Public Advisory Group (PAG) Briefing Packet – Meeting 2

Hello everyone,

Inside this packet, you will find an overview of the PAG process as well as a list of members and their affiliations.

1. Purpose of the PAG

The purpose of the PAG is to provide a forum for the exchange of information between the Project Team, members of the public, user groups, and key business groups that are representative of the local communities affected by the project.

2. Goals of the PAG

The PAG will hold working meetings to discuss project progress, issues of interest to the community, and quickly respond to community concerns. The PAG is anticipated to remain active throughout the duration of the project (Preliminary Engineering, Final Design, and Construction) and to serve as an active means to communicate and update project information, raise local concerns to the project team, and hear how they are being incorporated into the project development process. As the project evolves, PAG members will be responsible for bringing community-specific issues and concerns to the table as well as sharing information from the project team with their constituents; they will supplement the knowledge of local government officials or their delegates about the Project Area and provide input on ideas, problems, observations, and solutions.

3. PAG Member Expectations

As a member of the PAG, the meeting facilitator will engage members and encourage participants to:

- Bring to the Project Team's attention community priorities or recommendations for solutions that are prudent and feasible.
- Share information about the project goals and objectives with their constituents.
- Share the processes and procedures that will be followed in implementing the Project.
- Share with the Project Team what local networks the New Jersey Department of Transportation should use to establish and maintain a productive dialogue with the local communities.
- Work with the Project Team to raise and resolve community concerns and issues throughout project duration.

4. Current List of PAG Members (Updated as of September 18, 2020)

- Maryann Carroll, representing the Lower Delaware Wild & Scenic River Management Council
- Lauren Chamberlain, representing Delaware Water Gap, PA
- John Corlett, representing AAA Northeast, Director of Public/Government Affairs & Traffic Safety
- John J. Donahue, representing Knowlton, NJ, Hardwick, NJ, Upper Mt. Bethel, PA, Lower Mt. Bethel, PA, and Smithfield, PA
- Crista Schaedel, representing Delaware Water Gap, PA
- Rich Scott, representing Portland Borough, PA
- Lt. Jeffrey Shotwell, representing New Jersey State Police
- James Steele, representing Portland Borough, PA
- Gail Toth, representing New Jersey Motor Truck Association
- Trooper Brian Weis, representing New Jersey Motor Truck Association
- Mark Zakutansky, representing Appalachian Mountain Club Mid-Atlantic Conversation, Director of Conservation Policy Engagement

5. Attachments

Meeting #2 Agenda
Webex Meeting Tutorial

Public Advisory Group (PAG) Meeting #2 Agenda
October 7, 2020, 2:00PM – 4:00PM
Via Webex

1. Welcome

Scott Deeck and Megan Fackler (NJDOT)

2. **Meeting Guidelines**

Olivia Dolan

3. Attendees Introduction (or Roll Call)

Ron Marsico

4. PAG Meeting 1 Recap

Ron Marsico
- PAG Purpose
- Project Team Leadership and PAG Members
- Roles and Responsibilities

5. Your Questions and Further Project Background

Dave Hill
- ROW, Traffic, and Rockfall

Jesse Minsky
- Funding

Andrea Burke
- Environmental Process Overview
- Question and Answer Session

Sara Margolis
- Public Involvement Overview
- Question and Answer Session

6. Next Steps

Ron Marsico
- What are the next steps? What are the main issues?
- Next meeting date

