



# UNIFIED PLANNING WORK PROGRAM

## Fiscal Years 2020-2022

Prepared by Lackawanna and Luzerne County Staff  
Adopted by the LLTS Coordinating Committee on 01/08/2020

LACKAWANNA/LUZERNE  
TRANSPORTATION  
STUDY METROPOLITAN  
PLANNING  
ORGANIZATION

**Lackawanna/Luzerne Transportation Study MPO****UPWP DEVELOPMENT SCHEDULE**

<b>Date</b>	<b>Activity</b>
<i>July 16th, 2019</i>	Coordination with Pennsylvania Planning Partners
<i>July 25th, 2019</i>	Coordination with LLTS staff, PennDOT and FHWA
<i>October 2nd, 2019</i>	First review/discussion with LLTS Technical/Coordinating Committees
<i>October 29th, 2019</i>	First Draft Completed
<i>October 29th, 2019 - December 29th, 2019</i>	FHWA Comment Period
<i>January 8th, 2019</i>	Open for Public Comment
<i>January 8th, 2019</i>	Final Draft presented to LLTS Technical/Coordinating Committee

**Lackawanna/Luzerne Transportation Study MPO****INTRODUCTION**Purpose

The Unified Planning Work Program (UPWP) describes the transportation-related work activities that the Planning Commissions and Transit Authorities, with the aid of planning consultants, if necessary, will perform in the next two state fiscal years for the 2-County area. Each Planning Commission prepares its own budget tables based on a split of the funding allotted to the MPO, except in instances when either of the Counties does a special project that requires more funding. The Planning Commissions discuss the items that will be included in the narrative section. The Luzerne County Planning Commission prepares the narrative section of the combined work program.

On October 28, 1993, the U.S. Department of Transportation, under joint sponsorship of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), released updated regulations covering the urban transportation planning and programming process. These regulations specified that:

1. Metropolitan Planning Organizations, MPO(s) in cooperation with the State and operators of publicly owned transit shall develop unified planning work programs (UPWP's) that meet the requirements of 23 CFR Part 420, Subpart A and;
2. Discuss the planning priorities facing the metropolitan planning area and describe all metropolitan transportation and transportation air quality planning activities (including the corridor and subarea studies discussed in 450.318 of the part) anticipated within the area during the next one or two year period, regardless of funding sources or agencies conducting activities, in sufficient detail to indicate who will perform the work, the schedule for completing it and the products that will be produced;
3. Document planning activities to be performed with funds provided under Title 23, U.S.C. and the Federal Transit Act. (Federal Register, Vol. 58, no. 207, p.58040).

In Pennsylvania, UPWP's are developed as 2-year programs. However, this document is dynamic and may be modified to respond to any emerging priority issue or special need vital to the orderly growth and development of Lackawanna and Luzerne Counties.

The structure of this document will first outline the Lackawanna/Luzerne Transportation Study Metropolitan Planning Organization, then it will cover the major responsibilities of the MPO, after that it will list the planning priorities of Lackawanna and Luzerne Counties from Federal, State and Local guidance, and finally this document will give a detailed description of the work activities and budget for the 2020-2022 work program.

**Lackawanna/Luzerne Transportation Study MPO**Lackawanna Luzerne Transportation Study Organization

The role of the MPO and other supporting agencies is to promote transportation policies, programs, and projects consistent with the tenets of the Fixing Americas Surface Transportation (FAST) ACT and Moving ahead for the 21<sup>st</sup> Century (MAP-21) and the Clean Air Act Amendments (CAAA), by moving people and goods in an efficient manner, while preserving environmental integrity, and promoting sound economic development.

The area covered by the MPO encompasses all of Lackawanna and Luzerne Counties. These boundaries have been extended to small areas of the following Counties due to enlargement of the urbanized area that resulted from the 2010 census: Carbon, Schuylkill, Wyoming, Wayne, and Susquehanna. As a result of the 2010 census, the urbanized area in the Bloomsburg-Berwick area in Columbia County has reached the 50,000 mark and extends into Southwestern Luzerne County. An MOU between SEDA-COG (SEDA Council of Governments) and the Lackawanna/Luzerne MOU was executed in which SEDA-COG and the Lackawanna – Luzerne Transportation Study (LLTS) agree to continue transportation planning for the parts of the Bloomsburg-Berwick Urbanized Zone (UZA) within their County boundaries. The MPO has similar agreements with the Northeastern Pennsylvania Alliance (NEPA) and Northern Tier regarding bleed areas in other adjoining Counties.

Committee Structure

The role of each committee member is to promote the transportation interests of the governmental entity and/or transportation mode they represent within the broader framework of the region's best interests.

The LLTS Coordinating Committee is the policy-making body of the MPO. The Coordinating Committee consists of 11 voting representatives as follows:

- Luzerne County Manager, Chairman
- County of Lackawanna Transit System (COLTS), Director, Vice-Chairman
- PennDOT District 4-0 Executive
- PennDOT Central Office – Office of Planning, Division Chief
- Lackawanna County Commissioner
- Lackawanna County Director of Planning
- Mayor, Hazleton City
- Mayor, City of Scranton
- Mayor, Wilkes-Barre City
- Luzerne County Transportation Authority (LCTA), Director
- Wilkes-Barre/Scranton International Airport Director

Non-Voting Members consist of:

**Lackawanna/Luzerne Transportation Study MPO**

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Federal Highway Administration (FHWA)  
Pennsylvania Northeast Regional Railroad Authority, President  
Federal Transit Administration (FTA)  
Federal Aviation Administration (FAA)  
Pennsylvania Senate 22<sup>nd</sup> District, Regional Director

The LLTS Technical Committee reviews all relevant transportation issues, programs and projects in Lackawanna and Luzerne Counties. They formulate recommendations to the Coordinating Committee. The Technical Committee consists of 18 voting members as follows:

Lackawanna County Regional Planning Commission, Chairman  
PennDOT Central Office – Office of Planning, Vice-Chairman  
PennDOT District 4-0, ADE for Design  
PennDOT District 4-0, District Bridge Engineer  
Lackawanna County Chief of Staff  
Lackawanna County Engineer  
Luzerne County Transportation Planner  
Luzerne County Transportation Planner  
Luzerne County Director of Planning and Zoning  
Mayor, City of Scranton  
Mayor, Wilkes-Barre City  
County of Lackawanna Transit System (COLTS)  
Luzerne County Transportation Authority (LCTA)  
Hazleton Public Transit (HPT)  
Wilkes-Barre/Scranton International Airport – Lackawanna County  
Wilkes-Barre/Scranton International Airport – Luzerne County  
Pennsylvania Northeast Regional Railroad Authority  
Northeast Pennsylvania Alliance (NEPA)

Non-Voting Members consist of:

Federal Highway Administration (FHWA)  
Federal Transit Administration (FTA)  
Federal Aviation Administration (FAA)  
Pennsylvania Senate 22<sup>nd</sup> District, Regional Director

Additionally, LLTS has a Transportation Advisory Committee (TAC) for multi-modal planning.

