



**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 February 26, 2026, 1:30 PM  
9<sup>th</sup> Floor Conference Room, Dulles State Office Building

**Members Present:** Robert Haynes, Kristopher Reff, John Peck, Jarrod Radley, Ryan Piche

**Technical Committee & MPO Central Staff Present:** Barbara Cadwell, Joe Wasilewski

**Other Attendees:** Geoff Urda (City of Watertown), Keith Ewald (B&L - Virtual)

- I. Call to Order: Meeting** was called to order by John Peck at 1:35PM.
- II. Prior Meeting Minutes:** The draft minutes from the last PC meeting were circulated. A motion was made by Jarrod Radley to accept the prior (1/29/26) meeting minutes. The motion was seconded by Kristopher Reff and passed unanimously.
- III. Resolution #1 – 2026 - 2026-2030 TIP Amendment – Administrative Modification:** A motion was made by Ryan Piche to approve Resolution #1-2026. A motion was seconded by Kristopher Reff and passed unanimously. The full text of Resolution #1-2026 may be found attached in Appendix A.
- IV. Resolution #2 – Adopting the 2025-2026 WJCTC Unified Planning Work Program:** A motion was made by Kristopher Reff to approve Resolution #2-2026. A motion was seconded by Ryan Piche and passed unanimously. The full text of Resolution #2-2026 may be found attached in Appendix B.
- V. Planning Services Agreement (PSA) Study Updates:** Keith Ewald gave a brief discussion/update on the three Task Assignments.
  - Safe Routes to School: The SRTS Report was distributed the Highway Technical Committee and local stakeholders. Additional outreach to some of the key stakeholders is being conducted.
  - Resiliency Study: The consultant sent the working draft of the Resiliency Study to the Highway Technical Committee for review and to provide feedback.
  - EV Study: Work continues following the online stakeholders meeting.

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### **VI. PSA Contracts:**

- The RFP for the new PSA was released 1/14/2026, with a proposal due date of 3/2/2026. The Technical Evaluation Committee for the proposals will consist of the HTC members.

### **VII. 2025 Transportation Alternatives Program (TAP):** The 2025 Transportation Alternatives Program (TAP) final submissions are due by 3/12/2026.

### **VIII. Local Stakeholders Group:**

- Jarrod Radley sent out an email update on 2/3/2026 after the 1/29/2026 Policy Committee Meeting.
- He will also be scheduling an in-person update shortly after this meeting.

### **IX. Old Business:**

- Update on the Black River Trail Eastern Extension: There is currently still no Sponsor for moving forward with a TAP application.

### **X. New Business:** The next Policy Committee Meeting will be scheduled at a later date in the July timeframe.

### **XI. Adjournment:** A motion to adjourn was made by Jarrod Radley. It was seconded by Ryan Piche and passed unanimously.

## Policy Committee Meeting Summary

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### Appendix A – Resolution #1-2026



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#### **Resolution 1 – 2026**

#### **Policy Committee Resolution approving an administrative modification and amendment to the FFY 2026 - 2030 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 2026-2030 Transportation Improvement Program (TIP) needs to be amended as detailed in the table below; and

**WHEREAS**, the Transit Technical Committee recommends that the Policy Committee approve this amendment/modification to the 2026-2030 TIP;

**NOW BE IT THEREFORE RESOLVED**, that the Watertown Jefferson County Area Transportation Council Policy Committee hereby approves the revision of the 2026–2030 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 2026–2030 TIP.