7. Wrap Up

Ron Marsico
- Technology questions
- SharePoint questions
- Website questions

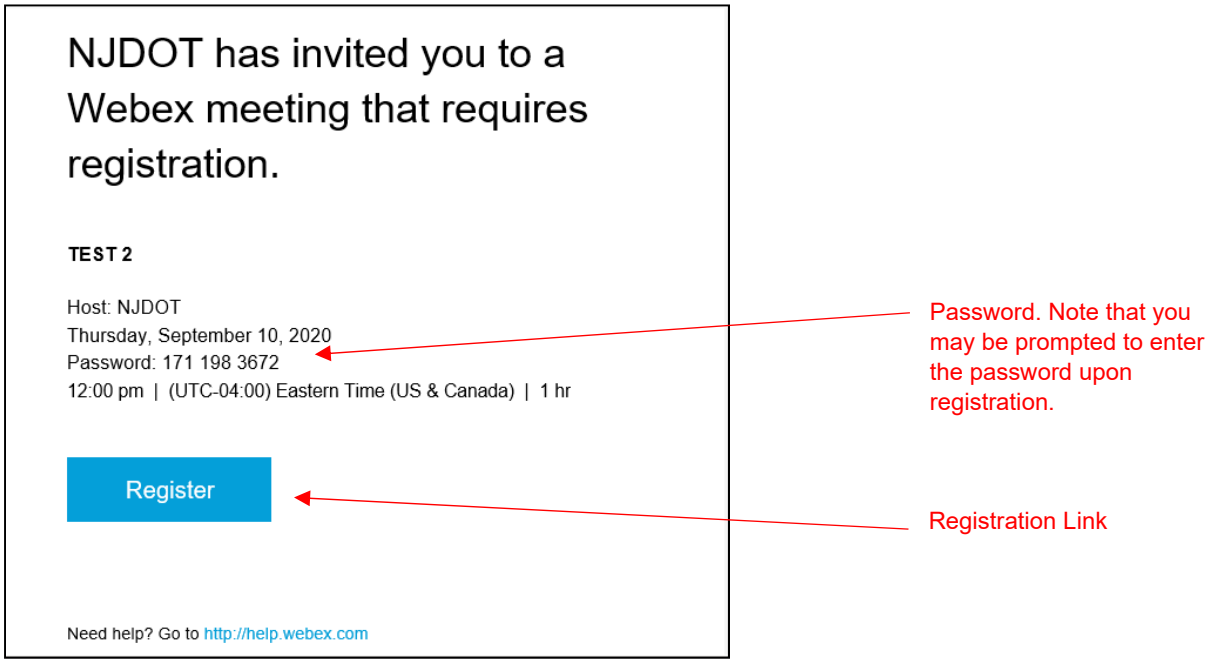
Webex Meetings Guidance

1. Meeting Guidelines

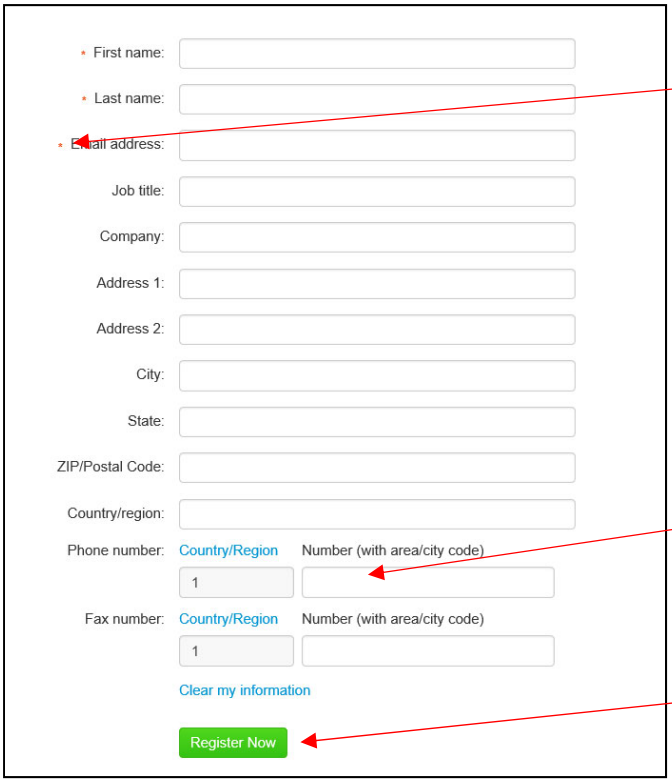
- Please note that these meetings will be recorded, including all written comments and questions.
- Please do not forward your meeting invite to anyone without approval from the meeting host.
- The meeting audio and video will be recorded and available on the Project website.
- Please remain muted unless called upon to speak.
- Please “raise your hand” (instructions on Page 5) if you wish to speak. The meeting facilitator will then call on you to speak.
- Questions or comments may also be submitted using the chat feature. Please note that all chat messages and poll results will be recorded.

2. Registration Guidance

Registration is required to join the meeting. Registration is open from the receipt of the invitation until the start of the event; however, registration takes a few minutes to complete and should be done at least 30 minutes before the meeting. Please register for the meeting, then click on the link in your confirmation email to join the meeting at the appropriate time.

