



**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  
Chairman – Policy Committee

**Steven G. Kokkoris**  
Regional Director  
NYSDOT Region 7  
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**

Thursday December 15, 2016, 2:00 PM  
9<sup>th</sup> Floor Conference Room, Dulles State Office Building

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

**Technical Committee & MPO Central Staff Present:** None

**Other Attendees:** Robert J. Slye (City Attorney)

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

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

**III. MPO Directors Comments;**

- The projects previously submitted as part of the TIP/STIP update were all approved by the FHWA and the FTA.
- Transportation Alternatives Program (TAP) / Congestion Mitigation and Air Quality Improvement (CMAQ) Program candidates have been received and scored. This is the program that the City partnered with the NYS OPRHP to seek funding for the Black River Trail Extension from. The results are being processed by Albany. Results should be available in the not too distant future.

**IV. Action Items**

- Long Range Transportation Plan (LRTP): The Highway Technical (HTC) Committee employed the Local Design Services Agreement (LDSA) process to select a design consultant to prepare the LRTP. After the consultant had been selected it was learned that NYSDOT (the MPO host) could not utilize the LDSA for a project it was sponsoring on behalf of the MPO (it had to use the NYSDOT process which is a lengthier process).

In fairness to the consulting firm selected and to avoid the need to restart the process it was determined that one of the member agencies (i.e. the City of Watertown or Jefferson County) could act as the sponsor for the LRTP and that it would be acceptable for either the City or County to utilize the LDSA process.

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The City, had concerns with sponsoring the study so the City's attorney attended the meeting. The City's attorney explained that based on previous experiences with state funding that he had concerns that if the State Comptroller didn't buy into what appeared to be a deviation from normal procedures that the sponsor agency would be in danger of not being reimbursed.

The MPO director explained that NYSDOT employs a multitude of contracting methods in the projects that it participates in and that the Office of the State Comptroller would have a formal sign off on the agreement. When the City's attorney was made aware that there would be a formal sign off by the State Comptroller's Office on the consultant agreement, he withdrew his concern.

The concept of having the City of Watertown and Jefferson County act as co-sponsors for the LRTP was discussed however it was decided that the best course of action would be to have only one of the member agencies act as sponsor for the LRTP and Jefferson County agreed to do so. A motion was made by S. Addison that Jefferson County act as host for the LRTP, J. Butler seconded the motion and it passed unanimously. The concept of drafting a brief MOU with regard to the LRTP was discussed.

- Transit Study: The Transit Technical Committee (TTC) is currently working on moving forward with the study. T. Vaughan from the NYSDOT Public Transportation Bureau has forwarded draft examples and highly recommends the preparation of the study. The TTC has started drafting a scope of services agreement and will be in charge of guiding the study. The consultant for this study can be brought on board using one of NYSDOT's standard contracting mechanisms. The PC chairman posed the question to the members as to whether all were in agreement with pursuing the transit study and the result was unanimous agreement. The study will evaluate needs and conditions within the city and the surrounding areas (e.g. Fort Drum, the airport, etc.). Probable cost for the study is anticipated to be in the \$ 50,000 - \$ 100,000 range.
- City Transit Grant Applications: S. Addison gave an update on the status of the City's Transit Grant Applications. She indicated that while the reimbursement process is complicated, they are moving forward with the process. To date City personnel have completed three FTA training courses on the reimbursement process and have two more to be completed.

### V. Old Business

- Committee Member/Personnel Changes: S. Docteur mentioned that D. Mattimore is now the NYSDOT Resident Engineer for Lewis County and has many commitments associated with the new position. K. Reff is currently acting in D. Mattimore's former capacity. Therefore S. Docteur on behalf of NYSDOT (in accordance with the Operations

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Plan) nominated K. Reff to replace D. Mattimore as the Local Stakeholders Group Representative. A motion was made by J. Butler to accept this change and was seconded by S. Addison. The motion passed unanimously.

### VI. New Business:

- J. Butler had written a letter to NYSDOT Commissioner Matthew Driscoll requesting additional funds to build an additional crossing of the CSX railroad to parallel Arsenal Street to the south. This would provide temporary benefits while the Arsenal Street bridge is being replaced and permanent benefits as it would reduce congestion on Arsenal Street. Additionally from a public safety perspective it would provide a second means of access to the Metro-Jefferson Public Safety complex which houses the City Police, the County Sheriff's department and the City's proposed new court facility. Copies of the letter were also sent to Senator Ritchie, Assemblywoman Russell and other local officials.

The County would also like to write a letter of its own to support this request. The question was raised as to whether the MPO could take some action to support the City's request. It was mentioned that the concept of the additional crossing needs to be explored as part of the LRTP

### VII. Miscellaneous:

- **Unified Planning Work Program (UPWP):** Work on the UPWP for the upcoming year will need to begin shortly.
- **Next Scheduled Meeting:** Normally, the next scheduled PC meeting would be held on the third Wednesday in January, however it would be more beneficial to postpone it until the late February timeframe at which point there will be a need to discuss the Unified Planning Work Program (UPWP) for the upcoming year.