

Cortland County Transportation Advisory Committee Minutes

MINUTES

FEBRUARY 2, 2026
10:00AM

CORTLAND COUNTY OFFICE BUILDING
Room 302

	Facilitator: Melissa Potter- Chair Secretary: J. Hillman
MEETING CALLED BY:	Melissa Potter @ 10:01
MEETING TYPE	Organizational Meeting (quorum achieved with 9 appointed members)
ATTENDEES	Appointed: Tim Lockwood (26), Amy Buggs (26), Patricia Schaap (26), Jackie Cooper (27), Christopher Maroney (27), Jennifer Hillman (27), Brandy Fetterly (28), Alex Mikowski (28), Olivia Gehm (28), Brandy Strauf (28), Melissa Potter (Ex-officio), Beau Harbin (Ex-officio) Others: See Sign-in Sheet
ABSENT APPOINTEES	Shannon Coffin, Amy Buggs, Bren Daiss, Brandy Fetterly
ITEM #1	Introductions/Administrative Actions
DISCUSSION	Approve October 2025 Minutes Motion by Alex Mikowski to approve minutes as provided Second by Chris Maroney <i>Approval of motion by vote of members</i>
ITEM #2	Nomination/Election of Officers for 2026 Term
DISCUSSION	- Current Officers: Melissa Potter, Chair; Alex Mikowski, Vice Chair; Jennifer Hillman, Secretary - Nominations: Retain current slate - New Officers: Melissa Potter, Chair; Alex Mikowski, Vice Chair; Jennifer Hillman, Secretary Motion by Jackie Cooper to nominate and elect current slate of officers to 2026 term Second By Tim Lockwood <i>Approval of motion by vote of members</i> - Secretary will provide information to Clerk of Legislature
ITEM #3	Establishment of Day and Time of Regular Meetings 2026
DISCUSSION	- Tentative Meeting Schedule: - April 20, 2026 - July 20, 2026 - October 19, 2026 - January 25, 2027 (Organizational Meeting)

	○ Time of meeting at 10am, Room 302 COB (if available) Motion by Jackie Cooper set the 2026 meeting schedule as proposed Second by Alex Mikowski <i>Approval of motion by vote of members</i> ○ Secretary will schedule and reserve room
ITEM #4	Review of TAC By-Laws
DISCUSSION	● Discussion of Existing TAC Bylaws last revised 2022 ○ No revisions recommended Motion by Chris Maroney for Secretary to update 2022 TAC Bylaws with last Review as Feb 2, 2026 Second by Olivia Gehm <i>Approval of motion by vote of members</i> ○ Secretary will annotate on document
ITEM #5	Centro Updates
DISCUSSION	● 2025 Ridership Updates (October-Dec 2025) ○ Averaging about 200 riders a day ▪ paratransit 7-8 riders per day ● Upcoming Route/Service Changes WEBSITE/INFORMATION ○ Effective March 2, City Routes 1,2,3,4 changes as Pilot Routes; Changes to have Public Hearing to follow in Fall ▪ CORTLAND SERVICE CHANGES BROCHURE ○ Routes have been circles and will adjust to linear (Out and back) ○ Still allowing flag down service; planning to install bus stop signs in Spring ○ Go from 16 to 18 trips per day within 6 am to 6 pm window ○ The city routes were discussed, with changes to improve service frequency and efficiency, including a 40-minute frequency for most routes. ○ The proposed changes to route 1 and route 2 are detailed, including adjustments to serve areas more effectively. ○ Detail provided for the proposed changes to route 3 and 4 including serving new areas and improving service frequency. ○ No Buses through the SUNY campus ▪ SUNY wants a discussion with CENTRO for shuttle service on Campus like other location ○ Electronic Fare Boxes in procurement in Fall? ○ Fleet updating to include tracking software as new buses cycled ○ Inquiry for possibility of Increasing TC3 route-

