



**Scott A. Docteur**

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

**Mayor Joseph M. Butler, Jr.**

City of Watertown  
Vice Chairman – Policy Committee

**Sharon A. Addison**

City Manager

**Robert F. Hagemann III**

Jefferson County Administrator

**John D. Peck**

Jefferson County Board of Legislators  
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**Steven G. Kokkoris**

Regional Director  
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Secretary – Policy Committee

**Kristopher H. Reff**

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**

Monday December 4, 2017, 1:00 PM

9<sup>th</sup> Floor Conference Room, Dulles State Office Building

**Members Present:** Scott Docteur, Steven Kokkoris, Sharon Addison, Robert Hagemann, John Peck, Kris Reff

**Technical Committee & MPO Central Staff Present:** Al Ricalton

**Other Attendees:** Geoffrey Urda (Bike/Ped Coordinator)

**I. Call to Order:** Meeting was called to order by John Peck.

**II. Public Comments:** None

**III. Prior Meeting Minutes:** The final minutes from the 7/19/17 PC meeting were transmitted to the PC members on August 18<sup>th</sup>. A motion was made by S. Kokkoris to accept the prior meeting minutes, the motion was seconded by S. Addison and passed unanimously.

**IV. Study Updates:**

- 1) Long Range Transportation Plan (LRTP): Public meetings have been held. The current focus is on identifying a limited number of corridors/intersections to focus the study on. There will be a meeting on Thursday at which this will be discussed further.
- 2) Transit Study: The Transit Study will be performed by Nelson\Nygaard Consulting Associates. The agreement is awaiting the Office of the NYS Comptroller's signature, then work can proceed. The procurement process to get the consultant on board for this study has been progressing at a normal pace.
- 3) Brownville Bridge Study:
  - Barton & Loguidice, D.P.C. is the consultant performing the study. Field work and some preliminary stakeholder

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outreach has begun. The Public Involvement Plan will be forthcoming soon.

- It is anticipated that the project will replace the existing welded truss bridge with a new bridge at either the current location or at an alternate location. Approximately five or six potential sites are anticipated to be evaluated.
- So far the project has been well received by the officials interviewed as part of the preliminary stakeholder outreach.
- Bicycle and pedestrian needs will be evaluated as part of the study.

**V. Transportation Improvement Plan (TIP) Amendment (Resolution 6-2017):** This amendment:

- 1) Added the following two new Vendor Placed Paving (VPP) projects to the TIP:
  - PIN 7V1833 - Rt. #3 from I-81 to the Raymour Plaza
  - PIN 7V18W4 – Rt. #126 from Bridge Street to Champion Street
- 2) Removed PIN 7V18W3 (Rt. #126 from Rt. 26 to Bridge) from the TIP (this VPP project was completed using State funds).
- 3) Increased the funding for a VPP project, PIN 7V18W1 (Rt. #11, Rt. 232 – Watertown City Line)

A motion was made to approve the TIP amendment by R. Hagemann, it was seconded by S. Addison and was approved unanimously. See Appendix A for a copy of Resolution 6-2017.

**VI. Safety Performance Measures:** As outlined in materials transmitted to the PC members prior to the meeting; 23 CFR § 490.207 (National Performance Management Measures for the Highway Safety Improvement Program) and 23 CFR § 490.209 (Establishment of Performance Targets) require that MPO's establish a target for each of the following performance measures for the purpose of carrying out the Highway Safety Improvement Program (HSIP):

- 1) Number of fatalities
- 2) Rate of fatalities
- 3) Number of serious injuries
- 4) Rate of serious injuries
- 5) Number of non-motorized fatalities and non-motorized serious injuries.

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It was explained that there are two methods for establishing these targets. The first method is to adopt and contribute to NYSDOT's targets. The second method is for the MPO to adopt its own targets.

Resolution 7-2016 (a draft copy of which may be found in Appendix B) was proposed which would adopt NYSDOT's safety performance measure targets as the MPO's targets; however, after discussion it was determined that it would be beneficial to make some revisions /clarifications to the resolution. The question was raised as to when the resolution would need to be passed. It was determined that there is sufficient time available to revise the resolution and vote on it at January PC meeting. A motion was made by S. Addison to table the discussion and add it to the January PC meeting agenda. The motion was seconded by S. Kokkoris and passed unanimously.