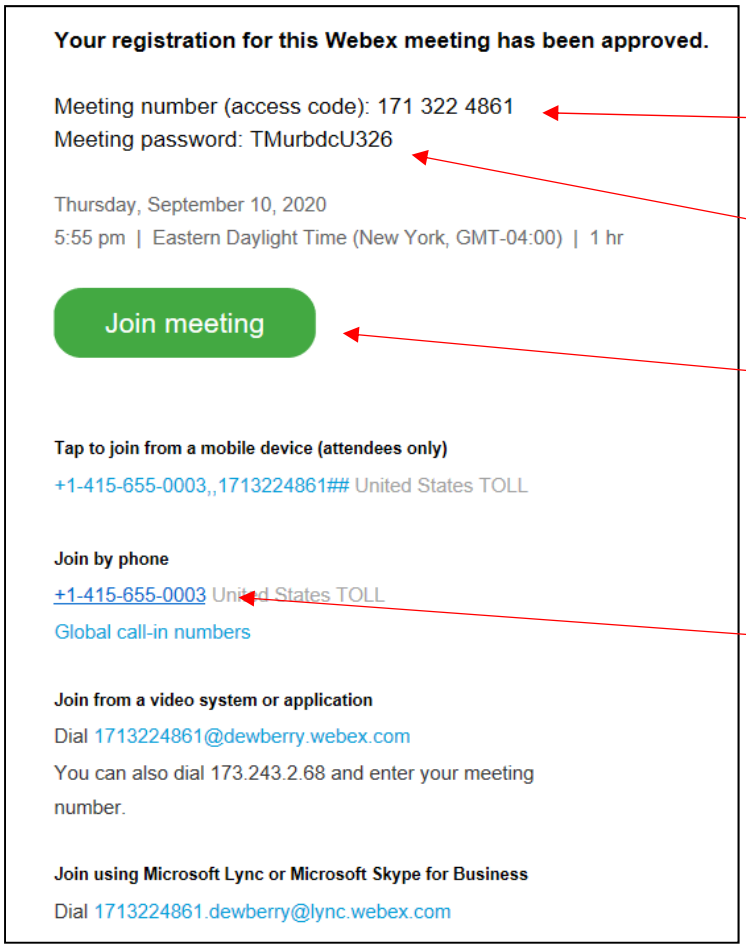


To register, please fill in the required information and click “Register Now,” as depicted below. If you plan to access the meeting using a telephone, please enter the phone number from which you plan to call into the meeting.



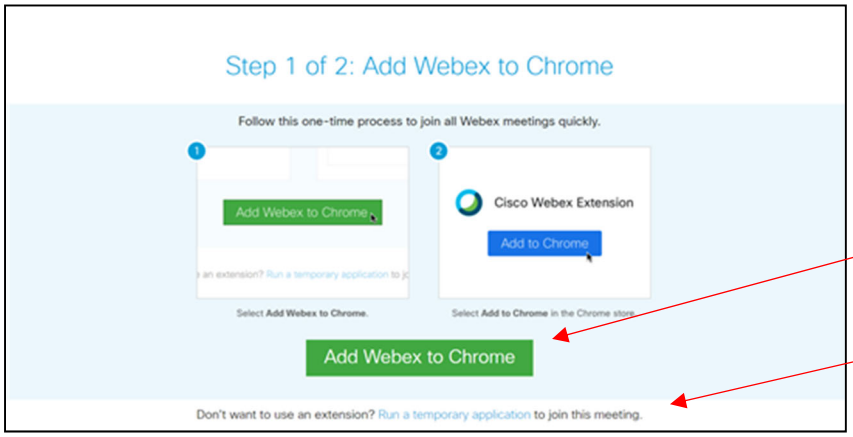
3. Accessing in the Webex Platform

To access the meeting using a computer, click the link in your invitation email. If you are calling in using a telephone, dial the number in your invitation email. You may be prompted to enter the access code and/or password.

