



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 of Watertown
City Manager

Robert F. Hagemann III
Jefferson County Administrator

John D. Peck
Jefferson County Board of Legislators
Chairman – Policy Committee

Kenneth M. Bibbins
Acting 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, January 19, 2021, 1:00 PM

11th Floor Conference Room, Dulles State Office Building

Members Present: Scott Docteur, Kenneth Bibbins, Robert Hagemann, John Peck, Kenneth Mix, Kristopher Reff

Technical Committee & MPO Central Staff Present: Patrick Keenan, Mike Delaney, Jim Lawrence, Alan Ricalton, Barb Cadwell, Geoffrey Urda

Other Attendees: Maria Chau (FHWA – By Phone), Keith Ewald (B&L), Kent Collier (NYSDOT), Randall Novack (NYSDOT), Aidan Hennessey (City), Brandi Smith (VTC), Liz Baxter (NYSDOT- By Phone)

- I. **Call to Order:** Meeting was called to order by J. Peck.
- II. **Public Comments:** None
- III. **Prior Meeting Minutes:** The draft minutes from the last PC meeting were circulated and no comments were received. A motion was made by R. Hagemann to accept the prior (11/17/20) meeting minutes. The motion was seconded by K. Mix and passed unanimously.
- IV. **Brownville Bridge Replacement Presentation:** A presentation was made by Kent Collier on the proposed work for the Brownville Bridge Replacement Project. Kent is the NYSDOT Job Manager for the project.
- V. **Resolution #2 - 2021 TIP Amendment:** A motion was made by K. Mix to approve Resolution #2-2021 which amends the current TIP to increase the funding for PIN 775362 (Court/Massey/Coffeen Street Project). It was seconded by S. Docteur and passed unanimously. See Appendix A for the full text of the resolution.
- VI. **Unified Planning Work Program (UPWP):** The draft UPWP has been prepared. A motion was made by K. Mix to release the UPWP for public comment. It was seconded by R. Hagemann and passed unanimously.

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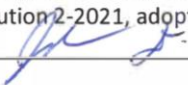
- VII. Consultant Planning Services Agreement (PSA):** Barton & Loguidice (B&L) is on board for the PSA. Keith Ewald will be managing the project for B&L. Task assignments have been prepared for the Bicycle Pedestrian Connectivity Study, the Public Safety Building – New Access Point Study and the City of Watertown Truck Route Study.
- VIII. Host Agreement:** The Host Agreement for the MPO needs to be renewed/updated. NYSDOT is the current host. At this point neither the City nor the County are interested in assuming the role of host for the MPO. A resolution to renew the host agreement will be prepared for the next PC meeting.
- IX. Transit Update:** Brandi Smith from the Volunteer Transportation Center (VTC) was announced as the new Mobility Manager for the Greater Watertown Urban Area. P. Keenan also mentioned the need to maintain funding to maintain transit assets.
- X. New Business –** No new business was discussed.
- XI. Local Stakeholders Groups (LSG) Update -** The last LSG Quarterly update was sent out on January 6th. The River Area Council of Governments (RACOG) has requested that a representative from the MPO participate in one of their Board meetings to discuss the proposed Bicycle/Pedestrian Study.
- XII. Adjournment -** A motion to adjourn was made by R. Hagemann, it was seconded by K. Mix and passed unanimously.

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Appendix A – Resolution #02-2021 – Page 1 of 1

 <p style="text-align: center;">Scott A. Docteur Director, Regional Planning & Program Management NYS DOT Region 7 MPO Director</p> <p style="text-align: center;">Mayor Jeffrey M. Smith City of Watertown Vice Chairman – Policy Committee</p> <p style="text-align: center;">Kenneth Mix City of Watertown City Manager</p> <p style="text-align: center;">Robert F. Hagemann III Jefferson County Administrator</p> <p style="text-align: center;">John D. Peck Jefferson County Board of Legislators Chairman – Policy Committee</p> <p style="text-align: center;">Kenneth M. Bibbins Acting Regional Director NYS DOT Region 7 Secretary – Policy Committee</p> <p style="text-align: center;">Kristopher H. Reff NYS DOT Region 7 Local Stakeholder Group Representative</p>	<p style="text-align: center;">Watertown Jefferson County Area Transportation Council 317 Washington Street, Watertown, New York, 13601; 315-785-2354</p> <p style="text-align: center;">Resolution 2-2021</p> <p style="text-align: center;">Policy Committee Resolution approving an administrative modification and amendment to the FFY 2019 - 2024 Transportation Improvement Plan</p> <p>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</p> <p>WHEREAS, the WJCTC FFY 2019-2024 Transportation Improvement Program (TIP) needs to be amended to include the changes in the table below to various projects; and</p> <p>WHEREAS, the Highway Technical Committee recommends that the Policy Committee approve this amendment/modification to the 2019-2024 TIP;</p> <p>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</p> <p>BE IT FURTHER RESOLVED, that these TIP revisions be forwarded to the WJCTC Staff for addition to the 2019–2024 TIP.</p>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">PIN</th> <th style="width: 10%;">TIP #</th> <th style="width: 30%;">Project Description</th> <th style="width: 10%;">Cost (Fed) M</th> <th style="width: 20%;">Comments</th> <th style="width: 10%;">Target</th> <th style="width: 10%;">Non-Target</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">775362</td> <td style="text-align: center;">775362</td> <td style="text-align: center;">Court/Massey Street</td> <td style="text-align: center;">0.139</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>								PIN	TIP #	Project Description	Cost (Fed) M	Comments	Target	Non-Target	775362	775362	Court/Massey Street	0.139		<input checked="" type="checkbox"/>	<input type="checkbox"/>
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<div style="border: 1px solid black; padding: 10px;"> <p>CERTIFICATION OF RESOLUTION</p> <p>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 2-2021, adopted by consensus this 19th day of January 2021.</p> <p style="text-align: center;">  _____ Chair </p> <p style="text-align: center;"> _____ 1/19/2021 Date </p> </div>																					