

Session 3: Build Better Streets: How to Work with your Municipality



William Riviere

Principal Planner and State Safe Routes to School Coordinator, NJDOT



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Candace Faust

Eatontown Borough Council



Krista Weaver

Council President - Borough of Hopewell



Kathleen Ebert

Bicycle and Pedestrian Safety Coordinator, Greater Mercer TMA





How Municipalities Work and How to Work with Municipalities

Sean Meehan

May 18, 2024



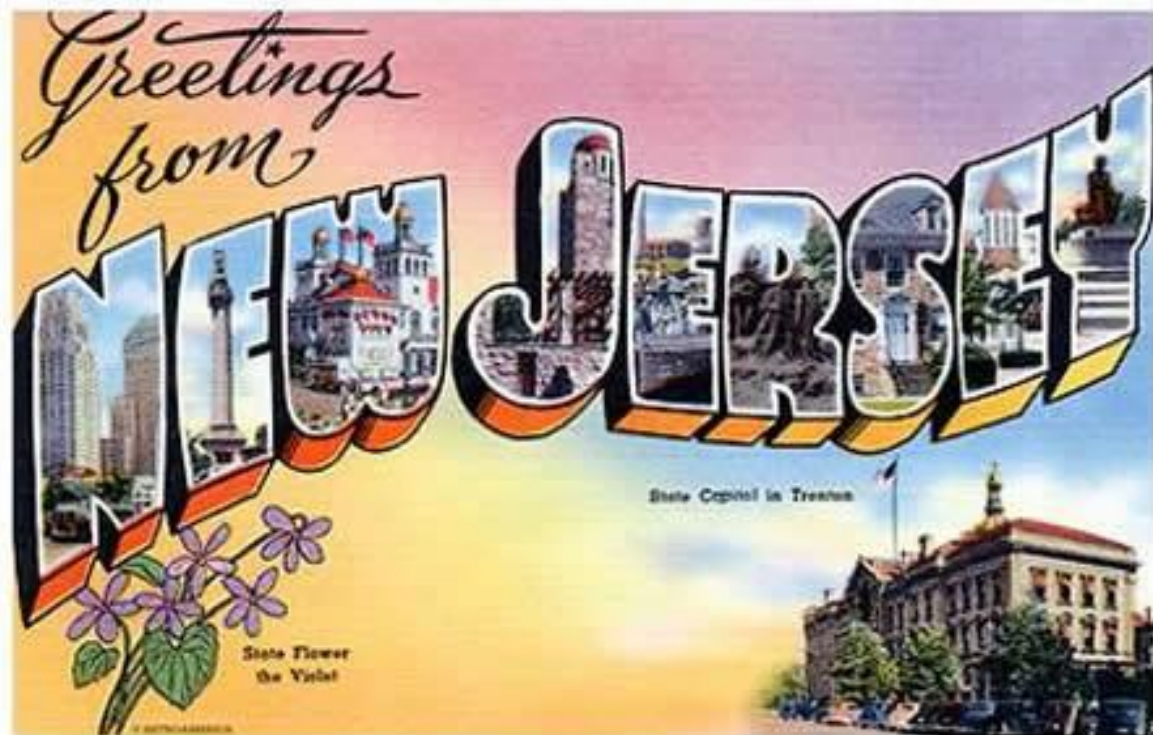
RUTGERS-NEW BRUNSWICK
Edward J. Bloustein School
of Planning and Public Policy
Alan M. Voorhees Transportation Center





Types of Municipal Government in New Jersey

All municipalities, regardless of their form of government, can be classified as belonging to one of five types of municipal government:



- 1) Borough
- 2) Township
- 3) City
- 4) Town
- 5) Village



Forms of Municipal Government in New Jersey

All municipalities, regardless of type, can be classified under one of the 12 forms of government:

- 1) Borough
- 2) Township
- 3) City
- 4) Town
- 5) Village
- 6) Commission
- 7) Municipal Manager Act of 1923
- 8) Faulkner Act (OMCL) Mayor-Council
- 9) Faulkner Act (OMCL) Council-Manager
- 10) Faulkner Act (OMCL) Small Municipality
- 11) Faulkner Act (OMCL) Mayor-Council-Administrator
- 12) Special Charters



How Borough Government Works



Mayor and Borough Council

- **Mayor** – Elected to serve a four-year term.
- **Borough Council** – Six members elected to staggered three-year terms.



- Council members act as the legislative body.
- Mayor can veto ordinances subject to an override by a two-thirds majority vote of the council.



Standing Committees of the Council

- Administration
- Recreation and Arts
- Economic Development and Planning
- Finance
- Health and Human Services
- Public safety
- Public Works and Public Utilities



Additional Boards, Commissions, and Committees fall under these Standing Committees of the Borough Council

Who Might Be Interested in Safe Routes to School?



Boards, Commissions, and Committees

- Volunteers appointed by Mayor/Council
- Each overseen by a Council member
- Regular meetings

Potentially interested groups include:

- Board of Health
- Environmental Commission
- Mayor's Wellness Campaign
- Complete Streets Committee
- Green Team



Who Might Be Interested in Safe Routes to School?

Getting on the Agenda

- Issues/ideas generated in committees are brought forward through the Council Chair.
- Council Chair brings the issue to fellow Council members.

Mayor presides over Council meetings and sets the agenda.

- Council influences the agenda.
- Council votes - Mayor votes in case of a tie.
- SRTS programs are likely to go further working through the Committee and Council process.

How to make contact at the Municipal level

Where do I start?

Municipal websites often have:

- Meeting schedules for committees and boards
- List of Council liaisons
- Contact information

If there is limited contact info or you are not sure where to start,
contact the Borough Clerk.

