



Lackawanna County

REGIONAL PLANNING COMMISSION

June 1, 2018

*Lackawanna County
Commissioners*
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Dean Roberts
Transportation Planning Specialist Supervisor
Transportation Program Development Division
PA Dept. of Transportation
PO Box 3365
Harrisburg, PA 17105-3365

Dear Mr. Roberts:

Attached is the completed Unified Planning Work Program and Budget Tables for the 2018-2019 and 2019-2020 State Fiscal Years. Also attached are Exhibits 1 and 2 showing the Lackawanna County Regional Planning Commission and Luzerne County Planning Commission salary schedules and the Purchase Contract Registers for the same time periods.

If you should have any questions please feel free to contact me.

Sincerely,

Steve Pitoniak
Planning Department
Manager

Attach.

FY 2018-2020 PROSPECTUS

LACKAWANNA/LUZERNE METROPOLITAN PLANNING ORGANIZATION (MPO)

I. INTRODUCTION

- A. 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 Lackawanna County Regional Planning Commission prepares the narrative section of the combined work program.
- B. 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 MPO was executed in which SEDA-COG and the Lackawanna- Luzerne-Transit 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 agreement with the Northeast Pennsylvania Alliance (NEPA) and Northern Tier regarding bleed areas in other adjoining counties.
- C. NEPA serves as the Metropolitan Planning Organization (MPO) in adjacent counties. A representative from NEPA serves on the Technical Committee. Both Luzerne and Lackawanna Counties have non-voting memberships on the NEPA MPO's planning body.

II. LONG RANGE TRANSPORTATION PLAN

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 20-year period. On the county and local level, the LRTP serves the following purposes: outlines the vision of the future transportation picture through a series of goals and objectives; describes the transportation projects that make up the plan; outlines a financial plan that identifies the proposed source of funding and establishes a time

frame for implementation; ensures the projects conform to the goals of the current transportation bill; through fiscal constraints, limits the number of projects to a level that can reasonably be expected to be let; describes how the plan will be updated and provides for new initiatives to be undertaken; and provides for inclusion of comments, concerns, and the vision of the general public.

The 2016-2040 LRTP update was adopted by the MPO on February 17, 2016. It updated the transportation related sections of the combined LRTP and comprehensive land-use plan titled the Lackawanna/Luzerne Regional Plan adopted in 2011.

III. CURRENT TRANSPORTATION BILL PROVISIONS

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 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. In the last few years, 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 section of two local newspapers and on the MPO web page. The public can convey their comments via telephone, letter, fax or e-mail or attendance at the Technical Committee meeting or 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.

IV. COMMITTEES AND AGENCY RESPONSIBILITIES

- A. The Coordinating Committee is the policy-making arm of the MPO. The Technical Committee reviews all issues and projects and then makes a recommendation to the Coordinating Committee. The Transportation Advisory Committee (TAC) assists and advises the Technical Committee.
- B. The Coordinating Committee has 11 voting members and consists of the following representatives: 2 from PENNDOT, 2 from Lackawanna County, 2 from Luzerne County, 1 from the City of Scranton, 1 from the City of Wilkes-Barre, 1 from each

Transit Authority in Luzerne & Lackawanna Counties and 1 from Aviation. Representatives from the Pocono Northeast Regional Rail Authority, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Federal Aviation Administration (FAA) serve as non-voting members.

The Technical Committee has 18 voting members and consists of the following representatives: 3 from PENNDOT, 2 from Lackawanna County, 2 from Luzerne County, 1 from the Lackawanna County Planning Commission, 1 from the Luzerne County Planning Commission, 1 from the City of Scranton, 1 from the City of Wilkes-Barre, 1 representative from each of the Transit Operators in each county, 2 from Aviation, 1 from Rail (Luzerne County's Rail representative comes under the aegis of the county position), and 1 from NEPA. Representatives from the FHWA, FTA, and FAA serve as non-voting members.

The TAC consists of representatives from business and industry and agencies having a transportation component or funding in their mission such as, the Chambers of Commerce, para-transit organizations, environmental groups, greenway/trails groups, AAA, trucking/shipping firms, The Pennsylvania Department of Conservation and Natural Resources and representatives of the African-American and Hispanic communities.

- C. 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.
- D. The role of the MPO and other supporting agencies is to promote transportation policies, programs, and projects consistent with the tenets of Fixing Americas Surface Transportation (FAST) Act and Moving Ahead for the 21st 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

FY 2018-2019 UNIFIED PLANNING WORK PROGRAM FY 2019-2020 UNIFIED PLANNING WORK PROGRAM

TASK I - ADMINISTRATION

Responsible Agencies:

Lackawanna County Regional Planning Commission (LCRPC)
Luzerne County Planning Commission (LCPC)

Estimated Cost:

	LCRPC	LCPC	COLTS	LCTA
Total Task Budget	\$27,000	\$27,000	\$0	\$0
Federal Highway Administration	17,913	17,913	0	0
Pennsylvania Department of Transportation	2,637	2,637	0	0
Local Match Highways	1,841	1,841	0	0
Federal Transit Administration	3,687	3,687	0	0
Local Match Transit	922	922	0	0

Task Description:

- A. All responsible agencies will prepare the 2018/2020 Unified Planning Work Program (UPWP) and adopt it by February 28, 2018 and will submit all documents required for contract execution, including Exhibits 2 and 3, and the authorizing signature resolutions by February 28, 2018. The LCRPC 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.
- B. The LCPC and LCRPC will prepare the necessary documents for PENNDOT to apply for the FHWA Public Law (PL) 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.
- C. 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 (five) working days prior to meetings, advertise public meeting notices, and perform all other duties required by the MPO Secretary.

- D. The Planning Commissions will perform all necessary administrative functions on the two transportation-planning grants, will assist the Transit Authorities in updating the FTA Title VI agreements, and provide technical assistance to the Department as well as other transportation providers.
- E. PENNDOT will prepare and monitor the PL, Motor License Fund (MLF), and Section 5303 Metropolitan Planning Program.
- F. The Planning Commissions will work jointly with the Department to modify the 2018-2022 Transportation Improvement Program (TIP), when necessary.
- G. The LCPC will conduct e-mail ballots of the Coordinating Committee when necessary, and prepare and send the appropriate E-STIPS to Central Office when TIP amendments have been approved by the MPO.

End Products:

Contract Preparation and Monitoring.

