



**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

**Robert F. Hagemann III**  
Jefferson County Administrator

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

**Kenneth M. Bibbins**  
Regional Director  
NYSDOT Region 7  
Secretary – Policy Committee

**Jarrod 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 May 30<sup>th</sup>, 2024, 1:30 PM

9<sup>th</sup> Floor Conference Room, Dulles State Office Building

**Members Present:** Kenneth Bibbins, Kristopher Reff, John Peck, Robert Hageman, Eric Wagenaar, Sarah V.C. Pierce

**Technical Committee & MPO Central Staff Present:** Brian MacCue, Barbara Cadwell

**Other Attendees:** Geoff Urda (City of Watertown), Michael Bourcy (Jefferson County), Tom Compo (City of Watertown), Jennifer Docteur (NYSDOT), Keith Ewald (B&L - WebEx), Fred Frank (WSP – WebEx), Grace DeSantis (B&L – WebEx)

- I. **Call to Order:** Meeting was called to order by John Peck at 1:32PM.
- II. **Prior Meeting Minutes:** The draft minutes from the last PC meeting were circulated. A motion was made by Ken Bibbins to accept, the prior (02/29/24) meeting minutes. The motion was seconded by Robert Hageman and passed unanimously.
- III. **Resolution #3-2024 Adopting Long Range Transportation Plan (LRTP) Air Conformity Determination:** A motion to adopt the LRTP Air Conformity Determination was made by Robert Hageman. The Motion was seconded by Eric Wagenaar. The Motion was passed unanimously. The full text of Resolution #3-2024 may be found attached in Appendix A.
- IV. **Resolution #4-2024 Adopting the LRTP 2050 Update:** A motion to adopt the LRTP 2050 Update was made by Eric Wagenaar. The Motion was seconded by Sarah V.C. Pierce. The full text of Resolution #4-2024 may be found attached in Appendix B.
- V. **Resolution #5-2024 Discuss/Approve UPWP Allocation Update:** A motion to adopt the UPWP Allocation Update adjusting the FTA Values in the UPWP was made by Ken Bibbins. The motion was seconded by Kris Reff. The Motion was passed unanimously. The full text of the Resolution #5-2024 may be found attached in Appendix C.

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**VI. Resolution #6-2024 TIP Modification:** A motion was made by Robert Hageman to approve Resolution #6-2024, which would increase funding for PIN 775377 Noble Street over West Creek on the current TIP. The motion was seconded by Kristopher Reff and passed unanimously. The full text of Resolution #6-2024 may be found attached in Appendix D.

**VII. Resolution #7-2024 TIP Modification – Transit 5310:** A motion was made by Eric Wagenaar to approve Resolution #7-2024, which would make the following changes to the current TIP:

- Add PIN 782105 for Volunteer Transportation Center (VTC) awarded 1 vehicle.
- Add PIN 782106 for VTC awarded Operating Assistance.
- Add PIN 782107 for Lewis County Health System awarded 1 vehicle.

The motion was seconded by Robert Hageman and passed unanimously. The full text of Resolution #7-2024 may be found attached in Appendix E along with additional details on the vehicles to be purchased.

**VIII. Local Stakeholder Group:** Kristopher Reff mentioned that he will be attending the River Area Council of Governments (RACOG) Board Meeting tonight to present on the WJCTC and the Local Stakeholder Group.

**IX. Miscellaneous Items:**

- Jefferson County was recently awarded a \$1 Million Grant through the 5310 Program. With this, they are looking to buy 6 new buses. They will put out Requests for Proposals (RFPs) to hire a third party to run the buses and hire drivers.
- New WJCTC Website Host: It was stated that in the November 2024 timeframe, WayNorth will no longer be able to host the WJCTC Website. The HTC will need to solicit a new host.
- Transit Route Study: Kyle Meehan, the Transit Director of the City of Watertown – Citibus, would like a more in-depth look/study at re-routing the current Citibus Route System.
- PSA Study Updates: Keith Ewald gave a brief discussion/update on the three upcoming Task Assignments:
  - Safe Routes to School Study: The Consultant is in the process of setting up a kick-off meeting. Consultant teams have been put together and they have been assembling data requests.

