



Agency Coordination Plan

WBS #: 5.31

Glassboro-Camden Line EIS

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Prepared by:

STV Incorporated 

Prepared for:



Revision 00

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1 INTRODUCTION

1.1 BACKGROUND

The Glassboro-Camden Line (GCL) Light Rail Project is a proposed expansion of transit service in Southern New Jersey between Glassboro and Camden. The Federal Transit Administration (FTA), in coordination with the Delaware River Port Authority (DRPA) and Port Authority Transit Corporation (PATCO), has initiated the preparation of an Environmental Impact Statement (EIS) to satisfy the requirements of the National Environmental Policy Act (NEPA). The Draft EIS is being prepared with FTA serving as lead federal agency and DRPA/PATCO as joint lead agency.

The GCL corridor generally follows the existing Conrail railroad right-of-way between Glassboro and Camden, traversing the communities of Glassboro, Pitman, Sewell, Mantua Township, Deptford Township, Wenonah, Woodbury Heights, Woodbury, Westville, Brooklawn, Gloucester City and Camden. After DRPA's completion of the "Southern New Jersey to Philadelphia Mass Transit Expansion Alternatives Analysis" in 2009, Light Rail was selected as the Recommended Alternative along this corridor, and advanced as the Light Rail Alternative in the Draft EIS phase.

Three transit service alternatives within the corridor are being studied in the Draft EIS:

- **No Action Alternative:** The future condition of the corridor if the GCL project is not implemented. The No Action includes the existing transit and transportation system plus planned improvements which may reasonably be expected to be implemented.
- **Transportation Systems Management (TSM) Alternative:** A series of lower-cost improvements to the existing or future transportation system, generally consisting of operating changes and smaller capital improvement projects.
- **Light Rail Alternative:** New light rail service along the existing freight right-of-way from Glassboro to Camden, connecting with the PATCO Speedline and NJ TRANSIT RiverLINE in Camden.

1.2 PURPOSE OF THIS COORDINATION PLAN

Section 6002 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) calls for the preparation of this Coordination Plan and the identification of cooperating and participating agencies that have an interest in the proposed improvements.

This Agency Coordination Plan has been developed to organize the coordination efforts between FTA and DRPA/PATCO with those federal, state, and local agencies interested in the project. At several stages throughout the project, agency meetings will be held to coordinate with and receive input from these interested agencies.

Section 2, below, describes the next steps in the proposed GCL project process with anticipated key milestones. Section 3 describes the types of agency participation defined by FTA, and details the

structure of the agency coordination process, from the scoping phase through the Draft EIS and preparation of the Final EIS.

2 PROJECT PROCESS/SCHEDULE

The major milestones of the GCL project through the NEPA process are listed below.

Spring 2010	Publication of Notice of Intent (NOI)
Spring 2010	Public Scoping Period / Commence Draft EIS Preparation
Fall 2011	Publication of Draft EIS / Public Review & Comment Period
Winter 2011	Preparation of Final EIS
Spring 2012	FTA Approval & Issuance of Record of Decision (ROD)

3 AGENCY COORDINATION

As the joint lead agencies for the project, FTA and DRPA/PATCO are required to identify and involve federal, state, regional, tribal, and local agencies in the development of the project, in accordance with SAFETEA-LU, Section 6002.

3.1 AGENCY PARTICIPATION TYPES

Agencies participating in the GCL environmental process have been divided into three categories: Lead, Cooperating, and Participating. Using the FTA definitions, the differing roles and responsibilities for these agency types are described below.

3.1.1 Lead Agencies

Lead agencies are responsible for preparing the environmental documents. For the GCL, the lead agencies are FTA (federal) and DRPA/PATCO (state/local).

3.1.2 Cooperating Agencies

Cooperating agencies are, by definition in 40 Code of Federal Regulations (CFR) 1508.5, federal agencies with jurisdiction, by law or special expertise, with respect to any environmental impact involved in the proposed project. A state or local agency of similar qualifications may, by agreement with the lead agencies, also become a cooperating agency. The cooperating agencies are by definition participating agencies as well, and while the roles and responsibilities of both are similar, the cooperating agencies have a slightly greater degree of authority, responsibility, and involvement in the environmental review process. Potential cooperating agencies for the project include:

- Federal Railroad Administration
- US Army Corps of Engineers

- US Environmental Protection Agency
- New Jersey Department of Transportation
- New Jersey Department of Environmental Protection

3.1.3 Participating Agencies

Participating agencies can be federal, state, tribal, regional, and local government agencies that may have an interest in the project. The responsibilities of these agencies include:

- Participate in the NEPA process starting at the earliest possible time, especially with regard to the development of the purpose and need statement, range of alternatives, methodologies and the level of detail for the analysis of alternatives
- Participate in the scoping process
- Identify, as early as practicable, any issues of concern regarding potential environmental or socioeconomic impacts of the project
- Participate in the issue resolution process, described in Section 3.2.7 of this Plan
- Provide meaningful and timely input on unresolved issues
- Provide comment on the Draft EIS.