Preparation of Progress Reports and Invoices.

Coordinated and Documented Meetings.

Preparation of the New UPWP

E-Mail Ballots and E-STIPs

TASK II - COORDINATION OF PUBLIC AND GOVERNMENTAL ACTIVITIES

Responsible Agencies:

Lackawanna County Regional Planning Commission (LCRPC)

Luzerne County Planning Commission (LCPC)

Estimated Cost:

	LCRPC	LCPC	COLTS	LCTA
Total Task Budget	\$11,000	\$11,000	\$0	\$0
Federal Highway Administration	7,298	7,298	0	0
Pennsylvania Department of Transportation	1,074	1,074	0	0
Local Match Highways	750	750	0	0
Federal Transit Administration	1,502	1,502	0	0
Local Match Transit	376	376	0	0

Task Description:

- A. The Planning Commissions will perform all necessary functions regarding the organization and operation of the MPO Transportation Advisory Committee (TAC). The Planning Commissions will seek input from the TAC on transportation-related

activities, when necessary, via meetings, correspondence, and other means of communication.

- B. The Planning Commissions and PENNDOT will continue to provide information to public and private organizations and training where appropriate and to members of the MPO Committees upon request, as well as to the following groups: local municipalities, School Districts, Department of Community & Economic Development, County Conservation Districts, Human Services Agencies, Earth Conservancy, Industrial Development, Engineering/Surveying firms, all regional Chambers of Commerce, and any other federal, state, or county departments or agencies. The MPO will encourage use of the Lackawanna-Luzerne Regional Plan and the updated Long Range Plan by municipalities when making land use decisions. The Planning Commissions will assist PENNDOT in implementing and maintaining the PENNDOT Connects-Planning 360 Program and work with the Department on educating municipalities on such items as Smart Growth, Complete Streets, Transit Oriented Development, etc.
- C. The MPO will continue to publish electronically a quarterly newsletter that will detail the MPO projects and activities and serve as an educational resource for the public and all interested parties. The document is available in hard copy upon request and distributed electronically and on the MPO Website. The LCRPC, with assistance from the Luzerne County, the transit agencies and District 4-0 PENNDOT will solicit articles from all MPO members, write all additional articles, and prepare the newsletter.
- D. The Planning Commissions and Transit Operators 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.
- E. The LCRPC will administer and maintain, with input from the LCPC and PENNDOT, the website 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.

End Products:

TAC Management

Information Sharing

Newsletter Publication

Public Involvement Activities

Web Page Improvement

TASK III - SURVEILLANCE

Responsible Agencies:

Lackawanna County Regional Planning Commission (LCRPC)
Luzerne County Planning Commission (LCPC)
County of Lackawanna Transit System (COLTS)
Luzerne County Transit Authority (LCTA)

Estimated Cost:

	LCRPC	LCPC	COLTS	LCTA
Total Task Budget	\$15,000	\$23,800	\$12,000	\$8,800
Federal Highway Administration	12,000	12,000	0	0
Pennsylvania Department of Transportation	1,767	1,767	0	0
Local Match Highways	1,233	1,233	0	0
Federal Transit Administration	0	0	9,600	7,040
Local Match Transit	0	0	2,400	1,760

Task Description:

3.1 DATA COLLECTION AND ANALYSIS

Highway Performance Monitoring System Traffic Data (HPMS):

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 144 sample sections, including any additional segments that may be required based upon revised urban boundary revisions in accordance with HPMS manual specifications by January 31, 2018 and 2019.

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 January 31, 2018 and 2019.

LCPC & LCRPC:

- A. Appropriate staff will attend one HPMS and one Traffic Workshop sponsored by PENNDOT.

- B. Purchase equipment to undertake the HPMS Task, if needed that are approved by the Commonwealth's Statewide Contract for Traffic Counters (DGS #990517).

End Products:

Updated HPMS inventory and traffic counts

Attendance at HPMS or Traffic Workshop

Supplemental Counts

Adequate Safety Equipment and Supplies

3.2 Public Transit Systems Monitoring

COLTS and the LCTA, with LCPC and LCRPC assistance, will provide the following operational data on an annual basis:

- A. Number and age of all vehicles,
- B. Total unlinked passenger trips,
- C. Total vehicle miles,
- D. Total vehicle hours,
- E. Passengers per mile
- F. Total vehicle miles per transit route.

The following financial data will also be provided on an annual basis:

- A. Trends in passenger revenue,
- B. Vehicle mile revenue,
- C. Fare structure,
- D. Operating costs,
- E. Deficit funds and subsidies.
- F. Operating costs, revenue, and revenue passenger data for each transit route.

End Products:

Operational Transit Data

Financial Transit Data

TASK IV - 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)

Estimated Cost:

	LCRPC	LCPC	COLTS	LCTA
Total Task Budget	\$267,030	\$293,313	\$28,000	\$16,500
Federal Highway Administration	198,709	206,536	0	0
Pennsylvania Department of Transportation	29,256	30,408	0	0
Local Match Highways	20,422	21,226	0	0
Federal Transit Administration	14,915	14,710	22,400	13,200
Local Match Transit	3,728	3,667	5,600	3,300

Task Description:**4.1- Highway Planning****A. Linking Planning and NEPA (LPN) and Project Implementation**

The Planning Commissions will continue to work with the Department in all activities related to LPN implementation for future TIP updates and future LRTP projects. The implementation will necessitate working with the District Office 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 District Office conducting Transportation Impact Studies, Safety Audits and review of Highway Occupancy Permits related to new development. The Planning Commissions will work with the department to develop intergovernmental process for multi-municipal, corridor-focused land use/transportation assessments for specific areas along with developing access control measures as an alternative to capacity improvements. The Planning Commissions will, with PENNDOT, Federal Highways and Federal Transit, work toward implementing performance measures and targets as developed by PENNDOT, freight provisions and the alternative transportation set-aside program.

B. Training/Planning Activities

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.

C. Performance Measures

The Planning Commissions will coordinate with PENNDOT and FHWA on the development of transportation performance measures and targets, 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 Fixing America's Surface Transportation (FAST) Act and MAP 21.

D. Land Use

The Planning Commissions will coordinate all land-use planning with respect to the Lackawanna Luzerne Regional Plan. The Regional Plan encompasses land use and transportation principles, including livability and sustainability strategies that tie land-use projects with accessible transportation options, affordable housing, good schools, safe streets, economic development, social equity and environmental conservation.

