

**CENTRE COUNTY METROPOLITAN PLANNING ORGANIZATION (CCMPO)
COORDINATING COMMITTEE**

**Tuesday, November 24, 2009
6:00 p.m.
Patton Township Municipal Building**

Minutes

Voting Members Present:

Dan Klees, Chair	College Township
Ron Buckalew	Centre Regional Planning Commission (CRPC)
Bob Corman	Penns Valley Planning Region
John Elnitski	Benner Township
Elizabeth Goreham	State College Borough
Ken Hall	Mountaintop Planning Region
Kevin Kline	PennDOT District 2-0
Chris Lee	Harris Township
Jeff Luck	Patton Township
Steve Miller	Ferguson Township
Bob Jacobs for Jon Eich	Centre County
Sue Hannegan for Rich Rogers	Centre County
Mike Savage	Moshannon Valley Planning Region
Jadine Reese	Upper Bald Eagle Valley Planning Region
Barbara Spencer	Halfmoon Township
John Spychalski	Centre Area Transportation Authority (CATA)
Frank Hampton for Larry Shifflet	PennDOT Central Office

Non-Voting Members Present:

Rob Cooper	Penn State University
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Others Present:

Jim May	Centre Regional Planning Agency (CRPA)
Tom Zilla	CRPA
Trish Meek	CRPA
Greg Kausch	CRPA
Amy Dugan	CRPA
Mike Bloom	Centre County Planning / Community Development Office (CCPCDO)
Karen Michael	PennDOT District 2-0
Ken Roan	Marion Township
Hugh Mose	CATA
Rick Sollman	Congressman Glenn Thompson's Office
Michele Barbin	Mountaintop Planning Region
Lyssa Cromell	Centre Region Council of Governments

1. Call to Order and Pledge of Allegiance

Mr. Klees called the meeting to order at 6:01 p.m. and led the Committee in the Pledge of Allegiance.

2. Approval of Minutes

Mr. Buckalew made a motion to approve the September 22, 2009 CCMPO Coordinating Committee meeting minutes. Dr. Spsychalski seconded the motion, which was approved unanimously.

3. Citizens' Comments

There were no citizens' comments.

4. 2011-2014 Centre County Transportation Improvement Program (TIP)

Mr. Zilla presented the highway element of the 2011-2014 Preliminary Draft TIP. Mr. Kausch will present the transit element of Preliminary Draft TIP at the regular December meetings. Mr. Zilla reminded committee members that the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) expired at the end of Federal Fiscal Year (FFY) 2009. Funds are now authorized by a continuing resolution which expires December 18, 2009. Moreover, the Federal Highway Trust Fund is in a deficit status, so Congress must address both the Highway Trust Fund issue and reauthorization of SAFETEA-LU.

As a result of funding uncertainty, the MPO has assumed SAFETEA-LU funding levels with a 1% increase in FFY 2011 and 2012 for both the highway and transit elements. Beyond that, the MPO assumes a 4% increase in highway funding and a 2.67 % increase in transit funding in each year.

In terms of state funding, Act 44 funds have been reduced significantly because the I-80 tolling plan has not been implemented. Other highway and bridge funds have also been reduced due to decreasing revenue estimates and increasing debt service for bonds. Transit funding remains at a guaranteed level.

Key unknown elements with respect to funding levels will be federal action on the new authorization bill and the state's action to provide a revenue source for Act 44. Centre County has a highway allocation of \$53.4 million and a transit allocation of \$26.1 million for the 2011-2014 TIP, which represents a loss of about \$18 million in funding for its roads and bridges when compared to the 2009-2012 TIP. These amounts do not include any federal funding from the American Recovery and Reinvestment Act (ARRA). As a result of funding constraints, no new projects are being programmed.

The Preliminary draft 2011- 2014 TIP includes full funding for the following projects:

- Route 350 Sandy Ridge S-Curve
- Route 550 Bishop Street Betterment
- Route 150 Congested Corridors Program Improvements
- SR 3014 North Atherton Street Signal Improvements
- SR 3018 Whitehall Road/University Drive Extension
- Old Fort Park and Ride

Additional funding is needed for the following projects:

- Route 322 Corridor Safety Improvements
- Route 26 (Jacksonville Road) Betterment (between the proposed high speed and the local access interchanges in Marion Township)
- Route 26 Pine Grove Mountain Lower Escape Ramp

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Preliminary engineering funds for the Jacksonville Road project are on the current TIP, but there are no funds for subsequent phases of the project.