## Lackawanna/Luzerne Transportation Study MPO

Plan/Activity Milestones

Products	Update Cycle	Current	Next	
		Adoption/Completion	Required Adoption	Targeted Completion
<b>Unified Planning Work Program (UPWP)</b>	2 Years	June 8th, 2018	January 31st, 2020	December, 2019
<b>Long Range Transportation Plan (LRTP)</b>	5 Years	February 17th, 2016	February 17th, 2021	February, 2021
<b>Transportation Improvement Program (TIP)</b>	2 Years	July 18th, 2018	July, 2020	June, 2020
<b>Public Participation Plan (PPP)</b>	As Needed	April 20th, 2016	As Needed	April, 2022
<b>Title VI Policy &amp; Procedures</b>	As Needed	April 20th, 2016	As Needed	April, 2022
<b>Limited English Proficiency (LEP) Plan</b>	As Needed	December, 2015	As Needed	April, 2022
<b>Congestion Management Process</b>	As Needed	December 16th, 2015	As Needed	As Needed
<b>Annual List of Federally Obligated Projects</b>	Annual	February, 2019	February, 2020	January, 2020
<b>Regional Comprehensive Plan</b>	10 Years	May, 2011	May, 2021	February, 2021
<b>Scranton &amp; Wilkes-Barre Bicycle &amp; Pedestrian Network Study</b>	As Needed	N/A	April, 2020	March, 2020
<b>Hazard Mitigation Plan</b>	5 Years	August, 2014	September 30th, 2020	September, 2020

Federal Planning Factors

Federal transportation legislation defines ten specific planning factors to be considered when an MPO develops transportation plans and program. The planning factors are found in the federal Fixing America's Surface Transportation (FAST) Act (Public Law No. 114-94), and federal metropolitan planning regulations promulgated from the FAST Act. LLTS MPO has integrated these planning factors into the current adopted Long Range Transportation Plan and will

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continue incorporating the ten federal planning factors into the works tasks and resulting products provided for in this UPWP. The ten planning factors are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Increase the safety of the transportation system for motorized and non-motorized users
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase the accessibility and mobility for people and for freight
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6. Enhance the integration and connectivity across and between modes for people and freight
7. Promote efficient system management and operation
8. Emphasize the preservation of the existing transportation system
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation
10. Enhance travel and tourism.

Planning Factors	Tasks		
	Task I - Administration	Task II - Network Planning	Task III - Programming
<i>Economic Vitality</i>	✓	✓	✓
<i>System Safety</i>	✓	✓	✓
<i>System Security</i>	✓	✓	✓
<i>Accessibility &amp; Mobility</i>		✓	✓
<i>Enhance Environment</i>		✓	✓
<i>Integration &amp; Connectivity</i>	✓	✓	✓
<i>System Management &amp; Preservation</i>		✓	✓
<i>System Resiliency</i>	✓	✓	✓
<i>Travel &amp; Tourism</i>	✓	✓	✓

**Lackawanna/Luzerne Transportation Study MPO**Long Range Transportation Plan (LRTP)

- In general terms, the Long Range Transportation Plan (LRTP) for the MPO delineates how the available and projected transportation funds will be spent over a 25-year period. The plan must have a budget, meet air quality standards and consider all modes of transportation. The Long Range Plan must be updated at least every five years. Although the region is still considered an attainment area for all current air quality standards, transportation conformity is required due to the February 16, 2018 D.C. Circuit decision in South Coast Air Quality Management District v. EPA (case no. 15-1115) and the subsequent guidance issued by EPA (EPA-420-B-18-050). On the County and local level, the LRTP outlines the vision of the future transportation picture through the following goals and objectives:
  1. Document current and projected transportation demand of persons and goods
  2. Identify existing and proposed transportation facilities that should function as an integrated metropolitan transportation system
  3. Describe the performance measures and performance targets
  4. Develop a system performance report evaluating the condition and performance of the system
  5. Develop operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods
  6. Consider the results of the congestion management process
  7. Assess capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure provide for multimodal capacity increases based on regional priorities and needs and reduce the vulnerability of the existing transportation infrastructure to natural disasters
  8. Consider transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems
  9. Propose design concept and design scope descriptions of all existing and proposed transportation facilities
  10. Discuss the types of potential environmental mitigation activities and potential areas to carry out these activities
  11. Provide a financial plan that demonstrates how the adopted transportation plan can be implemented
  12. Identify pedestrian walkway and bicycle transportation facilities

The 2015-2040 LRTP was adopted by the MPO on February 17, 2016.

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Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is initially generated by the PennDOT District Office and the Planning Commissions of both Counties. It is then brought to the MPO for review and comment. At this point, the MPO can partner with the PennDOT District and Central Offices regarding the projects it would like to include on the TIP, given the financial constraints that must be followed.

Once the TIP content has been agreed upon, the public is given the opportunity to review the TIP during a 35-day public comment period. During this time, the TIP is displayed at several locations throughout the MPO area. Special efforts have been taken to reach out to low-income and minority groups as part of the Title VI and Environmental Justice efforts. Notice of the public comment period and the locations at which the TIP can be reviewed are advertised in the Legal Advertisements of two local newspapers and on the MPO website ([www.lltsmpo.com](http://www.lltsmpo.com)). The public can convey their comments via telephone, letter, fax, e-mail or attendance at the Technical Committee meeting and the Coordinating Committee Meeting.

The TIP is updated every two years. Amendments to the TIP are handled at the regular MPO meetings or by e-mail ballot of the Coordinating Committee. The results of that ballot are re-affirmed at the next scheduled Coordinating Committee meeting. All projects that appear on the TIP must originate from the LRTP.

## Lackawanna/Luzerne Transportation Study MPO

**FY 2020-2021 UNIFIED PLANNING WORK PROGRAM**  
**FY 2021-2022 UNIFIED PLANNING WORK PROGRAM**
Task 1 - Administration**Responsible Agencies:**

Lackawanna County Regional Planning Commission (LCRPC)

Luzerne County Planning Commission (LCPC)

Funding Source	Estimated Cost			
	LCRPC	LCPC	COLTS	LCTA
<b>Total Task Budget</b>	\$45,000.00	\$45,000.00	\$0.00	\$0.00
<b>Federal Highway Administration</b>	\$29,839.00	\$29,839.00	\$0.00	\$0.00
<b>Pennsylvania DOT</b>	\$4,069.00	\$4,069.00	\$0.00	\$0.00
<b>Local Match Highways</b>	\$3,391.00	\$3,391.00	\$0.00	\$0.00
<b>Federal Transit Administration</b>	\$6,161.00	\$6,161.00	\$0.00	\$0.00
<b>Local Match Transit</b>	\$1,540.00	\$1,540.00	\$0.00	\$0.00

The purpose of this task will be to ensure timely and effective administration of the LLTS transportation planning program through development of the Unified Planning Work Program, submission of quarterly progress reports and invoices, and ensuring adherence to the MPO public involvement procedures, Environmental Justice (EJ) and Title VI requirements in all planning related activities.

**Major Tasks Previously Completed in FY 2018-2020 UPWP**

- LCPC and LCRPC staff prepared the FY 2020-2022 LLTS Unified Planning Work Program (UPWP).
- LCPC and LCRPC staff prepared and submitted thirteen quarterly progress reports and invoices to PennDOT detailing progress on transportation planning activities contained in the UPWP.
- LLTS ensured compliance with the MPO adopted public involvement procedures, Environmental Justice (EJ), and Title VI requirements.
- The 2018 and 2019 LLTS annual obligations report was prepared and submitted to all stakeholder organizations and committees.
- Completion and implementation of a Complete Streets Policy in conjunction with LCTA.

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- Review and update of MPO by-laws.