The Planning Commissions will also strive to implement the recommendations of land-use studies that were completed in conjunction with major transportation projects. They will work cooperatively with municipalities, developers, and other interested parties to complete economic development projects needing transportation support when sufficient funding is available, and/or when the projects are located in those areas outlined for that purpose in the Regional Plan. The MPO will develop processes for multi-municipal, corridor focused land use and transportation assessments where appropriate.

E. Transportation Planning Assistance for Economic Development

The Planning Commissions will assist local economic development groups, Chambers of Commerce and Transportation Task Forces in all aspects of advancing their transportation goals and objectives, that are in agreement with the Regional Plan, by advising them in regards to procedures/methods, acting as a liaison to local, county, state and federal officials, and seeking local/state/federal funding for all projects.

F. Focus 81 Assistance

The LCRPC, LCPC, and the Department will partner with the Northeastern Pennsylvania Alliance (NEPA) to assist with the Focus-81 Committee. This assistance will consist of participation on the Committee, and funding assistance as determined by an approved scope of work and executed MPO/NEPA cooperation agreement.

G. Incident Management Task Force

The LCRPC and LCPC will coordinate the establishment of Incident Management Task Forces for both counties, based on the Delaware Valley Regional Planning Commission (DVRPC) template, for emergency responders along the interstate and interstate look-alike routes throughout Lackawanna and Luzerne Counties. It is envisioned that one to five task forces could be established for the following areas in Lackawanna County: the I-81 Corridors south and north of Scranton, the I-84/380 Corridor, the I-476 Corridor, and the US 6 (Casey Highway) Corridor. A similar number would be established for Luzerne County for the following: I-80, I-81, I-476, US 309 and PA 29 (north and south cross-valley expressways). The counties would assist the Northeast Pennsylvania Alliance (NEPA) on any roadways they may wish to establish Task Forces.

These task forces would bring together state police, municipal police, fire and rescue, emergency medical services, towing operators, PENNDOT, the Pennsylvania Turnpike Commission (PTC), the Lackawanna County and Luzerne County Emergency Management Agencies, the Lackawanna County and Luzerne County Coroners,

COLTS, LCTA, Hazleton Public Transit, Traffic Advisory Radio and TV broadcasters, as well as any other transportation-related agencies, to discuss their protocols, plan for incidents along the roadways, and critique incidents on a quarterly basis.

The meetings would be held in the evening in a convenient location within the corridor area.

H. Technical Assistance

Provide technical assistance to the Department and other transportation providers, to the extent possible given the current staffing, resources and technological constraints.

I. Multi-Modal Planning System (MPMS):

The Planning Commissions will continue to work with the Department on the sharing of Multimodal Project Management data and the utilization of technology to enhance this sharing. The MPO will work to enhance the linkages of freight, highway, transit, rail and other intermodal types in the region.

End Products:

LPN Implementation

Smart Transportation Planning Measures

MAP-21 Performance Measures Development

Implementation of Regional Land Use Plan

Planning & Technical Assistance to Department and Other Entities

Support of Focus 81 Committee

Enhanced MPMS Sharing

Develop Incident Management Task Forces

Development of Performance Measure Implementation Strategies

Alternative Transportation Set-Aside Procedures

Improved Freight Provisions

4.2 Transit Planning:

COLTS and the LCTA have undergone Route Analysis Studies in the past few years and have adjusted their routes and service based on the analysis results. The planning commissions will continue to assist the transit operators with the following tasks:

- A. Review the fiscal progress for the previous year in transit project implementation.
- B. Perform various transit administrative and planning functions, including all required reporting and monitoring of all federal and state grants and funding streams.
- C. Monitor and update the Transit Development Plan
- D. Coordinate and plan for operational changes, detours, and route adjustments or additions.

End Products:

Revised Transit Routes

Administrative & Fiscal Activities

Updated Transit Development Plan

4.3 Long-Range Transportation Plan:

The MPO adopted the updated 2016-2040 LRTP on February 17, 2016. The original LRTP and Comprehensive Plan were combined into one document titled the *Lackawanna/Luzerne Regional Plan* but only the LRTP has been updated at this time.

The MPO will initiate amendments to the plan if needed to address any future actions needed to ensure fiscal constraint, further strengthen the transportation planning/land use link, and expedite project delivery. The MPO will adhere to all required FHWA and PENNDOT requirements including the following:

- Ensure FHWA & FTA participation throughout LRTP amendment process;
- Emphasize projects that help preserve current assets and improve travel efficiency;
- Coordinate with PennDOT, FHWA, and FTA to develop performance measures.

End Product:

Implementation of 2016-2040 Long-Range Transportation Plan

Amend the document if conditions warrant

4.4 Transportation Network Planning**A. Congestion Management Process (CMP):**

The Planning Commissions have updated 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:

1. Monitor the CMP;
2. 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;
3. Maintain a database of information on the targeted corridors and intersections.

4. The LCPC and LCRPC will, with the aid of a consultant develop a downtown circulator and bicycle route map for the Central Business Districts in the Cities of Wilkes-Barre and Scranton. The plan will connect various local, state and Federal attractions in the immediate downtown area with local institutions of higher learning and established bike and hiking trails to provide safe alternative transportation systems for the downtown. The plan will include needed street markings, signs and other hardware to maintain safety between bicyclists and motor vehicles and include any construction for safety or replacement of parking removed in developing the routes.

End Products:

Updated CMP Corridor/Subarea Studies

Updated Congestion Management Program

Downtown Bicycle Routing Study

B. Intermodal Management System (IMS):

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.

Through their position on the Coordinating and/or Technical Committees, the Pennsylvania Northeast Regional Railroad Authority and the Luzerne County Rail Corporation will work to support the improvement of intermodal freight connections and network linkages to enhance the visibility and effectiveness of freight planning in the MPO region. The LCRPC will monitor the study underway by the Appalachian Regional Commission with funding from PENNDOT and the MPO to update the previously completed studies for passenger rail restoration between Scranton and New York City (Hoboken).

End Product:

Participation of LCRPC on Technical Advisory Committee

Intermodal Freight Connects and Network Linkages Improvements

C. Intelligent Transportation System (ITS):

The Planning Commissions, in conjunction with the District, will continue to assess the need and appropriateness of ITS elements through the Long Range Transportation Plan and TIP, and will continue to implement the ITS regional architecture. The MPO will continue to advance ITS projects in conjunction with the Department's ITS Strategic Plan and the Regional Operations Plan.