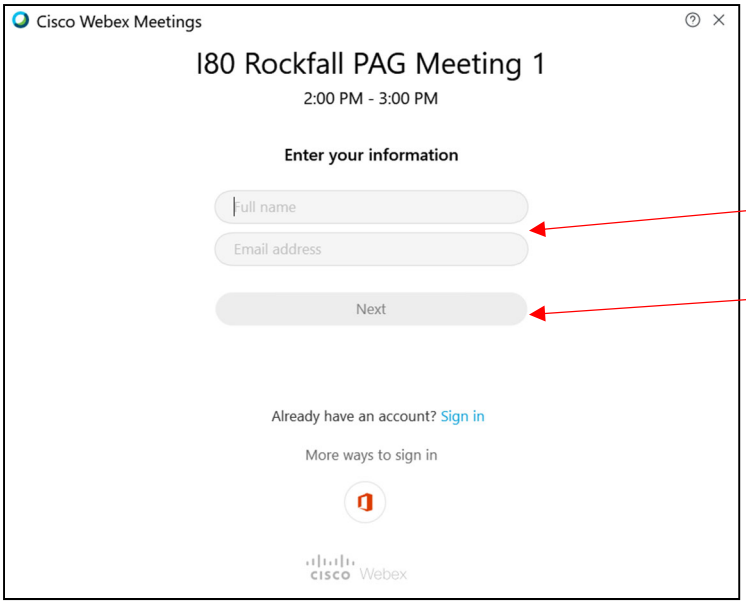


To access the meeting by telephone, call in using the Meeting Phone Number and enter the meeting number and password per the operator's instructions. Note that there is also a Webex Mobile App that you may download onto your smartphone or tablet.

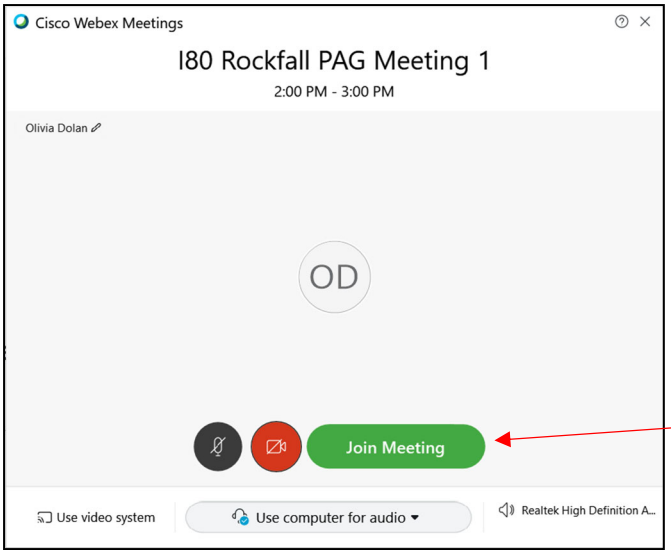
To access the meeting using the computer, click the link in your invitation email. You will be directed to the Webex website and may be prompted to either download a Webex plug-in or run a temporary application, depending on your web browser (as shown below). You may choose either option; you will then be directed to the meeting sign-in page.



The link in your confirmation email may instead direct you straight to the event sign-in page. Fill in the required information and click “Next,” as depicted below.



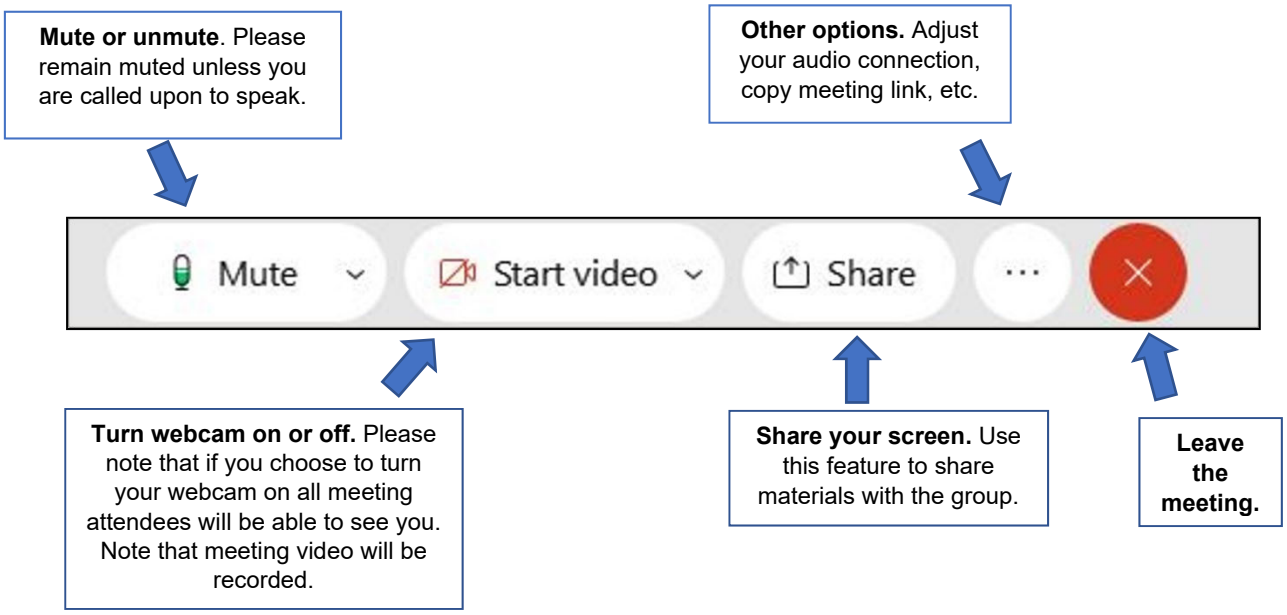
A meeting window will pop up. Click “Join Meeting” to enter the meeting room.

