

**POUGHKEEPSIE-DUTCHESS COUNTY TRANSPORTATION COUNCIL
OPERATING PROCEDURES**

1. PURPOSE

To develop and approve transportation plans and programs within the Dutchess County portion of the Poughkeepsie-Newburgh Urbanized Area, and to ensure proper coordination and consistency with established requirements.

2. FUNCTIONS

The Poughkeepsie-Dutchess County Transportation Council, as the official Metropolitan Planning Organization for Dutchess County, shall be responsible for:

- A. Carrying out the metropolitan transportation planning process and developing the Unified Planning Work Program, Metropolitan Transportation Plan, Transportation Improvement Program, and transportation management systems in cooperation with applicable federal, state, and local agencies.
- B. Being the forum for cooperative decision making on transportation issues by local elected officials and transportation providers within the Dutchess County Metropolitan Area Boundary.
- C. Endorsing the annual Unified Planning Work Program.
- D. Endorsing the Transportation Improvement Program.
- E. Reviewing and updating the Metropolitan Transportation Plan as necessary at least every four years.
- F. Providing citizens as well as public and private agencies with the opportunity to participate in the transportation planning process.
- G. Establishing the Metropolitan Area planning area boundary and delineating the Federal-Aid Highway system within that boundary.
- H. Coordinating its plans and programs, and its planning and programming process, with adjacent Metropolitan Planning Organizations.

3. MEMBERSHIP

- A. The Dutchess County Executive (Policy) Committee shall have as voting members:
 - 1. Dutchess County Executive
 - 2. City of Beacon Mayor
 - 3. City of Poughkeepsie Mayor
 - 4. Town of Fishkill Supervisor

5. Town of East Fishkill Supervisor
 6. Town of Hyde Park Supervisor
 7. Town of Poughkeepsie Supervisor
 8. Town of Wappinger Supervisor
 9. Metropolitan Transportation Authority Executive Director
 10. New York State Department of Transportation Commissioner
11. Two Town Supervisors serving staggered two-year terms on a rotating basis. The terms of the Town members shall be from April 1st of the year of appointment through March 31st of the year of the end of the term.

Town of Beekman
Town of LaGrange
Town of Pleasant Valley

12. One Village Mayor serving a two-year term on a rotating basis. The terms of the Village members shall be from April 1st of the year of appointment through March 31st of the year of the end of the term.

Village of Fishkill
Village of Wappingers Falls

13. Two Supervisors nominated by the Dutchess County Supervisors' & Mayors' Association from among the twelve rural towns for a two-year term. The terms of the rural towns shall be from April 1st of the year of appointment through March 31st of the year of the end of the term.

Amenia
Clinton
Dover
Milan
Pawling
Pine Plains
Red Hook
Rhinebeck
North East
Stanford
Union Vale
Washington

- B. Advisory (non-voting) members of the Poughkeepsie-Dutchess County Transportation Council shall include:

New York State Bridge Authority Executive Director
New York State Thruway Authority Executive Director
Federal Highway Administration Division Administrator
Federal Transit Administration Regional Director

- C. New members may be nominated by any existing Council member. Appointments shall be made by the Chairperson after the consent of the full Council.
- D. Members shall designate in writing to the Transportation Council Secretary an alternate official from the municipality or agency who is empowered to attend meetings and act in their behalf, with the authority to make decisions. In addition the designation of permanent alternate members must also be in writing.

4. OFFICERS

The Dutchess County Executive shall serve as the permanent Chairperson of the Council and the Region 8 Director of the New York State Department of Transportation shall serve as the permanent Secretary of the Council. The Council may establish and fill any other offices necessary to carry out its work.

5. MEETINGS

- A. Executive Meetings will be held as necessary to accomplish the functions of the Council, but not less than once a year. Council members will receive written notice of any meeting and an agenda at least two weeks prior to each meeting. Recognizing that matters arise that demand the immediate attention of the Committee, any individual member may request that the Chairperson convene the Committee.
- B. A voting member may designate an alternate official from the municipality or agency to act on their behalf at Council meetings. This designation must be submitted in writing to the Secretary, and receive the concurrence of the Chairperson.
- C. Meetings of the Council are open to the public. However, special executive sessions may be called at the request of a Council member. Members of the Technical Committee are invited to attend all executive meetings. At any Council Meeting the general rules of parliamentary procedure shall be observed. The regular order of business, unless otherwise modified by the Council, shall be as follows:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Call for Citizen Participation
 - 4. Minutes of the Preceding Meeting
 - 5. Communications and Announcements
 - 6. Reports and Actions on Old Business
 - 7. New Business
 - 8. Discussion of Press Release for Current Meeting, if appropriate
 - 9. Adjournment
 - 10. Issuance of Press Release by Chairperson, if appropriate

- D. The following public participation procedures will be followed at all Transportation

Council Executive Committee meetings.