End Product:

Implementation of ITS Architecture

Support of ITS Projects

D. Map Updates

The Planning Commissions will update the Type 10 General Highway and Township Maps, along with other highway related maps, as needed by the Department, and review them according to their established criteria. This will involve using in-house source data and selected field surveys, if necessary, to the extent allowed by staff and budgetary constraints. 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.

End Products:

Updated Type 10 Maps

Updated Federal Aid System Maps

Updated National Highway System Maps

E. ASSESSMENT/INVENTORY OF LOCAL ASSETS

The LCPC and the LCRPC will continue its work on inventorying the following local assets:

- A. Locally-Owned Bridges less than 20 feet
- B. Locally-Owned Non-Federal Aid Roadways, where applicable
- C. Retaining Walls
- D. ITS Facilities
- E. Guiderail Facilities
- F. Drainage Systems
- G. Signage
- H. Traffic Control Devices (signals/signs/etc.)
- I. Freight facilities (including multi-modal)

End Products:

Updated Inventories

Data Base of Facilities

F. STRATEGIC HIGHWAY SAFETY PLAN

The Planning Commissions will support the Pennsylvania Strategic Highway Safety Plan (SHSP) documenting operational and management strategies to improve existing facilities from regional operational plans to reduce bottlenecks, reduce congestion, improve mobility and safety, develop strategies to assess capital investments through a benefits and burdens analysis and document project selection and prioritization.

End Products:

Documents Identifying Possible Projects

Plans for Improving Safety

4.5 Transportation Accessibility for Elderly & Handicapped:

- A. COLTS will monitor the Lackawanna County Coordinated Transportation System regarding compliance with Section 504 and the Americans with Disabilities Act requirements.
- B. The Luzerne County Planning Commission will continue to assist the LCTA in the administration and operation of Special Transportation Efforts Program (STEP) in Luzerne County. The LCTA will continue to monitor and provide statistics on the utilization and operation of STEP. The Transit Authorities will prepare a yearly Elderly and Handicapped Services Evaluation Report.
- C. The LCTA, with Planning Commission assistance, will continue the work activities of the committee of handicapped groups and transportation professionals in implementing the Americans with Disabilities Act.

End Products:

On-Going Handicapped Transit Programs

Updated Statistics on STEP in Luzerne County

Elderly and Handicapped Services Evaluation Report

4.6 Geographic Information Systems (GIS):

- A. 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.
- B. In addition to GIS, the Planning Commissions will review and assess their status regarding computer access to transportation databases, hardware capabilities, transportation/air quality modeling, and the like.

End Products:

GIS Mapping/Equipment Update

EJ/Title VI Map Update

4.7 Economic Development:

The Planning Commissions will work with the Department to promote public/private partnerships (P3s) and innovative financing opportunities in support of Economic Development for projects consistent with the land-use parameters of the Regional Plan.

They will work to support and improve intermodal freight connections and freight linkages and increase freight planning in the MPO area along with identifying strategies to improve access to employment opportunities, affordable housing, quality schools, social equity and environmental conservation.

End Product:

Economic Stimulus Projects Promotion/Cooperation.

Freight Improvement Strategies

Improved Livability Strategies

**TASK V PROGRAMMING: TRANSPORTATION IMPROVEMENT PROGRAM
(HIGHWAY & TRANSIT ELEMENTS)**

Responsible Agencies:

Lackawanna County Regional Planning Commission (LCRPC)

Luzerne County Planning Commission (LCPC)

County of Lackawanna Transit System (COLTS)

Luzerne County Transit Authority (LCTA)

Estimated Cost:

	LCRPC	LCPC	COLTS	LCTA
Total Task Budget	\$2,000	\$3,200	\$4,566	\$1,200
Federal Highway Administration	1,600	1,600	0	0
Pennsylvania Department of Transportation	236	236	0	0
Local Match Highways	164	164	0	0
Federal Transit Administration	0	0	3,652	960
Local Match Transit	0	0	914	240

Task Description:

5.1 TIP - HIGHWAY ELEMENT

- A. The FFY 2019-2022 TIP will be adopted prior to October 1, 2018. PENNDOT District 4-0 staff, with assistance from the Planning Commissions, will prepare the FFY 2019-2022 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 re-engineered 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.

- B. The current 2018 TIP will be administered regarding TIP amendments and/or modifications, or project additions/deletions via the appropriate MPO actions, including the E-STIP process.
- C. The Planning Commissions and the District 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.

End Products:

FFY 2019-2012 Highway TIP Preparation

FFY 2019 TIP Administration

5.2 TIP - TRANSIT ELEMENT

- A. The FFY 2019-2022 TIP will be adopted prior to October 1, 2018. COLTS and LCTA, with LCPC assistance, will prepare the FFY 2019-2022 TIP and any subsequent amendments to the TIP in a manner consistent with the requirements of FAST, 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 2017-2020 to ensure consistency with FAST and the CAAA requirements.
- B. The Planning Commissions will work jointly with the Department to manage the 2019 Transit Transportation Improvement Program in conjunction with the 2016-2040 Long Range Transportation Plan. The TIP will be administered regarding TIP amendments or modifications, and project additions/deletions via the appropriate MPO actions. This process will include the efforts of the Transit Authorities to continue to fulfill the FTA requirements with regard to Financial Capacity and Competitive Contracting and Environmental Justice activities.