Mr. Zilla presented maps which show highway projects on the 2009-2012 Centre County TIP and the Preliminary Draft 2011-2014 Centre County TIP. These maps emphasize that no new projects are being programmed.

The Preliminary Draft TIP includes full funding for 17 of 20 state bridges. Moreover, full funding is included for one local bridge (Gregg Township T-468 Penns Creek Bridge). Mr. Zilla is working with PennDOT staff to include a local bridge retroactive reimbursement line item in the new TIP. Retroactive reimbursement is a technique that allows local municipalities to advance the money for a bridge project, and then receive reimbursement later, thereby accelerating pre-construction phases. An example of this technique being used locally is the Trout Run Bridge in College Township.

Mr. Zilla presented two additional maps comparing the bridge projects on the 2009-2012 Centre County TIP and the Preliminary Draft 2011-2014 Centre County TIP. As was the case with the highway element, no new projects are being programmed.

Both MPO committees are currently reviewing the potential TIP candidate projects. In December, the Coordinating Committee must approve the submission of the Preliminary Draft 2011-2014 TIP to PennDOT. In February, the Coordinating Committee will receive PennDOT's comments and revisions to this Preliminary Draft TIP. In March, the committee will approve a Final Draft TIP, with advertisement for public comment to begin in late April. Adoption of the Final Draft TIP should occur in June 2010. Mr. Zilla asked the committee to consider any projects that should be added to the Preliminary Draft TIP.

At the December meeting of the Coordinating Committee, the updated highway element of the TIP will again be reviewed, the transit element will be presented, and the Committee will be asked to approve submission of the Preliminary Draft TIP. This meeting is scheduled for Wednesday, December 16. It will be held at the Patton Township Municipal Building beginning at 6pm.

Mr. Klees asked how the Preliminary Draft TIP relates to the Long Range Transportation Plan (LRTP). Mr. Zilla replied that all of the projects listed on the TIP should already be on the LRTP with the exception of the Jacksonville Road project, which has not progressed beyond the preliminary engineering phase. Mr. Zilla explained that Marion Township is currently working on their submission documents required to have the Jacksonville Road project added to the LRTP. Mr. Zilla further explained that once projects are added to the TIP, they tend to progress based on the complexity of the project and the amount of time it takes to complete each project phase.

Mr. Lee asked if the summary sheet for the highway element of the Preliminary Draft TIP could include a project's LRTP status as well as its funding status. Specifically, Mr. Lee asked about the funding status of the safety improvements to Route 322, and the I-80/I-99/Route 26 High Speed and Local Access Interchanges in Marion Township. Mr. Zilla explained that the MPO authorized submission of an earmark request for the new authorization bill to fund the Route 322 project. The status of that request is dependent on Congress' vote to authorize a new bill. Mr. Zilla further explained that applications were submitted under the Transportation Investment Generating Economic Recovery (TIGER) program for the I-80/I-99/Route 26 interchanges. These projects are not currently on the TIP or the LRTP, because funding sources for those projects are not committed beyond the preliminary engineering phase.

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Ms. Spencer asked for clarification on the abbreviations used in the phase column of the summary sheet. Mr. Zilla explained the abbreviations as follows:

- “P” designates preliminary engineering;
- “F” designates final design;
- “U” designates utility relocation;
- “R” designates right-of-way acquisition; and
- “C” designates construction.

Mr. Elnitski noted that the State Correctional Institute (SCI) Rockview will likely be expanded with the construction of an additional facility. This would require the addition of a center turning lane, a deceleration lane, and a traffic signal along Route 150. Mr. Zilla explained that PennDOT and Bellefonte Borough are currently discussing improvements that need to be made to a retaining wall on Linn Street in the Borough. Until that issue is resolved, the Route 150 Congested Corridors Project is on hold.

Ms. Reese asked why projects are being solicited for the LRTP if no additional funds are available. Mr. Zilla replied that it is best to have an inventory of projects on the LRTP so that if funding becomes available, the MPO can react quickly. Ms. Reese further asked if a bridge project must be on the TIP in order to qualify for retroactive reimbursement. Mr. Zilla replied that such a project must be added to the TIP. Mr. Kline explained that PennDOT engineers would evaluate the bridge for structural adequacy, and Ms. Michael added that the individual municipality should work closely with the PennDOT’s municipal services engineer.