**Major Tasks To Be Completed in 2020-2022 UPWP**

- The LLTS MPO will prepare the 2022-2024 Unified Planning Work Program (UPWP) and adopt it by February 28, 2022 and will submit all documents required for contract execution, including Exhibits 2 and 3, and the authorizing signature resolution by February 28, 2022. The LCPC will incorporate the work items and costs from the other responsible agencies into a unified document for the next fiscal year and contracts will be executed. Comments from the Metropolitan Planning Organization (MPO) Technical and Coordinating Committees, FHWA, FTA, and PennDOT will be incorporated into the document prior to final submittal to the Department.
- The LCPC and LCRPC will continue to coordinate with PennDOT and FHWA to hold quarterly meetings to set agendas for Technical and Coordinating Committee meetings.
- The LCPC and LCRPC will prepare the necessary documents for PennDOT to apply for the FHWA Public Law grant and the FTA Technical Studies Grant, submit quarterly progress reports and invoices to PennDOT that document disbursement of funds and the corresponding work completed for each task. The Planning Commissions will also perform all necessary administrative functions on the two transportation grants.
- All responsible agencies will attend and assist in the preparations for MPO and other transportation-related meetings. With assistance from PennDOT, the Planning Commissions will prepare and send meeting notices and materials electronically not less than 5 working days prior to meetings, advertise public meeting notices, and perform all other duties required by the MPO Secretary.
- Ensure that LLTS staff has access to PennDOT's SharePoint website for efficient document and information sharing purposes.
- The Planning Commissions will perform all necessary administrative functions on the two transportation-planning grants, will assist Transit Authorities in updating the FTA Title VI agreements, and provide technical assistance to the Department as well as other transportation providers.
- The Planning Commissions will work jointly with the Department to modify the 2019-2022 Transportation Improvement Program (TIP), when necessary.
- The LCPC will conduct e-mail ballots of the Technical and Coordinating Committees when necessary, prepare, and send the appropriate E-STIPS to PennDOT Central Office when TIP amendments have been approved by the MPO.
- The Planning Commissions will perform all necessary functions regarding the organization and operation of the MPO Transportation Advisory Committee (TAC). The

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Planning Commissions will seek input from the TAC on transportation-related activities, when necessary, via meetings, correspondence, and other means of communication.

- The Planning Commissions will assist PennDOT in implementing and maintaining the PennDOT Connects Program and work with the Department on educating municipalities on such items as Smart Growth, Complete Streets, Transit Oriented Development, etc.
- The Planning Commissions and Transit Authorities will perform all necessary activities concerning the MPO Public Involvement Process by providing the public with complete information, timely notice, and full access to key technical and policy decisions, and by supporting early and continuing involvement in developing and amending transportation plans, including the Transportation Improvement Programs (TIPs). The Planning Commissions and Transit Operators will also continue to expand and improve Environmental Justice and Title VI activities, including participation in equal opportunity, non-discrimination training, and will address the required Disadvantaged Business Enterprise (DBE) contracting processes for all relevant transportation plans.
- The LCPC will administer and maintain, with input from the LCRPC and PennDOT, the website ([www.lltsmpo.com](http://www.lltsmpo.com)) in a timely manner. The site will at a minimum contain agendas and minutes of all MPO meetings, act as a repository for MPO generated documents and have the capacity to interact with the general population through social media.
- Attend PennDOT Planning Partners and other statewide meetings.

**Major Deliverables To Be Completed in FY 2020-2022 UPWP**

- Ensure LLTS MPO adoption of 2022-2024 UPWP (2.28.22)
- Submit all documents including Exhibits “2” and “3” and Authorizing Resolution for FY 2022-2024 UPWP Contract Execution (3.14.22)
- Submit LLTS Quarterly Progress Reports and Invoices (Within 60 calendar days following reporting period)
- E-mail distribution of LLTS MPO meeting packets to committee members (Not less than 5 calendar days prior to meeting)
- E-mail ballots, if necessary, to committee members and execute E-STIPS (When necessary)
- Submit 2020 LLTS Annual Obligation Report to PennDOT (6.30.21)
- Submit 2021 LLTS Annual Obligation Report to PennDOT (6.30.22)
- Ensure up to date maintenance of the LLTS MPO website ([www.lltsmpo.com](http://www.lltsmpo.com)) (As needed)

## Lackawanna/Luzerne Transportation Study MPO

Task II – Systems Planning**Responsible Agencies:**

Lackawanna County Regional Planning Commission (LCRPC)

Luzerne County Planning Commission (LCPC)

County of Lackawanna Transit System (COLTS)

Luzerne County Transit Authority (LCTA)

Funding Source	Estimated Cost			
	LCRPC	LCPC	COLTS	LCTA
<b>Total Task Budget</b>	\$297,039.00	\$297,039.00	\$23,539.00	\$23,539.00
<b>Federal Highway Administration</b>	\$200,093.00	\$200,093.00	\$0.00	\$0.00
<b>Pennsylvania DOT</b>	\$27,285.00	\$27,285.00	\$0.00	\$0.00
<b>Local Match Highways</b>	\$22,738.00	\$22,738.00	\$0.00	\$0.00
<b>Federal Transit Administration</b>	\$37,539.00	\$37,539.00	\$18,831.00	\$18,831.00
<b>Local Match Transit</b>	\$9,384.00	\$9,384.00	\$4,708.00	\$4,708.00

**Task 2.1 - Network Planning**

The purpose of this task is to help define future policies, goals, and designs to prepare for future needs to move people and good to destinations.

**Major Tasks Previously Completed in FY 2018-2020 UPWP**

- Assisted PennDOT in the implementation of the PennDOT Connects Initiative.
- Assisted PennDOT in Road Safety Reviews.
- TAC reviewing grants for Lackawanna Heritage Valley, LCTA, etc.
- Completed the FY 2018 Highway Performance Monitoring System Traffic Data
- Completed the FY 2019 Highway Performance Monitoring System Traffic Data
- Coordinated with PennDOT and FHWA to develop and adopt Transportation Performance Measures and Targets.
- Performed Functional Classification review.
- Participated in the Focus 81 Freight Parking Roundtable.
- Completed the Scranton/Wilkes-Barre Downtown Bicycle & Pedestrian Plan

**Major Tasks To Be Completed in FY 2020-2022 UPWP**

- The Planning Commissions will continue to work with the Department in all activities related to PennDOT Connects implementation for future TIP updates and future LRTP projects. The implementation will necessitate working with the PennDOT District Office

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and transit operators to prepare or edit the Project Development Screening Forms and using the information to help guide project selection and project prioritization. The MPO will work with the PennDOT District Office conducting Transportation Impact Studies, Road Safety Reviews/Audits, and review of Highway Occupancy Permits related to new development. The Planning Commissions will, with PennDOT, Federal Highway Administration and Federal Transit Administration, work toward implementing performance measures and targets as developed by PennDOT, freight provisions and the alternative transportation set-aside program. The MPO will support the Pennsylvania Strategic Highway Safety Plan (SHSP) to make our transportation network safer, reduce fatalities and move toward zero deaths. The MPO will work with the Department to identify training and/or planning assistance to county and local governments, conservation districts, and community stakeholders on the following issues: Smart Growth, Complete Streets, Implementation Tools, Access Management, Transit-Oriented Development, Healthy Communities, ADA Compliance Strategies, Connectivity, Interchange Area Development, Transportation Impact Fees, access management, right-of-way preservation and Energy Savings. The MPO will provide technical assistance to the Department and other transportation providers, to the extent possible given the current staffing, resources and technological constraints.

