



**Kristopher H. Reff**  
Director, Regional Planning &  
Program Management  
NYSDOT Region 7  
MPO Director

**Mayor Sarah V.C. Pierce**  
City of Watertown  
Vice Chairperson - Policy Committee

**Eric Wagenaar**  
City of Watertown  
City Manager

**Ryan Piche**  
Jefferson County Administrator

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

**Robert Haynes**  
Regional Director  
NYSDOT Region 7  
Secretary – Policy Committee

**Jarrold M. Radley**  
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 January 23, 2025, 2:00 PM  
9<sup>th</sup> Floor Conference Room, Dulles State Office Building

**Members Present:** Kenneth Bibbins, Robert Haynes, Kristopher Reff, John Peck, Eric Wagenaar, Jarrod Radley

**Technical Committee & MPO Central Staff Present:** Barbara Cadwell, Kyle Meehan

**Other Attendees:** Geoff Urda (City of Watertown), Jennifer Docteur (NYSDOT)

**I. Call to Order:** Meeting was called to order by John Peck at 2:03PM.

**II. Prior Meeting Minutes:** The draft minutes from the last PC meeting were circulated. A motion was made by Kristopher Reff to accept, the prior (01/23/25) meeting minutes. The motion was seconded by Eric Wagenaar and passed unanimously.

### **III. Personnel Changes/Election of Officers:**

#### Policy Committee:

- Robert Haynes was appointed Regional Director, NYSDOT Region 7, and will be taking over for Kenneth Bibbins.
- Ryan Piche was appointed Jefferson County Administrator and will be taking over for Robert Hageman.
- John D. Peck will remain as the representative for the Jefferson County Board of Legislators.

#### Highway Technical Committee:

- Highway Technical Committee: Stephen A. Rajner was appointed Assistant Regional Planning & Program Manager and will be taking over for Barbara Cadwell on the Committee.

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### Election of Policy Committee Officers:

- The following slate of officers was proposed:
  - Chairman: John Peck
  - Vice-Chairperson: Mayor Pierce
  - Secretary: Robert Haynes
- A motion was made by Eric Wagenaar to accept the proposed slate of officers. The motion was seconded by Kristopher Reff and passed unanimously.

#### **IV. Resolution #1-2025 TIP Amendment & Freight Funding Update:** A motion was made by Eric Wagenaar to approve Resolution #1-2025, to make the following changes to the current TIP:

- Add PIN 7V2564 to resurface I-81, from Arsenal Street to NY 342.
- Increase funding for PIN 702604 Rt. 232 over CSX Railroad.
- Increase funding for PIN 703311 NY 342 over I-81 Bridge Replacement.
- Increase funding and incorporate Carbon Reduction Program (CRP) funds for PIN 70PS02 City of Watertown Pedestrian Signal Improvement Project.

The Motion was seconded by Kristopher Reff and passed unanimously. The full text of Resolution #1-2025 may be found attached in Appendix A.

#### **V. Resolution #2-2025 TIP Amendment Adopting Federal Performance Targets:** A motion was made by Eric Wagenaar to approve Resolution #2-2025 by which the WJCTC agrees to support NYSDOT's targets for pavement performance measures. The Motion was seconded by Kristopher Reff and passed unanimously. The full text of Resolution #2-2025 may be found attached in Appendix B.

#### **VI. Resolution #3-2025 TIP Approving WJCTC Host Agreement:** A motion was made by Kristopher Reff to approve Resolution #3-2025 which renews the Host Agreement for WJCTC. The motion was seconded by Eric Wagenaar and passed unanimously. The full text of Resolution #3-2025 may be found attached in Appendix C.

#### **VII. Resolution #4-2025 TIP Amendment Adopting Safety Performance Targets:** A motion was made by Kristopher Reff to approve Resolution #4-2025 by which the WJCTC agrees to support NYSDOT's targets for safety performance measures. The Motion was seconded by Eric Wagenaar and passed unanimously. The full text of Resolution #4-2025 may be found attached in Appendix D.

#### **VIII. Unified Planning Work Program (UPWP):** A motion was made by Kristopher Reff to approve the DRAFT UPWP to go out for public comment. A motion was seconded by Eric Wagenaar and passed unanimously. The 30-day public comment period will be over 2/23/2025. The final UPWP is due to the NYSDOT by March 1, 2025.

