



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

Richard M. Finn
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, April 25, 2019, 1:30 PM

9th Floor Conference Room, Dulles State Office Building

Members Present: Scott Docteur, Steven Kokkoris, Robert Hagemann, John Peck, Joseph Butler, Richard Finn, Kristopher Reff

Technical Committee & MPO Central Staff Present: Barbara Cadwell & Patrick Keenan

Others Present: Maria Chau – FHWA (phone-in), Richelle Gosman – FTA (phone-in)

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

II. Public Comments: None

III. Prior Meeting Minutes: Draft minutes from the February 28, 2019 meeting were distributed on April 15th. A motion was made by S. Kokkoris to accept the prior meeting minutes, the motion was seconded by R. Finn and passed unanimously.

IV. TIP Update: The Draft TIP is ready for its 30-day public review. A motion was made by R. Finn to release the document for public review. It was seconded by S. Docteur and passed unanimously.

V. Study Updates

- **Brownville Bridge** – Study is complete so NYSDOT can get design underway. Response to the study has been good. The WJCTC received 1200 hits on its website for the study after its release. The project is being progressed as a NEPA Environmental Assessment (EA) and is currently scheduled for construction in 2023.

There was a discussion with regard to the timing of the release of the study results. While the document was approved by the Highway Technical Committee (HTC) which was directing the study, the PC would have liked to have a greater opportunity to review the document prior to the formal release. Moving forward there needs to be further discussion on the part of the PC with regard to the role that the PC should play in the final review of the major studies conducted by the MPO.

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- **Long Range Transportation Plan (LRTP)** – A draft of the LRTP has been forwarded to NYSDOT's Main Office and to the FHWA and feedback has been received from both.

The document is now ready to go out for the 30-day public review.

Members of the PC felt that the study did not provide a clear enough overview of the documents purpose. It was requested that an executive summary be drafted in layman's terms which clearly outlines the purpose of the document. Other items of discussion with regard to the LRTP included population projections and the movement of trucks through and around Public Square.

A motion was made by R. Finn to release LRTP for 30-day public review, provided than an Executive Summary that clearly outlines the purpose of the LRTP be added to the document. It was seconded by Joe Butler and passed unanimously.

- **Transit Plan** – Good progress has been made on the Transit Study. There needs to be a detailed discussion regarding the fiscal plan contained in the Draft Transit Plan at the June PC Meeting.

VI. Resolution #5-2019 (Adopt NYSDOT Safety Measures): This is the resolution required annually in which the WJCTC agrees to support NYSDOT's Safety Performance Measures, since it opts not to establish its own targets. The full text of this resolution may be found in Appendix A. A motion was made by J. Butler to accept resolution #5-2019, it was seconded by R. Hagemann and passed unanimously.

VII. Draft Air Conformity Determination: A motion was made by R. Finn to allow the Draft Air Conformity Determination for the WJCTC/Jefferson County to go out for its 30-day public review. It was seconded by R. Hagemann and passed unanimously. A copy of the Draft Air Conformity Determination may be found at:

https://wjctc.org/images/Draft_MTP_TIP_1997_Ozone_Conformity_Determination.pdf

VIII. Resolution #8-2019 WJCTC Self Certification: The WJCTC as part of the TIP development is required to self-certify that its planning process addresses certain major issues in Metropolitan Planning and is being conducted in accordance with certain requirements. The full text of this resolution may be found in Appendix B. A motion was made by R. Finn to accept resolution #8-2019, it was seconded by J. Butler and passed unanimously.

IX. Resolution #9-2019 (TAM Performance Measures): In this resolution, the WJCTC agrees to participate in NYSDOT's Tier II Transit Asset Management (TAM) Plan. The full text of this resolution may be found in Appendix C. A motion was made by J. Butler to accept resolution #9-2019, it was seconded by R. Finn and passed unanimously.

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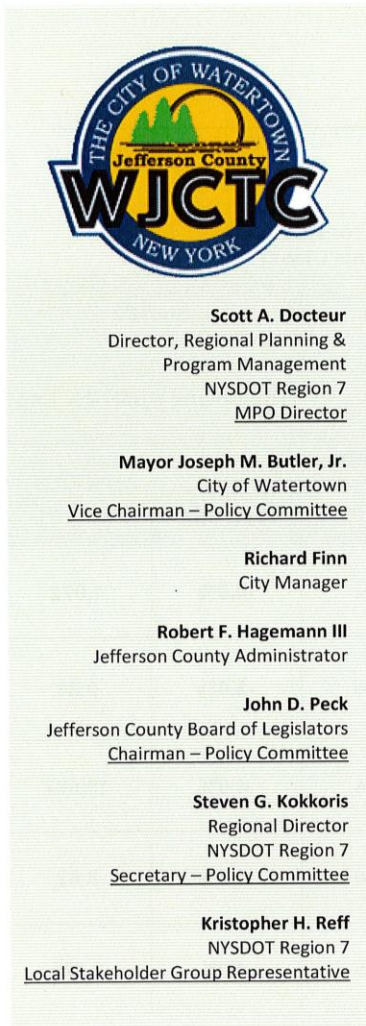
- X. Local Stakeholder Group (LSQ) Update:** The 2nd quarter LSQ update was sent out on 4/16/19 to the members. It is anticipated that the 3rd quarter (July) update will be done via e-mail and that a formal meeting will be held for the 4th quarter (October) update.
- XI. Next PC Meeting:** The next PC meeting is tentatively scheduled for June 4th (late afternoon). This will be confirmed as the date gets closer.
- XII. Miscellaneous:** A question was raised whether consideration is currently being given to autonomous vehicles in the planning process. M. Chau mentioned that AAA was sponsoring an Autonomous Vehicle Summit on Friday May 3rd at Mohawk Valley Community College in Utica for anyone interested.
- XIII. Adjournment:** A motion to adjourn was made by R. Finn, it was seconded by R. Hagemann and passed unanimously.