| PIN    | Proposed Description                                                                                                                                                                                        | Cost (Fed) M | Comments                                                                                                      |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------------------------------|
| 782085 | OBTAIN AN EXPERT CONSULTANT TO COMPLETE A TRANSIT STUDY TO DETERMINE EFFICIENCY, RELIABILITY & SAFETY OF PUBLIC TRANSIT                                                                                     | \$0.160      | 1) Description Change<br>2) Move Funding to FFY 2026 (FTA 5307)                                               |
| 782086 | PLAN, DESIGN AND EXECUTE AN INFRASTRUCTURE UPGRADE FOR THE CITY OF WATERTOWN, CITIBUS FLEET – FTA 5339, CITY OF WATERTOWN, JEFFERSON CO                                                                     | Transfer     | 1) Remove this PIN and transfer funds (\$0.200 M FTA 5339) TO PIN 782099                                      |
| 782087 | PURCHASE FIXED ROUTE AND PARATRANSIT BUSES FOR THE CONTINUATION OF THE CITIBUS SERVICE AND TO MAINTAIN THE FLEET IN A STATE OF GOOD REPAIR - FTA 5307, CITY OF WATERTOWN, JEFFERSON CO                      | No Change    | 1) Move \$1.515 M FTA 5307 to FFY 2029.                                                                       |
| 782088 | CONSTRUCTION OF A NEW TRANSIT GARAGE TO IMPROVE EFFICIENCY IN OPERATIONS. THE CITY HAS INCLUDED A SEPARATE PROJECT FOR THE PLANNING, DESIGNING OF SAID FACILITY – FTA 5339, CITY OF WATERTOWN, JEFFERSON CO | No Change    | 1) Move \$0.702 M FTA 5339 to FFY 2029.                                                                       |
| 782099 | REPAIRS AND UPGRADES TO BUS MAINTENANCE/STORAGE FACILITIES TO MAINTAIN A STATE OF GOOD REPAIR                                                                                                               | \$0.200      | 1) ADD \$0.200 M FROM PIN 782086 to FFY 2026 (FTA 5339)<br>2) Move \$0.115 M from FFY 27 to FFY 26 (FTA 5339) |

## Policy Committee Meeting Summary

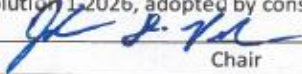
Thursday February 26, 2026, 1:30 PM

9th Floor Conference Room, Dulles State Office Building

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### 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 1-2026, adopted by consensus this 26th day of February 2026.

  
Chair

2/26/2026  
Date

## Policy Committee Meeting Summary

Thursday February 26, 2026, 1:30 PM

9th Floor Conference Room, Dulles State Office Building

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### Appendix B – Resolution #2-2026



#### Watertown Jefferson County Area Transportation Council Unified Planning Work Program 2026 – 2027

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##### Resolution# 2-2026

##### Policy Committee Resolution approving the 2025-2026 WJCTC Unified Planning Work Program

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**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**, Federal regulations (23 CFR Chapter 1, Part 450, Subpart C, and 49 CFR Chapter VI, Part 613, Subpart B) require that the urban transportation planning process shall include development of a Unified Planning Work Program (UPWP) which shall annually describe all urban transportation and transportation related planning activities anticipated within the next one or two year period, and will document the work to be performed with technical assistance provided under the Infrastructure Investment and Jobs Act (IIJA), Title VI, Section 5303 Program, and

**WHEREAS**, the UPWP provides a mutually agreed upon document which identifies, at a minimum, federally funded transportation planning activities to be undertaken in the MPO Planning area during the program year, regardless of funding source, and

**WHEREAS**, the UPWP has been developed in accordance with the regulations of the U.S. Department of Transportation which require a discussion of the important transportation issues facing the area and serve as the framework for selecting program tasks, and

**WHEREAS**, both Technical Advisory Committees (Highway & Transit) to the Council developed a Draft Unified Planning Work Program which includes all transportation planning activities to be undertaken by WJCTC central staff during the period of April 1, 2026 through March 31, 2027, and

**WHEREAS**, both Technical Advisory Committees recommend that the Council adopt the 2026-2027 UPWP;

**NOW BE IT THEREFORE RESOLVED**, that contingent upon completion of the comment period, the Watertown Jefferson County Area Transportation Council endorses the 2026-2027 Unified Planning Work Program; and

**BE IT FURTHER RESOLVED**, that the Watertown Jefferson County Area Transportation Council authorizes the transmittal of this 2026-2027 UPWP to the New York State Department of Transportation for submission to the Federal Highway Administration to secure highway planning funds; and

**BE IT FURTHER RESOLVED**, that the MPO Policy Committee approves the Federal Highway Administration PL Program 2026-27 budget and the FTA Section 5303 Program 2026-27 budget.

##### 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 2-2026, adopted by consensus this 26th day of February 2026.

A handwritten signature in blue ink, appearing to read 'J. D. R.', is written over a horizontal line.

Chair

A handwritten date '2/26/2026' in blue ink is written over a horizontal line.

Date