How to make contact at the Municipal level

Borough Administrator

Chief Administrator responsible to the Mayor and Council for the proper and efficient administration of the affairs of the Borough. Duties include:

- Oversight of all day to day operations
- Purchasing practices, administrative procedures, and organizational structure
- Preparation of annual operating and capital budgets
- Human Resources, labor relations and benefit administration
- Capital Project Management
- General coordination of all departments, offices, boards, and agencies
- Act as Utility and Sustainability Director
- Grants

How to make contact at the Municipal level



Borough Clerk

Borough Clerk responsibilities:

- Secretary to the Governing Body
- Custodian of Government Records
- Administrative and Licensing officer
- Election Administrator
- Registrar of Vital Statistics



How to make contact at the Municipal level



Borough Clerk

Contact Borough Clerk or Deputy Clerk for:

- Information about Committees
- Information about which Council members to speak with and how to contact them.



Influencing the Community and Municipality



Messages that matter:

- ✓ Sustainability/environmental issues
- ✓ Cleaner air/less traffic congestion
- ✓ Recognition (SRTS, Sustainable Jersey)
- ✓ Funding Opportunities
- ✓ More Travel Options
- ✓ Equity
- ✓ Healthier & Safer Communities
- ✓ Social Events/Community Building



The background of the slide is a dark, semi-transparent overlay on a photograph of a map. Several pushpins are visible, with a prominent red one in the center foreground. The map shows various geographical features and roads.

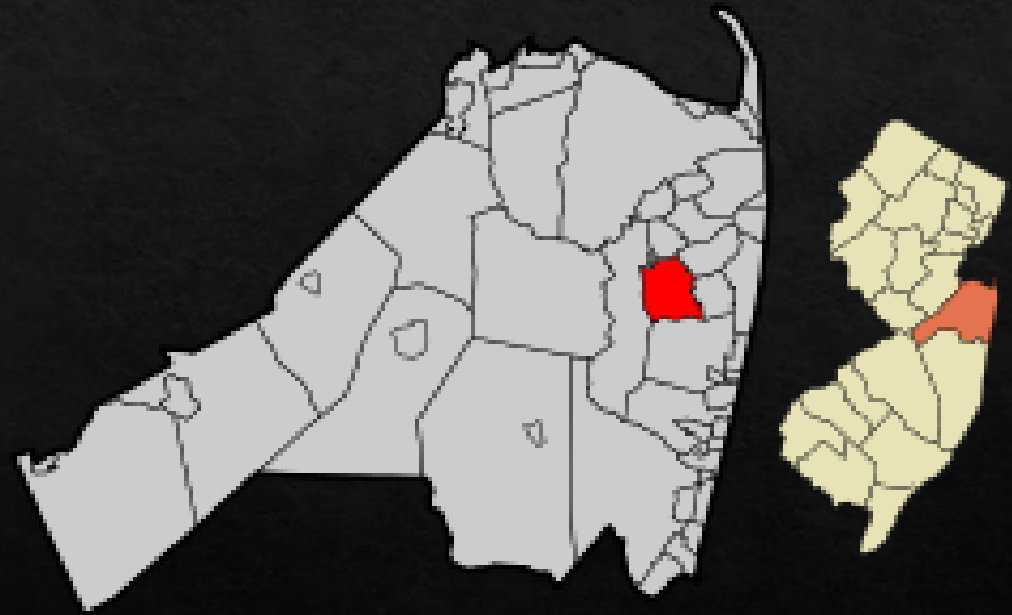
Build Better Streets: How to Work with your Municipality

NJ Safe Routes Academy at the NJ Bike & Walk Summit 2024

Candace Faust, Councilwoman
Borough of Eatontown

How it all started...

- ◇ 2017 Master Plan Re-Examination
- ◇ November 2017 League of Municipalities
- ◇ 2018 creation of the Complete Streets Advisory Committee by Resolution
- ◇ 2019 Complete and Green Streets Ordinance passed
- ◇ 2020 amended Ordinance to increase membership for advocates and priority communities



Complete Streets Checklists

CONCEPT
DEVELOPMENT

PRELIMINARY
ENGINEERING

CONSTRUCTION

MAINTENANCE

[illegible]

PRELIMINARY ENGINEERING CHECKLIST					
Item To Be Addressed	Checklist Consideration	Yes	No	N/A	Required Description

DESIGN STANDARDS OR GUIDELINES	Does the proposed design follow all applicable design standards or guidelines appropriate for the type and/or location of facilities? Examples include but are not limited to: American Association of State Highway & Transportation Officials (AASHTO) > A Policy on Geometric Design of Highways and Streets; Guide for the Development of Bridge Facilities; Guide for Planning, Design and Construction of Pedestrian Facilities; Public Right-of-Way Accessibility Guidelines (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG); National Association of City Transportation Officials (NACTO); Urban Railway Design Guide > New Jersey Stormwater Guide; New Jersey Department of Transportation (NJDOT) > Right-of-Way Acquisition & Easement Planning and Design; Planning and Design; Protection Planning and Design Guidelines; Complete Streets Design Guide; Rutgers University Urban Information Database Manual; CE Engineering Database Urban-Thoroughfares		
SAFETY	Does the proposed project design include elements from the Public Protection Safety Checklist referenced? Examples include, but are not limited to: road ditches, mounds and protection ditches, land protection structures, etc.		
CONSTRUCTION MANAGEMENT	Has an engineering design assessment been performed and have important surface areas been minimized while meeting engineering standards and guidelines?		

MAINTENANCE CHECKLIST					
Date to be Addressed	Checklist Description	Yes	No	N/A	Required Description
MAINTENANCE OF TRAFFIC	Along construction, will safe access be maintained for all users, including pedestrians, bicyclists, transit users, and delivery vehicles?				
DETAILS	Will site plans include provisions for all users or will it merely be provided and clearly-marked, including adequate signage and lighting?				
EROSION CONTROL	Does the erosion control include the inclusion of roadway for the work?				
	Are the materials stored in a secure bins?				
WATER RETENTION	Does some drainage exist or plan some into residential, commercial, and airport?				
	Does the Town obtain and understand or enforce residential requirements to drain water from the street right-of-way?				
MATERIALS	Can additional work area be supported against safety improvement by resurfacing lanes within the same roadway width?				
	Examples include (but are not limited to): - Lane narrowing - Lane reconfiguration - Lane reduction (shoulder) - On-street bicycle parking - High-visibility crosswalks - Vertical curve adjustments, etc.				
STORMWATER MANAGEMENT	Does the maintenance plan include provisions to not add new drainage (e.g., storm, curb cuts, gutters, etc.) into the green infrastructure facility? Has landscaping been minimized?				
Public Works Sign-off					
statement of compliance					
		Yes	No	N/A	If NO, please describe why (refer to Engineering Checklist)

The Borough's existing maintenance and snow removal plans accommodate bicycles, pedestrians, and emergency management installations as set forth in the Borough of Lancaster's Landmarks Ordinance.

