



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, November 17, 2020, 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, Jim Lawrence, Alan Ricalton

Other Attendees: Maria Chau (FHWA – By Phone)

- I. Call to Order:** Meeting was called to order by J. Peck.
- II. Public Comments:** None
- III. Introductions:** With the retirement of Steve Kokkoris, Kenneth Bibbins was named the Acting Regional Director for NYSDOT Region 7 and as such serves as a member of the Policy Committee.
- IV. 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 (7/28/20) meeting minutes. The motion was seconded by K. Mix and passed unanimously.
- V. Resolution #6 - 2020 TIP Amendment:** A motion was made by B. Hagemann to approve Resolution #06-2020 which amends the current TIP to include two new Vendor Placed Paving (VPP) projects and increases the funding for the City of Watertown's Local PSAP project. It was seconded by K. Mix and passed unanimously. See Appendix A for the full text of the resolution. The VPP projects are part of NYSDOT's Pavement Improvement Program, and as such are being funded by NYSDOT. This makes approximately \$0.7 M that was originally dedicated on the TIP to PIN 7V2161 available to cover overruns on other projects.
- VI. Consultant – Planning Services Agreement:** A contract with Barton & Loguidice will be awarded shortly. The contract will be for \$1.0 M over 5 years for the consultant to provide a full range of Planning services for the MPO on an on-call basis.

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The contract will be managed by the Highway Technical Committee (HTC). Currently there are three studies that are outlined in the UPWP. In their 11/5/2020 Meeting the HTC slightly modified the wording of these task descriptions (see Appendix B for the 11/5/20 HTC Meeting Summary). These changes were presented to the PC and discussed. The PC is in agreement that Task Assignments for these studies, as amended by the HTC, should be prepared so the studies can get underway once the consultant is onboard. It was recommended that the wording of the Task Assignments not be overly prescriptive so as to allow the consultant the freedom to look at a wider range of solutions and, as the study progresses, to move toward a more focused recommendation. It is anticipated that the consultant will be able to start work on these studies in early January.

Consultant Task Assignments – The process for creating task assignments was discussed. The easiest way to propose a study for the Consultant Planning Services Agreement is through incorporating it into the annual UPWP process. The general process flow for task assignments will start with the HTC. The HTC will vet proposed Task Assignment concepts and recommend to the PC the assignments which they agree should be progressed. Upon concurrence by the PC, the HTC can work to draft a Task Assignment which is then submitted to the consultant. The scope and cost of the Task Assignment are negotiated with the consultant and once an agreement is reached, the consultant can be given notice that they can proceed.

VII. New Business – No new business was discussed.

VIII. Local Stakeholders Groups (LSG) Update - The last LSG Quarterly update was sent out in mid-September. No new concerns have been brought forth from the group. It is anticipated that a conference call/web conference will be held in lieu on an in-person meeting for the first quarter.

IX. Miscellaneous

- **Public Meeting/Hearing for Brownville Bridge:** The question was raised as to how any public meetings/hearings will be conducted for the design phase of the Brownville Bridge project due to COVID concerns. It was discussed that while the Brownville Bridge isn't at the point where gatherings of this type would be required; NYSDOT has a couple of projects that are currently working through this issue and these will likely set a precedence for how future meetings/hearings are conducted.
- **Mobility Management:** While there was a reduction in CITIBUS ridership during the peak of the pandemic, ridership numbers have been improving. The City has been successful in bringing its backlog of funding created in the initial years of the MPO up to date. The City has one large bus on order that will be delivered next summer. The RFP for a Rural Mobility Manger is anticipated to go out sometime in the New Year.

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- FHWA Documents: M. Chau requested that she be forwarded any of the details associated with the Consultant Planning Services Agreement, that the MPO is comfortable with sharing.
- X. 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 #06-2020 – Page 1 of 1



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Resolution 6-2020

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

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 2019-2024 Transportation Improvement Program (TIP) needs to be amended to include the changes in the table below to various projects; and

WHEREAS, the Highway Technical Committee recommends that the Policy Committee approve this amendment/modification to the 2019-2024 TIP;

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 #	Project Description	Cost (Fed) M	Comments	Target	Non-Target
7V2161	7V2161	VPP Rt3, Purpura Corners to Floral Drive	0.990	Pavt. improvement program, partially in MPO, offset .691M	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7V2162	7V2162	VPP RT 3, Deferiet-Carthage	0.576	New project- Pavt. improvement program	<input type="checkbox"/>	<input checked="" type="checkbox"/>
70PS02	70PS02	City of Watertown PSAP	0.400	Additional \$400k added to project	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 6-2020, adopted by consensus this 17th day of November 2020.



 Chair

 11/17/2020
 Date

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Appendix B – HTC Minutes – Page 1 of 1



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The following is a summary of the Highway Technical Committee (HTC) Meeting Summary, held 11/5/2020 at 9:00AM in the DSOB:

- The HTC approved the 3 TIP modifications listed on resolution 6-2020.
- The HTC has completed the Consultant selection process for the WJCTC Planning Services term agreement. After reviewing the written technical reports and conducting interviews, the HTC has selected Barton & Loguidice (B&L). B&L has also been approved by the NYSDOT's CFO. B&L should be given a notice to proceed in early January 2021, target date of 1/4/2021.
- The HTC recommends that the 3 studies listed in the current approved UPWP be assigned to B&L as soon as possible, with the minor edits highlighted below. The HTC would like to keep the Public Safety study more generic and not make it specific to Massey Street.
 - *The WJCTC will hire a consultant to conduct and publish a study of bicycle and pedestrian connectivity/mobility in the MPO area. In addition to evaluating general bike/ped connectivity within and between member communities, the study will identify gaps in existing bike/ped routes as well as identify opportunities for new routes that do not presently exist. Focus will be to extend the Black River Trail to connect to Fort Drum. The consultant will be the lead on public participation and will summarize its findings in a final report to be published in 2022, which will include recommendations for short and long-term improvements.*
 - *The WJCTC will hire a consultant to investigate the location of a new access point to connect the City/County Public Safety Complex and the City Industrial Park to Massey Street. Currently there is only one access point to the Public Safety Complex/Industrial Park via Arsenal Street. A redundant access point would improve response times to emergency services and could also serve as the first stage of an Arsenal Street relief route. The Study will involve extensive public involvement; the consultant will lead the public involvement effort. The study is scheduled to be completed in March 2022.*
 - *The WJCTC will hire a consultant to conduct a study to determine the feasibility of a route for a designated truck route thru the City of Watertown. The study will involve extensive public involvement; the consultant will lead the public involvement effort. The study is scheduled to be completed in March 2022.*

Upon concurrence from Policy Committee, the HTC will begin the process to write up the above Task Assignments so they can be given to B&L in early January and start work immediately.