



**Scott A. Docteur**  
Director, Regional Planning &  
Program Management  
NYSDOT Region 7  
MPO Director

**Mayor Jeffrey M. Smith**  
City of Watertown  
Vice-Chairman – Policy Committee

**Kenneth Mix**  
Interim 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, February 20, 2020, 1:30 PM

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

**Members Present:** Scott Docteur, Steven Kokkoris, Robert Hagemann, John Peck, Kenneth Mix, Kristopher Reff

**Technical Committee & MPO Central Staff Present:** Barbara Cadwell, Patrick Keenan & Alan Ricalton

**Other Attendees:** Michael Bourcy (Jefferson County Planning), Jennifer Hodge (VTC), Justin Wood (Fort Drum), Bill Telovsky (NYSDOT Transit Bureau by phone), Laura Hacker (NYSDOT Transit Bureau by phone)

- I. **Call to Order:** Meeting was called to order by J. Peck.
- II. **Public Comments:** None
- III. **Prior Meeting Minutes:** A motion was made by R. Hagemann to accept the prior (1/16/20) meeting minutes. The motion was seconded by K. Mix and passed unanimously.
- IV. **2020 – 2021 Unified Planning Work Program (UPWP):** The 30-day public review has been completed. A motion was made by S. Docteur to approve Resolution #01-2020 which approves the 2020 – 2021 UPWP. It was seconded by S. Kokkoris and passed unanimously. See Appendix A for the full text of the resolution.
- V. **Transit Update (County/City):** A discussion was held, and a presentation made by VTC, regarding the upcoming FTA 5311 Transit Funding application. Representatives from NYSDOT's Transit Bureau joined this discussion by phone. The county is working with the city to apply for this transit grant funding to help implement some of the strategies outlined in the MPO's Transit Study.
- VI. **Elect Vice-Chairman:** Joseph Butler, the former mayor of the City of Watertown, had been serving as the Vice-Chairman of the Policy Committee. The election of a new mayor by the city has left this position vacant. A motion was made by R. Hagemann to nominate new City of Watertown Mayor Jeffrey Smith as Vice-Chairman of the Policy Committee. The motion

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was seconded by S. Kokkoris and passed unanimously.

### **VII. Miscellaneous:**

- A question was raised regarding progress of the MPO Bike-Ped Study which will explore potential expansion of the Black River Trail. It was mentioned that GYMO had made a presentation at a meeting involving several local agencies earlier in the week regarding a possible connection between the existing eastern terminus of the Black River Trail and the Village of Black River. The MPO is working toward getting a consultant on board via the NYSDOT consultant procurement process to advance the study. The connection that GYMO discussed could potentially prove complimentary to the study's objective. J. Wood indicated that as part of their period relicensing with the Federal Energy Regulatory Commission (FERC), that power utilities often provide resources for trails, etc. A partnership with Brookfield Power who has holdings along the river could be beneficial.
- Meeting Time: The Policy Committee has been meeting on Thursday's. With the change in PC membership, a different meeting day that works for all members will be sought.

**VIII. Adjournment:** A motion to adjourn was made by R. Hagemann, it was seconded by S. Kokkoris and passed unanimously.

**Appendix A – Resolution #01-2020**



**Watertown Jefferson County Area Transportation Council**  
**Unified Planning Work Program 2020 – 2021**

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**Resolution# 1-2020**

**Policy Committee Resolution approving the 2020-2021 WJCTC Unified Planning Work Program**

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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**, Federal regulations (23 CFR Chapter 1, Part 450, Subpart C, and 49 CFR Chapter VI, Part 613, Subpart B) require that the urban transportation planning process shall include development of a Unified Planning Work Program (UPWP) which shall annually describe all urban transportation and transportation related planning activities anticipated within the next one or two year period, and will document the work to be performed with technical assistance provided under the Fixing Americas Surface Transportation (FAST), Title VI, Section 5303 Program, and

**WHEREAS**, the UPWP provides a mutually agreed upon document which identifies, at a minimum, federally-funded transportation planning activities to be undertaken in the MPO Planning area during the program year, regardless of funding source, and

**WHEREAS**, the UPWP has been developed in accordance with the regulations of the U.S. Department of Transportation which require a discussion of the important transportation issues facing the area and serve as the framework for selecting program tasks, and

**WHEREAS**, both Technical Advisory Committees (Highway & Transit) to the Council developed a Draft Unified Planning Work Program which includes all transportation planning activities to be undertaken by WJCTC central staff during the period of April 1, 2020 through March 31, 2021, and

**WHEREAS**, both Technical Advisory Committees recommend that the Council adopt the 2020-2021 UPWP;

**NOW BE IT THEREFORE RESOLVED**, that the Watertown Jefferson County Area Transportation Council endorses the 2020-2021 Unified Planning Work Program; and

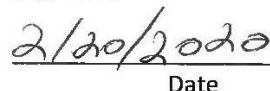
**BE IT FURTHER RESOLVED**, that the Watertown Jefferson County Area Transportation Council authorizes the transmittal of this 2020-2021 UPWP to the New York State Department of Transportation for submission to the Federal Highway Administration to secure highway planning funds; and

**BE IT FURTHER RESOLVED**, that the MPO Policy Committee approves the Federal Highway Administration PL Program 2020-21 budget and the FTA Section 5303 Program 2020-21 budget.

**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 1-2020, adopted by consensus this 20<sup>th</sup> day of February, 2020.

  
Chair

  
Date