MAINTENANCE CHECKLIST					
Date to be Addressed	Checklist Description	Yes	No	N/A	Required Description
MAINTENANCE OF TRAFFIC	Along corridor, will safe access be maintained for all users, including pedestrians, bicyclists, transit users, and delivery vehicles?				
DETAILS:	Will at least three feet of all users or six feet if clearly be provided and clearly marked, including adjacent sidewalk areas?				
DRIFT CLEARING:	Does the street clearing include the shoulder as roadway for the center?				
	Are the shoulders cleared on a regular basis?				
DRIVE REVERSAL:	Does snow clearing take on push down into crosswalks, limited curb aprons?				
	Does the Town adhere not excessively or enforce residential requirements to clear snow from the driveway right-of-way?				
MATERIALS:	Can additional work area be supported against safety improvement by resurfacing lanes within the same roadway width?				
	Examples include (but are not limited to): - Lane narrowing - Lane reconfiguration - Lane reduction (shoulder) - On-street bike parking - High visibility crosswalks - Vertical curve adjustments, etc.				
STRUCTURAL MANAGEMENT:	Does the maintenance plan include provisions to not add new drainage (e.g., storm, curb side drains, etc.) into the green infrastructure facility? Has landscaping been minimized?				
Public Works Sign-off					
statement of compliance					
		Yes	No	N/A	If NO, please describe why (refer to Engineering Checklist)

The Borough's roadway maintenance and snow removal plans accommodate bicycles, pedestrians, and alternative transportation modalities as set forth in the Borough of Lancaster's Landmarks Ordinance.

Best Complete Streets Policies 2023

Eatontown
13th in United States
1st in New Jersey



Smart Growth America
Improving lives by improving communities



National Complete
Streets Coalition

1st Grant

- ◆ NJ Bike and Walk Coalition Summit 2018
- ◆ NJ Prevention Network “Get Active” \$3,000 grant
- ◆ Wampum Veteran’s Memorial Park
- ◆ Historic Site – site of Eaton Mill, original site of jailhouse and an abandoned railway
- ◆ Fully stocked lake, veteran’s monuments, Captain J. M. Gurbisz memorial gazebo, Mingo Jack memorial stone





Before
walkway





Wampum Memorial Park Path





2nd Grant

- ◆ Complete Streets Technical Assistance Grant (up to \$10,000) – Sustainable Jersey, the Voorhees Transportation Center at Rutgers University, the North Jersey Transportation Authority and Together New Jersey
- ◆ Connectivity to 3 Borough parks – Wampum Veteran's Memorial Park, Wolcott Park and the F. Bliss Price Arboretum and Wildlife Sanctuary
- ◆ In addition to connecting the three parks, this route passes near the Borough Hall, Eatontown Library, the Community Center and the Historical Museum



The Eatontown Greenway



Greenway Plan

Borough of Eatontown, Monmouth County, NJ

2019





EATONTOWN GREENWAY LOGO CONTEST

The Eatontown Greenway Project's goal is to create safe pedestrian connectivity throughout the Borough of Eatontown. We are currently working on creating a logo to be displayed on trail markers and project literature.

Here is a link to the Complete Streets Committee's information page:

<https://github.com/sfratini33/eatontown-complete-streets/wiki>

The contest opens Monday February 8, 2021, 9:00AM. The contest ends February 19, 2021 4:00PM

Entries must be submitted in JPEG format.

Once submitted the artwork becomes the property of the Borough of Eatontown.

Entries must be emailed to rec@eatontownnj.com or dropped off to Borough Hall, 47 Broad Street Eatontown NJ 07724, front lobby vestibule drop box by the deadline.

The logo committee requests your artwork entry colors are limited to two colors, navy blue and green.

1st, 2nd, & 3rd Place Winners!

Win a P. C. Richards Gift Card!

1st Place - \$50, 2nd Place - \$25, 3rd Place - \$25

EATONTOWN RECREATION 47 BROAD ST EATONTOWN NJ 07724 732-389-7607





Bike and Pedestrian Planning Assistance Program



Application



Evaluation Process/Selection Criteria



Eligible Planning Activities

Bus Stop Inventory

- ◆ Shelters, pads, lanes, signage, sidewalks
- ◆ Improvements/Upgrades/Repairs
- ◆ Our existing shelters have all been repaired
- ◆ More needed



Dry Runs and Improvement List

- ◊ Audit of all streets/sidewalks we have walked notating the conditions
- ◊ No sidewalks, broken curbing, if brush clearing is needed, handicap accessibility, striping and if the road can accommodate a bike lane



Complete Streets is FUN



Be Historically Fit

*A Self-guided
Walking Tour
Of Eatontown
Historic Sites and
Buildings on
Broad Street*