5. Transportation Enhancements (TE) Program

Ms. Meek explained that there is a separate selection process for TE projects to be included in the TIP. Traditionally, this selection process is done statewide. Centre County has received guidance that sets a total TE allocation of \$1.3 million for the 2011-2014 TIP. This guidance is based on historical estimates, and actual dollar amounts will not be known until federal reauthorization occurs. Unlike previous years, there will be no statewide TE/Home Town Streets application cycle to solicit new projects.

The state has established guidelines for the use of TE funds. Each jurisdiction’s TE allocation is to be used for previously-approved TE projects that have not yet advanced to construction. MPOs that have already advanced all previously-approved projects may utilize TE funds for new projects selected locally. All previously-approved TE projects in Centre County have either advanced, or are anticipated to advance, to construction before the new 2011-2014 TIP is adopted in July 2010. Therefore, the MPO must consider a process to solicit and program additional TE projects.

Ms. Meek noted that reauthorization of the TE program is not guaranteed. Based on a discussion with Matt Smoker from the Federal Highway Administration (FHWA), Ms. Meek explained that if the TE program does not continue, projects may be eligible under another funding source, such as Congestion Mitigation Air Quality (CMAQ) or the Surface Transportation Program (STP).

The TE review committee met on November 5. It considered two items: the disposition of the balance of funds in the TE line item for FY 2010, and TE project solicitation for the 2011-2014 TIP. The FY 2010 line item contains approximately \$66,600, and it is obligated to be used by September 30, 2010. The review committee recommends that these funds be held in the line item to be used for the Boalsburg Streetscape project. This will provide a buffer in the event of cost overruns or high bids. If the funding is not necessary to complete the Boalsburg Streetscape project, non-construction projects

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should be considered. Mr. Lee asked for examples of non-construction projects. Ms. Meek replied that some examples would be bike racks on the CATA buses and educational brochures.

The CCMPO must work with PennDOT Central Office to determine a TE project solicitation process and ranking criteria for the 2011-2014 TE line items. Ms. Meek proposed that the MPO complete a TE funding application cycle during Summer 2010. To ensure funding does not lapse, the TE review committee recommends that the FY 2011 funds of \$315,000 be used for the completion of the Centre Hall Streetscape project. The original project was designed for Wilson Street to Church Street/Route 192. This project was not constructed in its entirety due to funding constraints, but all design work is complete. Centre Hall Borough would need to submit a new Plan Specifications and Estimates package in order to be eligible for the funding. The obligation deadline for this funding is September 30, 2011.

TE projects for the remaining years of the TIP would be selected through the application cycle. In previous years, TE projects have only been programmed for two years at a time, but Ms. Meek advocates programming projects for four years to ensure that projects can advance to construction before funding lapses. She explained that TE projects can take anywhere from 2-1/2 to 7 years to construct from the time that reimbursement agreements are executed.

Mr. Lee made a motion to:

- *Retain the 2010 TE line item funds for the Boalsburg Streetscape project to cover potential cost overruns. If Harris Township does not need the additional funding, non-construction projects may be considered;*
- *Allocate FY 2011 funds to the Centre Hall Streetscape project, and to authorize staff to contact Centre Hall Borough to confirm its commitment to proceed with Phase II of the project;*
- *Amend the 2009-2012 TIP to include the Centre Hall project in FY 2011; and*
- *Conduct a TE application cycle in summer 2010.*

Ms. Goreham seconded the motion, which was approved unanimously.

Mr. Lee asked if Ms. Meek will be informing the municipalities of the application cycle in 2010. She replied that a schedule would be presented to the MPO before the application cycle begins, and added that the application would only require cost estimates.

Mr. Zilla commended Ms. Meek for all of her hard work on the TE program.

6. I-80 Toll Conversion Project

Mr. Klees noted that two pieces of correspondence – one from Congressman Glenn Thompson, and the other from members of Centre County's General Assembly delegation – regarding their opposition to the tolling of I-80 were placed at the seats of each Coordinating Committee member before the meeting began. Normally these would be included in the agenda packet, but they were received by staff after the packets had been mailed.