End Products:

FFY 2019-2022 Transit TIP Implementation

FFY 2019 Transit TIP Administration

ATTACHMENT A

PROPOSED WORK PROGRAM BUDGET

STATE FISCAL YEAR 2018-2019

(July 1, 2018 through June 30, 2019)

FY 2018-2019 LLTS UPWP
Table 1-Lackawanna County Budget
Lackawanna-Luzerne Transportation Study

5/2/18

<u>Work Task</u>	<u>Federal/State</u>	<u>Local</u>	<u>Total</u>
1. Administration	\$24,237	\$2,763	\$27,000
2. Coordination	\$9,874	\$1,126	\$11,000
3. Surveillance	\$18,567	\$2,433	\$21,000
.1 Data Collection and Analysis	\$13,767	\$1,233	\$15,000
.2 Public Transit System Monitoring	\$4,800	\$1,200	\$6,000
4. Systems Planning	\$265,310	\$29,719	\$295,029
.1 Highway Planning	\$90,230	\$8,083	\$98,313
.2 Transit Planning	\$14,400	\$3,600	\$18,000
.3 Long Range Transportation Plan	\$11,416	\$1,301	\$12,717
.4 Transportation Network Planning	\$85,279	\$9,720	\$94,999
.5 Accessibility for Elderly & Handicapped	\$8,000	\$2,000	\$10,000
.6 Geographic Information Systems	\$55,067	\$4,933	\$60,000
.7 Economic Stimulus	\$918	\$82	\$1,000
5. Programming	\$3,662	\$621	\$4,283
.1 TIP - Highway Element	\$1,836	\$164	\$2,000
.2 TIP - Transit Element	\$1,826	\$457	\$2,283
Subtotal	\$321,650	\$36,662	\$358,312
6. Supplemental Studies			\$0
.1 Infrastructure Inventory	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Total	\$321,650	\$36,662	\$358,312

FY 2018-2019 LLTS UPWP
Table 2- Budget Summary
Lackawanna County

<u>Work Task</u>	<u>Total</u>	<u>PL</u> 80.0000%	<u>MLF</u> 11.7783%	<u>Local</u> 8.2217%	<u>MPP</u> 80.000%	<u>Local</u> 20.000%
1. Administration	\$27,000	\$17,913	\$2,637	\$1,841	\$3,687	\$922
2. Coordination	\$11,000	\$7,298	\$1,074	\$750	\$1,502	\$376
3. Surveillance	\$21,000	\$12,000	\$1,767	\$1,233	\$4,800	\$1,200
.1 Data Collection and Analysis	\$15,000	\$12,000	\$1,767	\$1,233	\$0	\$0
.2 Public Transit System Monitoring	\$6,000	\$0	\$0	\$0	\$4,800	\$1,200
4. Systems Planning	\$295,030	\$198,914	\$29,286	\$20,443	\$37,110	\$9,277
.1 Highway Planning	\$98,313	\$78,650	\$11,580	\$8,083	\$0	\$0
.2 Transit Planning	\$18,000	\$0	\$0	\$0	\$14,400	\$3,600
.3 Long Range Transportation Plan	\$12,717	\$8,437	\$1,242	\$867	\$1,737	\$434
.4 Transportation Network Planning	\$95,000	\$63,027	\$9,279	\$6,477	\$12,973	\$3,243
.5 Accessibility for Elderly & Handicapped	\$10,000	\$0	\$0	\$0	\$8,000	\$2,000
.6 Geographic Information Systems	\$60,000	\$48,000	\$7,067	\$4,933	\$0	\$0
.7 Economic Stimulus	\$1,000	\$800	\$118	\$82	\$0	\$0
5. Programming	\$4,283	\$1,600	\$236	\$164	\$1,826	\$457
.1 TIP - Highway Element	\$2,000	\$1,600	\$236	\$164	\$0	\$0
.2 TIP - Transit Element	\$2,283	\$0	\$0	\$0	\$1,826	\$457
Subtotal	\$358,313	\$237,725	\$35,000	\$24,431	\$48,926	\$12,231
6. Supplemental Studies						
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$358,313	\$237,725	\$35,000	\$24,431	\$48,926	\$12,231

FY 2018-2020 LLTS UPWP
Table I Luzerne County Budget 2018-2019
Lackawanna "Luzerne Transportation Study

<u>Work Task</u>	<u>Federal/State</u>	<u>Local</u>	<u>Total</u>
1. Administration	\$24,237	\$2,763	\$27,000
2. Coordination	\$9,874	\$1,126	\$11,000
3. Surveillance	\$20,807	\$2,993	\$23,800
.1 Data Collection and Analysis	\$13,767	\$1,233	\$15,000
.2 Public Transit System Monitoring	\$7,040	\$1,760	\$8,800
4. Systems Planning	\$265,059	\$28,254	\$293,313
.1 Highway Planning	\$88,853	\$7,960	\$96,813
.2 Transit Planning	\$8,400	\$2,100	\$10,500
.3 Long Range Transportation Plan	\$11,416	\$1,301	\$12,717
.4 Transportation Network Planning	\$90,324	\$10,205	\$100,529
.5 Accessibility for Elderly & Handicapped	\$4,800	\$1,200	\$6,000
.6 Geographic Information Systems	\$55,067	\$4,933	\$60,000
.7 Economic Stimulus	\$2,753	\$247	\$3,000
5. Programming	\$2,796	\$404	\$3,200
.1 TIP " Highway Element	\$1,836	\$164	\$2,000
.2 TIP " Transit Element	\$960	\$240	\$1,200
Subtotal: Tasks 1 -5	\$322,773	\$35,540	\$358,313
6. Supplemental Studies	\$0	\$0	\$0
.1 Infrastructure Inventory	\$0	\$0	\$0
Subtotal: Task 6	\$0	\$0	\$0
Total	\$322,773	\$35,540	\$358,313

FY 2018-2020 LLTS UPWP

Table 2- Budget Summary Luzerne County 2018-2019

	<u>Work Task</u>	<u>Total</u>	<u>PL</u>	<u>MLF</u>	<u>Local</u>	<u>MPP</u>	<u>Local</u>
		80.00000%	11.7783%	8.2217%	80.0000%	20.0000%	
1.	Administration	\$27,000	\$17,913	\$2,637	\$1,841	\$3,687	\$922
2.	Coordination	\$11,000	\$7,298	\$1,074	\$750	\$1,502	\$376
3.	Surveillance	\$23,800	\$12,000	\$1,767	\$1,233	\$7,040	\$1,760
	.1 Data Collection and Analysis	\$15,000	\$12,000	\$1,767	\$1,233	\$0	\$0
	.2 Public Transit System Monitoring	\$8,800	\$0	\$0	\$0	\$7,040	\$1,760
4.	Systems Planning	\$293,313	\$206,536	\$30,408	\$21,226	\$28,115	\$7,028
	.1 Highway Planning	\$100,567	\$80,455	\$11,845	\$8,268	\$0	\$0
	.2 Transit Planning	\$10,500	\$0	\$0	\$0	\$8,400	\$2,100
	.3 Long Range Transportation Plan	\$12,717	\$8,437	\$1,242	\$867	\$1,737	\$434
	.4 Transportation Network Planning	\$100,529	\$67,246	\$9,900	\$6,911	\$13,178	\$3,294
	.5 Accessibility for Elderly & Handicapped	\$6,000	\$0	\$0	\$0	\$4,800	\$1,200
	.6 Geographic Information Systems	\$60,000	\$48,000	\$7,067	\$4,933	\$0	\$0
	.7 Economic Stimulus	\$3,000	\$2400	\$353	\$247	\$0	\$0
5.	Programming	\$3,200	\$1,600	\$236	\$164	\$960	\$240
	.1 TIP - Highway Element	\$2,000	\$1,600	\$236	\$164	\$0	\$0
	2 TIP - Transit Element	\$1,200	\$0	\$0	\$0	\$960	\$240
	Subtotal: Tasks 1 -5	\$358,313	\$245,347	\$36,122	\$25,214	\$41,304	\$10,326
6.	Supplemental Studies	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal: Task 6	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$358,313	\$245,347	\$36,122	\$25,214	\$41,304	\$10,326

