



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 27, 2025, 1:30 PM

9th Floor Conference Room, Dulles State Office Building

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

Technical Committee & MPO Central Staff Present: Barbara Cadwell, Kyle Meehan, Brian MacCue, James Lawrence

Other Attendees: Geoff Urda (City of Watertown), Tom Compo (City of Watertown), Brandi Smith (VTC), Jennifer Docteur (NYSDOT), Keith Ewald (B&L)

I. Call to Order: Meeting was called to order by John Peck at 1:37PM.

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 (02/27/25) meeting minutes. The motion was seconded by Ryan Piche and passed unanimously.

III. Resolution #5-2025 Adopting UPWP: The Draft UPWP public comment period is over, and no comments were submitted. The Final UPWP is due to NYSDOT on 3/1/2025 and will be posted as Final on the WJCTC Website once approved. A motion was made by Kristopher Reff to approve Resolution #5-2025. A motion was seconded by Eric Wagenaar and passed unanimously. The full text of Resolution #5-2025 may be found attached in Appendix A.

- There was discussion about North Broad St. in Carthage. Possible expansion for a commercial or residential facility.

IV. PSA Study Updates: Keith Ewald gave a brief discussion/update on the three Task Assignments:

- Safe Routes to School Study: The Consultant scheduled a Virtual Public Meeting for March 5th. There were 8 members of the public registered to attend. B&L has started their technical evaluation of the 30 areas identified so far. Then they will select the highest priority (15 sites +/- per their scope of work). The next steps are to conduct existing condition assessments of those areas.

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- Resiliency Study: The Consultant is in the process of conducting the vulnerability analysis. The next step is to to finalize a Draft Plan for the Highway Technical Committee to review.
- Electric Vehicle Study: The consultant is putting together a timeline for the Study and identifying stakeholders. There were noteworthy topics posed by the PC Committee:
 - Charging locations and dead spots: Where are the “dead zones” within the MPO area? Where would it be convenient to build them? Who would be willing to build them? Make a corridor to head towards Canada, Lake Placid, etc.?
 - Charging ports need destinations: Strategically build charging ports near a destination for the public to have something to do while their vehicles are charging. For instance: a walkable area, somewhere to have a meal, locate them where you want the public to visit, etc.

V. Local Stakeholder Group: Jarrod Radley reported that he sent an e-mail update on 2/18/2025 to the group. The next meeting is going to be planned as an in-person meeting.

VI. Miscellaneous Items:

- New WJCTC Website Host: Coughlin has taken over hosting the website. A meeting was set up with Coughlin to further discuss. Members suggestions were noted, and the Website was updated accordingly. The Website features updated photos, improved ADA accessibility and is more efficient and user friendly.
- It was mentioned that the NYSAMPO Conference will be May 13th & 14th.
- It was mentioned that tentatively spring 2026 the County will kick off their County Wide Transit. New buses will be delivered between November 2025 and January 2026.

VII. Old Business:

- PSA Contract Limit and Duration: As stated in the last PC Meeting, the 5 Year Planning Services Agreement with B&L will be ending January 3, 2026. With the PSA having nearly consumed the original funding allocated to it, we are moving forward with the option in the contract for a one-year extension and increasing the available funding. Also, given the length of time consultant procurement takes, the MPO has started the process of getting a new PSA contract underway.

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VIII. New Business: None

IX. Reminder: The next Policy Committee Meeting will be scheduled in May. The exact date will be forthcoming.

X. Adjournment: A motion to adjourn was made by Eric Wagenaar. It was seconded by Kristopher Reff and passed unanimously at 2:24 PM.

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Appendix A – Resolution #05-2025



Watertown Jefferson County Area Transportation Council Unified Planning Work Program 2025 – 2026

Resolution# 5-2025

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

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, 2025 through March 31, 2026, and

WHEREAS, both Technical Advisory Committees recommend that the Council adopt the 2025-2026 UPWP;

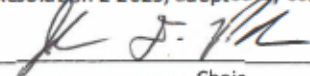
NOW BE IT THEREFORE RESOLVED, that the Watertown Jefferson County Area Transportation Council endorses the 2025-2026 Unified Planning Work Program; and

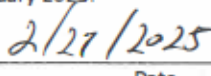
BE IT FURTHER RESOLVED, that the Watertown Jefferson County Area Transportation Council authorizes the transmittal of this 2025-2026 UPWP to the New York State Department of Transportation for submission to the Federal Highway Administration to secure highway planning funds; and

BE IT FURTHER RESOLVED, that the MPO Policy Committee approves the Federal Highway Administration PL Program 2025-26 budget and the FTA Section 5303 Program 2025-26 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 2-2025, adopted by consensus this 27th day of February 2025.


Chair


Date