Mr. Zilla reported that at the end of October 2009, the Pennsylvania Turnpike Commission (PTC) and PennDOT submitted supplemental materials to FHWA to support their application to convert I-80 to a toll road. The original Phase 1 application was submitted to FHWA in October 2007. Approval of a Phase 1 application would allow the project to be included in a federal program that authorizes the study of tolling an existing roadway. In July 2008, an amended application was sent to FHWA, and in August 2008, an addendum to the application was submitted. In September 2008, the FHWA responded that the application could not move forward because the proposed lease payment "does not

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meet statutory requirements.” Mr. Zilla noted that FHWA did not prohibit the conversion of I-80 to a toll road. They simply requested additional information. No indication has been provided as to when a decision by the FHWA to PennDOT’s latest submission may occur.

Mr. Zilla explained that the tolling of I-80 will include an “open road” tolling approach which would utilize electronic collection, an incentive program for passenger vehicles where tolls would begin at the second gantry passed, and a volume discount for commercial vehicles. The toll rate structure would be the same as the mainline PA turnpike. There would be nine potential gantry locations constructed across I-80, and two of those would fall within Centre County. Mr. Zilla presented a PTC map of the tolling zones; those that impact Centre County are Zones E and F. According to the PTC website, location E2 would be more favorable for a gantry location because traffic diversions onto Routes 53, 144, 322, and I-99 would be less than the amount of traffic diverted onto roads located near E1. In Zone F, the PTC identified F2 as being the more favorable location for a gantry. Mr. Zilla explained that the MPO had been extremely concerned about traffic being diverted onto Route 64 if F1 had been selected as the gantry location. Mr. Zilla also noted that there may be an increase in truck traffic on Route 322 if I-80 isn’t tolled because of a corresponding increase in mainline PA Turnpike toll rates.

The PTC has prepared a capital improvement plan that calls for an average investment of \$250 million annually in I-80 enhancements; PennDOT currently invests between \$60 and \$80 million per year in I-80. The proposed capital improvement plan calls for \$412 million to be invested in Centre County I-80 segments over the first ten years. These investments would be used to construct an I-99/I-80 high speed interchange, an I-80/Route 26 local access interchange, rebuilding of mainline pavement and bridges, and diversion route improvements that have not yet been identified.

If FHWA issues an affirmative decision regarding the Phase 1 application, and the project is added to pilot program in late 2009, briefings would begin with planning partners in early 2010. Public meetings would also be held to gather input. An environmental clearance document would be prepared; this would include an assessment of the direct effects of facility improvements and the indirect effects on diversion route improvements. In mid- to late 2010, the MPO would need to amend its LRTP and TIP to include capital improvements. In late 2010, FHWA Phase 2 approval of the environmental clearance document would be anticipated. Tolls would be implemented beginning in late 2011.

Mr. Hall questioned the statement that there may be an increase in truck traffic on Route 322 if I-80 isn’t tolled because of the increase in mainline PA Turnpike toll rates. Mr. Zilla noted that information was provided by the PA Turnpike Commission’s consultant. He added that the logic is that if tolls increase on the mainline turnpike and I-80 remains toll free, more trucks will divert onto the Route 322 and I-80 corridors to avoid paying the tolls.

Ms. Goreham asked if Mr. Zilla was confident that an FHWA decision regarding the tolling would be made this year. Mr. Zilla replied that he had no indication as to when a decision would be made, but the timeline he presented describes the quickest scenario possible.

Mr. Sollman from Congressman Glenn Thompson’s office read the letter that Mr. Thompson wrote opposing tolls on I-80. The letter requests that the MPO voice their opposition directly to the U.S. Department of Transportation. Mr. Sollman also asked individual committee members to voice their opposition on behalf of the municipalities that they represent.

Mr. Klees explained that he was requesting authorization for a letter to be written voicing the MPO’s position on the tolling of I-80. Mr. Lee asked what the MPO’s original position was. Mr. Klees replied that the previous letter written by the MPO stated that all interstates should be tolled, not just I-80. Mr. Hall stated that the MPO must strongly object to tolling as it would be catastrophic to business. He

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added that if I-80 is tolled, trucks will divert to other local roads, which will in turn cause those roads to deteriorate more quickly. He questioned why leasing of the mainline turnpike and the gas tax are no longer being considered as ways to generate revenue.

Mr. Luck stated that tolling is not the only viable approach to generating revenue. He added that tolling I-80 creates another bureaucracy to collect and distribute this revenue. On the other hand, a gas tax can be used to create revenue, would be more fairly applied, and the infrastructure is already in place to collect the taxes. Mr. Klees stated that the MPO must take two separate approaches. First, it must fight the application to toll I-80, and then it must work to undo Act 44.