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### **IX. PSA Study Updates:** Kristopher Reff gave a brief discussion/update provided by B&L on the three Task Assignments:

- Safe Routes to School Study: The Consultant has facilitated stakeholder interviews with 5 school districts; identified and developed a memo of 30 potential priority areas and facilitated a Public Meeting in January with no community members attending. Given the lack of attendance at the Public Meeting, B&L will look at conducting a virtual meeting. The next step will be to confirm up to 15 priority areas and conduct existing condition assessments of those areas.
- Resiliency Study: The Consultant has facilitated four priority focus groups and conducted the vulnerability analysis. The next steps are to continue developing the report and to develop an online mapping application to communicate results with the public.
- Electric Vehicle Study: This study is still in the early stages.
- PSA Contract Limit and Duration: The 5 Year Planning Services Agreement with the B&L will be ending January 3, 2026, and has nearly consumed the original funding allocated to it. There is an option in the contract for a one-year extension. MPO staff have been working with NYSDOT to explore the possibility of utilizing the time extension option and to increase the available funding. Also given the length time consultant procurement takes, the MPO will need to start the process of getting a new PSA contract underway in the not-too-distant future.
- Future Studies: As part of the UPWP discussion, concepts for future studies utilizing the PSA were also discussed. One corridor that came up as a potential site for a study to evaluate its ability to handle current and future needs was Washington Street in the City of Watertown.

### **X. Local Stakeholder Group:** Jarrod Radley reported that he received updated LSG contact information. He will be circulating an e-mail update after this meeting.

### **XI. Miscellaneous Items:**

- **New WJCTC Website Host:** Coughlin has taken over hosting the website. The platform that the website is built on is no longer supported, so it will need to be updated. A meeting has been set up with Coughlin to further discuss. Members were asked for suggestions for the updated website. One item that came up was the need to refresh some of the website photos. The new website will be ADA accessible.
- It was mentioned that the NYSAMPO Conference will be May 13<sup>th</sup> & 14<sup>th</sup>.
- The TIP will be undergoing a full update this Spring. It is due to NYSDOT by June 30<sup>th</sup>.

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- The concept up preparing an agreement that succinctly outlines Citibus' involvement in the MPO planning process was discussed to streamline future reviews.

### **XII. Old Business:**

- Brownville Bridge: It was mentioned that the Brownville bridge is substantially complete and open to the public. The existing bridge will be removed, and a new utility structure will be placed at the former bridge site. Work on this is expected to start this spring/summer.

### **XIII. New Business:**

**XIV. Reminder:** The next Policy Committee Meeting will be scheduled in February. The exact date will be forthcoming.

**XV. Adjournment:** A motion to adjourn was made by Eric Wagenaar. It was seconded by Kristopher Reff and passed unanimously at 2:53 PM.

## Policy Committee Meeting Summary

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9th Floor Conference Room, Dulles State Office Building

### Appendix A – Resolution #01-2025



Kristopher H. Reff  
Director, Regional Planning &  
Program Management  
NYSDOT Region 7  
MPO Director

Mayor Sarah V.C. Pierce  
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#### Watertown Jefferson County Area Transportation Council

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

#### Resolution 1-2025

#### Policy Committee Resolution approving an amendment to the FFY 2023 - 2027 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 2023-2027 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 2023-2027 TIP;

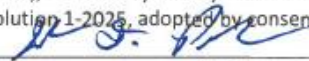
**NOW BE IT THEREFORE RESOLVED**, that the Watertown Jefferson County Area Transportation Council Policy Committee hereby approves the revision of the 2023–2027 TIP to incorporate the changes shown in the table below which is part of this resolution, and

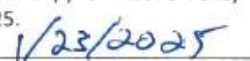
**BE IT FURTHER RESOLVED**, that these TIP revisions be forwarded to the WJCTC Staff for addition to the 2023–2027 TIP.