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- Resiliency Study: The Consultant has been working on this jointly with the LRTP. A kick-off meeting was held on 4/15/2024. The Consultant attended the Farmers Market on 5/22/2024 to get word of the study out. B&L, Highland Planning and WSP have submitted an informal timeline.
- Electric Vehicle Study: The consultant gave an overview of the scope for the EV Study. There was some discussion of how municipalities will bear the cost of providing future EV infrastructure.

### X. Old Business:

- Black River Trail Eastern Expansion: The Office of Parks Recreation and Historic Preservation (OPRHP) has had some preliminary discussions with National Grid regarding Right Of Way (ROW).
- With the Public Safety Building Access Study being completed it was recommended that the Highway Technical Committee go through the findings and narrow them down to the best options for a more in-depth study.
- Brownville Bridge: It was mentioned that the Brownville bridge is in construction currently. The most recent activity was new footers.

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

**XII. Adjournment:** A motion to adjourn was made by Eric Wagenaar. It was seconded by Robert Hageman and passed unanimously at 2:17 PM.

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**Appendix A – Resolution #03-2024**



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

**Mayor Sarah V. C. Pierce**  
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Representative

**Watertown Jefferson County Area Transportation Council**

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

**Resolution 3-2024**

**Policy Committee Resolution approving Air Quality Conformity Determination**

**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 Planning and Programming area of the Watertown Jefferson County Area Transportation Council is located entirely within Jefferson County; and

**WHEREAS**, by virtue of inclusion of its Planning and Programming Area within Jefferson County, the WJCTC is considered to be a part of the Jefferson County Non-Attainment area for the 8-hour ozone standard and thus a determination of conformity with the Clean Air Act State Implementation Plan is required as part of the WJCTC 2023-2027 TIP and the 2050 Long Range Transportation Plan per 40 CFR Part 93; and

**WHEREAS**, the WJCTC has assigned responsibility for approving the conformity determination statement, developed by the WJCTC and NYSDOT, in consultation with the New York State Interagency Consultation Group, to its Technical Advisory Committee; and

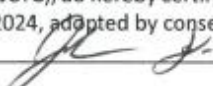
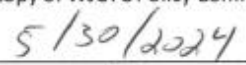
**WHEREAS**, the draft conformity determination concludes that all transportation plans and programs within the Jefferson County Non-Attainment Area, including the WJCTC 2023-2027 TIP and 2050 Long Range Transportation Plan, are in conformity with the State Implementation Plan in accordance with transportation conformity rules published by the United State Environmental Protection Agency

and the New York State Department of Environmental Conservation; and

**WHEREAS**, the draft conformity determination will have undergone a 30-day public comment period that will close on June 4<sup>th</sup>, 2024.

**THEREFORE**, be it resolved, that it is effective to the completion of the public comment period on June 4<sup>th</sup>, 2024;

**NOW, THEREFORE, BE IT RESOLVED**, that WJCTC hereby approves the Jefferson County 8-Hour Ozone Non-Attainment Area Transportation/Air Quality Conformity Determination.

<b>CERTIFICATION OF RESOLUTION</b>	
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 3-2024, adopted by consensus this 30th day of May 2024.	
	