- The LCPC and LCRPC, or a contractor, will perform the following tasks in relation to HPMS:
  - LCPC:
    - Verify and update roadway inventory and performance measures on approximately 142 sample sections, including any additional segments that may be required based upon revised urban boundary revisions in accordance with HPMS manual specifications by December 31, 2020 and 2021.
  - LCRPC:
    - Verify and update roadway inventory and performance measures on approximately 112 HPMS sample sections, including any additional segments that may be required based upon revised urban boundaries, in accordance with HPMS manual specifications by December 31, 2020 and 2021.
  - LCPC & LCRPC:
    - A. Appropriate staff will attend HPMS Workshops sponsored by PennDOT;
    - B. Participate in a Quality Review biennially;
    - C. Purchase equipment to undertake the HPMS Task, if needed that are approved by the Commonwealths Statewide Contract for Traffic Counters (DGS #99051).
- Continue working with the Wilkes-Barre Scranton International Airport and other public access airports on highway and transit projects for improved access.
- The Planning Commissions will coordinate with PennDOT and FHWA on the development of transportation performance measures targets and reporting, freight provisions, accelerated project delivery/environmental streamlining, and Transportation Alternatives, for the Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) as called for under the FAST Act and MAP-21.

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- The LLTS MPO will continue to work with regional stakeholders to address the issue of freight in the region, including the critical urban and rural freight corridors, improved traffic incident management along interstates, truck parking needs, rail freight service and safety. The MPO staff will attend any regional/statewide freight summits to learn about best practices and gather updated information from freight stakeholders. We will coordinate with NEPA on this task via the Focus 81 Committee, continue freight roundtable meetings and determine if an MPO Freight Study is necessary.
- The LCRPC will continue as a member of the New Jersey-Pennsylvania Lackawanna Cut-Off Technical Advisory Committee to work toward restoring rail passenger service between Lackawanna County and New York City.
- The LCPC and the LCRPC will continue its work on local asset inventory as needed.
- The Planning Commissions will update the Congestion Management Process (CMP) in an effort to update the methods and procedures used to collect and analyze traffic monitoring data. The data collected will then be available for project development and prioritization by performing the following actions:
  - A. Monitor the CMP.
  - B. Conduct detailed corridor/subarea congestion management studies as deemed necessary. This process will include re-visiting the strategies developed in the Phase II CMP Report to determine if they are still valid, and re-visiting the corridors and sub-areas that have had transportation projects completed to determine if those projects have alleviated the congestion identified in earlier CMP reports.
  - C. Maintain a database of information on the targeted corridors and intersections.
- The Planning Commissions will continue to develop their current capabilities regarding GIS as well as determine the need for new or expanded technological applications, including the purchase of new software for their existing systems, if needed. In addition to GIS, the Planning Commissions will review and assess their status regarding computer access to transportation databases, hardware capabilities, and transportation/air quality modeling. The Planning Commissions will also perform reviews of the federal functional classification system for highways, federal-aid system and National Highway System, as required. The Planning Commissions will also undertake work to update the Federal Aid System and National Highway System maps for the two-county area.

**Major Deliverables To Be Completed in FY 2020-2022 UPWP**

- Continued Coordination with PennDOT to implement the PennDOT Connects Initiative (As needed)
- Complete the 2020 Highway Performance Monitoring System Data (12.31.2020)
- Complete the 2021 Highway Performance Monitoring System Data (12.31.2021)
- Complete the Functional Classification Review and submittal (6.30.2020)
- Transportation Performance Management Target Setting and Reporting
- Participate in HPMS Quality Review (Lackawanna County, August 2020)
- Participate in HPMS Quality Review (Luzerne County, August 2021)

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- Complete National Highway System (NHS) Review (6.30.2021)
- PennDOT and LLTS will conduct Road Safety Reviews as part of the MPO's LRTP development process

**Task 2.2 - Transit Planning**

The purpose of this task is to provide assistance to the Transit Agencies within the LLTS jurisdiction. This support is vital in developing efficient routes and services to provide to its citizens.

**Major Tasks Completed in FY 2018-2020 UPWP**

- COLTS and the LCTA have undergone Route Analysis Studies and have adjusted their routes and service based on the analysis results.
- COLTS and LCTA have completed their consolidation report.

**Major Tasks To Be Completed in FY 2020-2022 UPWP**

- Review the fiscal progress for the previous year in transit project implementation.
- Analysis to improve safe bicycle and pedestrian connections with Public Transit.
- Perform various transit administrative and planning functions, including all required reporting, monitoring of all federal and state grants, and funding streams.
- Monitor and update the Transit Development Plan.
- Coordinate and plan for operational changes, detours, and route adjustments or additions.
- Administration and operation of Special Transportation Efforts Program (STEP).
- Monitoring to provide statistics on the utilization and operation of STEP.

**Major Deliverables To Be Completed in FY 2020-2022 UPWP**

- Annual Elderly and Handicapped Services Evaluation Report
- Provide operational data including:
  - Number and age of all vehicles
  - Total unlinked passenger trips
  - Total vehicle miles
  - Total vehicle hours
  - Passengers per mile
  - Total Vehicles per transit route
  - Trends in passenger revenue
  - Vehicle mile revenue
  - Fare structure
  - Operating costs
  - Deficit funds and subsidies
  - Operating costs, revenue, and revenue passenger data for each transit route.

**Task 2.3 - Long Range Transportation Plan Update and Implementation**

The purpose of this task will be to develop, adopt, implement, and update the 2020-2045 LLTS Long Range Transportation Plan (LRTP) as necessary by prioritizing/staging all multi-modal

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transportation capital projects as required in accordance with the process improvements recommended during the reengineering of the planning and programming process. It may also be necessary to revise plan policies. The actions contained in the LLTS Comprehensive Plan Update will be advanced toward phased implementation. The LLTS staff are addressing environmental justice requirements and providing opportunities for public involvement early and often during the plan update process.

**Major Tasks Previously Completed in FY 2018-2020 UPWP**

- LLTS staff has implemented the 2015–2040 Long Range Transportation Plan Update in all transportation related decisions within the MPO. The 2015-2040 LLTS Long Range Transportation Plan was adopted by the LLTS Coordinating Committee on February 17, 2016.

**Major Tasks To Be Completed in FY 2020-2022 UPWP**

- The LLTS Long Range Transportation Plan will be maintained and updated as needed in accordance with the current federal transportation legislation requirements – at least every five years as the LLTS MPO is designated as an air quality attainment area.
- Work with PennDOT, FHWA and FTA to implement provisions of the current federal legislation including performance measures and targets; freight provisions; accelerate project delivery/environmental streamlining; and Transportation Alternatives Set-Aside Program.
- Ensure that FHWA and FTA are provided with an opportunity to participate in the LLTS LRTP development process. At a minimum, provide FHWA and FTA with a copy of the draft LLTS LRTP documents for review prior to adoption by the LLTS MPO.
- The LLTS Long Range Transportation Plan project listing should reflect a prioritization / staging of all capital projects with a strong emphasis on preservation and operating efficiency of the existing infrastructure for all of the modes to ensure consistency between the LLTS LRTP, LLTS Comprehensive Plan, and the LLTS TIP consistent with specific Highway and Transit financial guidance.
- Establish and document a process to coordinate changes to the LLTS LRTP and LLTS TIP to ensure fiscal constraint, to strengthen the linkage between planning and programming, and to expedite the project delivery process. Guidance on fiscal constraint, asset management needs and targets for preservation for the LLTS LRTP project lists are available from PennDOT and FHWA.
- Coordinate with PennDOT, FHWA and FTA on the development of transportation performance measures for both the LLTS LRTP and the LLTS TIP. FHWA has also requested that additional documentation be included in the LRTP's.
- Support the Pennsylvania Strategic Highway Safety Plan (SHSP) focus areas and key strategies.
- Participate in PennDOT updates to statewide plans as requested.
- Document operational and management strategies to improve the performance of existing transportation facilities from regional operational plans (reducing bottlenecks, reducing

**Lackawanna/Luzerne Transportation Study MPO**

congestion-including nonrecurring congestion, improving mobility and safety) and Vehicle Miles Traveled (VMT) reduction, and energy savings.