Accepting the designation as a participating agency does not indicate project support and does not provide the agency with increased oversight or approval authority beyond its statutory limits, if applicable. Participating agencies identified on a preliminary basis for the project are listed in Appendix A. The list of agencies will be updated as needed during the implementation of this coordination plan.

In accordance with SAFETEA-LU Section 6002 requirements, DRPA/PATCO, in coordination with FTA, will prepare and mail cooperating and participating agency invitation letters to all such agencies with a potential interest in the project, in preparation for project scoping. A sample invitation letter is provided in Appendix B.

3.1.4 Non-governmental Entities

In addition to the governmental agencies included as participating agencies, DRPA/PATCO will coordinate with other private entities and institutions that have a large public role in the Glassboro to Camden corridor and whose participation in the coordination process is essential. These non-governmental entities with an interest in the project or the potential to be impacted can include utilities, railroads, and educational institutions. A preliminary list of other non-governmental agencies is included at the end of Appendix A; this list will be updated as necessary during the implementation of this coordination plan.

3.2 COORDINATION PROCESS

3.2.1 Objectives

The primary objectives of involving these agencies throughout the project development process are to:

- Facilitate the open and timely exchange of information, ideas, and concerns among the cooperating and participating agencies, FTA and DRPA/PATCO throughout the project development process
- Provide for the appropriate integration of the project into the communities through which it would operate
- Avoid substantial design changes during the future permitting process by identifying and addressing the permitting requirements of individual agencies during conceptual and preliminary engineering, as practicable

The following sections detail the planned agency coordination through the NEPA process.

3.2.2 Scoping Phase

Agency coordination will begin with the publication of the NOI in the Federal Register in Spring 2010. The NOI will be mailed (along with the scoping information) to relevant federal agencies, Native American tribes, and state, regional, and local agencies to enhance their awareness of the project and invite scoping comments.

An agency scoping meeting will be held on May 3, 2010 during the same period as the public scoping meetings, providing additional opportunities for agencies to identify their interest in coordination and to provide input on the purpose and need, range of alternatives, proposed schedule, potential areas of impact, and the methodologies to be applied to evaluate effects.

After considering the comments received during the scoping process, FTA and DRPA/PATCO will further articulate the project's purpose and need, as well as the scope of issues to be studied in the Draft EIS.

3.2.3 Preparation of Draft EIS

Following the completion of the scoping process, the preparation of the Draft EIS will begin. Regular agency coordination meetings will be held during this phase of work to facilitate the continued involvement of key stakeholders. These meetings will familiarize the agencies with the latest project design and evaluation progress, and gather input to facilitate the public outreach process. The frequency and schedule of these meetings will be determined at the first Agency Coordination Meeting during the scoping phase.

In addition, meetings will be held as needed with individual agencies, attended by appropriate DRPA/PATCO and consultant staff, to discuss their specific concerns and suggestions. In particular, meetings will be held with the local jurisdictions which host the GCL corridor to ensure design sensitivity to local concerns, plans and environmental setting.

3.2.4 Public Review of the Draft EIS

Once the Draft EIS has been completed and determined to be ready for public circulation and comment, cooperating and participating agencies will receive a Notice of Availability (NOA) for the Draft EIS. They

will be invited to attend the public hearings on the Draft EIS, and to review and comment on the document.

3.2.5 Preparation of Final EIS

Depending on the comments received on the Draft EIS, coordination of the Final EIS will be similar to coordination of review and comments on the Draft EIS. Cooperating and participating agencies will receive an NOA for the Final EIS, and if FTA and DRPA/PATCO determine that a hearing on the Final EIS is to be held, will be invited to attend. Participating agencies will receive notification of the issuance of the ROD.

3.2.6 After Completion of the NEPA Process

Agencies with permitting authority will continue to be consulted throughout the permit application development process. Permit applications will be submitted and data developed to support needs identified by the permitting agencies.