- VII. Bicycle Pedestrian Coordinator:** For the past 1 ½ years Geoffrey Urda, a Planner in the City of Watertown's Planning Department, has represented the WJCTC on the New York State Association of Metropolitan Planning Organizations (NYSAMPO) Bicycle and Pedestrian Working Group and at various trainings in an acting capacity. A discussion was held regarding formalizing Mr. Urda as the Bicycle Pedestrian Coordinator for the MPO.

It was explained that NYSAMPO has multiple working groups and various personnel from the WJCTC's member agencies/municipalities contribute their expertise to the working groups. It was mentioned that Bicycle Pedestrian Coordinator, much like the various City and County employees who serve as Policy/Technical Committee members, would not be compensated by the MPO. The point was also made as part of the discussion that the MPO should determine if it has the ability to reimburse the City or County for travel and conference expenses incurred when their employees attend these types of events on behalf of the MPO.

At the conclusion of the discussion it was consensus of the PC that Mr. Urda should serve as the Bicycle Pedestrian Coordinator for the MPO.

- VIII. Electronic Voting – TIP Amendments:** Prior to adding projects to or making certain changes to the TIP PC approval is required. In order to avoid the need to assemble the PC members for a meeting to address relatively minor TIP changes the concept of obtaining PC approval of TIP changes via e-mail was discussed. The general consensus of the PC was that it is not an issue to attend meetings and given that public funds are involved it would be best to continue voting on TIP amendments in person at PC meetings. It was also discussed that under "emergency" circumstances the PC should reserve the ability to vote via e-mail.
- IX. Transit Update:** The City continues to work toward getting the required mechanisms in place to be able to fully utilize the federal funding that is available. The City has been able

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to order new buses under the new federal guidelines, has attended training and continues to work with FTA Region 2. The new federal processes imposed as part of becoming an MPO are significantly more complicated than the processes the City was formerly required to follow and has placed a significant burden on the City's limited personnel resources. No transit funds have lapsed.

- X. Unified Planning Work Program (UPWP):** MPO staff are starting to assemble the annual UPWP. The completed document needs to be approved by March 1<sup>st</sup>. Prior to this occurring a draft must be prepared and approved by the PC; the draft must then be made available for public comment.

It is a good time for the PC members to think about potential planning activities they may want to consider for inclusion in the upcoming years UPWP and bring them to the January PC meeting. A copy of last years UPWP will be circulated to give an idea of what types of activities are appropriate. Some preliminary concepts that were brought up were a study of vehicular traffic as it relates to the Watertown International Airport; a feasibility study for a second entrance to the industrial park/Metro-Jefferson public safety complex, and a study regarding extension of the Black River Trail to Fort Drum

- XI. Motion to Adjourn:** A motion to adjourn was made by R. Hagemann, seconded by S. Addison and passed unanimously.

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### Appendix A – Resolution #6-2017



#### Watertown Jefferson County Area Transportation Council

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

#### Resolution 6-2017

#### Policy Committee Resolution approving an amendment to the FFY 2017-2021 Transportation Improvement Plan

**Scott A. Docteur**  
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**WHEREAS**, the Watertown Jefferson County Area Transportation Council (WJCTC) is designated by the Governor of New York State as the Metropolitan Planning Organization (MPO) for the Watertown Urbanized Area in Jefferson County; and

**WHEREAS**, the WJCTC FFY 2017-2021 Transportation Improvement Program (TIP) needs to be amended to incorporate various changes/additions; and

**WHEREAS**, the Highway Technical Committee recommends that the Policy Committee approve this amendment to the 2017-2021 TIP;

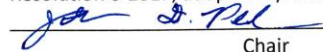
**NOW BE IT THEREFORE RESOLVED**, that the Watertown Jefferson County Area Transportation Council Policy Committee hereby approves revision of the 2017–2021 TIP to incorporate these changes/additions as shown in the table below which is part of this resolution, and