- Document and assess capital investment and other strategies to preserve the existing transportation infrastructure.
- Document and assess EJ Core Elements Benefits and Burdens Analysis.
- Document utilization of visualization in planning techniques.
- Document project selection and project prioritization.
- Conduct performance based planning and programming.
- Document air quality conformity determinations, where required.
- Commit to periodic review of the LLTS Public Participation Plan to ensure any needed modifications are included to engage the public.
- Implement the Program Development and Project Delivery Process to improve efficiency of project implementation through sound land use/transportation/economic development linkages.
- Provide input to PennDOT in efforts to identify any training and planning activities targeted to County and local governments, conservation districts and community stakeholders; examples include Smart Growth, Complete Streets, implementation tools, PennDOT One Map, functional classification, HPMS and traffic counting, PennDOT Connects Forms, access management, transit oriented development, healthy communities, compliance with the Americans with Disabilities Act, (ADA) connectivity, interchange area development, transportation impact fees and energy savings.
- Where appropriate, work to support the improvement of National Highway System, (NHS) intermodal freight connections and National Highway Freight linkages through the LLTS Long Range Transportation Plan. Support the Pennsylvania Comprehensive Freight Movement Plan. Enhance the visibility and effectiveness of freight planning in Lackawanna and Luzerne County through the implementation of the LLTS Long Range Transportation Plan.
- Participate in development of freight plans, freight advisory committees, and development of regional freight inventories.
- Participate in Transportation Impact Studies (TISs) and review of Highway Occupancy Permits (HOPs) to ensure planned development is coordinated with sound land use/transportation linkages/economic development, and that all transportation modes have been adequately considered.
- Explore the development of transportation system equity analysis and development of recommendations to be included in the 2025-2050 Long Range Transportation Plan.
- As part of LLTS MPO efforts to assist PennDOT with asset management activities, include transportation inventories of local transportation assets, when assigned.
- Continue to participate on municipal and regional bicycle/pedestrian planning committees to develop and implement active transportation projects and initiatives.

**Lackawanna/Luzerne Transportation Study MPO****Major Deliverables To Be Completed in FY 2020-2022 UPWP**

- Adopt the new LLTS 2020-2045 Long Range Transportation Plan (2.17.2021)
- Ensure LLTS MPO implementation of 2020-2045 Long Range Transportation Plan (As required)
- Monitor and Report on Performance Measures included in the LLTS 2020-2045 Long Range Transportation Plan (As required)
- Amend LLTS 2020-2045 Long Range Transportation Plan (As needed)

**TASK III – PROGRAMMING: TRANSPORTATION IMPROVEMENT PROGRAM****Responsible Agencies:**

Lackawanna County Regional Planning Commission (LCRPC)

Luzerne County Planning Commission (LCPC)

County of Lackawanna Transit System (COLTS)

Luzerne County Transit Authority (LCTA)

Funding Source	Estimated Cost			
	LCRPC	LCPC	COLTS	LCTA
<b>Total Task Budget</b>	\$2,337.00	\$2,337.00	\$1,000.00	\$1,000.00
<b>Federal Highway Administration</b>	\$1,070.00	\$1,070.00	\$0.00	\$0.00
<b>Pennsylvania DOT</b>	\$146.00	\$146.00	\$0.00	\$0.00
<b>Local Match Highways</b>	\$121.00	\$121.00	\$0.00	\$0.00
<b>Federal Transit Administration</b>	\$0.00	\$0.00	\$800.00	\$800.00
<b>Local Match Transit</b>	\$0.00	\$0.00	\$200.00	\$200.00

**Task 3.1 TIP – Highway Element**

The purpose of this task will be to assist PennDOT in the implementation of the FFY 2021 LLTS Transportation Improvement Program (TIP), as needed in accordance with the PennDOT General Procedural and Financial Guidance documents. Environmental justice activities will be continued and strengthened to ensure that the entire public has the opportunity to become involved in the planning and programming process.

**Major Tasks Previously Completed in FY 2018-2020 UPWP**

- LLTS staff assisted PennDOT in the development of the FFY 2019-2022 TIP.
- LLTS MPO adopted the FFY 2019-2022 TIP on July 18, 2018.
- LLTS staff assisted PennDOT with the implementation of the FFY 2019-2022 TIP.

**Lackawanna/Luzerne Transportation Study MPO****Major Tasks To Be Completed in FY 2020-2022 UPWP**

- PennDOT District 4-0 staff, with assistance from the Planning Commissions, will prepare the FFY 2021-2024 TIP and any subsequent amendments to the TIP in a manner consistent with the requirements of the FAST Act, MAP-21, the 1990 Clean Air Act Amendments (CAAA), and the reengineered planning and programming process. PennDOT's General and Procedural Guidance, which requires documentation of the process used by the MPO to select and prioritize projects as part of the TIP submittal package, will be adhered to.
- The FFY 2021 TIP will be administered regarding TIP amendments and/or modifications, or project additions/deletions via the appropriate MPO actions, including the E-STIP process.
- The Planning Commissions and PennDOT District 4-0 staff will establish and document a process to amend or modify the TIP to ensure fiscal constraint, strengthen the transportation planning/land use link, and expedite project delivery.
- Participate in PennDOT District 4 and LLTS TIP development work sessions.

**Major Deliverables To Be Completed in FY 2020-2022 UPWP**

- Adoption of the FFY 2021-2024 TIP (July 2020).
- FFY 2021 TIP Administration (As needed).

**Task 3.2 TIP – Transit Element**

The purpose of this task is to work jointly with the Department to manage the 2021 Transit TIP in conjunction with the 2015-2040 Long Range Plan and future 2020-2045 update. The TIP will be administered regarding TIP amendments or modifications, and project additions/deletions via the appropriate MPO actions. The process will include efforts of the Transit Authorities to continue to fulfill the FTA requirements regarding Financial Capacity and Competitive Contracting and Environmental Justice activities.

**Major Tasks Previously Completed in FY 2018-2020 UPWP**

- Assisted in the development of the 2019-2022 TIP.
- Assisted in the implementation of the 2019-2022 TIP.

**Major Tasks To Be Completed in FY 2020-2022 UPWP**

- COLTS and LCTA, with LCPC and LCRPC assistance, will prepare the FFY 2021-2024 Transit TIP and any subsequent amendments to the Transit TIP in a manner consistent with the requirements of the FAST Act, the 1990 CAAA, and the re-engineered planning and programming process. The LCPC will also assist the Hazleton Department of Public Services (transit operator) in the preparation of its portion of the TIP for FFY 2021-2024 to ensure consistency with the FAST Act and the CAAA requirements.

**Major Deliverables To Be Completed in FY 2020-2022 UPWP**

- Adoption of the FFY 2021-2024 TIP (October 1, 2020).
- FFY 2021 TIP Administration (As needed).