ATTACHMENT B

PROPOSED WORK PROGRAM BUDGET

STATE FISCAL YEAR 2019-2020

(July 1, 2019 through June 30, 2020)

FY 2019-2020 LLTS UPWP
Table 1-Lackawanna County Budget
Lackawanna-Luzerne Transportation Study

5/2/18

<u>Work Task</u>	<u>Federal/State</u>	<u>Local</u>	<u>Total</u>
1. Administration	\$24,237	\$2,763	\$27,000
2. Coordination	\$9,874	\$1,126	\$11,000
3. Surveillance	\$18,567	\$2,433	\$21,000
.1 Data Collection and Analysis	\$13,767	\$1,233	\$15,000
.2 Public Transit System Monitoring	\$4,800	\$1,200	\$6,000
4. Systems Planning	\$265,310	\$29,719	\$295,029
.1 Highway Planning	\$90,230	\$8,083	\$98,313
.2 Transit Planning	\$14,400	\$3,600	\$18,000
.3 Long Range Transportation Plan	\$11,416	\$1,301	\$12,717
.4 Transportation Network Planning	\$85,279	\$9,720	\$94,999
.5 Accessibility for Elderly & Handicapped	\$8,000	\$2,000	\$10,000
.6 Geographic Information Systems	\$55,067	\$4,933	\$60,000
.7 Economic Stimulus	\$918	\$82	\$1,000
5. Programming	\$3,662	\$621	\$4,283
.1 TIP - Highway Element	\$1,836	\$164	\$2,000
.2 TIP - Transit Element	\$1,826	\$457	\$2,283
Subtotal	\$321,650	\$36,662	\$358,312
6. Supplemental Studies			\$0
.1 Infrastructure Inventory	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Total	\$321,650	\$36,662	\$358,312

FY 2019-2020 LLTS UPWP
Table 2- Budget Summary
Lackawanna County

<u>Work Task</u>	<u>Total</u>	<u>PL</u> 80.0000%	<u>MLF</u> 11.7783%	<u>Local</u> 8.2217%	<u>MPP</u> 80.000%	<u>Local</u> 20.000%
1. Administration	\$27,000	\$17,913	\$2,637	\$1,841	\$3,687	\$922
2. Coordination	\$11,000	\$7,298	\$1,074	\$750	\$1,502	\$376
3. Surveillance	\$21,000	\$12,000	\$1,767	\$1,233	\$4,800	\$1,200
.1 Data Collection and Analysis	\$15,000	\$12,000	\$1,767	\$1,233	\$0	\$0
.2 Public Transit System Monitoring	\$6,000	\$0	\$0	\$0	\$4,800	\$1,200
4. Systems Planning	\$295,030	\$198,914	\$29,286	\$20,443	\$37,110	\$9,277
.1 Highway Planning	\$98,313	\$78,650	\$11,580	\$8,083	\$0	\$0
.2 Transit Planning	\$18,000	\$0	\$0	\$0	\$14,400	\$3,600
.3 Long Range Transportation Plan	\$12,717	\$8,437	\$1,242	\$867	\$1,737	\$434
.4 Transportation Network Planning	\$95,000	\$63,027	\$9,279	\$6,477	\$12,973	\$3,243
.5 Accessibility for Elderly & Handicapped	\$10,000	\$0	\$0	\$0	\$8,000	\$2,000
.6 Geographic Information Systems	\$60,000	\$48,000	\$7,067	\$4,933	\$0	\$0
.7 Economic Stimulus	\$1,000	\$800	\$118	\$82	\$0	\$0
5. Programming	\$4,283	\$1,600	\$236	\$164	\$1,826	\$457
.1 TIP - Highway Element	\$2,000	\$1,600	\$236	\$164	\$0	\$0
.2 TIP - Transit Element	\$2,283	\$0	\$0	\$0	\$1,826	\$457
Subtotal	\$358,313	\$237,725	\$35,000	\$24,431	\$48,926	\$12,231
6. Supplemental Studies						
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$358,313	\$237,725	\$35,000	\$24,431	\$48,926	\$12,231

FY 2018-2020 LLTS UPWP
Table I Luzerne County Budget 2019-2020
Lackawanna" Luzerne Transportation Study

<u>Work Task</u>	<u>Federal/State</u>	<u>Local</u>	<u>Total</u>
1. Administration	\$24,237	\$2,763	\$27,000
2. Coordination	\$9,874	\$1,126	\$11,000
3. Surveillance	\$20,807	\$2,993	\$23,800
.1 Data Collection and Analysis	\$13,767	\$1,233	\$15,000
.2 Public Transit System Monitoring	\$7,040	\$1,760	\$8,800
4. Systems Planning	\$265,059	\$28,254	\$293,313
.1 Highway Planning	\$88,853	\$7,960	\$96,813
.2 Transit Planning	\$8,400	\$2,100	\$10,500
.3 Long Range Transportation Plan	\$11,416	\$1,301	\$12,717
.4 Transp0liation Network Planning	\$90,324	\$10,205	\$100,529
.5 Accessibility for Elderly & Handicapped	\$4,800	\$1,200	\$6,000
.6 Geographic Information Systems	\$55,067	\$4,933	\$60,000
.7 Economic Stimulus	\$2,753	\$247	\$3,000
5. Programming	\$2,796	\$404	\$3,200
.1 TIP " Highway Element_	\$1,836	\$164	\$2,000
.2 TIP " Transit Element	\$960	\$240	\$1,200
Subtotal: Tasks 1 -5	\$322,773	\$35,540	\$358,313
6. Supplemental Studies	\$0	\$0	\$0
.1 Infrastructure Inventory	\$0	\$0	\$0
Subtotal: Task 6	\$0	\$0	\$0
Total	\$322,773	\$35,540	\$358,313