Chair	Date

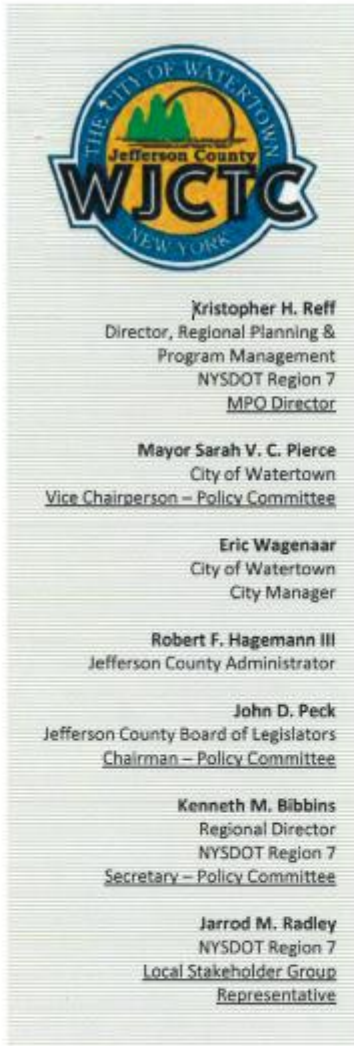
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## Appendix B – Resolution #04-2024



### Watertown Jefferson County Area Transportation Council

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

#### **Resolution 4-2024**

#### **Policy Committee Resolution Adopting the Long-Range Transportation Plan 2050 Update for the Watertown Jefferson County Area Transportation Council**

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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**, Title 23, Section 134 of the United States Code requires that each MPO prepare and update a Long-Range Transportation Plan (LRTP) for its urban area; and

**WHEREAS**, Title 23, Section 134 of the United States Code requires that an LRTP shall, at a minimum, identify transportation facilities that should function as an integrated system, and include a fiscally-constrained financial plan for implementing the recommendations contained in the LRTP; and

**WHEREAS**, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law on August 10, 2005, and mandated additional elements that must be incorporated into a MPO LRTP by July 1, 2007; and

**WHEREAS**, the specific elements mandated by SAFETEA-LU are further defined by the Metropolitan Transportation Planning Final Rule that was published jointly by the Federal Highway Administration and Federal Transit Administration on February 14, 2007; and

**WHEREAS**, Fixing America's Surface Transportation (FAST) Act was signed into law on December 4, 2015, and the Infrastructure Investment and Jobs Act (IIJA) was signed into law on November 15, 2021, both of which mandated additional elements that must be incorporated into a MPO LRTP; and

**WHEREAS**, WJCTC, in consultation with affected stakeholders and the general public, has developed the *Long-Range Transportation Plan for the Watertown Urbanized Area 2050 Update* (LRTP 2050) in a manner that meets and exceeds the requirements of Title 23, Section 134 of the United States Code and the February 14, 2007, Metropolitan Transportation Planning Final Rule; and

**WHEREAS**, LRTP 2050 has been developed and reviewed by WJCTC staff and member agencies through the WJCTC committee process and its recommendations have been found to be consistent with the principles of sound transportation planning practices;

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**Appendix C – Resolution #05-2024**



**Watertown Jefferson County Area Transportation Council**  
Unified Planning Work Program 2024 – 2025

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**Resolution# 5-2024**

**Policy Committee Resolution approving the 2024-2025 WJCTC Unified Planning Work Program Amendment**

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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**, the Federal Transit Authority (FTA) Funding levels contained in the WJCTC 2024-2025 Unified Planning Work Program (UPWP) adopted on February 29, 2024, were based on estimates contained in the UPWP call letter instructions;

**WHEREAS**, the FTA has now released its actual FFY 2024 Section 5303 Metropolitan Planning Program apportionments which reduce the target from \$47,712 down to \$47,057;

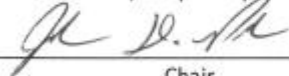
**WHEREAS**, the UPWP must be amended to reflect the updated FTA funding level;

**WHEREAS**, both Technical Advisory Committees (Highway and Transit) recommend that the Policy Committee approve the amendment to the 2024-2025 UPWP; we will need to update the UPWP document to reflect these changes;

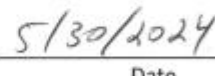
**NOW BE IT THEREFORE RESOLVED**, that the Watertown Jefferson County Area Transportation Council endorses the amendment to the 2024-2025 Unified Planning Work Program.