## Lackawanna/Luzerne Transportation Study MPO

## APPENDIX A: LUZERNE COUNTY BUDGET TABLES

LLTS Work Program Tasks	FY 2020-2021					TOTAL
	FHWA PL (80%)	PennDOT MLF (10%)	Local (10%)	FTA MPP (80%)	Local (20%)	
<b>Task 1. Administration</b>	<b>\$29,839</b>	<b>\$4,069</b>	<b>\$3,391</b>	<b>\$6,161</b>	<b>\$1,540</b>	<b>\$45,000</b>
<b>Task 2. Systems Planning</b>	<b>\$200,093</b>	<b>\$27,284</b>	<b>\$22,738</b>	<b>\$40,738</b>	<b>\$10,185</b>	<b>\$301,038</b>
2.1 Network Planning	\$94,000	\$12,818	\$10,682	\$0	\$0	\$117,500
2.2 Transit Planning	\$0	\$0	\$0	\$18,831	\$4,708	\$23,539
2.3 Long Range Transportation Plan	\$106,093	\$14,467	\$12,056	\$21,907	\$5,477	\$160,000
<b>Task 3. Programming</b>	<b>\$1,069</b>	<b>\$146</b>	<b>\$121</b>	<b>\$800</b>	<b>\$200</b>	<b>\$2,337</b>
3.1 TIP - Highway Element	\$1,069	\$146	\$121	\$0	\$0	\$1,337
3.2 TIP - Transit Element	\$0	\$0	\$0	\$800	\$200	\$1,000
<b>Total</b>	<b>\$231,000</b>	<b>\$31,500</b>	<b>\$26,250</b>	<b>\$47,700</b>	<b>\$11,925</b>	<b>\$348,375</b>

LLTS Work Program Tasks	FY 2021-2022					TOTAL
	FHWA PL (80%)	PennDOT MLF (10%)	Local (10%)	FTA MPP (80%)	Local (20%)	
<b>Task 1. Administration</b>	<b>\$29,839</b>	<b>\$4,069</b>	<b>\$3,391</b>	<b>\$6,161</b>	<b>\$1,540</b>	<b>\$45,000</b>
<b>Task 2. Systems Planning</b>	<b>\$200,093</b>	<b>\$27,284</b>	<b>\$22,738</b>	<b>\$40,738</b>	<b>\$10,185</b>	<b>\$301,038</b>
2.1 Network Planning	\$94,000	\$12,818	\$10,682	\$0	\$0	\$117,500
2.2 Transit Planning	\$0	\$0	\$0	\$18,831	\$4,708	\$23,539
2.3 Long Range Transportation Plan	\$106,093	\$14,467	\$12,056	\$21,907	\$5,477	\$160,000
<b>Task 3. Programming</b>	<b>\$1,069</b>	<b>\$146</b>	<b>\$121</b>	<b>\$800</b>	<b>\$200</b>	<b>\$2,337</b>
3.1 TIP - Highway Element	\$1,069	\$146	\$121	\$0	\$0	\$1,337
3.2 TIP - Transit Element	\$0	\$0	\$0	\$800	\$200	\$1,000
<b>Total</b>	<b>\$231,000</b>	<b>\$31,500</b>	<b>\$26,250</b>	<b>\$47,700</b>	<b>\$11,925</b>	<b>\$348,375</b>

## Lackawanna/Luzerne Transportation Study MPO

## APPENDIX B: LACKAWANNA COUNTY BUDGET TABLES

LLTS Work Program Tasks	FY 2020-2021					TOTAL
	FHWA PL (80%)	PennDOT MLF (10%)	Local (10%)	FTA MPP (80%)	Local (20%)	
<b>Task 1. Administration</b>	<b>\$29,839</b>	<b>\$4,069</b>	<b>\$3,391</b>	<b>\$6,161</b>	<b>\$1,540</b>	<b>\$45,000</b>
<b>Task 2. Systems Planning</b>	<b>\$200,093</b>	<b>\$27,284</b>	<b>\$22,738</b>	<b>\$40,738</b>	<b>\$10,185</b>	<b>\$301,038</b>
2.1 Network Planning	\$94,000	\$12,818	\$10,682	\$0	\$0	\$117,500
2.2 Transit Planning	\$0	\$0	\$0	\$18,831	\$4,708	\$23,539
2.3 Long Range Transportation Plan	\$106,093	\$14,467	\$12,056	\$21,907	\$5,477	\$160,000
<b>Task 3. Programming</b>	<b>\$1,069</b>	<b>\$146</b>	<b>\$121</b>	<b>\$800</b>	<b>\$200</b>	<b>\$2,337</b>
3.1 TIP - Highway Element	\$1,069	\$146	\$121	\$0	\$0	\$1,337
3.2 TIP - Transit Element	\$0	\$0	\$0	\$800	\$200	\$1,000
<b>Total</b>	<b>\$231,000</b>	<b>\$31,500</b>	<b>\$26,250</b>	<b>\$47,700</b>	<b>\$11,925</b>	<b>\$348,375</b>

LLTS Work Program Tasks	FY 2021-2022					TOTAL
	FHWA PL (80%)	PennDOT MLF (10%)	Local (10%)	FTA MPP (80%)	Local (20%)	
<b>Task 1. Administration</b>	<b>\$29,839</b>	<b>\$4,069</b>	<b>\$3,391</b>	<b>\$6,161</b>	<b>\$1,540</b>	<b>\$45,000</b>
<b>Task 2. Systems Planning</b>	<b>\$200,093</b>	<b>\$27,284</b>	<b>\$22,738</b>	<b>\$40,738</b>	<b>\$10,185</b>	<b>\$301,038</b>
2.1 Network Planning	\$94,000	\$12,818	\$10,682	\$0	\$0	\$117,500
2.2 Transit Planning	\$0	\$0	\$0	\$18,831	\$4,708	\$23,539
2.3 Long Range Transportation Plan	\$106,093	\$14,467	\$12,056	\$21,907	\$5,477	\$160,000
<b>Task 3. Programming</b>	<b>\$1,069</b>	<b>\$146</b>	<b>\$121</b>	<b>\$800</b>	<b>\$200</b>	<b>\$2,337</b>
3.1 TIP - Highway Element	\$1,069	\$146	\$121	\$0	\$0	\$1,337
3.2 TIP - Transit Element	\$0	\$0	\$0	\$800	\$200	\$1,000
<b>Total</b>	<b>\$231,000</b>	<b>\$31,500</b>	<b>\$26,250</b>	<b>\$47,700</b>	<b>\$11,925</b>	<b>\$348,375</b>