Eatontown Historical Museum

*Prepared by
Eatontown Historical Committee*



EATONTOWN'S MOONLIGHT WALK SERIES

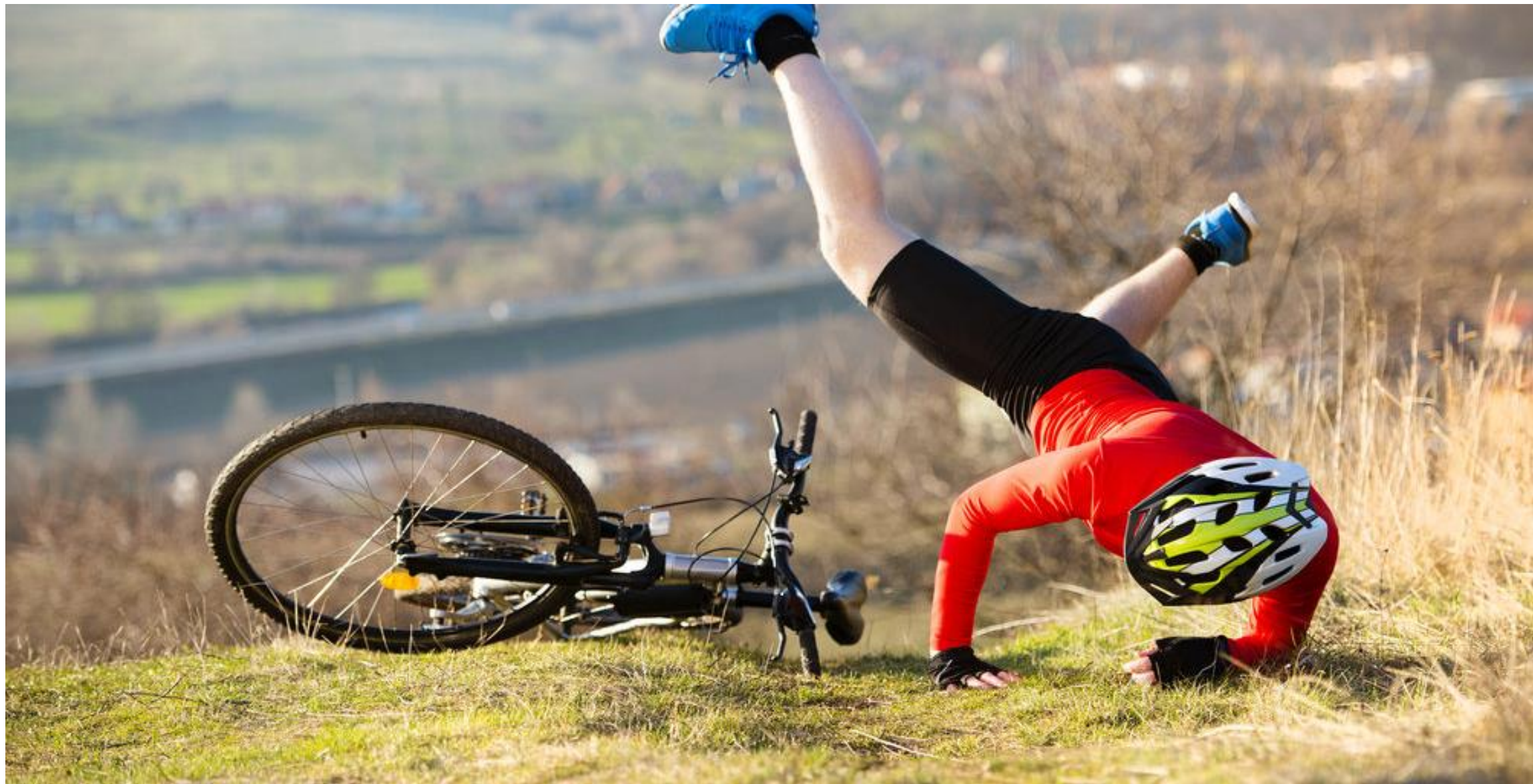
**Hunter's Moon
Saturday, October 28th 8pm
Bliss Price Arboretum & Wildlife
Sanctuary
Wyckoff Road**

**JOIN US FOR A LANTERN GUIDED
TOUR WITH SCARY STORIES**



Eatontown Community Day





THANK YOU

NJ Bike and Walk Coalition & Safe Routes Academy

Candace Faust
Councilwoman
Borough of Eatontown
cfaust@eatontownnj.com



Working with your Municipality:

Understanding and Overcoming Obstacles to Improving Safety

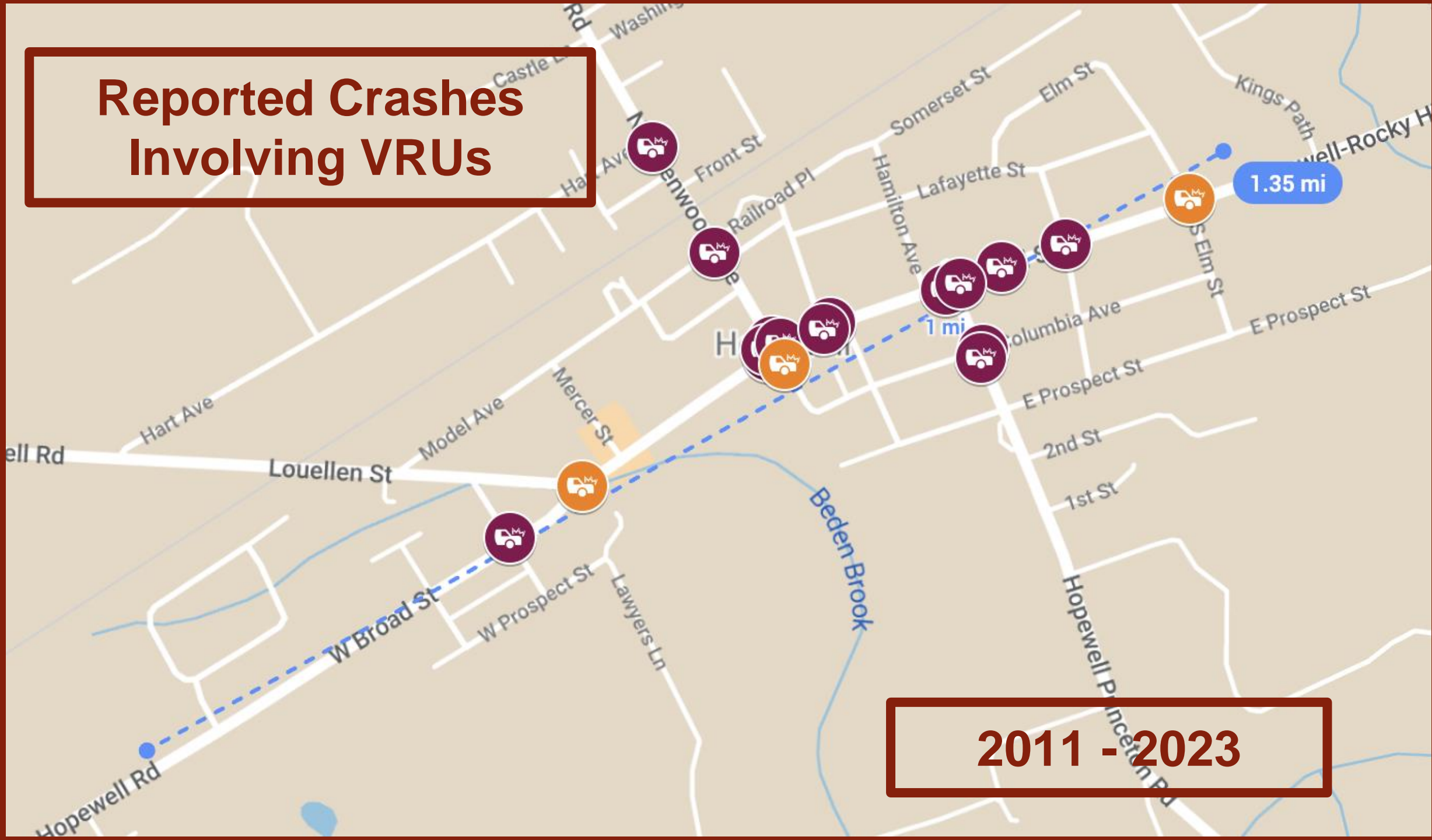






Source: GMTMA

Reported Crashes Involving VRUs



2011 - 2023

2022 Speed Study by GMTMA

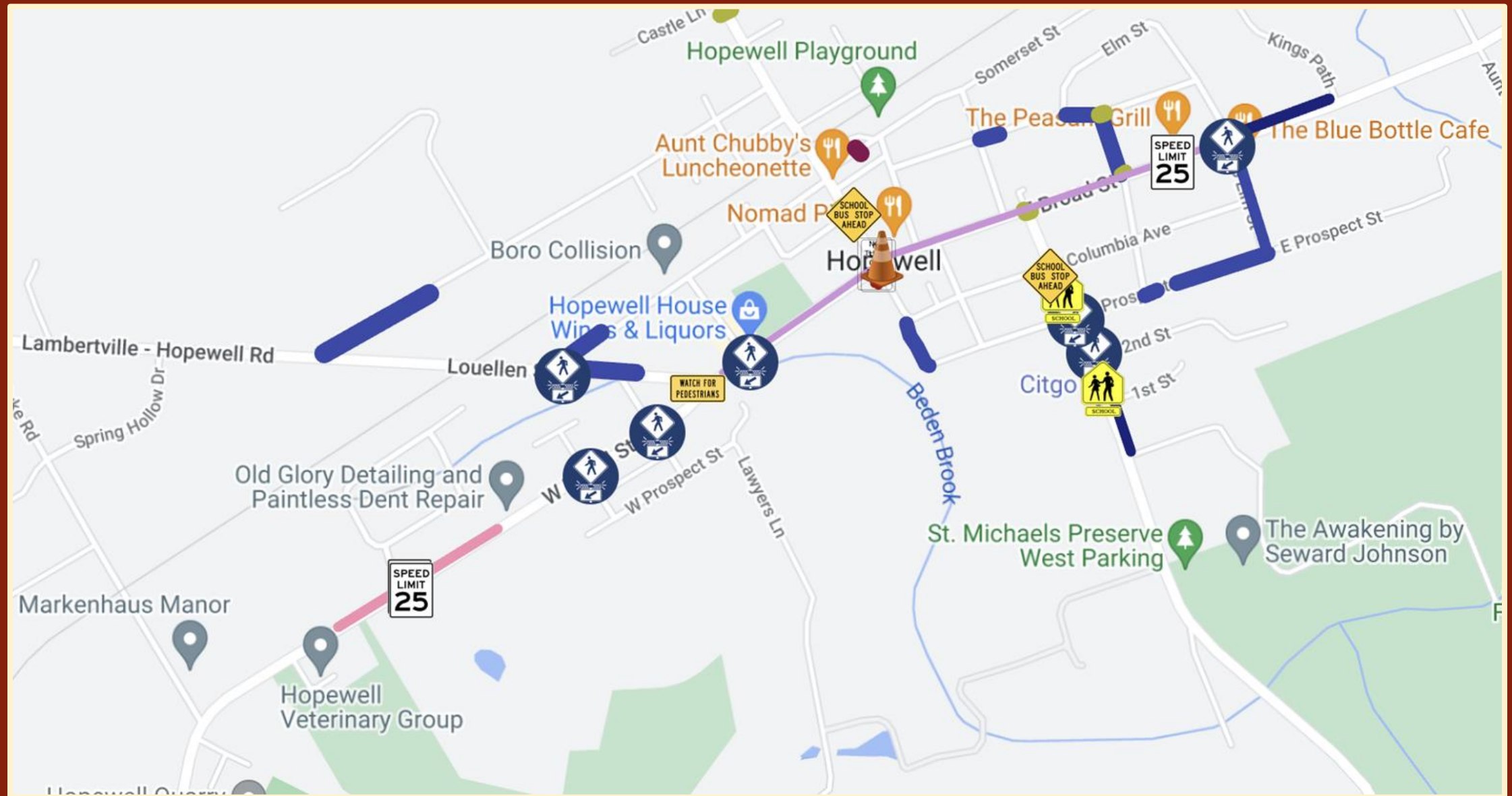
Table 4: Percent of Vehicles Traveling Over the Speed Limit (Weekdays Only, Only Vehicles Traveling Above 16 MPH)

<i>Location</i>	<i>Street</i>	<i>% Speeders</i>		<i>% High Speeders</i>		<i>% Change in Percentage of Speeders</i>	<i>% Change in Percentage of High Speeders</i>
		<i>Off</i>	<i>On</i>	<i>Off</i>	<i>On</i>		
Location 1	E Broad St	32%	33%	6%	7%	2% Increase	2% Increase
Location 2	W Broad St	72%	64%	36%	32%	11% Decrease	6% Decrease
Location 3	Louellen St	95%	91%	84%	72%	5% Decrease	14% Decrease

