



**Scott A. Docteur**

Director, Regional Planning &  
Program Management  
NYSDOT Region 7  
MPO Director

**Mayor Joseph M. Butler, Jr.**  
City of Watertown

Vice Chairman – Policy Committee

**Sharon A. Addison**  
City Manager

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

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

**Steven G. Kokkoris**  
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, January 16, 2018, 1:30 PM

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

**Members Present:** Scott Docteur, Steven Kokkoris, Sharon Addison, Joseph Butler, Robert Hagemann, John Peck, Kris Reff

**Technical Committee & MPO Central Staff Present:** Al Ricalton, Justin Wood

**Other Attendees:** Geoffrey Urda (Bike/Ped Coordinator)

**I. Call to Order:** Meeting was called to order by John Peck.

**II. Public Comments:** None

**III. Prior Meeting Minutes:** The final minutes from the 12/4/17 PC meeting were transmitted to the PC members on January 10<sup>th</sup>. A motion was made by R. Hagemann to accept the prior meeting minutes; the motion was seconded by S. Addison and passed unanimously.

**IV. Study Updates:**

- 1) Long Range Transportation Plan (LRTP): Work continues on the LRTP. Recently the team has been preparing maps and evaluating truck routes.
- 2) Transit Study: Approval was received last week allowing the consultant to proceed. It was mentioned that a phone conference would be held soon which would be followed up with an in-person Get-Start meeting. The Get-Start meeting will be conducted by the Transit Technical Committee but anyone can attend.
- 3) Brownville Bridge Study: A press release went out January 9, 2018 announcing that door to door surveys for the study would start taking place and that a stakeholder meeting would be held in the not too distant future. As part of the study alternate locations for the bridge will be looked at. The stakeholder meeting for the project will be scheduled toward the end of the month.

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**V. Safety Performance Measures:** At the 12/4/17 PC Meeting a resolution was presented in which the WJCTC would adopt/support NYSDOT's safety targets. However, at that meeting it was determined that revisions/clarifications should be made to the document prior to approval so the discussion was tabled. An updated resolution (resolution #2-2018) was presented (see Appendix A) with the revision/clarifications discussed at the 12/4/17 meeting completed. A motion was made by R. Hagemann to accept the revised resolution; it was seconded by S. Addison and passed unanimously.

**VI. Unified Planning Work Program (UPWP):** Prior to the PC Meeting a draft of the UPWP for the 2018 State Fiscal Year was circulated to the members. The draft UPWP contained a list of three Short Range Planning activities to be performed by consultant over the next year. These proposed activities are as follows:

- 1) A consultant study to evaluate the feasibility of a constructing a bridge over the CSX Railroad south of Arsenal Street to provide an additional point of access to the Metro-Jefferson Public Safety Complex.
- 2) A consultant study to evaluate bicycle & pedestrian mobility within the MPO.
- 3) Getting a consultant on board to be available to perform general planning services over a three-year period. Individual tasks would be assigned as needed.

Prior to the meeting, an e-mail was circulated proposing a fourth consultant activity to study Public Square in Watertown. The concept of replacing the bicycle/pedestrian study (currently in the draft UPWP) with the Public Square study (not currently in the draft UPWP) was discussed. The concept of progressing all four studies was also discussed.

Concerns were expressed with the length of time that PC members were given to review the concept of adding the Public Square Study to the UPWP.

As an alternative to a dedicated Public Square Study, it was noted that the draft UPWP circulated to the PC members prior to the meeting included an activity in Section IV.B for General Development & Comprehensive planning that can be used for data collection. Discussion followed regarding the MPO collecting traffic data for Public Square and the surrounding areas via this task in lieu of performing a full study at this time.

A motion was made by S. Addison to adopt the draft UPWP as written with the exception that Section IV.B (General Development & Comprehensive Planning) be modified to specifically provide for traffic data collection within the downtown Watertown corridor. The motion was seconded by J. Butler and passed unanimously.

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- VII. New Business:** The question was raised as to how Local Stakeholder outreach is performed. It was explained that the Local Stakeholders Group (LSG) generally meets twice annually with e-mail updates being provided to the members in the quarters in which meetings are not held.

The question was raised as to whether the LSG participating municipalities have Planning type studies that they would like to see progressed. While to date, LSG members have not proposed concepts for studies of this nature, it is a topic that can be discussed with the group.

- VIII. Motion to Adjourn:** A motion to adjourn was made by S. Kokkoris, seconded by S. Docteur and passed unanimously.

**Appendix A – Resolution #2-2018**



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**Resolution 2-2018**

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

**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 by August 31, 2017, 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 coordinated the establishment of safety targets with the 14 Metropolitan Planning Organizations (MPOs) in New York through the New York State Association of Metropolitan Planning Organizations (NYSAMPO) Safety Working Group and the NYSAMPO Fixing America's Surface Transportation (FAST) Act Working

Group; and discussed the targets at a Federal Highway Administration (FHWA) Safety Target Setting Workshop and during an Executive Director's meeting, and

**WHEREAS**, the NYSDOT has officially adopted the safety targets in the Highway Safety Improvement Program annual report dated August 31, 2017, 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 2018 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.

**Policy Committee Meeting Minutes**

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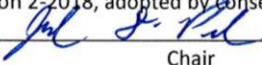
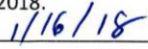
**Appendix A – Resolution #2-2018 (Cont.)**

**Policy Committee Meeting**  
 Monday January 16, 2018, 1:30 PM  
 9th Conference Room, Dulles State Office Building

Statewide Safety Performance Measures for All Roads (Regardless of Ownership or Functional Class)					
Measure	Baseline	Step #1		Step #2	
	2011-2015 5-year average	Forecast Using 5-Yr Moving Average Trendline		Round and Apply 6% Cap	
		2018 Forecast	% Change 2014-2018 vs. 2011-2015	Rounded / Capped Percent	NYSDOT Target 2018
<b>Number of Fatalities</b>	1,143	1,087	4.9%	5.0%	1,086
<b>Fatality Rate</b> (per 100 million Vehicle Miles Travelled - VMT)	0.89	0.87	2.5%	3.0%	0.87
<b>Number of Serious Injuries</b>	11,547	10,635	7.9%	6.0%	10,854
<b>Serious Injury Rate</b> (per 100 million VMT)	8.99	8.53	5.1%	5.0%	8.54
<b>Number of Non- Motorized Fatalities and Serious Injuries</b>	2,872	2,833	1.4%	1.0%	2,843

**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 2-2018, adopted by consensus this 16<sup>th</sup> day of January, 2018.


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 Chair
 Date