**Lackawanna/Luzerne Transportation Study MPO**

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**EXHIBIT 1**

**SALARY SCHEDULES**

**STATE FISCAL YEAR 2020-2021  
(July 1, 2020 through June 30, 2021)**

**STATE FISCAL YEAR 2021-2022  
(July 1, 2021 through June 30, 2022)**

Lackawanna/Luzerne Transportation Study MPO

**LUZERNE COUNTY PLANNING COMMISSION  
PLANNING STAFF SALARY SCHEDULE  
2020-2021**

NAME	TITLE			Yearly Salary	Salary + Benefits	Unadjusted per hour	Adjusted per hour	
Heath Eddy	Executive Director			\$71,575	\$106,505.60	\$34.41	\$64.63	
John Petrini	Transportation Planner			\$51,100	\$82,547.92	\$24.57	\$50.09	
Mike Simko	Zoning Analyst			\$45,900	\$77,964.19	\$25.22	\$46.19	
Jim Weber	Zoning Analyst			\$51,124	\$82,578.35	\$24.58	\$52.66	
Chris Chapman	Transportation Planner			\$51,000	\$80,412.39	\$24.52	\$38.66	
Patrick Dooley	Planner 2			\$36,049	\$63,050.43	\$19.81	\$30.31	
Kathryne Wood	Clerk Typist 2			\$31,671	\$57,500.28	\$17.40	\$27.64	
			Total Salaries	\$338,419	\$550,559	\$170.51		
	<u>Vacant</u>	<u>Eddy</u>	<u>Simko</u>	<u>Petrini</u>	<u>Weber</u>	<u>Chapman</u>	<u>Dooley</u>	<u>Wood</u>
<b>HSV</b>								
Holidays		15	15	15	15	15	15	15
Sick		20	20	20	20	20	20	20
Vacation		15	15	15	25	5	15	15
Personal		4	4	4	4	4	4	4
Total HSV Days	0	54	54	54	64	44	54	54
Total Work Days	260	206	206	206	196	216	206	206
<b>INSURANCE</b>								
Life		\$11.67	\$11.67	\$11.67	\$11.67	\$11.67	\$11.67	\$11.67
Health		\$1,394.81	\$1,562.21	\$1,729.59	\$1,562.21	\$1,394.81	\$1,527.48	\$1,527.48
Vision		\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
Total	-\$120.00	\$1,290.48	\$1,457.88	\$1,625.26	\$1,457.88	\$1,290.48	\$1,423.15	\$1,423.15
Insurance per year	-\$1,440.00	\$15,485.80	\$17,494.56	\$19,503.06	\$17,494.56	\$15,485.80	\$17,077.78	\$17,077.78
<b>FRINGE RATE</b>								
FICA/Medicare (7.65%)	\$0.00	\$5,475.49	\$3,909.15	\$3,511.35	\$3,910.99	\$3,901.50	\$2,757.75	\$2,422.83
Unemployment		\$272.00	\$272.00	\$272.00	\$272.00	\$272.00	\$272.00	\$272.00
Pension (19.1237%)	\$0.00	\$13,697.31	\$9,772.21	\$8,777.78	\$9,776.80	\$9,753.09	\$6,893.90	\$6,056.67
Insurance	-\$1,440.00	\$15,485.80	\$17,494.56	\$19,503.06	\$17,494.56	\$15,485.80	\$17,077.78	\$17,077.78
Total	-\$1,440.00	\$34,930.60	\$31,447.92	\$32,064.19	\$31,454.35	\$29,412.39	\$27,001.43	\$25,829.28

Lackawanna/Luzerne Transportation Study MPO

**LUZERNE COUNTY PLANNING COMMISSION  
PLANNING STAFF SALARY SCHEDULE  
2021-2022**

NAME	TITLE			Yearly Salary	Salary + Benefits	Unadjusted per hour	Adjusted per hour	
Heath Eddy	Executive Director			\$73,007	\$108,320.55	\$35.10	\$65.73	
John Petrini	Transportation Planner			\$52,122	\$83,843.55	\$25.06	\$50.88	
Mike Simko	Zoning Analyst			\$46,818	\$79,127.97	\$25.72	\$46.88	
Jim Weber	Zoning Analyst			\$52,146	\$83,874.58	\$25.07	\$53.49	
Chris Chapman	Transportation Planner			\$52,020	\$81,705.48	\$25.01	\$39.28	
Patrick Dooley	Planner 2			\$36,049	\$63,050.43	\$19.81	\$30.31	
Kathryne Wood	Clerk Typist 2			\$31,671	\$57,500.28	\$17.40	\$27.64	
			Total Salaries	\$343,833	\$557,423	\$173.17		
	<u>Vacant</u>	<u>Eddy</u>	<u>Simko</u>	<u>Petrini</u>	<u>Weber</u>	<u>Chapman</u>	<u>Dooley</u>	<u>Wood</u>
<b>HSV</b>								
Holidays		15	15	15	15	15	15	15
Sick		20	20	20	20	20	20	20
Vacation		15	15	15	25	15	15	15
Personal		4	4	4	4	4	4	4
Total HSV Days	0	54	54	54	64	54	54	54
Total Work Days	260	206	206	206	196	206	206	206
<b>INSURANCE</b>								
Life		\$11.67	\$11.67	\$11.67	\$11.67	\$11.67	\$11.67	\$11.67
Health		\$1,394.81	\$1,562.21	\$1,729.59	\$1,562.21	\$1,394.81	\$1,527.48	\$1,527.48
Vision		\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
Total	-\$120.00	\$1,290.48	\$1,457.88	\$1,625.26	\$1,457.88	\$1,290.48	\$1,423.15	\$1,423.15
Insurance per year	-\$1,440.00	\$15,485.80	\$17,494.56	\$19,503.06	\$17,494.56	\$15,485.80	\$17,077.78	\$17,077.78
<b>FRINGE RATE</b>								
FICA/Medicare (7.65%)	\$0.00	\$5,585.00	\$3,987.33	\$3,581.58	\$3,989.21	\$3,979.53	\$2,757.75	\$2,422.83
Unemployment		\$272.00	\$272.00	\$272.00	\$272.00	\$272.00	\$272.00	\$272.00
Pension (19.1237%)	\$0.00	\$13,971.25	\$9,967.65	\$8,953.33	\$9,972.34	\$9,948.15	\$6,893.90	\$6,056.67
Insurance	-\$1,440.00	\$15,485.80	\$17,494.56	\$19,503.06	\$17,494.56	\$15,485.80	\$17,077.78	\$17,077.78
Total	-\$1,440.00	\$35,314.05	\$31,721.55	\$32,309.97	\$31,728.10	\$29,685.48	\$27,001.43	\$25,829.28

## Lackawanna/Luzerne Transportation Study MPO

**LACKAWANNA COUNTY REGIONAL PLANNING COMMISSION  
PLANNING STAFF SALARY SCHEDULE  
2020-2021**

NAME	TITLE	Yearly Salary	Salary + Benefits	Unadjusted per hour	Adjusted per hour				
Mary Liz Donato	Regional Planning Manager	\$48,003.80	\$94,091.35	\$23.08	\$45.24				
Matt Jones	Transportation Planning Manager	\$43,076.80	\$59,896.88	\$20.71	\$28.80				
Jay Schectman	Transportation Technician	\$32,884.80	\$48,112.23	\$18.07	\$23.13				
Steve Pitoniak	Planning Department Manager	\$59,605.00	\$96,137.66	\$28.66	\$46.22				
Brenda Sacco	Executive Director	\$69,700.00	\$127,489.17	\$33.51	\$61.29				
Stephen Solon	GIS Coordinator	\$42,452.80	\$70,963.30	\$23.33	\$34.12				
Elizabeth Pasquinelli	Assistant Planner	\$31,088.20	\$35,953.50	\$17.08	\$17.29				
Vacant			\$0.00	\$0.00	\$0.00				
		\$326,811	\$532,644	\$164.43					
	<u>Donato</u>	<u>Jones</u>	<u>Pasquinelli</u>	<u>Pitoniak</u>	<u>Sacco</u>	<u>Schectman</u>	<u>Solon</u>	<u>Vacant</u>	
<b>HSV</b>									
Holidays	15	15	5	15	15	15	15	15	5
Sick	20	20	20	20	20	20	20	20	20
Vacation	25	10	5	25	15	10	25	25	15
Personal	4	4	4	4	4	4	4	4	4
Total HSV Days	64	49	34	64	54	49	64	64	44
Total Work Days	196	211	226	196	206	211	196	196	216
<b>INSURANCE</b>									
Dental	\$97.92	\$33.76	\$33.76	\$97.92	\$97.92	\$33.76	\$97.92	\$97.92	\$0.00
Health	\$2,494.78	\$731.04	\$731.24	\$1,907.24	\$3,184.26	\$731.24	\$1,462.42	\$1,462.42	\$0.00
Prescription	\$720.00	\$180.00	\$180.00	\$360.00	\$720.00	\$180.00	\$360.00	\$360.00	\$0.00
Vision	\$11.08	\$4.28	\$4.28	\$11.08	\$11.08	\$4.28	\$11.08	\$11.08	\$0.00
Life	\$10.80	\$10.80	\$10.80	\$10.80	\$13.50	\$10.80	\$10.80	\$10.80	\$0.00
Total	\$3,214.58	\$839.88	\$0.00	\$2,267.04	\$3,906.76	\$840.08	\$1,822.22	\$1,822.22	\$0.00
Insurance per year	\$38,574.96	\$10,078.56	\$0.00	\$27,204.48	\$46,881.12	\$10,080.96	\$21,866.64	\$21,866.64	\$0.00
<b>FRINGE RATE</b>									
FICA/Medicare (7.65%)	\$3,672.29	\$3,295.38	\$2,378.25	\$4,559.78	\$5,332.05	\$2,515.69	\$3,247.64	\$3,247.64	\$0.00
Pension (8%)	\$3,840.30	\$3,446.14	\$2,487.06	\$4,768.40	\$5,576.00	\$2,630.78	\$3,396.22	\$3,396.22	\$0.00
Insurance	\$38,574.96	\$10,078.56	\$0.00	\$27,204.48	\$46,881.12	\$10,080.96	\$21,866.64	\$21,866.64	\$0.00
Total	\$46,087.55	\$16,820.08	\$4,865.30	\$36,532.66	\$57,789.17	\$15,227.43	\$28,510.50	\$28,510.50	\$0.00