Table 5: 85% Speed, Average Speed, and Max Recorded Speed (Weekdays Only, All Data)

<i>Location</i>	<i>Street</i>	<i>85% Speed</i>		<i>Average Speed</i>		<i>Max Recorded Speed</i>
		<i>Off</i>	<i>On</i>	<i>Off</i>	<i>On</i>	
Location 1	E Broad St	34	34	30	30	70 MPH
Location 2	W Broad St	41	41	34	34	81 MPH
Location 3	Louellen St	47	45	41	39	76 MPH

Map of Recommended Safety Improvements



Obstacles to Improving Safety for Vulnerable Road Users:

- Feasibility
- Demand
- Funding/Bandwidth
- Outdated, Car-centric Attitudes



Source: MercerCounty.org

Education

Hopewell Street Smart Survey



Test your Street Smart knowledge!
Take the survey on NJ motor vehicle laws
for a chance to win a \$100 gift card!

Hopewell Borough
**ENJOY TOWN
SLOW DOWN**



**INCREASED ENFORCEMENT
COMING SOON!**

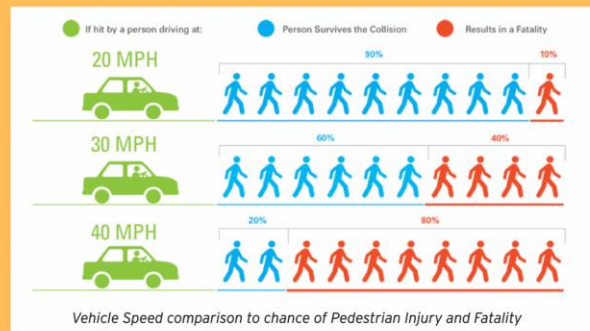


DRIVE 25

DRIVE SMART
**We slow down
for safety**

STREET SMART

**The speed limit has been lowered to 25 mph for
the entirety of Broad Street.**



SLOWER SPEEDS SAVE LIVES

**Let's Walk
and Ride!**



**WALK, BIKE & ROLL
TO SCHOOL DAY**

HOPEWELL ELEMENTARY SCHOOL

Join the festivities as Hopewell Township
Police Department, Greater Mercer TMA,
and Hopewell ES staff celebrate Walk, Bike
and Roll to School Day!

- Make sure to visit GMTMA's Quiz Wheel at the basketball court for prizes
- Enter to WIN Lunch with our hometown heroes & helpers!

DETAILS:

- Join your route at the designated times.
- All routes meet up at the Train Station at 8am.
- Walk, Bike, or Roll to school parade style!
- Follow all directions given by the Police and Parent Volunteers.
- Walk, Bike, and Roll Safely!
- HAVE FUN!

0-0-0
08
MAY

2024
Raindate
May 9th



www.gmtma.org 609-452-1491

What is an Easy Lift?