3.2.7 Issue Resolution Process

The lead agencies and cooperating/participating agencies will work cooperatively in accordance with the guidelines in this section to identify and resolve issues that could substantially delay completion of the environmental review, and issues of concern that could substantially delay or prevent issuance of permits or approvals needed for the project.

The following issue resolution process will be followed:

- Issues of concern between the lead agencies and cooperating/participating agencies will be resolved as they arise through direct agency meetings. Meetings will be held, as needed, during the course of the NEPA process to discuss and resolve these issues. The meetings will be specific to the issue and agency involved. Therefore, as appropriate, the meetings could range from a single meeting involving technical staff of the agency and DRPA/PATCO to a series of meetings involving incrementally higher executive-level participation from the participating agency and DRPA/PATCO. It is generally expected that, as practicable, three such meetings will be held within a reasonably available time period consistent with the project process and schedule, to resolve an issue of concern before proceeding to the next step of the process.
- If direct meetings between the agencies are not sufficient to resolve an issue of concern in a timely manner, an official issue resolution meeting will be scheduled.
- If resolution cannot be reached within 30 days following such a meeting, and FTA and DRPA/PATCO has determined that all information necessary to resolve the issue has been obtained, then:
 - As required, FTA will issue periodic reports to congressional committees, the Governor of New Jersey and the Council on Environmental Quality (CEQ) on progress in reaching resolution. The agencies involved in the issue resolution proceeding would be notified as well.
 - FTA will publish this notice in the Federal Register.

APPENDIX A: Preliminary List of Participating Agencies

Agency	Type	Recommended Role	Contact Person	Title
Federal				
Bureau of Indian Affairs	Regulatory	Participating	Franklin Keel	Regional Director
Federal Emergency Management Agency	Regulatory	Participating	Mary Colvin	Director of Mitigation
Federal Highway Administration	Transportation	Participating	Dennis Merida	Division Administrator
Federal Railroad Administration	Transportation	Cooperating	Joseph Szabo	Administrator
National Marine Fisheries Service	Regulatory	Participating	Karen Greene	
United States Coast Guard	Regulatory	Participating	Waverly Gregory	Chief, Bridges Section, 5th Guard District
US Army Corps of Engineers	Regulatory	Cooperating	Samuel Reynolds	Chief, Application Section II
US Environmental Protection Agency	Regulatory	Cooperating	Charles Harewood	Environmental Review Section
US Fish and Wildlife Service	Regulatory	Participating	Ron Popowski	Supervisory Fish & Wildlife Biologist, NJ Field Office
State				
New Jersey Department of Transportation	Transportation	Cooperating	Todd R. Hirt	Coordinator, Diagnostic Team
New Jersey Department of Transportation	Transportation	Cooperating	Patricia Ott	Director, Traffic Engineering/Safety
New Jersey Transit	Transportation	Participating	Tom Schulze	
NJ Department of Community Affairs	Regulatory	Participating	Donna Rendeiro	Office of Smart Growth
NJ Department of Environmental Protection	Regulatory	Cooperating	Brian Quinn	Permit Coordination Env. Review
NJ Historic Preservation Office	Regulatory	Participating	Dan Saunders	
Regional				
Delaware Valley Regional Planning Commission	MPO	Participating	Barry Seymour	Executive Director
South Jersey Transportation Planning Organization	MPO	Participating	Timothy Chelius	Executive Director
Local				
Borough of Brooklawn	Local	Participating	John Soubasis	Mayor
Borough of Pitman	Local	Participating	Michael Batten	Mayor
Borough of Wenonah	Local	Participating	Thomas Capaldi	Mayor
Borough of Westville	Local	Participating	Russell Welsh	Mayor
Borough of Woodbury Heights	Local	Participating	Harry Elton	Mayor
Camden County	Local	Participating	George Strachan	Director of Business and Economic Development
City of Camden	Local	Participating	Dana Redd	Mayor
City of Camden	Local	Participating	Christine Tucker	City Business Administrator
City of Camden	Local	Participating	Sandra Johnson	Director of Development and Planning
City of Philadelphia	Local	Participating	Rina Cutler	Deputy Mayor, Office of Transportation and Utilities
City of Woodbury	Local	Participating	Robert Curtis	Mayor
Cumberland County	Local	Participating	Ken Mecouch	Administrator / Deputy Clerk