1. All persons attending a Transportation Council Executive Committee meeting, including Council members and the general public, will be asked to record their name, address, and what interest or group they represent.
2. The general public will be given the opportunity to speak at each Executive Committee meeting under the public participation section of the agenda on any item pertinent to the agenda or the transportation planning process. This does not preclude the general public from commenting on any agenda item as it is being discussed, time permitting.
3. The Chairperson shall be the official spokesperson for the Council to inform the public of the work of the transportation planning program, and to maintain good relations with the press and media. Upon request, any Council member can make a public statement or issue a press release on behalf of their organization. Any public statement issued on behalf of the Transportation Council must receive prior approval of the Executive Committee.

6. DECISION MAKING

- A. General - All actions taken by the Executive Committee shall be by the consensus of members. Consensus is defined to be unanimity of affected parties. Consensus can result from a vote taken at a Council meeting, or from a written ballot of the Council members conducted by the Secretary.
- B. Council Meetings - A quorum, consisting of a majority of voting members or their officially designated representatives, must be present for the Council to vote. At a Council meeting, the Chairperson shall judge the extent to which members are affected by proposed Council actions and shall declare a consensus, or the lack thereof, as the case may be.
- C. Written Ballot – In the case of a written ballot, the Secretary, in consultation with the Chairperson, shall declare a consensus or lack thereof, as the case may be. A written poll of the Council shall be conducted in the following manner.
 1. The Secretary shall distribute the proposed action and any supporting documentation to the voting and technical committee members of the Council. The notice shall specify the deadline for response to the ballot. If, by the specified date, no negative responses have been received from Council members, the Secretary shall presume concurrence and shall be empowered to declare the Council's approval of the proposed action.
 2. Council members who wish to vote negatively, or who have comments, may indicate so by telephone, but are required to provide written confirmation of such action. Council members who vote negatively will be requested to provide the reason to assist staff or other members to address the issue

prompting the negative vote.

3. If any negative votes are received, or if any member has questions, comments, or concerns about the proposed action, the Secretary may suspend, delay, or terminate the balloting until the matter is resolved.
4. When the poll has been concluded, either with the Council's approval, or by the virtue of a temporary or final termination of the balloting, the Secretary shall prepare a record of the decision.
5. In those cases where responses to a proposed action are required in a short period of time, wherein the conclusion of a written poll is unlikely, the poll shall be conducted by fax or email to the voting members.

7. TRANSPORTATION IMPROVEMENT PROGRAM ACTIONS

- A. Changes to an approved project or an approved Transportation Improvement Program will be processed according to the guidelines in Table 1 (See Page 7). In general, changes requiring Executive Committee approval are major amendments, changes requiring Technical Committee approval are minor amendments, and those requiring NYSDOT approval are project selection actions.
- B. Notice of major amendment proposals will be posted on the web site for a minimum of 15 days prior to approval by the Executive Committee.
- C. A Summary of TIP Actions approved by the Executive Committee, the Technical Committee, and/or the Council Staff will be prepared at least two times a year.

8. PUBLIC PARTICIPATION

The Poughkeepsie-Dutchess County Transportation Council developed and adopted a Public Participation Policy to govern its public involvement activities. A variety of activities will be used to educate the public about major transportation issues, solicit information, assist in achieving consensus, and provide a way for citizens to share their perspectives with the policy makers in the region.

9. COUNCIL CORRESPONDENCE

Council correspondence will be sent to all municipalities that serve on a rotating basis or are otherwise eligible to serve on the Transportation Council.

10. COUNCIL STAFF

The Dutchess County Department of Planning and Development and the NYSDOT-Region 8 Office shall serve as Council Staff and shall perform the technical and administrative duties of the Council. The staff shall be accountable to the Council.

11. TECHNICAL COMMITTEE

The Technical Committee shall work in conjunction with the Council staff and shall be responsible for identifying transportation planning issues for consideration by the Council. The Technical Committee will also have decision making authority over minor TIP actions. The operating procedures for the Technical Committee are outlined in Appendix A.

12. ADMINISTRATION COMMITTEE

The Administration Committee shall be responsible for monitoring the progress of the work program and assuring adherence to approved budgets and consistency with federal regulations and local, state, and federal transportation planning objectives. The operating procedures for the Administration Committee are outlined in Appendix B.