Source: FHWA



Source: StreetPlans Collaborative



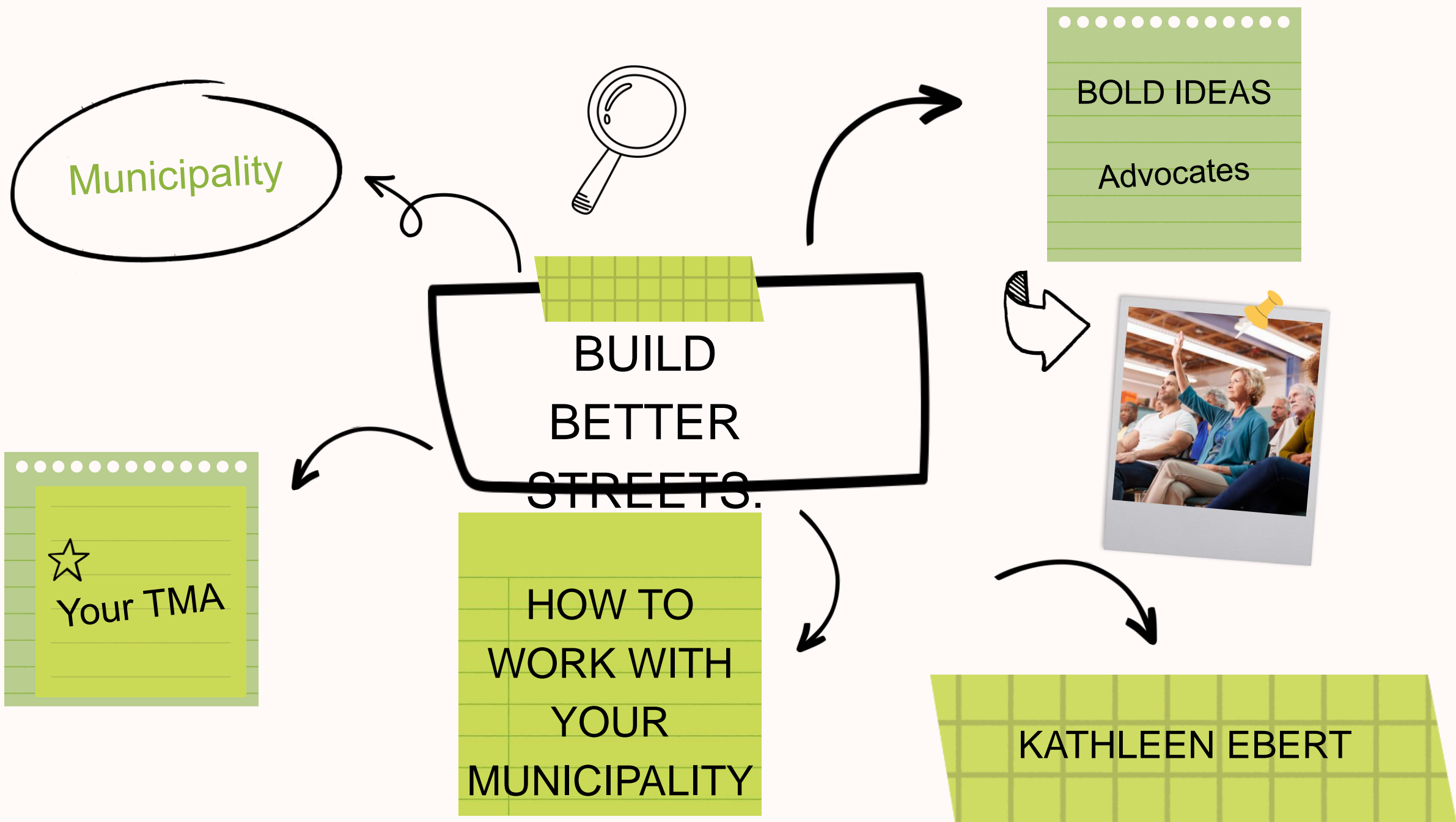
Tips for Success

- Follow the data – Crash reports, Traffic and speed studies
- Take a holistic view
- Take advantage of resources – TMAs, FHWA's Proven Safety Countermeasures, MUTCD, Local experts, Etc.
- Collect resident feedback, get buy-in
- Remember this is an incremental process and the work will never be done. Celebrate your wins!

Krista Weaver

Hopewell Borough Council President

krista.weaver@hopewellboro-nj.us







WHAT I LEARNED...

Table 1: Comparison of Injuries in NJ Cities with Pedestrian and Bicycle Safety Committees
(2009-2013 Plan4Safety Crash Analysis Data)

City	Population	Pedestrian & Bicycle Injuries	Rate per 1,000
1. Elizabeth	128,705	532	4.13
2. Highland Park	14,436	45	3.12
3. Hoboken	53,312	321	6.00
4. Montclair	38,142	284	7.44
5. Moorestown	20,594	64	3.11
6. New Brunswick	57,080	436	7.64
7. Princeton	30,108	152	5.04
8. Ridgewood	25,496	93	3.65
9. River Edge	11,579	37	3.12
10. Rutherford	18,464	54	2.92
11. Verona	13,701	36	2.63
12. West Windsor	28,465	76	2.66
13. Point Pleasant Borough	18,665	65	3.48

RUTGERS
Edward J. Bloustein School
of Planning and Public Policy

**Pedestrian and Bicycle Safety Committee
Proposal Project for Point Pleasant Borough, NJ**

By:
Kathleen Ebert

Purpose

- Create a proposal for a Pedestrian and Bicycle Safety Committee for Point Pleasant, NJ

Significance

- Point Pleasant does not have a Pedestrian and Bicycle Safety Committee
- Crash analysis during a 5 year period between 2009 and 2013 of 13 cities
- Point Pleasant had 65 pedestrian and bicyclist injuries and 2 fatalities during the 5 years
- Well-formed committee will serve to advise mayor and council on pedestrian & bike safety

Approach

- Researched existing Pedestrian and Bicycle Safety Committees in NJ
- Mapped distribution of the 12 discovered committees in NJ using ArcGIS
- Used Plan4Safety database to gather pedestrian and bicycle crash statistics
- Generated crash statistic tables using the Plan4Safety data
- Compared data obtained regarding each city's committee structure

Evaluation

- Recommendations made by the Pedestrian and Bicycle Safety Committee to Mayor and council
- Reduction in injuries and fatalities over a five year period
- Increase in walking and biking in Point Pleasant across all ages

Congratulations to the newly appointed:
Point Pleasant Borough Pedestrian and Bicycle Safety Committee!

Point Pleasant Borough's Pedestrian and Bicycle Safety Committee
Mission Statement:
To promote and accommodate walking and bicycling in Point Pleasant Borough by making recommendations to the Mayor and Council regarding the matters of safety, accessibility, education, mobility, and community awareness.

Outcomes

- Proposing the committee to Mayor and council of Point Pleasant Borough, NJ
- Outlining the purpose of the committee
- Recommending an organizational structure
- Listing responsibilities of the Committee for Point Pleasant Borough
- Presenting to the Mayor and council on a date TBA

Acknowledgements

- A special thank you to Mr. Charles Brown, Senior Research Specialist, at the Alan M. Voorhees Transportation Center located within the Edward J. Bloustein School of Planning and Public Policy at Rutgers University

Table 1: Comparison of Injuries in NJ Cities with Pedestrian and Bicycle Safety Committees
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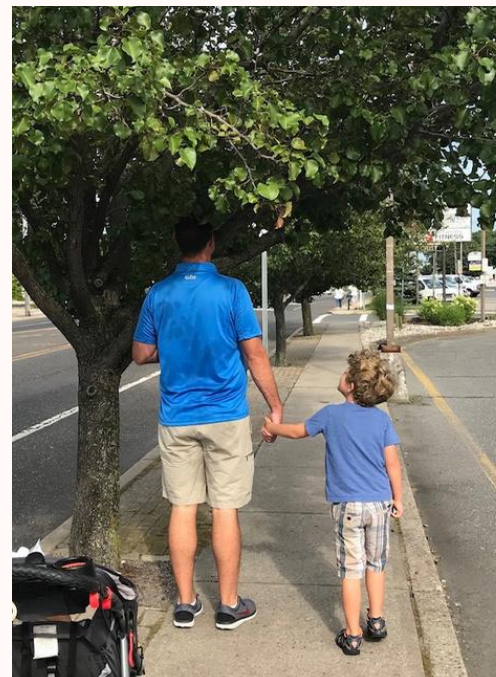
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12. West Windsor	28,465	76	2.66
13. Point Pleasant Borough	18,665	65	3.48

Table 2: Comparison of Fatalities in NJ Cities with Pedestrian and Bicycle Safety Committees
(2009-2013 Plan4Safety Crash Analysis Data)

City	Population	Pedestrian & Bicycle Fatalities	Rate per 1,000
1. Elizabeth	128,705	19	0.15
2. Highland Park	14,436	0	0
3. Hoboken	53,312	1	0.00
4. Montclair	38,142	0	0.00
5. Moorestown	20,594	1	0.05
6. New Brunswick	57,080	9	0.16
7. Princeton	30,108	0	0
8. Ridgewood	25,496	1	0.03
9. River Edge	11,579	1	0.09
10. Rutherford	18,464	0	0.00
11. Verona	13,701	2	0.15
12. West Windsor	28,465	0	0
13. Point Pleasant Borough	18,665	2	0.11