	▪ SUNY ReConnect: increased population of parents/with children ▪ May be outside of operation hours
ITEM #6	Mobility Management Updates
DISCUSSION	• Submitted 5310 Application ○ Application was submitted in November, which includes funding for a full-time volunteer driver dispatch coordinator, capital funds for two wheelchair-accessible vans and operating assistance for volunteer driver program and first mile/last mile and pilot health shuttle program for seniors and people with disabilities. ○ The Mobility Management office will serve as a single point of access for transportation coordination. ○ The pilot will offer demand-responsive service providing feeder connections to Centro's fixed routes avoiding duplication of fixed-route operations and targeted trips to health care providers, pharmacies, grocery stores, and social service agencies. • Community Collaboration & Grants ○ ATI – Age Friend Go Local Grant ▪ Conversation with funder ○ CAPCO – ITN America Technology & Volunteer Driver ▪ Bi-weekly training calls ▪ 1 driver for MAS currently- trying to expand ▪ 2-year grant for funding ○ AARP Grant ▪ Flagship grant \$10-15,000 • Updating Coordinated Transportation Plan ○ May be reaching out to partners • Education & Outreach ○ Mobility Meet-Up Program – Completed 32 meet-ups, serving 201 participants ▪ Regularly visit Friendship House and Towers ▪ If there are locations or groups that would like us to come speak to their clients or staff, please let us know. ○ Access Food Pantry GIS Map ▪ Other mapping projects to consider: • Non-Profits • Grocery • Medical Centers ○ Transportation & Traffic Safety Presentations LASS Sites • Travel Training ○ Case Management & Custom Travel Plans ▪ Working with individuals, one-on-one getting them to their destinations. Coordinating with OFA, customizing travel plans, filling out CAB applications; scheduling CAB trips for

	folks. ○ On the Move Sessions ● Professional Development ○ Transit Retreat March 4 & 5
ITEM #7	Office for Aging – GoGo Grandparent Update
DISCUSSION	● Update on the Go-Go Grandparent program, which provides transportation for seniors using local cab companies. ○ 25,000 from NYSOFA ○ currently only case managed clients from OFA ○ Contracting Collegtown Cab ○ Can support out of town medical appointments ● OFA Bus, at least twice a week having to do two runs a week ○ Shopping trips in Friday- 5 or 6 regularly ○ Nature walks
ITEM #8	Proposed Local Law to Ensure Safety of Vulnerable Road Users in Cortland County
DISCUSSION	● Discussion of proposed Local law brought by Beau Harbin Minimum 3-foot safe passing law RESOLVED, that the Transportation Advisory Committee of Cortland County unanimously supports the proposed draft language for a Cortland County Local Law to enhance the safety of vulnerable road users in Cortland County, as presented and discussed at the February 2, 2026 meeting. Motion to approve by Jackie Cooper as proposed Second by Alex Mikowski <i>Approval of motion by vote of members</i> ○ Secretary will provide information to Clerk of Legislature
ITEM #9	Subcommittee Updates
DISCUSSION	● Connectivity Subcommittee ○ Sidewalk Inventory McGraw; ▪ work paused during weather ○ Walk Audit Survey/Event in McGraw; ▪ survey out Feb 9-March 9 McGraw Survey Link ▪ Walk Event planned for April ○ Social Media ▪ social media campaign to promote public transit and recreational access as community events during operating hours ○ Funding /Sustainability ▪ potential for applying for a \$2,000 grant from the AARP to support the social media campaign.
ITEM #10	Funding Opportunities

DISCUSSION	Other Agency Opportunities/Status
ITEM #11	Round Table
DISCUSSION	• DOT ○ VRU design project (at schools) McGraw, Homer, Cortland end of 3rd Quart or early next year ▪ Rapid Rectangular Flashing ○ HSIP funded ○ TAP application open; sidewalk infrastructure ○ ITRSMR – Walk Bike and Roll Tarrytown in June • Health Department ○ Already discussed work related to Connectivity Subcommittee • Traffic Safety Board ○ Organizational Meeting January 7th; reelected slate of Officers for 2026 term ▪ Chief Robert Pitman Chair, Jennifer Hillman Vice Chair, Eric Mulvihill Secretary ○ Discussed pedestrian Fatality on Main Street and implementation of Leading Pedestrian Interval countermeasure at select locations in City • SUNY Cortland ○ Looking at FLIX bus stop on Campus • ATI ○ Will Testify at Joint senate ADA minimum distance for transportation access ○ 1115 waiver • Planning Department ○ Housing needs assessment survey out on cards 
	Next meeting:
ADJOURN	• The meeting ended at approximately – 11:13 am