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Appendix A – Resolution #5-2019 (Page 1 of 2)



Watertown Jefferson County Area Transportation Council

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

Resolution 5-2019

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, 2018, 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, 2018, 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

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

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Appendix A – Resolution #5-2019 (Page 2 of 2)

Policy Committee Meeting

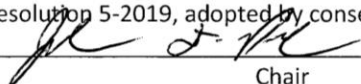
April 25, 2019, 1:30 PM

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Statewide Safety Performance Measures for All Roads (Regardless of Ownership or Functional Class)						
Measure	Baseline		Step #1		Step #2	
	2016 Annual	2012-2016 5-year average	Forecast Using 5-Yr Moving Average Trendline		Round and Apply 4% Cap	
			2019 Forecast	% Change 2015-2019 vs. 2012- 2016	Rounded / Capped Percent	NYSDOT Target 2018
Number of Fatalities	1,025	1,117	1,068	-4.4%	-4.0%	1,072
Fatality Rate (per 100 million Vehicle Miles Travelled - VMT)	0.83	0.88	0.86	-1.8%	-2.0%	0.86
Number of Serious Injuries	11,501	11,445	10,442	-8.8%	-4.0%	10,987
Serious Injury Rate (per 100 million VMT)	9.36	8.98	8.39	-6.6%	-4.0%	8.62
Number of Non- Motorized Fatalities and Serious Injuries	2,758	2,840	2,716	-4.4%	-4.0%	2,726

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 5-2019, adopted by consensus this 25th day of April, 2019.


Chair


Date

Policy Committee Meeting Minutes

Thursday, April 25, 2019, 1:30 PM

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Appendix B – Resolution #8-2019



Scott A. Docteur
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Resolution 8-2019

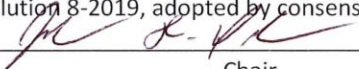
Policy Committee Resolution Approving 2019 Self Certification

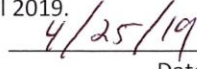
In accordance with 23 CFR 450.334, the Watertown Jefferson County Area Transportation Council (WJCTC), as the MPO for the Watertown Urban Area, Jefferson County, hereby certifies that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with the applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450 Subpart C;
2. Section 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of MAP-21 (Pub. L. 112-141) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-Aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37 and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

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 8-2019, adopted by consensus this 25th day of April 2019.


Chair


Date

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Appendix C – Resolution #9-2019 (Page 1 of 2)



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Resolution 9-2019

Policy Committee Resolution adopting Transit Performance Measures

WHEREAS, the United States Department of Transportation has promulgated transportation planning requirements in Title 23 Part 450 of the *Code of Federal Regulations* (23 CFR), and

WHEREAS, MPO(s), State(s), and providers of public transportation are required by 23 CFR 450.314(h) to cooperatively determine their mutual responsibilities in carrying out the performance-based planning and programming requirements established by federal law, and

WHEREAS, 23 CFR 450.314(h)(1) requires that “The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS),” and

WHEREAS, 23 CFR 450.314(h)(2) allows for these provisions to be “Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation,” and

WHEREAS the Watertown Jefferson County Area Transportation Council 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.

NOW, THEREFORE, BE IT RESOLVED, that the WJCTC agrees to participate in the NYSDOT’s Tier II Transit Asset Management Plan and adopt the Plan’s transit performance measures as shown below:

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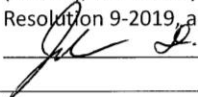
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Resolution 9-2019

Asset	Useful life (miles)	Useful Life (yrs)
BR1 - Over-the-road Bus (5311)	500,000	12
BU - Bus (5310)	350,000	10
BU1 - Bus (5307)	350,000	10
BU1 - Bus (5311)	350,000	10
CU - Cutaway Bus (5310)	150,000	5
CU1 - Cutaway Bus (5307)	150,000	5
CU1 - Cutaway Bus (5311)	150,000	5
RT - Rubber-tire Vintage Trolley (5307)	500,000	12
RT - Rubber-tire Vintage Trolley (5311)	500,000	12
Suburban (5310)	150,000	5
VN - Van (5310)	150,000	5

CERTIFICATION OF RESOLUTION

I, the undersigned, duly elected chair of the Watertown Jefferson County Area Transportation Council (WJTC), do hereby certify that the foregoing is a true and correct copy of WJTC Policy Committee Resolution 9-2019, adopted by consensus this 25th day of April, 2019.


Chair

4/25/19
Date