Ms. Goreham requested that someone address the MPO when the federal reauthorization begins. She noted a serious discrepancy between transportation needs and available funding, and added that it is important that Centre County be represented in the dialogue. Mr. Klees agreed, and stated that representatives need to be more realistic with their constituents by acknowledging funding shortfalls. Mr. Lee noted that transportation will be treated as a utility in the future, and any letter that the MPO sends should include a rationale for its opinion. Mr. Klees added that the economic and diversion concerns associated with the tolling of I-80 should be included in the letter.

Mr. Elnitski asked how other states handle tolling. Mr. Klees stated that there are problems associated with retrofitting a road for tolling. Moreover, individual choice in whether people will pass through gantries or choose a diversion road will become an unpredictable factor. Mr. Luck added that tolling creates inequitable road infrastructure. Mr. Savage stated that the effects of tolling I-80 would be dramatic, with the inevitable consequence of dumping traffic onto other local roads.

Mr. Lee made a motion to authorize the chair and staff to draft a letter strongly opposing the tolling of I-80. The letter should include the reasoning behind the MPO's position. Mr. Hall seconded the motion.

A roll call vote was taken on the motion. The motion passed by a vote of 14 in favor and 1 against (S. Miller). There were two abstentions (F. Hampton, K. Kline).

7. FY 2010-2011 Unified Planning Work Program (UPWP)

Mr. Zilla explained that every February, the MPO must adopt a Unified Planning Work Program (UPWP) that lists the work tasks for the CRPA and CCPCDO staff to complete on behalf of the MPO during the upcoming fiscal year. The UPWP must be adopted by February 28, 2010.

Mr. Zilla noted that over the past year, MPO staff has focused on the following projects, among others:

TIP Projects

- 2009-2012 TIP;
- Preliminary Draft 2011-2014 TIP;
- Route 322;
- Route 550;
- Whitehall Road improvements; and
- North Atherton Street signal enhancements.

LRTP Projects

- Centre County Growth Forecasting;
- Travel Demand Model;
- Project Ranking Criteria; and

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- Project Solicitation Process.

Transit Projects

- Old Fort Park and Ride Lot; and
- Moshannon Valley Commuter Bus Service.

TE projects

- Centre Hall Streetscape Project; and
- Boalsburg Streetscape Project.

There were also additional unexpected tasks that required the staff's attention. These included requests for earmarked funds in federal legislation, requests by Marion Township pertaining to I-99/Route 26, amendment of the LRTP and TIP for the Old Gatesburg Road Extension project, preparation of the TIGER application for the I-99/I-80/Route 26 interchanges, preparation of comments for Development of Regional Impact (DRI) applications, and preparation of applications for Pennsylvania Community Transportation Initiative (PCTI) projects.

Mr. Zilla noted that in terms of Supplemental Planning Funds, the staff has advanced several projects. Mr. Kausch has managed the Assessment of Public Transportation Services, and will be presenting information on this project at the December MPO meeting. Ms. Meek and Mr. Bloom are working on the Travel Demand Model/Growth Forecasting for the LRTP, and this project is approximately halfway complete. Mr. Zilla will be working on Transportation and Land Use Coordination for the Halfmoon/Patton Area Plan; this project will require a time extension to retain funding beyond March 2010. Finally, Mr. Kausch will be executing a work order in December for the Moshannon Valley Park and Ride Lot Study. The selection process for a consultant will begin in January 2010, and work is anticipated to take about a year to complete.

It is important to note that base federal and state funding will remain at the same level as the current fiscal year. Funding available for supplemental planning projects has not yet been established, but current projects should be completed before applying for new ones. In the coming year, efforts should include participation in Smart Transportation, and Linking Planning and the National Environmental Policy Act (NEPA) initiatives. Mr. Zilla pointed out that FHWA wants more time spent on performance measures and documenting justification for actions. This work program, Mr. Zilla explained, will focus on preservation of existing transportation assets.

Mr. Zilla requested that MPO members submit their supplemental planning funds project ideas so that they may be discussed at the January meeting. One project that has already been proposed involves updating the 1998 CATA Public Transportation Plan. Ms. Hannegan also previously suggested a review of the impacts of Marcellus Shale drilling on transportation facilities.