FY 2018-2020 LLTS UPWP

Table 2- Budget Summary Luzerne County 2018-2019

	<u>Work Task</u>	<u>Total</u>	<u>PL</u>	<u>MLF</u>	<u>Local</u>	<u>MPP</u>	<u>Local</u>
		80.0000%	11.7783%	8.2217%	80.0000%	20.0000%	
1.	Administration	\$27,000	\$17,913	\$2,637	\$1,841	\$3,687	\$922
2.	Coordination	\$11,000	\$7,298	\$1,074	\$750	\$1,502	\$376
3.	Surveillance	\$23,800	\$12,000	\$1,767	\$1,233	\$7,040	\$1,760
	.1 Data Collection and Analysis	\$15,000	\$12,000	\$1,767	\$1,233	\$0	\$0
	.2 Public Transit System Monitoring	\$8,800	\$0	\$0	\$0	\$7,040	\$1,760
4.	Systems Planning	\$293,313	\$206,536	\$30,408	\$21,226	\$28,115	\$7,028
	.1 Highway Planning	\$100,567	\$80,455	\$11,845	\$8,268	\$0	\$0
	.2 Transit Planning	\$10,500	\$0	\$0	\$0	\$8,400	\$2,100
	.3 Long Range Transportation Plan	\$12,717	\$8,437	\$1,242	\$867	\$1,737	\$434
	.4 Transportation Network Planning	\$100,529	\$67,246	\$9,900	\$6,911	\$13,178	\$3,294
	.5 Accessibility for Elderly & Handicapped	\$6,000	\$0	\$0	\$0	\$4,800	\$1,200
	.6 Geographic Information Systems	\$60,000	\$48,000	\$7,067	\$4,933	\$0	\$0
	.7 Economic Stimulus	\$3,000	\$2400	\$353	\$247	\$0	\$0
5.	Programming	\$3,200	\$1,600	\$236	\$164	\$960	\$240
	.1 TIP - Highway Element	\$2,000	\$1,600	\$236	\$164	\$0	\$0
	.2 TIP - Transit Element	\$1,200	\$0	\$0	\$0	\$960	\$240
	Subtotal: Tasks 1 -5	\$358,313	\$245,347	\$36,122	\$25,214	\$41,304	\$10,326
6.	Supplemental Studies	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal: Task 6	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$358,313	\$245,347	\$36,122	\$25,214	\$41,304	\$10,326

Exhibit 1

SALARY SCHEDULES

STATE FISCAL YEAR 2018-2019

(July 1, 2018 through June 30, 2019)

STATE FISCAL YEAR 2019-2020

(July 1, 2019 through June 30, 2020)

Exhibit 2

Lackawanna County Regional Planning Commission
2018-19 Salary Schedule

NAME	TITLE	Yearly Salary	Salary + Benefits	Unadjusted per hour
Chris Chapman	Transportation Planning Manager	\$42,024	\$66,312.28	\$20.20
Mary Liz Donato	Regional Planning Manager	\$45,690	\$79,670.09	\$21.97
George Kelly	Executive Director	\$75,278	\$113,921.98	\$36.19
John Petrini	Transportation Technician	\$31,775	\$63,577.39	\$17.46
Steve Pitoniak	Planning Department Manager	\$56,735	\$86,972.59	\$27.28
Brenda Sacco	Finance and Operations	\$61,412	\$97,886.18	\$29.53
Stephen Solon	GIS Coordinator	\$38,839	\$61,716.58	\$21.34

Total Salaries \$351,753 \$570,057 \$173.96

	<u>Chapman</u>	<u>Donato</u>	<u>Kelly</u>	<u>Petrini</u>	<u>Pitoniak</u>	<u>Sacco</u>	<u>Solon</u>
HSV							
Holidays	15	15	15	15	15	15	15
Sick	20	20	20	20	20	20	20
Vacation	15	25	15	15	25	15	25
Personal	4	4	4	4	4	4	4
Total HSV Days	54	64	54	54	64	54	64
Total Work Days	206	196	206	206	196	206	196

INSURANCE							
Dental	\$97.92	\$97.92	\$97.92	\$97.92	\$97.92	\$97.92	\$97.92
Prescription	\$401.90	\$535.84	\$535.84	\$535.84	\$267.94	\$535.84	\$267.94
Life	\$11.20	\$11.20	\$14.00	\$11.20	\$11.20	\$14.00	\$11.20
Health	\$1,073.86	\$1,699.76	\$1,699.76	\$1,699.76	\$1,511.74	\$1,699.76	\$1,131.80
Vision	\$11.08	\$11.08	\$11.08	\$11.08	\$11.08	\$11.08	\$11.08
Total	\$1,475.96	\$2,235.80	\$2,238.60	\$2,235.80	\$1,779.88	\$2,238.60	\$1,399.94
Insurance per year	\$17,711.52	\$26,829.60	\$26,863.20	\$26,829.60	\$21,358.56	\$26,863.20	\$16,799.28

FRINGE RATE							
FICA/Medicare (7.65%)	\$3,214.84	\$3,495.29	\$5,758.75	\$2,430.79	\$4,340.23	\$4,698.02	\$2,971.18
Pension (8%)	\$3,361.92	\$3,655.20	\$6,022.22	\$2,542.00	\$4,538.80	\$4,912.96	\$3,107.12
Insurance	\$17,711.52	\$26,829.60	\$26,863.20	\$26,829.60	\$21,358.56	\$26,863.20	\$16,799.28
Total	\$24,288.28	\$33,980.09	\$38,644.18	\$31,802.39	\$30,237.59	\$36,474.18	\$22,877.58

Exhibit 1 – Salary schedules -

Lackawanna/Luzerne Metropolitan Planning Organization 2018-2019 Unified Planning Work Program

Luzerne County Planning Commission Planning Staff Salary Schedule

Name	Title	Hourly Rate*
James Ferry	Executive Director	\$91.00
Daniel Butch	transportation Planner	\$65.00
James Weber	Planning Technician	\$65.00
Pat Dooley	Planner	\$52.00
Kathy Wood	Clerk/Typist II	\$43.00
Tanis Manseau	Transportation Planner	\$65.00

*Estimated maximum for FY 2018-2019 including variable pay increases in 2018 and 2019, plus an estimated overhead rate.

