



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, February 23, 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: Mike Delaney, Jim Lawrence, Alan Ricalton, Geoffrey Urda

Other Attendees: Emily Maciejak (FTA – By Phone), Keith Ewald (B&L), Elizabeth Baxter (NYSDOT)

- I. Call to Order:** Meeting was called to order by S. Docteur.
- 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 (1/19/21) meeting minutes. The motion was seconded by K. Mix. No opposition was noted.
- IV. Route 11 Scissors - Roundabout Presentation:** A presentation was made by Elizabeth Baxter on the proposed work for the Route 11 Scissors Roundabout Project. Elizabeth is the NYSDOT Job Manager for the project.
- V. Resolution #3 - 2021 Host Agreement:** A motion was made by R. Hagemann to approve Resolution #3-2021 which renews the host agreement for the MPO. It was seconded by K. Mix and passed unanimously. See Appendix A for the full text of the resolution.
- VI. Unified Planning Work Program (UPWP):** The public comment period for the draft 2021-22 UPWP has been completed. A motion was made by S. Docteur to adopt the UPWP and was seconded by K. Mix. It passed unanimously.
- VII. Consultant Planning Services Agreement (PSA):** K. Ewald gave an update on the three task assignments that B&L is working on (Bicycle Pedestrian Connectivity Study; the Public Safety Building – New Access Point Study; and the City of Watertown Truck Route Study.

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- VIII. New Business** – It is difficult to get all the members of the PC together for Tuesday meetings. It may be better to hold future PC meetings on Thursday.
- IX. Local Stakeholders Groups (LSG) Update** – The MPO was invited to present an update on the Bicycle & Pedestrian Study that is currently underway to the River Area Council of Governments (RACOG) board at their Wednesday February 17th virtual meeting. J. Peck, S. Docteur, K. Ewald and K. Reff attended. K. Ewald presented an overview of the work that has been conducted to date on the study and answered questions. The presentation was very well received.
- 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 #03-2021 – Page 1 of 1



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Resolution 3 - 2021 - Policy Committee Resolution Approving the Extension of NYSDOT as WJCTC Host

WITNESSETH:

WHEREAS, Federal Law, in order to ensure that cooperative planning and coordination shall be a normal and continuing process for all transportation modes, has directed, under the provisions of the Federal Highway Law, US Code Title 23, Section 134, that transportation projects in urbanized areas of more than 50,000 population shall be based upon a continuing, comprehensive transportation planning process carried on cooperatively by the state and involved, local communities therein, and

WHEREAS, the United States Bureau of the Census has designated Watertown and its environs as an “urbanized area” with a population over 50,000, and

WHEREAS, the Watertown Jefferson County Area Transportation Council (WJCTC), in accordance with Federal and state law is hereby designated in accordance with New York State Transportation Law §15-a, by the Commissioner on behalf of the Governor, as the Metropolitan Planning Organization (MPO) within the “Watertown FHWA Urban Area Boundary”, and which will be responsible for the performance of the Federal transportation planning process and, in cooperation with the State, for the development of transportation plans and programs vital to the economic, social and civic well-being of the metropolitan area of Watertown and Jefferson County, and

WHEREAS, comprehensive requirements for the transportation programming and planning processes have been reaffirmed and enhanced in the current Federal Highway Authorization, Fixing America’s Surface Transportation (FAST) Act, and

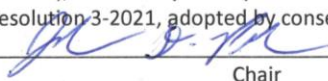
WHEREAS, the MPO has adopted a Memorandum of Understanding to formally affirm the continuing metropolitan transportation policy, planning and programming process and to set forth MPO responsibilities, in accordance with the most current federal and state regulations, and

WHEREAS, the WJCTC MOU requires a decision by March 31, 2020 on whether to extend NYSDOT as host or select a new host;

NOW THEREFORE, the County of Jefferson; the City of Watertown; the New York State Department of Transportation (NYSDOT); and local government, whose representatives comprise the Council, have agreed to continue NYSDOT’s hosting of the MPO effective March 31, 2021 for the two-year period ending on March 31, 2023.

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 3-2021, adopted by consensus this 23rd day of February 2021.



Chair

2/23/2021

Date