



**Scott A. Docteur**

Director, Regional Planning &  
Program Management  
NYSDOT Region 7  
MPO Director

**Mayor Joseph Butler, Jr.**  
City of Watertown

**Sharon A. Addison**  
City Manager

**Robert F. Hagemann III**  
Jefferson County Administrator

**John D. Peck**  
Jefferson County Board of Legislators  
Vice Chairman – Policy Committee

**Steven G. Kokkoris**  
Regional Director  
NYSDOT Region 7  
Secretary – Policy Committee

**Donald F. Mattimore**  
NYSDOT Region 7  
Local Stakeholder Group Representative

## Watertown Jefferson County Area Transportation Council

317 Washington Street, Watertown, New York, 13601; 315-785-2354

### **Policy Committee (PC) Meeting Summary**

Wednesday January 20, 2016, 10:00 AM

Watertown City Hall Council Chambers

**Members Present:** Scott Docteur, Steven Kokkoris, Donald Mattimore, Sharon Addison and Robert Hagemann. (Mayor Joseph Butler, Jr. and John Peck were absent.)

**Technical Committee & MPO Central Staff Present:** Alan Ricalton, Justin Wood, Owen Virkler

**Other Attendees:** Kris Reff (note keeper)

**I. Call to Order:** Meeting was called to order by Scott Docteur

**II. Public Comments:** No public comments received.

**III. Election of New Chairman:**

- As a result of the November 2015 elections and effective January 1, 2016 the City of Watertown has a new mayor. This creates the need to elect a new Chairman of the Watertown Jefferson County Area Transportation Council (WJCTC) Policy Committee (PC) as this position was held by the outgoing mayor.
- The question was raised as to how voting membership on the PC was determined. It was stated that membership is generally tied to a title/office rather than by the individual occupying the title/office. (Reference Section III.A.1 of the WJCTC Unified Operations Plan).
- R. Hagemann discussed the concept of having the current PC Vice Chairman move into the Chairman position and having the newly elected mayor become the Vice Chairman.
- Given that neither the Mayor nor the Vice Chairman was able to attend the meeting, S. Kokkoris made the motion to defer the election of the new chairman until the next PC meeting. S. Addison seconded the motion and it passed unanimously.

## Policy Committee (PC) Meeting Summary

Wednesday January 20, 2016, 10:00 AM

Watertown City Hall Council Chambers

---

- IV. Prior Meeting Minutes:** S. Addison made a motion to accept the minutes from the 9/2/15 PC Meeting as written. D. Mattimore seconded the motion and it passed unanimously.
- V. MPO Website Update:**
- J. Wood gave the PC Members a brief over view of the WJCTC website.
  - The question was raised as to who created and maintains the website. It was stated that the website was created by Way North, LLC. Minor changes to the website may be made by a designated WJCTC staff member, more complicated changes will be addressed by Way North, LLC.
  - It was stated that at some point the transit portion of the website could be expanded.
- VI. Long Range Plan:**
- A consultant will be hired to prepare the Long Range Plan for the MPO following a process which is very similar to what is used for locally administered projects.
  - A solicitation for an updated Expression of Interest (EOI) and Request for Qualifications (RFQ) was sent to the 15 firms on the Regional Local Design Service Agreement list. Responses are due back by February 11, 2016.
  - The Highway Technical Committee will review the EOIs/RFQs and will make a recommendation to the PC.
  - The consultant is anticipated to be onboard in approximately 90 days and the preparation of the Long Range Plan should be complete by the end of the year.
- VII. Brownville Bridge:** This project involves the replacement of the welded truss bridge which carries NY 12E over the Black River in the Village of Brownville. Alternatives include replacement at the existing location or replacement at a different location. Determining the location for the replacement structure will require significant public input. An MPO funded scoping study that will identify potential locations/alignments is being considered.
- VIII. Arsenal Street Project:** NYSDOT would like to meet with representatives of the city and the county with regard to the project to replace the structure that carries Arsenal Street over the CSX railroad sometime during the 2<sup>nd</sup> week in February to provide a preview of the project and to solicit comments from the city and county. The public meeting for the project will be held during the 1<sup>st</sup> week in March.
- S. Addison will work with the City Public Works Superintendent and City Engineer to determine a list of attendees from the city. (This list was provided following the meeting.)

## Policy Committee (PC) Meeting Summary

Wednesday January 20, 2016, 10:00 AM

Watertown City Hall Council Chambers

---

- R. Hagemann indicated that since the district line runs along Arsenal Street that both District 12 representative Carolyn Fitzpatrick and District 15 representative Anthony Doldo would have an interest in the project. The District 11 representative (Town of Watertown) Robert Ferris, may also have an interest in the project.

### **IX. Public Participation Plan:**

- The language of the Public Participation Plan (PPP) has been modified to comply with Federal Transit Administration requirements.
- Given that there currently isn't a PC Chairman in place to execute the updated plan, voting on the updated PPP (Resolution #01-2016) will be deferred until the next PC meeting.

### **X. Draft (Transportation Improvement Program) TIP Projects:**

- A draft listing of projects that are anticipated to appear on the TIP was distributed.
- Additional work is required to prepare a narrative to accompany the TIP.
- The PC is anticipated to vote to adopt the draft TIP at a special February meeting.
- Once the draft TIP is approved by the PC, it will be made available for public comment.
- The question was raised as to whether special projects, like the NY 26 Fort Drum Overpass come with additional funding, above and beyond budgeted MPO funding. It was stated that in the case of the Fort Drum overpass, that additional funds were provided to cover the cost of the project.

**XI. Local Stakeholder Group (LSG):** D. Mattimore provided a brief update on the activities of the LSG. In general while meeting participation has been low, the LSG members have been kept apprised of the activities of the PC and the Technical Committees via periodic e-mails. The LSG representative from Glen Park has expressed an interest in the potential Brownville Bridge study.

**XII. Special PC Meeting in February:** The special February PC Meeting will be scheduled for Thursday February 25<sup>th</sup> at 1:00 PM at the Dulles State Office Building.

- It was requested that PC meetings be held late morning/early afternoon to better fit in with the Jefferson County Board of Legislators representative's schedule.
- It was also mentioned that it may be more convenient to meet at the Dulles State Office Building rather than City Hall.

**XIII. Adjournment:** S. Addison made the motion to adjourn, R. Hagemann seconded the motion and it passed unanimously.