Table 1. Guidelines for Transportation Improvement Program (TIP) Actions

Type of Change	Responsibility		
	NYS DOT (Project Selection)	Technical Committee (Minor Amendment Approval)	Executive Committee (Major Amendment Approval)
I. Addition or Removal of Project			
a. Addition or removal of any project designated as non-exempt for air quality, regardless of cost.	---	RECOMMEND	APPROVE
b. Addition or removal of federally funded project equal to or over \$1 million.	---	RECOMMEND	APPROVE
c. Addition or removal of federally funded project under \$1 million.	RECOMMEND	APPROVE	---
d. Addition or removal of a federally funded project selected outside the metropolitan planning process (e.g. STP-Enhancement project selected by New York State; congressional high priority project).	RECOMMEND	APPROVE	---
e. Addition or removal of a non-federally funded project or project phase.	APPROVE	---	---
f. Any other addition or removal of a project.	APPROVE	---	---
II. Cost or Scope Change to Existing Project			
a. Any change that requires a new air quality conformity determination for a non-exempt project.	---	RECOMMEND	APPROVE
b. Any funding change of \$1 million or more in CMAQ or STP-Urban funds only.	---	RECOMMEND	APPROVE
c. Any funding change of less than \$1 million in CMAQ or STP-Urban funds only.	RECOMMEND	APPROVE	---
d. Any other cost, scope, or project change, including the addition or removal of a non-CMAQ or STP-Urban funded phase.	APPROVE	---	---
e. Any other significant change to project limits or original intent.	RECOMMEND	APPROVE	---
III. Fund Source Change: Existing Project			
a. Change from non-federal to federal fund source.	RECOMMEND	APPROVE	---
b. Change from federal to non-federal fund source.	APPROVE	---	---
c. Change between federal fund sources.	APPROVE	---	---
d. All other federal fund source changes.	APPROVE	---	---
IV. Schedule Change: Existing Project			
a. Change affects any project work phase within the first three years of the TIP.	APPROVE	---	---
b. All other schedule changes.	RECOMMEND	APPROVE	---

APPENDIX A

**POUGHKEEPSIE-DUTCHESS COUNTY TRANSPORTATION COUNCIL
TECHNICAL COMMITTEE OPERATING PROCEDURES**

1. GENERAL PURPOSE

The Technical Committee shall be responsible for identifying specific transportation planning issues for inclusion in the metropolitan transportation plan, the unified planning work program, the Transportation Improvement Program, and special studies. Members of the Technical Committee will be comprised of representatives from each Executive Committee voting member. In order to keep Executive Committee (Council) members informed, it is the responsibility of each Technical Committee member to discuss all issues with the Council member prior to the Technical Committee meetings and brief them after each Technical Committee meeting. Voting members of the Technical Committee shall exercise decision making authority over minor actions and amendments to the Transportation Improvement Program.

2. FUNCTIONS

It is the Technical Committee’s responsibility to:

- A. Review and update the Transportation Improvement Program prior to adoption/endorsement by the Council.
- B. Approve/disapprove minor actions and amendments to the Transportation Improvement Program.
- C. Review and update the Unified Planning Work Program prior to endorsement by the Council.
- D. Review and update the Metropolitan Transportation Plan prior to adoption by the Council.
- E. Undertake and implement special studies as requested by the Council.
- F. Identify other areas of concern for further analysis of transportation related issues.

3. RESPONSIBILITIES

The Technical Committee shall meet as necessary to provide direct technical input into areas being studied, as identified in the Metropolitan Transportation Plan, the Unified Planning Work Program, or the Transportation Improvement Program. The technical staff will make recommendations to the voting members and provide ample time for their approval or disapproval.

4. MEMBERSHIP

- A. Membership of this committee shall consist of one technical representative appointed by the voting members from each of the following agencies and governments:

1. Dutchess County (Department of Public Works)
 2. City of Beacon
 3. City of Poughkeepsie
 4. Town of Beekman (rotating)
 5. Town of East Fishkill
 6. Town of Fishkill
 7. Town of Hyde Park
 8. Town of LaGrange (rotating)
 9. Town of Pleasant Valley (rotating)
 10. Town of Poughkeepsie
 11. Town of Wappinger
 12. Village of Fishkill (rotating)
 13. Village of Wappingers Falls (rotating)
 14. Two Rural Towns appointed by the Dutchess County Supervisors' & Mayors' Association
 15. New York State Department of Transportation
 16. Metropolitan Transportation Authority
 17. Metro-North Railroad (non-voting)
 18. New York State Thruway Authority (non-voting)
 19. New York State Bridge Authority (non-voting)
 20. Federal Highway Administration (non-voting)
 21. Federal Transit Administration (non-voting)
- B. Designated committee members may send an alternate official from the municipality or agency to the Technical Committee meetings. Prior written authorization is required for alternate representatives to act on behalf of the municipality or agency.
- C. Additional members may be included from affected areas that are being studied, as necessary.
- D. The Dutchess County Department of Planning and Development Council staff representative and the New York State Department of Transportation Council staff representative shall serve as the co-chairpersons for the Technical Committee.

