduling of 2013 Meetings and Calls

- Syracuse, Wednesday, March 20 2013, 10:00 AM – 4:00 PM
- Conference Call, Wednesday, June 19 2013, 10:00 AM – 12:00 PM
- Poughkeepsie, Thursday September 19 2013, 10:00 AM – 4:00 PM, either at the MPO office or DOT classroom
- Conference Call, Thursday December 19 2013, 10:00 AM – 12:00 PM

## 11. Upcoming Meetings

- Thursday, September 20 – 10:00 AM – 4:00 PM, Binghamton (exact location to be determined)
- Thursday, December 20 – 10:00 AM conference call – will discuss Safe Routes to School Projects.

## 12. Other Items

- Purvis: CTDC has a new director: Mike Franchini
- Ophardt: AASHTO Bike Guide just came out, and should have been sent out to all MPOs. Ophardt will provide a copy of the PDF to Purvis to upload and distribute to the MPOs through the CDTC FTP site.
- Eric: NYSDOT bicycle and pedestrian website will be live online shortly. Rapoli: would like to see the Hudson Valley Bikeway website back online
- Olsen: Extra bike route signs available.
- Rapoli: local highway superintendents reaching out to DOT for guidance on using the combined bike / ped warning sign on roadway with the “SHARE THE ROAD” plaque where both bicyclists and pedestrians are often found on the roadway. The sign has typically been used at path crossings.
- Dozier: updating the bike-ped draft policy, Lisa Mondello is on the Advisory Committee. Wade: looking to update the Orange County Bicycle and Pedestrian policy and would like to review if possible.

## ACTION ITEMS

- MPOs to send to Purvis the contact information, including name, address, phone number, and email address, of staff member to be granted access to DOT website. Purvis to send compiled contact information to Mendoza for the preparation of a Data Access Request Form.
- Torzynski to send to Purvis the form created and refined to count bicycle and pedestrian volumes for the Bicycle and Pedestrian Documentation Project. Purvis to distribute to the working group.
- Purvis to distribute draft sharrow policy to the working group.
- Ophardt to provide a PDF of the 2012 AASHTO Bicycle Guide to Purvis for distribution to the MPOs via the FTP site.
- Dozier and Wade to coordinate review of the PDCTC Draft Bicycle and Pedestrian Plan.

*Meeting notes prepared by Corey Mack, P.E. (RSG) on June 21, 2012.*