Agency	Type	Recommended Role	Contact Person	Title
Cumberland County	Local	Participating	Robert Brewer	Director of Planning
Deptford Township	Local	Participating	Paul Medany	Mayor
Glassboro	Local	Participating	Leo McCabe	Mayor
Glassboro	Local	Participating	Joe Brigandi	Business Administrator
Gloucester City	Local	Participating	William James	Mayor
Gloucester County	Local	Participating	Richard Westergaard	Planning Director
Gloucester County	Local	Participating	Gerald White	Deputy County Administrator
Gloucester County	Local	Participating	Lisa Morina	Director of Business and Economic Development
Mantua Township	Local	Participating	Timothy Chell	Mayor
Tribal				
Absentee-Shawnee Tribe of Oklahoma	Tribal	Participating	Karen Kaniatobe	Tribal Historic Preservation Officer
Aroostook Band of Micmacs	Tribal	Participating	William Phillips	Chief
Catawba Indian Tribe	Tribal	Participating	Donald Rogers	Chief
Cayuga Nation	Tribal	Participating	Clint Halftown	Nation Representative
Chitimacha Tribe of Louisiana	Tribal	Participating	Lonnie Martin, Jr.	Chairman
Coushatta Indian Tribe	Tribal	Participating	Kevin Sickey	Chairman
Delaware Nation of Oklahoma	Tribal	Participating	Tamara Francis	NAGPRA/Cultural Preservation Director
Delaware Tribe of Indians	Tribal	Participating	Brice Obermeyer	Delaware Tribal Historic Preservation Officer
Eastern Band of Cherokee Indians	Tribal	Participating	Michell Hicks	Principal Chief
Houlton Band of Maliseet Indians	Tribal	Participating	Brenda Commander	Tribal Chief
Jena Band of Choctaw Indians	Tribal	Participating	Christine Norris	Principal Chief
Mashantucket Pequot Tribe	Tribal	Participating	Michael J. Thomas	Chairman
Mashpee Wampanoag Tribe	Tribal	Participating	Shawn Hendricks, Sr.	Chairman
Miccosukee Indian Tribe	Tribal	Participating	Billy Cypress	Chairman
Mississippi Band of Choctaw	Tribal	Participating	Beasley Denson	Chief
Mohegan Indian Tribe	Tribal	Participating	Bruce Bozsum	Chairman
Nanticoke Lenni-Lenape Indians of New Jersey	Tribal	Participating	Mark Gould	Tribal Chairperson
Narragansett Indian Tribe	Tribal	Participating	Matthew Thomas	Chief Sachem
Oneida Indian Nation	Tribal	Participating	Ray Halbritter	Nation Representative
Onondaga Indian Nation	Tribal	Participating	Irving Powless, Jr.	Chief
Passamaquoddy Tribe	Tribal	Participating	William J. Nicholas	Governor
Passamaquoddy Tribe	Tribal	Participating	Richard M. Doyle	Governor
Penobscot Indian Nation	Tribal	Participating	Kirk Francis	Chief
Poarch Band of Creek Indians	Tribal	Participating	Buford L. Rolin	Chairman
Powhatan Renape Nation	Tribal	Participating	Joanne Hawkins	Administrator
Ramapough Lenape Indian Nation	Tribal	Participating	Dwayne Petty	Chief
Saint Regis Mohawk Tribe	Tribal	Participating	Barbara A. Lazore	Chief
Seminole Indian Tribe	Tribal	Participating	Mitchell Cypress	Chairman

Agency	Type	Recommended Role	Contact Person	Title
Seneca Nation of Indians	Tribal	Participating	Maurice A. John	President
Shawnee Tribe of Oklahoma	Tribal	Participating	Rebecca Hawkins	THPO & Tribal Administrator
Stockbridge-Munsee Community Band of Mohican Indians	Tribal	Participating	Sherry White	Tribal Historic Preservation Officer
Tonawanda Band of Seneca	Tribal	Participating	Emerson Webster	Chief
Tunica-Biloxi Tribe	Tribal	Participating	Earl J. Barbry, Sr.	Chairman
Tuscarora Nation	Tribal	Participating	Leo R. Henry	Chief
Wampanoag Tribe of Gay Head	Tribal	Participating	Donald Widdiss	Chairperson
Other / Non-governmental				
Conrail	Railroad	Participating	Jonathan Broder	Vice President
Public Service Electric & Gas	Utility	Participating	Michael Tuosto	State Government Affairs Liaison
Rowan University	Local	Participating	Donald Farish	President
Transco	Utility	Participating	Frank J. Ferazzi	Vice Pres.-Operations