PIN	TIP #	Project Description	Cost (Fed) M	Comments
7V2564	7V2564	I-81, ARSENAL ST - RT 342 (VPP)	\$2.490	New VPP
702604	702604	RT 232 / CSX RAILROAD	\$1.606	Construction estimate increase
703311	703311	RT 342 / I81	\$8.261	Construction estimate increase
70PS02	70PS02	City of Watertown Pedestrian Signal Improvement	\$0.108	Construction estimate increase, incorporate Carbon Reduction Program (CRP) funds

#### **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 1-2025, adopted by consensus this 23rd day of January 2025.

  
Chair

  
Date

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### Appendix B – Resolution #02-2025



Kristopher H. Reff  
Director, Regional Planning &  
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NYSDOT Region 7  
MPO Director

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#### Watertown Jefferson County Area Transportation Council

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#### **Resolution 2-2025**

#### **Policy Committee Resolution adopting New York State Department of Transportation's (NYSDOT) Updated PM2 Performance Measures**

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**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**, 23 CFR 490 (National Performance Management Measures) requires states to set 2 year and 4 year targets for various performance measures, and

**WHEREAS**, the New York State Department of Transportation (NYSDOT) has updated its established targets for the following PM2 (Pavement) performance measures:

- (1) Percent of Interstate pavements in good condition,
- (2) Percent of Interstate pavements in poor condition,
- (3) Percent of non-Interstate NHS pavements in good condition,
- (4) Percent of non-Interstate NHS pavements in poor condition,

**WHEREAS**, the NYSDOT has reported the aforementioned performance measures to the Federal Highway Administration (FHWA) on October 1, 2024, and

**WHEREAS**, the WJCTC may establish performance measures 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 performance measures,

**NOW THEREFORE, BE IT RESOLVED** that the MPO Policy Committee has agreed to support NYSDOT's updated targets for the performance

measures 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 measures.



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### WJCTC Resolution 2-2025

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Performance Measures	Baseline	2-year Condition/ Performance	NYSDOT 2-year Target	NYDOT 4-year Target	4-year Adjustment
Percentage of Pavements of the Interstate System in Good Condition	45.3%	50.7%	53.2%	54.3%	48.2%
Percentage of Pavements of the Interstate System in Poor Condition	1.1%	1.0%	1.4%	1.7%	1.6%
Percentage of Pavements of the Non-Interstate NHS in Good Condition	18.9%	20.3%	22.3%	20.7%	18.6%
Percentage of Pavements of the Non- Interstate NHS in Poor Condition	7.6%	7.1%	9.3%	10.9%	8.4%

#### 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 2-2025, adopted by consensus this 23rd day of January 2025.



Chair



Date

## Policy Committee Meeting Summary

Thursday January 23rd, 2025, 2:00 PM

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### Appendix C – Resolution #03-2025



**Kristopher H. Reff**  
Director, Regional Planning &  
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NYSDOT Region 7  
MPO Director

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#### Watertown Jefferson County Area Transportation Council

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#### **Resolution 3 - 2025 - Policy Committee Resolution Approving the Extension of NYSDOT as WJCTC Host**

**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 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, 2025 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, 2025, for the two-year period ending on March 31, 2027.

#### **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 3-2025, adopted by consensus this 23rd day of January 2025.

  
Chair

  
Date



## Policy Committee Meeting Summary

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9th Floor Conference Room, Dulles State Office Building

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### Appendix D – Resolution #04-2025



**Kristopher H. Reff**  
Director, Regional Planning &  
Program Management  
NYSDOT Region 7  
MPO Director

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Representative

#### Watertown Jefferson County Area Transportation Council

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#### **Resolution 4-2025**

#### **Policy Committee Resolution adopting NYSDOT Safety Performance Targets**

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**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 annually, 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 has officially adopted the safety targets in the Highway Safety Improvement Program annual report, 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 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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### WJCTC Resolution 4-2025

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2025	Statewide Safety Performance Measures for All Roads (Regardless of Ownership or Functional Class)
	NYS DOT Target 2025
Number of Fatalities	1,011.0
Fatality Rate (per 100 million Vehicle Miles Travelled - VMT)	0.881
Number of Serious Injuries	11,034.1
Serious Injury Rate (per 100 million VMT)	9.557
Number of Non-Motorized Fatalities and Serious Injuries	2,615.2

#### 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 4-2025, adopted by consensus this 23rd day of January 2025.

  
Chair

  
Date