Lackawanna/Luzerne Transportation Study MPO

**LACKAWANNA COUNTY REGIONAL PLANNING COMMISSION  
PLANNING STAFF SALARY SCHEDULE  
2021-2022**

NAME	TITLE	Yearly Salary	Salary + Benefits	Unadjusted per hour	Adjusted per hour			
Mary Liz Donato	Regional Planning Manager	\$48,003.80	\$94,091.35	\$23.08	\$45.24			
Matt Jones	Transportation Planning Manager	\$43,076.80	\$59,896.88	\$20.71	\$28.80			
Jay Schectman	Transportation Technician	\$32,884.80	\$48,112.23	\$18.07	\$23.13			
Steve Pitoniak	Planning Department Manager	\$59,605.00	\$96,137.66	\$28.66	\$46.22			
Brenda Sacco	Executive Director	\$69,700.00	\$127,489.17	\$33.51	\$61.29			
Stephen Solon	GIS Coordinator	\$42,452.80	\$70,963.30	\$23.33	\$34.12			
Elizabeth Pasquinelli	Assistant Planner	\$31,088.20	\$35,953.50	\$17.08	\$17.29			
Vacant			\$0.00	\$0.00	\$0.00			
		\$326,811	\$532,644	\$164.43				
	<u>Donato</u>	<u>Jones</u>	<u>Pasquinelli</u>	<u>Pitoniak</u>	<u>Sacco</u>	<u>Schectman</u>	<u>Solon</u>	<u>Vacant</u>
<b>HSV</b>								
Holidays	15	15	5	15	15	15	15	5
Sick	20	20	20	20	20	20	20	20
Vacation	25	10	5	25	15	10	25	15
Personal	4	4	4	4	4	4	4	4
Total HSV Days	64	49	34	64	54	49	64	44
Total Work Days	196	211	226	196	206	211	196	216
<b>INSURANCE</b>								
Dental	\$97.92	\$33.76	\$33.76	\$97.92	\$97.92	\$33.76	\$97.92	\$0.00
Health	\$2,494.78	\$731.04	\$731.24	\$1,907.24	\$3,184.26	\$731.24	\$1,462.42	\$0.00
Prescription	\$720.00	\$180.00	\$180.00	\$360.00	\$720.00	\$180.00	\$360.00	\$0.00
Vision	\$11.08	\$4.28	\$4.28	\$11.08	\$11.08	\$4.28	\$11.08	\$0.00
Life	\$10.80	\$10.80	\$10.80	\$10.80	\$13.50	\$10.80	\$10.80	\$0.00
Total	\$3,214.58	\$839.88	\$0.00	\$2,267.04	\$3,906.76	\$840.08	\$1,822.22	\$0.00
Insurance per year	\$38,574.96	\$10,078.56	\$0.00	\$27,204.48	\$46,881.12	\$10,080.96	\$21,866.64	\$0.00
<b>FRINGE</b>								
<b>RATE</b>								
FICA/Medicare (7.65%)	\$3,672.29	\$3,295.38	\$2,378.25	\$4,559.78	\$5,332.05	\$2,515.69	\$3,247.64	\$0.00
Pension (8%)	\$3,840.30	\$3,446.14	\$2,487.06	\$4,768.40	\$5,576.00	\$2,630.78	\$3,396.22	\$0.00
Insurance	\$38,574.96	\$10,078.56	\$0.00	\$27,204.48	\$46,881.12	\$10,080.96	\$21,866.64	\$0.00
Total	\$46,087.55	\$16,820.08	\$4,865.30	\$36,532.66	\$57,789.17	\$15,227.43	\$28,510.50	\$0.00

**Lackawanna/Luzerne Transportation Study MPO**

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**EXHIBIT 2**

**PURCHASE CONTRACT REGISTER**

**STATE FISCAL YEAR 2020-2021  
(July 1, 2020 through June 30, 2021)**

**STATE FISCAL YEAR 2021-2022  
(July 1, 2021 through June 30, 2022)**

**Lackawanna/Luzerne Transportation Study MPO**

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**LUZERNE COUNTY PLANNING COMMISSION  
PURCHASE CONTRACT REGISTER  
2020-2021**

Various	Medical Insurance	\$17,088.48
Standard Insurance Company	Life Insurance	\$800.00
Luzerne County Compensation	Workman's Compensation	\$1,000.00
Luzerne County Council	General Office Expenses/Supplies	\$5,000.00
Luzerne County Council	Rent	\$16,800.00
	<b>TOTAL:</b>	<b>\$40,688.48</b>

**Lackawanna/Luzerne Transportation Study MPO**

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**LUZERNE COUNTY PLANNING COMMISSION  
PURCHASE CONTRACT REGISTER  
2021-2022**

Various	Medical Insurance	\$17,088.48
Standard Insurance Company	Life Insurance	\$800.00
Luzerne County Compensation	Workman's Compensation	\$1,000.00
Luzerne County Council	General Office Expenses/Supplies	\$5,000.00
Luzerne County Council	Rent	\$16,800.00
	<b>TOTAL:</b>	<b>\$40,688.48</b>

## Lackawanna/Luzerne Transportation Study MPO

**LACKAWANNA COUNTY REGIONAL PLANNING COMMISSION  
PURCHASE CONTRACT REGISTER  
2020-2021**

NAME	USE	YEARLY COST	EST. PA DOT ALLOCATION
TOPP Copy/Copy Fax	Copier/Fax Maintenance	\$1,000.00	\$828.85
County Information Services	Computer Maintenance	\$21,300.00	\$17,654.46
Pictometry	Program Software	\$13,000.00	\$10,775.02
Other*	Miscellaneous	\$8,000.00	\$6,630.78
<b>Total</b>		<b>\$43,300.00</b>	<b>\$35,889.12</b>
* Includes:	Association dues, expenses, and materials & supplies purchased through the Lackawanna County Purchasing Department.		

## Lackawanna/Luzerne Transportation Study MPO

**LACKAWANNA COUNTY REGIONAL PLANNING COMMISSION  
PURCHASE CONTRACT REGISTER  
2021-2022**

NAME	USE	YEARLY COST	EST. PA DOT ALLOCATION
TOPP Copy/Copy Fax	Copier/Fax Maintenance	\$1,000.00	\$828.85
County Information Services	Computer Maintenance	\$21,300.00	\$17,654.46
Pictometry	Program Software	\$13,000.00	\$10,775.02
Other*	Miscellaneous	\$8,000.00	\$6,630.78
<b>Total</b>		<b>\$43,300.00</b>	<b>\$35,889.12</b>
* Includes:	Association dues, expenses, and materials & supplies purchased through the Lackawanna County Purchasing Department.		