Mr. Lee suggested that Centre County needs to create a countywide policy forum for coordinating transportation and land use. He also noted that it would be valuable to educate developers about affordable housing. Mr. Lee further expressed a need for transit oriented design, and asked Mr. Mose if this was a possibility. Mr. Mose responded that transit oriented design is usually based around rail stops, but he believes that CATA currently does an excellent job of working with developers during site plan reviews. These reviews enable pedestrian access, roadway signage, and bus stops to be incorporated into the project design. Mr. Lee replied that he still believes that more can be done. He noted that we should judge the performance of our transportation choices by how they reduce travel time and travel demand, and how they contribute to the regional economy and livability of the community. Mr. Lee also stated that we need updated origin/destination data, although he recognizes that it would be costly to obtain this information. Mr. Klees asked if Mr. Lee could prioritize his list.

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Mr. Lee replied that many of his suggestions would be inexpensive, and that implementing performance measures would probably be his first priority.

8. 2010 Meeting Schedule

A draft 2010 meeting schedule was distributed with the agenda packet. Coordinating Committee meetings are currently held on the fourth Tuesday of the month, because there are no conflicts with municipal governing bodies and other regional organizations. This may change after the first of the year. Meetings are generally not held every month.

Mr. Hall moved to approve the meeting schedule. Mr. Luck seconded the motion, which was approved unanimously.

9. Member Reports

Mr. Luck – No report given.

Mr. Lee – No report given.

Mr. Miller – No report given.

Ms. Hannegan – There are currently 34 drilling sites for Marcellus Shale in Centre County. Each drilling pad may have at least four to six wells. Accordingly, the County is in the beginning stages of creating a Marcellus Shale Task Force. Individuals can have their name added to an email distribution list by contacting Ms. Hannegan. Announcements are sent whenever new information is received.

Mr. Jacobs – The County has received liquid fuels applications from 24 municipalities. Those applications will be reviewed, and recommendations made to the County Commissioners.

Ms. Goreham – Asked if the projects being proposed for the LRTP must include a cost estimate. Ms. Meek responded that the sponsoring entity should provide a cost estimate by phase.

Ms. Spencer – Halfmoon Township has decided to not to pursue a potential LRTP project that they had discussed with Patton Township.

Dr. Spychalski – CATA has implemented the end products of its rebranding program. “CATA Bus” and “CATA Ride” now replace the “Centre Line” and “Centre Ride” brands. Changes in graphics on CATA buses and vans are being introduced as time and budgeting allow.

Mr. Buckalew – The joint meeting of the CRPC and the COG Transportation and Land Use Committee (TLU) was held on November 18. It was a productive meeting with much useful discussion.

Ms. Reese – No report given.

Mr. Kline – No report given.

Mr. Hampton – No report given.

Mr. Savage – Philipsburg Borough has a new manager, Mr. Jan McDonald. He will be the Moshannon Valley Planning Region’s representative to the MPO Technical Committee.

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Mr. Hall – No report given.

Mr. Corman – No report given.

Mr. May – The CRPA has initiated an update to the Comprehensive Plan. Information from stakeholders will be collected over the next few months.

Mr. Klees – Asked if College Township needed to submit a form for the Whitehall Road LRTP project. Ms. Meek replied that a form is not necessary because the project is in the final design phase.

10. Announcements

There will be a Technical Committee meeting on Wednesday, December 9 at 8:30 am at the Patton Township Municipal Building.

There will be a Coordinating Committee meeting on Wednesday, December 16 at 6:00 pm at the Patton Township Municipal Building. Topics scheduled to be discussed at this meeting include the 2011-2014 TIP and the Assessment of Public Transportation Services.

Ms. Goreham asked if MPO members will receive a copy of the letter that will be composed voicing the MPO's opposition to tolling I-80. Mr. Klees replied that he hoped the letter would be mailed by December 4, and that a draft of the letter would be circulated via email.

Mr. Bloom reminded committee members that the deadline to submit projects for the LRTP is December 11. He offered assistance to those who require it.

Mr. Zilla noted that correspondence will be mailed to the rural planning regions and all other municipalities in December requesting appointments and reappointments to both of the MPO committees. The appointment to the Coordinating Committee is for a two-year term.

11. Adjourn

Mr. Buckalew made a motion to adjourn the meeting. Mr. Luck seconded the motion, which was approved unanimously.

The meeting adjourned at 7:42 p.m.

Respectfully submitted,

Amy Dugan
Recording Secretary