**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 5-2024, adopted by consensus this 30th day of May 2024.



Chair



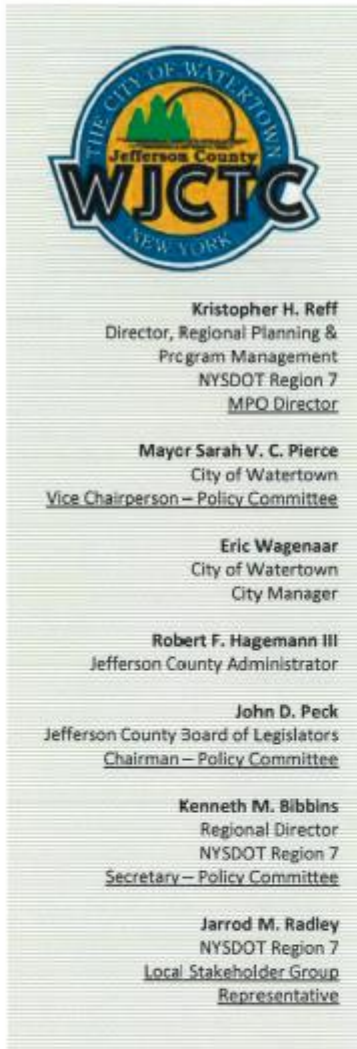
Date

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**Appendix D – Resolution #06-2024**



**Watertown Jefferson County Area Transportation Council**

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

**Resolution 6-2023**

**Policy Committee Resolution approving an administrative modification and 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	Target	Non-Target
775377	775377	Noble Street over West Creek	\$0.431	Accommodate Low Bid for Construction Funding	<input checked="" type="checkbox"/>	<input 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 #6-2024, adopted by consensus this 30th day of May 2024.


*[Signature]* \_\_\_\_\_ 5/30/2024  
Chair Date

**Policy Committee Meeting Summary**

Thursday May 30th, 2024, 1:30 PM

9th Floor Conference Room, Dulles State Office Building

**Appendix E – Resolution #07-2024**



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

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**Resolution 7-2024**

**Policy Committee Resolution approving an amendment to the FFY 2023 – 2027 Transportation Improvement Program to add FTA Section 5310 projects**

**WHEREAS**, The U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration (FTA) to support eligible projects under Section 5310 and

**WHEREAS**, The New York State Department of Transportation (NYSDOT) has been designated by the Governor of the State of New York to administer Section 5310 funds for Federal formula urbanized areas (such as the Watertown urbanized area) and the Watertown Jefferson County area Transportation Council (WJCTC) has agreed to NYSDOT administering the urbanized area 5310 funds; and

**WHEREAS**, WJCTC is the metropolitan planning organization responsible for programming Federal transportation funding for projects in the Watertown urbanized area, including FTA Section 5310 funds; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Watertown Jefferson County Area Transportation Council Policy Committee hereby approves revision of the FFY 2023-2027 Transportation Improvement Program (TIP) to incorporate the modifications/additions as shown in the below table, 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 FFY 2023-2027 Transportation Improvement Program.

PIN	Agency	Purpose of Award	Award Amount
782107	Lewis County Health System	Purchase 1 Vehicle	\$ 87,859.20
782105	Volunteer Transportation Center (VTC)	Purchase 1 Vehicle	\$ 61,052.00
782106		Operating Expenses	\$ 50,000.00

**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 7-2024, adopted by consensus this 30th day of May 2024.

*[Signature]*  
Chair

5/30/2024  
Date

**Note:**

PIN 782107, Vehicle Award - Lot E: Dual Rear Wheel Cutaway <22 Ft., 11 Passenger [10A/1WC]  
PIN 782105, Vehicle Award – Lot B: High Head Room Wagon <10,000lb., 7 Passenger [5A/1WC]