



South Jersey  
Transportation  
Planning Organization

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**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION  
Citizens Advisory Committee**

Thursday, November 3, 2016 - 6:30 PM  
Vineland City Hall - Caucus Room  
640 East Wood Street, Vineland, NJ

**AGENDA**

1. Flag Salute
2. Roll Call
3. Approval of Minutes from May 31, 2016
4. Report from Chair (6:35 PM)
5. Proposed CAC Redirection: Discussion, led by Acting Executive Director (6:40 PM)  
*see attached memos*
  - Additional topics for future meetings
  - Meeting schedule for 2018
  - Introduction of proposed changes to By-Laws
6. Upcoming SJTPO Meetings (8:10 PM)
  - **Technical Advisory Committee**, Monday, November 14, 2016, 10:00 AM, Vineland City Hall
  - **Policy Board**, Monday, November 28, 2016, 10:00 AM, Vineland City Hall
7. Adjournment (8:15 PM)



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**Date:** September 29, 2016  
**To:** Rodney Guishard, SJTPO Citizen Advisory Committee Chairperson  
Michael Hajek, SJTPO Citizen Advisory Committee Vice-Chairperson  
**From:** Jennifer Marandino  
**Re:** Proposed Redirection of SJTPO Citizen Advisory Committee

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Responding to the frustrations expressed by CAC members and SJTPO staff alike, there has been lots of discussion related to the future direction of the CAC. Discussions have been both internally with staff, County Planning Directors, as well as outreach to the neighboring DVRPC who has a Public Participation Task Force. Discussions have also pulled from research done related to how other MPOs operate as well as reviewing their by-laws.

SJTPO has a very limited focus, including transportation infrastructure funding of projects (TIP), staff's planning work program (UPWP), and the long range regional transportation plan (RTP). Working with the counties, the MPO helps ensure that transportation planning for the region is "coordinated, comprehensive, and continuous". Other planning activities, such as land use planning, etc. are completed at the county or municipal level, with little MPO involvement.

The vision for the new direction of the CAC is to have its members come up with broad issues that would serve as the focus of discussion for these CAC meetings. The group should identify the areas of interest with the main objective of each meeting being to learn about the specific topic and provide feedback to the planning professionals in the four-county region. Each future CAC meeting would be focused on a selected topic, being more of a general nature as opposed to a specific issue at one location. The format for the meeting could allow for a presentation from a subject matter expert on the selected topic with an additional SJPTO staff member speaking about how the topic is incorporated into work at SJTPO.

A schedule of meeting (topic and dates) shall be set at the beginning of each calendar year. The first few meetings of each calendar year can serve as an orientation, with the topics covering the long range regional transportation plan, transportation improvement plan, and what the MPO does. One of the main objectives of the refocused CAC could be to educate the public about the planning process and empower members to advocate for their own issues. The MPO shall not serve as the end for issues, instead the MPO and PPTF allows its members to make connections. Similar to DVRPC's PPTF, SJTPO's CAC can serve as a sounding board to see how the public may respond to certain issues, providing feedback to staff and county professionals.

Under this new format, the Unified Planning Work Program (UPWP) as well as the Technical Program are two areas which the CAC could provide valuable input, based upon hot topics discussed at the CAC meetings. The CAC could help identify areas where SJTPO could put resources and in which staff could develop skills and expertise.

The role of the CAC is not to serve as a buffer or liaison between the public and the SJTPO, but instead represent a snapshot of the public themselves. CAC members should not be the main intake of issues and project ideas from the public. In that same vain and consistent with DVRPC and WILMAPCO (neighboring MPOS with equivalent



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CAC), the name and affiliation (county in which they reside) of the SJTPO CAC members will be posted to [http://sjtpo.org/committees/#cac\\_members](http://sjtpo.org/committees/#cac_members). Phone numbers and other contact information for the CAC will not be published to the website.

The Issues Form, which was developed in association with the CAC was not carried over to the new website. The main reason being that the form seems to have been the cause of lots of frustration and circular discussion due to what has been felt as lack of appropriate response to the issues. Several of the counties within the SJTPO region do have the ability to receive issues on specific locations on their respective websites.



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**To:** Rodney Guishard, SJTPO Citizen Advisory Committee Chairperson  
Michael Hajek, SJTPO Citizen Advisory Committee Vice-Chairperson  
**From:** Jennifer Marandino  
**Re:** Proposed Revisions  
SJTPO Citizen Advisory Committee By-Laws

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In mid-June, a meeting was held with the County Planning Directors as well as the Planning Director from the City of Vineland to discuss the SJTPO Citizen Advisory Committee (CAC) By-Laws. There was concern that the Policy Board had not approved the CAC By-Laws. During review of those by-laws, there are several statements were found to be problematic; particularly with respect to the stated hierarchy and reporting to the SJTPO Policy Board. The by-laws were written to suggest that the CAC advises both the Policy Board and Technical Advisory Committee (TAC). Changes to the by-laws are recommended to indicate the role of the CAC is to advise TAC and the role of the TAC is to advise the Policy Board. The below summarizes most of the changes that are proposed as a result of a review by myself and the Planning Directors.

Wording as part of an introductory paragraph was added with some general information about SJTPO before moving into the Mission Statement. Wording to specify that the CAC serves in an advisory role to both the Policy Board and TAC was changed to indicate that the committee advises the TAC. The Mission Statement itself was revised to remove wording that suggested the CAC provided local communities with a voice and instead noted the CAC serves as a conduit for information.

Within *Achieving the CAC Mission* changes were made to reference the core planning documents of SJTPO and the CAC's role in those document. Other activities were reordered.

Under *Membership* wording was added to indicate that CAC members could live, work, or conduct business in the SJTPO region, thus eliminating the need for a member to resign if they move outside of the region but still work in the region. The CAC may consider listing interest groups, such as regional civic associations, physically or intellectually disabled, etc. rather than specific sectors of transportation stakeholders, with the goal being to expand their outreach to new partners.

As currently written prospective members are to submit a letter of interest and "background qualifications". DVRPC has an online application to be filled out on their website, which is likely very effective in gathering the same information from all perspective members. An application may be something the CAC ought to consider.

Continuing under *Membership*, wording which stated members may be re-appointed without limits was removed. In its place wording was added to note members can serve a two-year term and a maximum of two terms.

Under *Quorum*, clarification was made to indicate the purpose of a quorum being necessary for administrative action and defined by 50% of the currently appointed members.



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Under *Meetings*, wording was added to indicate that the TAC and CAC may choose to meet annually to discuss coordination and resolve mutual concerns regarding the role of the CAC and its effectiveness, which may prove to be helpful.

A section for *Voting* is now included, with language stating the purpose of voting to be to gain consensus noting that formalities such as resolutions are not required.

And lastly the *Effective Date* of November 10, 2014, was removed as the Planning Directors felt strongly that the CAC By-Laws should be formally approved by the SJTPO Policy Board as the board is the entity which oversees other relevant CAC action.