



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
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

Tuesday, July 28, 2020, 11:00 PM

11th Floor Conference Room, Dulles State Office Building

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

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

Other Attendees: Michael Bourcy (Jefferson County Planning), Jennifer Hodge (VTC), Frank Doldo (VTC), Sam Purington (VTC)

- 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 (2/20/20) meeting minutes. The motion was seconded by S. Kokkoris and passed unanimously.
- IV. **Resolution #3-2020 Safety Performance Targets:** A motion was made by B. Hagemann to approve Resolution #03-2020 by which the WJCTC agrees to support NYSDOT's Safety Performance Targets. It was seconded by S. Kokkoris and passed unanimously. See Appendix A for the full text of the resolution.
- V. **Resolution #4-2020 TIP Modification:** A motion was made by S. Docteur to approve Resolution #04-2020 which is a TIP modification to modify PIN 782055. It was seconded by S. Kokkoris and passed unanimously with the condition that the resolution be modified by MPO Staff to clarify that this is a one-time direct payment of a Planning Grant to VTC from the FTA which will not impact the WJCTC budget. See Appendix B for the revised copy of the resolution which was circulated to the PC members for review prior to final signature. See Appendix B for the full text of the resolution.
- VI. **Resolution #5-2020 TIP Modification:** This resolution was originally placed on the agenda to change the description of PIN 782037 (Replace 1 Fixed Route Bus). It was stated during the meeting that Watertown has a bus (#1636) that requires replacement. The City will submit for the funds shortly. No TIP Action is required.

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VII. Mobility Management Update:

- Urban Mobility Management: Jen Hodge gave updates with regard to transit activities with the MPO area. When COVID hit, ridership dropped as certain traditionally popular destinations were closed due to the pandemic. Routes were slightly modified to access places that were open. Some of these additions were popular and the City is working to make these and some additional updates to City's normal routes. The City is also looking at doing an internal study of ridership to identify further potential route improvements.
- Rural Mobility Management: It is anticipated that the City will be putting out an RFP for a Rural Mobility Manager utilizing federal rural transit funds that are available from the Federal Transit Administration (FTA) through the County. The Rural Mobility Manager will have a different role from the Urban Mobility Manager. The Rural Mobility Manager will focus on developing new routes and establishing relationships with businesses in the areas of the county that are outside the MPO area. Both mobility managers will work together to make sure that the systems mesh seamlessly.

VIII. Consultant Contract Update – MPO staff are currently working with NYSDOT MO personnel to develop an RFP to get a consultant on board to perform a full range of tasks/studies as needed for the MPO. Once in place the consultant will be on call to perform whatever activities are needed via Task Assignments prepared by MPO Staff. Once the proposals from the RFP are received, they will be scored by the Highway Technical Committee (HTC). The RFP preparation process is currently going well and MPO staff are working to have the RFP out for advertisement in the August timeframe.

IX. Rt. 3 Paving Project – There is a paving project scheduled for next on NY 3 from Purpura Corners to Floral Drive. It is not anticipated to require TIP action.

X. New Business –

- Renzi Foodservice Expansion: It was discussed that Renzi Foodservices are looking to undergo a large expansion at their facility located in the City Center Industrial Park (off from Bellew Avenue). The expansion could include both warehouse and office space. However, as part of this, they would want to see a second access point to the park. The City Engineering department is currently looking at ways to tie into Arsenal at a second point in the Coleman Avenue area.

It was discussed that the MPO in its UPWP has plans to conduct a study to look into providing a second entrance point into the Industrial Park/Public Safety Complex via Massey Street. This new alternative could be looked as part of the study. However,

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the RFP process needs to be completed before this will happen and then the study would likely take a year or so to complete. The City indicated it had some concerns with the concept of the connection point from Massey Street.

Renzi's, however, will likely require a decision with regard to the second access point before a study by the MPO can be completed.

- Host Agreement: It is time to renew the host agreement. It was proposed that consideration be given to renewing the Host Agreement for a one-year period at the next PC Meeting, this will allow time for the member agencies time to evaluate how the next longer-term host agreement should be set up. The question was also raised as to whether the member agencies needed to consult with their respective board's/council's prior to entering into a new agreement.

XI. Local Stakeholders Groups (LSG) Update - The last LSG Quarterly update went out in February. No new concerns have been brought forth from the group. A new Quarterly Update will be sent out soon.

XII. Adjournment - A motion to adjourn was made by R. Hagemann, it was seconded by S. Kokkoris and passed unanimously.

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Appendix A – Resolution #03-2020 – Page 1 of 2



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Resolution 3-2020

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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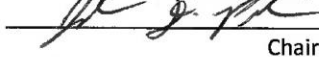
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2021	Statewide Safety Performance Measures for All Roads (Regardless of Ownership or Functional Class)					
Measure	Baseline		Step #1		Step #2	
	2018 Annual	2014-2018 5-year average	Forecast Using 5-Yr Moving Average Trendline		Round and Apply 2% Cap	
			2021 Forecast	% Change 2017-2021 vs. 2014- 2018	Rounded / Capped Percent	NYSDOT Target 2021
Number of Fatalities	943	1,033	953	-7.8%	-2.0%	1,012.7
Fatality Rate (per 100 million Vehicle Miles Travelled - VMT)	0.76	0.84	0.79	-6.4%	-2.0%	0.824
Number of Serious Injuries	10,996	11,114	10,524	-5.4%	-2.0%	10,896.8
Serious Injury Rate (per 100 million VMT)	8.90	9.05	8.68	-4.0%	-2.0%	8.865
Number of Non- Motorized Fatalities and Serious Injuries	2,600	2,636	2,417	-8.3%	-2.0%	2,583.5

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 3-2020, adopted by consensus this 28th day of July, 2020.


Chair

7/28/2020
Date

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Appendix B – Resolution #04-2020 – Page 1 of 1



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Resolution 4-2020

Policy Committee Resolution approving an administrative modification and amendment to the FFY 2019 - 2024 Transportation Improvement Plan

PIN 782055- VTC

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 2020-2024 Transportation Improvement Program (TIP) needs to be amended to modify PIN 782055; and

WHEREAS, the WJCTC budget will not be impacted by this amendment. These funds are a new fund source provided by FTA and were awarded specifically to VTC as a Planning Grant; and

WHEREAS, the TIP modification is requested by the FTA since the home office of VTC is in Jefferson County. The amount is to cover the administration of the FTA Planning Grant in Erie and Genesee Counties that was awarded to VTC. The Jefferson County portion will result in a one-time direct payment to VTC from FTA; and

NOW BE IT THEREFORE RESOLVED, that the Watertown Jefferson County Area Transportation Council Policy Committee hereby approves the revision of the 2019–2024 TIP to incorporate the changes 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 2019–2024 TIP.

PIN	TIP #	FFY	Project Description	Current Amt. (Fed.)	New Amt. (Fed.)
782055	782055	2020	PROVIDING TRANSPORT TO CRITICAL MEDICAL, DENTAL AND MENTAL HEALTH APPOINTMENTS IN RURAL ERIE CO, GENESSEE CO AND NIAGARA CO. FAIN 7364-2020-1	\$19,268	\$20,526

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 4-2020, adopted by consensus this 28th day of July, 2020.

Chair

Date