5. DECISION MAKING

- A. General - The Technical Committee shall meet as necessary. All actions taken by the Technical Committee shall be by the consensus of voting members. Consensus is defined to be unanimity of affected parties. Consensus can result from a vote taken at a meeting, or from a written ballot of the Council members conducted by the Secretary. The Technical Committee Chair shall determine consensus, or the lack thereof, as the case may be.
- B. Meetings - A quorum, consisting of a majority of voting members or their officially designated representatives, must be present for the Technical Committee to vote. At a Technical Committee meeting, the Chairperson shall judge the extent to which members are affected by proposed Technical Committee actions and shall declare a consensus, or the lack thereof, as the case may be.

- C. Written Ballot – In the case of a written ballot, the Secretary, in consultation with the Chairperson, shall declare a consensus or lack thereof, as the case may be. A written poll of the Technical Committee shall be conducted in the following manner.
1. The Secretary shall distribute the proposed action and any supporting documentation to the voting technical committee members. The notice shall specify the deadline for response to the ballot. If, by the specified date, no negative responses have been received from Technical Committee members, the Secretary shall presume concurrence and shall be empowered to declare the Technical Committee's approval of the proposed action.
 2. Technical Committee members who wish to vote negatively, or who have comments, may indicate so by telephone, but are required to provide written confirmation of such action. Technical Committee members who vote negatively will be requested to provide the reason to assist staff or other members to address the issue prompting the negative vote.
 3. If any negative votes are received, or if any member has questions, comments, or concerns about the proposed action, the Secretary may suspend, delay, or terminate the balloting until the matter is resolved.
 4. When the poll has been concluded, either with the Technical Committee's approval, or by the virtue of a temporary or final termination of the balloting, the Secretary shall prepare a record of the decision.
 5. In those cases where responses to a proposed action are required in a short period of time, wherein the conclusion of a written poll is unlikely, the poll shall be conducted by fax or email to the voting Technical Committee members.
- D. The Council Staff shall prepare a written summary of all Technical Committee meetings.

APPENDIX B

**POUGHKEEPSIE-DUTCHESS COUNTY TRANSPORTATION COUNCIL
ADMINISTRATION COMMITTEE OPERATING PROCEDURES**

1. PURPOSE

The Administration Committee shall be responsible for monitoring and coordinating progress of the Unified Planning Work Program (UPWP) to assure adherence to budgets and consistency with federal regulations and local, state, and federal objectives.

2. FUNCTIONS

The Administration Committee is responsible for: approving changes in the scope of work or program of the UPWP on behalf of the Council, assisting the Council in carrying out its duties to meet federal and state transportation planning regulations and requirements.

3. MEMBERSHIP

A. Membership of the Committee shall consist of a representative from each of the following agencies:

1. Dutchess County Department of Planning and Development
2. NYS Department of Transportation Region 8 Office
3. NYS Department of Transportation Main Office
4. Federal Highway Administration
5. Federal Transit Administration

B. Additional members may be included as appropriate.

C. The Dutchess County Department of Planning and Development representative shall chair the Administration Committee.

4. DECISION MAKING

A. The Administration Committee shall have the authority to approve the following revisions to the UPWP during the course of the program year.

1. Routine end of fiscal year adjustments that are necessary for fund carryover, new grant revisions, and grant closeouts.
2. Unique minor budget revisions necessary to adjust existing studies due to staffing and priority changes.

- B. All budget revisions will be sent to Administration Committee with brief by standard or electronic mail with a two week response period. If no negative responses are received Council Staff will transmit the changes as an “Approved Budget Revision” to the NYS Department of Transportation Main Office with subsequent payment requests for transmittal to the federal agencies.
- C. Significant budget or work program changes to a task as approved in the UPWP by the Transportation Council shall be submitted to the Executive Committee for approval.
- D. The Administration Committee shall meet as necessary.
- E. The Council Staff shall retain records of all Administration Committee decisions.