**BE IT FURTHER RESOLVED**, that these TIP revisions be forwarded to the WJCTC Staff for addition to the 2017–2021 TIP.

PIN	TIP #	Project Description	Cost (Fed)	Comment
7V1833	7V1833	RT. #3, I-81 – Raymour Plaza	\$0.174M	New project- DOT funded
7V18W1	7V18W1	Rt. #11, Rt. 232- Watertown City Line	\$0.120M	Price Increase- DOT funded
7V18W3	7V18W3	Rt. # 126, Rt. #26- Bridge	(\$0.147M)	Remove from TIP, used SDF
7V18W4	7V18W4	Rt.# 126, Bridge St-Champion St.	\$0.119M	MPO Funds- Replaced 7V18W3

#### CERTIFICATION OF RESOLUTION

I, the undersigned, duly elected chair of the Watertown Jefferson County Area Transportation Council (WJCTC), do hereby certify that the foregoing is a true and correct copy of WJCTC Policy Committee Resolution 6-2017, adopted by consensus this 4<sup>th</sup> day of December, 2017.

  
Chair

12/14/17  
Date



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### Appendix B – Resolution #7 – 2017 (Initial Draft)



**Scott A. Docteur**  
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#### **Resolution 7-2017**

#### **Policy Committee Resolution adopting NYSDOT Safety Performance Targets**

**WHEREAS**, the Watertown Jefferson County Area Transportation Council (WJCTC) has been designated by the Governor of the State of New York as the Metropolitan Planning Organization responsible for the comprehensive, continuing, and cooperative transportation planning process for the Watertown Urbanized Area in Jefferson County; and

**WHEREAS**, the Highway Safety Improvement Program (HSIP) final rule (23 CFR Part 490) requires States to set targets for five safety performance measures by August 31, 2017, and

**WHEREAS**, the New York State Department of Transportation (NYSDOT) has established targets for five performance measures based on five year rolling averages for:

- (1) Number of Fatalities,
- (2) Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT),
- (3) Number of Serious Injuries,
- (4) Rate of Serious Injuries per 100 million VMT, and
- (5) Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries, and

**WHEREAS**, the NYSDOT coordinated the establishment of safety targets with the 14 Metropolitan Planning Organizations (MPOs) in New York through the New York State Association of Metropolitan

Planning Organizations (NYSAMPO) Safety Working Group and the NYSAMPO Fixing America's Surface Transportation (FAST) Act Working Group; and discussed the targets at a Federal Highway Administration (FHWA) Safety Target Setting Workshop and during an Executive Director's meeting, and

**WHEREAS**, the NYSDOT has officially adopted the safety targets in the Highway Safety Improvement Program annual report dated August 31, 2017, and the Governors Traffic Safety Committee has adopted identical safety targets for number of fatalities, rate of fatalities and number of serious injuries as set forth in the Highway Safety Strategic Plan (HSSP), and

**WHEREAS**, the WJCTC may establish safety targets by agreeing to plan and program projects that contribute toward the accomplishment of the aforementioned State's targets, or establish its own target within 180 days of the State establishing and reporting its safety targets,

**NOW THEREFORE, BE IT RESOLVED** that the MPO Policy Committee has agreed to support NYSDOT's 2018 targets for the five safety performance targets as attached herein, and

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### Appendix B – Resolution #7 – 2017 (Initial Draft - Continued)

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**BE IT FURTHER RESOLVED**, that the MPO Policy Committee will plan and program projects that contribute to the accomplishment of said targets.

	Baseline	Step #1		Step #2	
Measure	2011-2015 5-year average	Forecast Using 5-Yr Moving Average Trendline		Round and Apply 6% Cap	
		2018 Forecast	% Change 2014-2018 vs. 2011-2015	Rounded / Capped Percent	NYSDOT Target 2018
Number of Fatalities	1,143	1,087	4.9%	5.0%	1,086
Fatality Rate	0.89	0.87	2.5%	3.0%	0.87
Number of Serious Injuries	11,547	10,635	7.9%	6.0%	10,854
Serious Injury Rate	8.99	8.53	5.1%	5.0%	8.54
Number of Non- Motorized Fatalities and Serious Injuries	2,872	2,833	1.4%	1.0%	2,843

#### CERTIFICATION OF RESOLUTION

I, the undersigned, duly elected chair of the Watertown Jefferson County Area Transportation Council (WJCTC), do hereby certify that the foregoing is a true and correct copy of WJCTC Policy Committee Resolution 7-2017, adopted by consensus this 4<sup>th</sup> day of December, 2017.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date