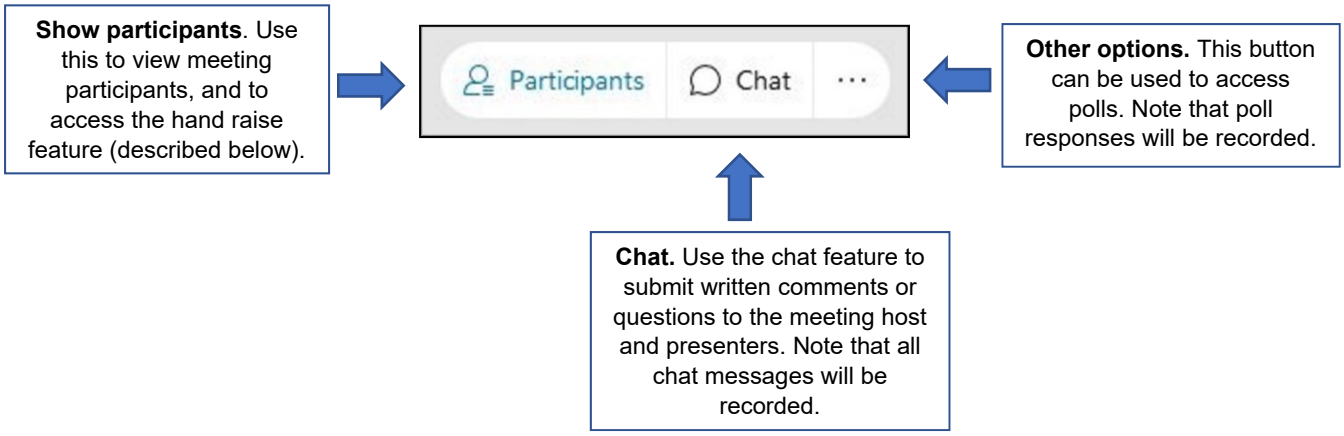


4. Tutorial of Webex Meetings Features

A. Attendee Options and Controls

As an attendee, the following buttons appear on your screen:

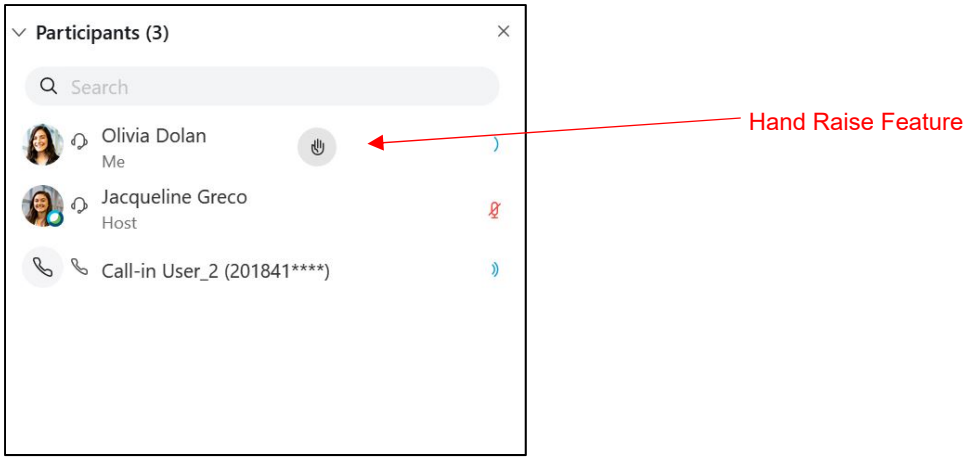




B. How to Raise Your Hand in Webex

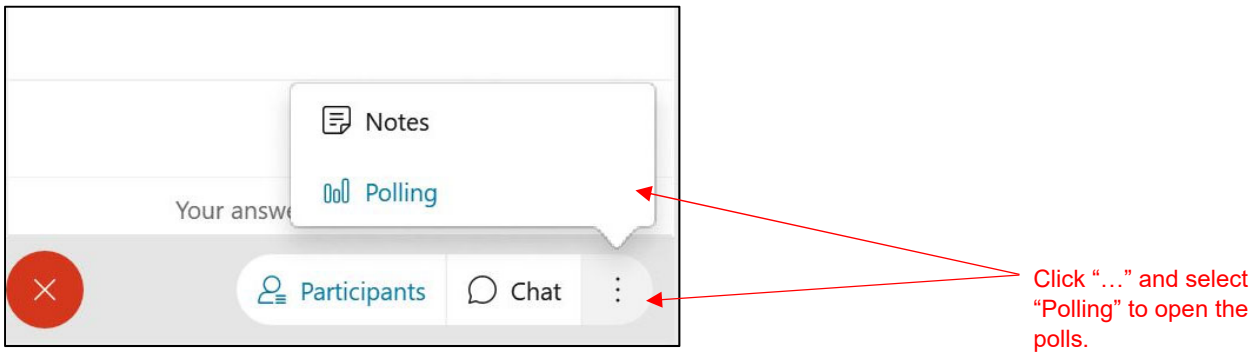
If you wish to verbally make a comment or ask a question you may do so by raising your hand. To do this, open the participants window, hover your mouse over your name, and click the raise hand button as depicted below. Attendees will be called on to speak in the order in which their hands were raised. Please remember to "lower" your hand after you have spoken by clicking the same button again.

You can raise your hand from your telephone by dialing *3. This will alert the host that your hand is raised. After you make your question/comment, please lower your hand by dialing *3 again.

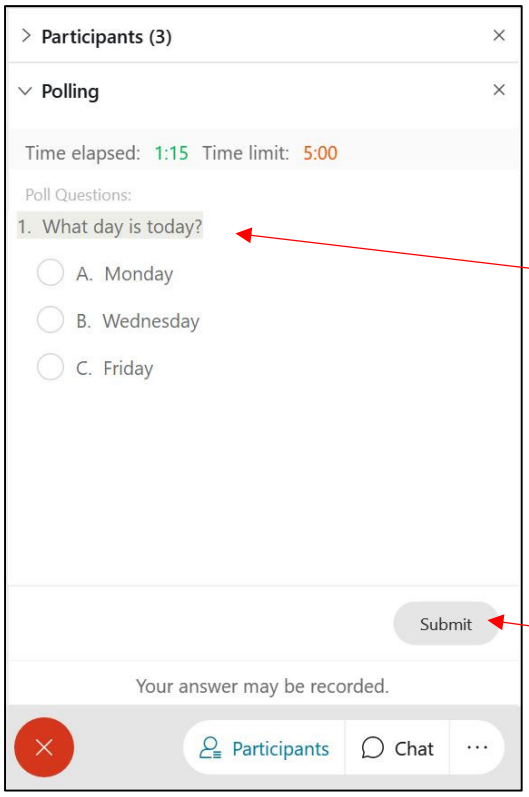


C. How to Participate in Webex Polls

We will use live Webex Polls to gather group information about PAG questions and concerns. Please note that only attendees who access the meeting using a computer or smart phone app will be able to participate in the polling. When a poll is opened, it will likely automatically appear on the right side of your screen. If it does not automatically appear, you may open it manually be clicking on the "…" menu in the right corner of your screen, as depicted below.



Once the poll is open, please fill in your answers. Please note that poll responses are not anonymous and will be recorded. Once you have completed the poll click "submit", as shown below.



Please enter your responses to the poll questions.

When you are finished with the poll click “submit”.