Lackawanna County Regional Planning Commission
2019-2020 Salary Schedule

NAME	TITLE	Yearly Salary	Salary + Benefits	Unadjusted per hour
Chris Chapman	Transportation Planning Manager	\$42,864	\$67,284.29	\$20.61
Mary Liz Donato	Regional Planning Manager	\$46,604	\$80,726.89	\$22.41
George Kelly	Executive Director	\$76,783	\$115,663.16	\$36.92
John Petrini	Transportation Technician	\$32,411	\$64,312.34	\$17.81
Steve Pitoniak	Planning Department Manager	\$57,870	\$88,284.87	\$27.82
Brenda Sacco	Finance and Operations	\$62,640	\$99,306.64	\$30.12
Stephen Solon	GIS Coordinator	\$39,616	\$62,614.93	\$21.77
Total Salaries		\$358,788	\$578,193	\$177.44

	<u>Chapman</u>	<u>Donato</u>	<u>Kelly</u>	<u>Petrini</u>	<u>Pitoniak</u>	<u>Sacco</u>	<u>Solon</u>
HSV							
Holidays	15	15	15	15	15	15	15
Sick	20	20	20	20	20	20	20
Vacation	15	25	15	15	25	15	25
Personal	4	4	4	4	4	4	4
Total HSV Days	54	64	54	54	64	54	64
Total Work Days	206	196	206	206	196	206	196

INSURANCE							
Dental	\$97.92	\$97.92	\$97.92	\$97.92	\$97.92	\$97.92	\$97.92
Prescription	\$401.90	\$535.84	\$535.84	\$535.84	\$267.94	\$535.84	\$267.94
Life	\$11.20	\$11.20	\$14.00	\$11.20	\$11.20	\$14.00	\$11.20
Health	\$1,073.86	\$1,699.76	\$1,699.76	\$1,699.76	\$1,511.74	\$1,699.76	\$1,131.80
Vision	\$11.08	\$11.08	\$11.08	\$11.08	\$11.08	\$11.08	\$11.08
Total	\$1,475.96	\$2,235.80	\$2,238.60	\$2,235.80	\$1,779.88	\$2,238.60	\$1,399.94
Insurance per year	\$17,711.52	\$26,829.60	\$26,863.20	\$26,829.60	\$21,358.56	\$26,863.20	\$16,799.28

FRINGE							
RATE							
FICA/Medicare (7.65%)	\$3,279.13	\$3,565.19	\$5,873.93	\$2,479.40	\$4,427.03	\$4,791.98	\$3,030.61
Pension (8%)	\$3,429.16	\$3,728.30	\$6,142.67	\$2,592.84	\$4,629.58	\$5,011.22	\$3,169.26
Insurance	\$17,711.52	\$26,829.60	\$26,863.20	\$26,829.60	\$21,358.56	\$26,863.20	\$16,799.28
Total	\$24,419.81	\$34,123.09	\$38,879.80	\$31,901.84	\$30,415.17	\$36,666.40	\$22,999.15

Exhibit 1 – Salary schedules -

Lackawanna/Luzerne Metropolitan Planning Organization 2019-2020 Unified Planning Work Program

Luzerne County Planning Commission Planning Staff Salary Schedule

Name	Title	Hourly Rate*
James Ferry	Executive Director	\$91.00
Daniel Butch	transportation Planner	\$65.00
James Weber	Planning Technician	\$65.00
Pat Dooley	Planner	\$52.00
Kathy Wood	Clerk/Typist II	\$43.00
Tanis Manseau	Transportation Planner	\$65.00

*Estimated maximum for FY 2019-2020 including variable pay increases in 2019 and 2020, plus an estimated overhead rate.

PURCHASE CONTRACT REGISTER

STATE FISCAL YEAR 2018-2019

(July 1, 2018 through June 30, 2019)

STATE FISCAL YEAR 2019-2020

(July 1, 2019 through June 30, 2020)

**LACKAWANNA COUNTY
PURCHASE CONTRACT REGISTER
FY 2018-2019**

NAME	USE	YEARLY COST	EST. PA DOT ALLOCATION
TOPP Copy/Copy Fax	Copier/Fax Maintenance	\$1,000.00	\$812.31
County Information Services	Computer Maintenance	\$15,000.00	\$12,184.65
Other*	Miscellaneous	\$7,000.00	\$5,686.17
Total		\$23,000.00	\$18,683.13

* Includes: Association dues, expenses, and materials & supplies purchased through the Lackawanna County Purchasing Department.

Exhibit 2 - Purchase Contract Register Luzerne County

**Lackawanna/Luzerne Metropolitan Planning Organization
2018-2019 Unified Planning Work Program**

Luzerne County Planning Commission

Various	Medical Insurance	\$15,000
Standard Insurance Company	Life Insurance	\$800
Luzerne County Self-Insurance Compensation	Workman's Compensation	\$1,000
Luzerne County Commissioners	General Office Expenses and Supplies	\$5,000
Luzerne County Commissioners	Rent	\$16,800
	TOTAL:	\$38,600

**LACKAWANNA COUNTY
PURCHASE CONTRACT REGISTER
FY 2019-2020**

NAME	USE	YEARLY COST	EST. PA DOT ALLOCATION
TOPP Copy/Copy Fax	Copier/Fax Maintenance	\$1,500.00	\$1,218.47
County Information Services	Computer Maintenance	\$15,000.00	\$12,184.65
Other*	Miscellaneous	\$8,000.00	\$6,498.48
Total		\$24,500.00	\$19,901.60

* Includes: Association dues, expenses, and materials & supplies purchased through the Lackawanna County Purchasing Department.

Exhibit 2 - Purchase Contract Register Luzerne County

**Lackawanna/Luzerne Metropolitan Planning Organization
2019-2020 Unified Planning Work Program**

Luzerne County Planning Commission

Various	Medical Insurance	\$15,000
Standard Insurance Company	Life Insurance	\$800
Luzerne County Self-Insurance Compensation	Workman's Compensation	\$1,000
Luzerne County Commissioners	General Office Expenses and Supplies	\$5,000
Luzerne County Commissioners	Rent	\$16,800
	TOTAL:	\$38,600