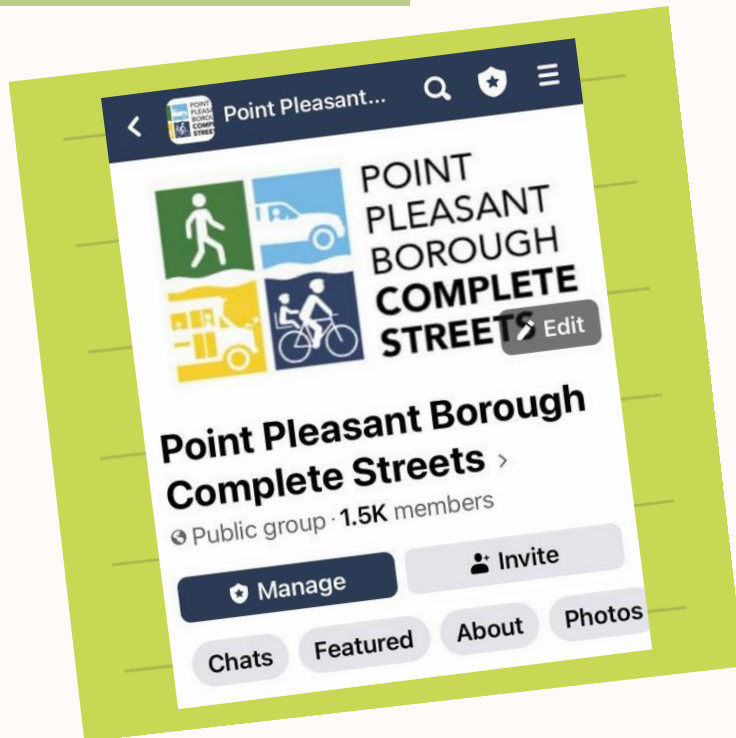
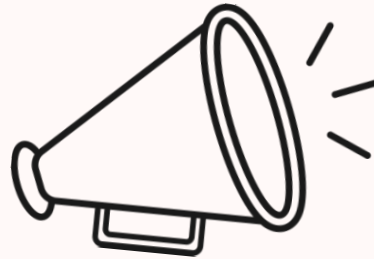
Distribution of New Jersey Pedestrian and Bicycle Safety Committees as of 2015

WHY I GOT STARTED



- ☐ IDENTIFY CONCERNS
- ☐ WALK & BIKE AUDITS
- ☐ MUNICIPALITY
- ☐ MEETINGS
- ☐ ATTEND NJBWC
- ☐ SUMMIT!
- ☐ ASK QUESTIONS
- ☐ MAKE SUGGESTIONS

ADVOCACY



MEET YOUR
TMA



8 TMA'S IN NJ

MY
TMA



Avenues in Motion
(973) 267-7600
www.avenuesinmotion.org



Cross County Connection
(856) 596-8228
CCCTMA@driveless.com
www.driveless.com



EZ Ride
(201) 939-4242
info@EZRide.org
www.ezride.org



GoHunterdon
(908) 788-5553 ext. 15
info@gohunterdon.org
www.gohunterdon.org



Greater Mercer TMA
(609) 452-1491
tma@gmtma.org
www.gmtma.org



Hudson TMA
(201) 324-6222
info@hudsontma.org
www.hudsontma.org



Keep Middlesex Moving
(732) 745-4465
kmm@kmm.org
www.kmm.org



RideWise
(908) 704-1011 ext. 11
staff@ridewise.org
www.ridewise.org



WE CAN HELP!

SRTS COORDINATORS:

- Walk & Bike to School events
- Bicycle & Pedestrian Safety Ed.
- Walk and Bike Audits
- School Travel Plans
- SRTS Recognition Program
- Supportive policies for walking, bicycling, and Complete Streets

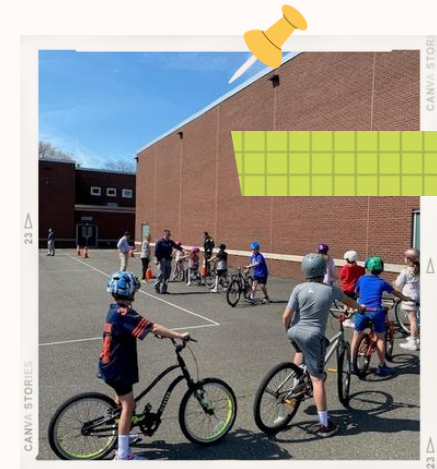
WALK, BIKE
& ROLL TO
SCHOOL



TMA



BIKE
RODEOS





201
SIDEWALK
ENDS

202
WORKING
ON IT...

203
COMPLETE

SCHOOL ST., POINT PLEASANT BOROUGH,
NJ



WHEN
PROJECTS GET
IMPLEMENTED:



THANK
YOU!

CONTACT ME



KATHLEEN EBERT

Bicycle & Pedestrian Safety Coordinator

kebert@gmtma.org

609-452-1491 ext. 226



Webinar: How to Adopt or Update a Complete and Green Streets Policy

Learn how to create and adopt your own custom municipal Complete & Green Streets Policy. If you already have a policy, learn how to upgrade with the NJ Model Policy. This free one-hour webinar for municipal officials, staff, or consultant representatives is sponsored by the NJDOT Bureau of Safety, Bicycle and Pedestrian Programs and the North Jersey Transportation Planning Authority and organized by Sustainable Jersey.

- Tuesday, September 17, 2024, noon to 1:00pm
- Follow-up Open House Q&A for attendees to be held virtually on Wednesday, October 30, 2024 from 3:00-5:00pm



<https://go.rutgers.edu/CSPolicy>



Q & A

NEW JERSEY Safe Routes to School



www.saferoutesnj.org



Contact:

NJ Safe Routes Resource Center

saferoutesnj.org

Telephone: (848) 932-7901

Email: srts@ejb.rutgers.edu



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