APPENDIX B: Sample Participating Agency Letter

[Date]

[Agency Contact]

[Address]

Re: Invitation to Participate in the Environmental Review Process for the Glassboro-Camden Line Project

Dear [Agency Contact]:

The Federal Transit Administration (FTA), in coordination with the Delaware River Port Authority (DRPA) / Port Authority Transit Corporation (PATCO), is initiating the preparation of an Environmental Impact Statement (EIS) for the proposed Glassboro-Camden Line (GCL) Project. A Notice of Intent (NOI) to prepare the EIS was dated April 9, 2010 and published in the Federal Register on April 19, 2010. The GCL corridor runs approximately 18 miles between Glassboro and Camden, primarily within the existing Conrail freight rail right-of-way, traversing the communities of Glassboro, Pitman, Sewell, Mantua Township, Deptford Township, Wenonah, Woodbury Heights, Woodbury, Westville, Brooklawn, Gloucester City, and Camden. The proposed project seeks to restore passenger rail service along this existing rail line and increase mobility between the established communities and activity centers along the corridor. The enclosed scoping packet provides more details.

Section 6002 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) establishes an enhanced environmental review process for certain FTA projects, increasing the transparency of the process, as well as opportunities for participation. As part of the environmental review process for this project, the lead agencies must identify, as early as practicable, any other Federal and non-Federal agencies that may have an interest in the project and invite such agencies to become participating agencies in the environmental review process. Your agency has been identified preliminarily as one that may have an interest in this project as there may be impacts to resources over which your agency has jurisdiction or interest, including [Insert Agency interest]. Accordingly, you are being extended this invitation to become actively involved as a participating agency in the environmental review process for the project.

As a participating agency, you will have the opportunity, together with the public, to be involved in defining the purpose and need for the project, the alternatives to be analyzed, and the potential impacts to be assessed. In addition, you will be asked to:

- Provide input on the impact assessment methodologies and level of detail in your agency's area of expertise
- Participate in coordination meetings, conference calls, and joint field reviews, as appropriate

- Review and comment on sections of the pre-draft or pre-final environmental documents to communicate any concerns of your agency on the adequacy of the document, the alternatives considered, and the potential impacts and mitigations

(For federal agencies only:)

Your agency does not have to accept this invitation. If, however, you elect not to become a participating agency, you must decline this invitation in writing, indicating that your agency (1) has no jurisdiction or authority with respect to the project, (2) no expertise or information relevant to the project, and (3) does not intend to submit comments on the project. The declination may be transmitted electronically to [project contact]; please include the title of the agency official responding. To give your agency adequate opportunity to weigh the relevance of your participation in this environmental review process, written response to this invitation is not due until after the Agency Scoping Meeting described below. Your agency will be treated as a participating agency unless your written response declining this designation is transmitted no later than Friday May 21, 2010.

(For non-federal agencies:)

If you elect to become a participating agency, you must accept this invitation in writing. Your acceptance may be transmitted electronically to Mr. Mario Semmler, EIS Deputy Project Manager, STV Incorporated at [project contact]; please include the title of the agency official responding. To give your agency adequate opportunity to weigh the relevance of your participation in this environmental review process, written response to this invitation is not due until after the Agency Scoping Meeting described below. Written response accepting your designation as a participating agency should be transmitted to Mr. Semmler no later than Friday May 21, 2010.

(For all agencies:)

An **Agency Scoping Meeting** has been scheduled for:

Monday May 3, 2010 at 2:00 p.m.
DRPA - One Port Center
11th Floor Board Room
2 Riverside Drive, Camden, NJ 08103

You or your delegate is invited to represent your agency at this meeting. To facilitate meeting preparations and future communication, the favor of a reply to [project contact] is requested by Friday, April 30th, indicating meeting attendee(s) as well as appropriate contact person(s) for the NEPA process, if different.

We look forward to your response to this request and your agency's participation on this project. To further inform you about the project and the coordination process as you decide your participation, the following materials are attached for your review:

- Notice of Intent
- Draft Scoping Document
- Agency Coordination Plan

If you have any questions or would like to discuss this project or our agencies' respective roles and responsibilities during the preparation of the EIS in more detail, please contact:

Mr. Keith Lynch, Project Advisor
Federal Transit Administration
1716 Market Street, Suite 500
Philadelphia, PA 19103
(215)-656-7056

Thank you in advance for your interest and participation in this project.

Sincerely,

Letitia A. Thompson
Regional Administrator

Encl.