



**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

**Richard M. Finn**

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**

Thursday, July 19, 2018, 1:30 PM

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

**Members Present:** Scott Docteur, Steven Kokkoris, Robert Hagemann, John Peck, Joseph Butler, Bradford Minnick, Kristopher Reff

**Technical Committee & MPO Central Staff Present:** Alan Ricalton, Justin Wood, Patrick Keenan

**Other Attendees:** Maria Chau (FHWA), Joan Walters (FHWA), Ed Montgomery (Antwerp Food Pantry)

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

**II. Public Comments:** None

**III. Welcome to Guests from FHWA:** Maria Chau (Senior Community Planner) and Joan Walters (Engineer Coordinator) from the Federal Highway Administration, New York Division were introduced.

**IV. Prior Meeting Minutes:** Draft minutes from the February 21, 2018 meeting were distributed on April 6<sup>th</sup>. A motion was made by J. Butler to accept the prior meeting minutes, the motion was seconded by R. Hagemann and passed unanimously.

**V. City of Watertown Personnel Changes:**

- City Manager: The City Manager for the City of Watertown has changed. Sharon Addison was replaced on an interim basis by Bradford Minnick. Effective July 30, 2018, Richard M. Finn will replace Bradford Minnick as City Manager and will thus be a member of the Policy Committee.
- Public Works Superintendent: Gene Hayes, the City's Public Works Superintendent has retired and has been succeeded by Patrick Keenan. P. Keenan will replace G. Hayes as the City of Watertown representative on the Transit Technical Committee.

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### VI. Study Updates:

- **Long Range Transportation Plan (LRTP):** Consultant is currently writing the report. Data collection is complete. A draft is anticipated to be ready for the Highway Technical Committee (HTC) by the end of July. Once the draft has been reviewed it will be forwarded to the Policy Committee (PC). Barton & Loguidice, the consultant, will come to a future PC meeting to make a presentation on the LRTP. A public meeting will also be held prior to finalizing the document.
- **Brownville Bridge Study:** The study is progressing well. Many comments have been received on the six new proposed alignments. There will be a working session next week to refine the list of proposed candidates down to 2 – 3 using screening criteria developed for the project.

FHWA visited the Region in June to make a presentation on Planning and Environmental Linkages (PEL). Alternatives properly dismissed in a PEL study (such as the Brownville Bridge study) do not need to be re-evaluated during the preliminary design process.

The study is anticipated to be complete in October 2018.

- **Bike/Ped. Study:** The City will host this study and has been working with the consultant to develop the scope of work. The study will look at Bike/Ped facilities throughout the MPO with a special emphasis on the potential to extend the Black River Trail to Fort Drum.
- **Transit Study:** The consultant has done a good job progressing the study. Numerous Technical Memorandums have been produced that are well written and well thought out. The study is looking at additional transit routes that may be beneficial to provide within the MPO; possible means to provide the additional routes; “right sizing” equipment of transit vehicles and possible linkages with other transit systems.

E. Montgomery, Director of the Antwerp Food Pantry expressed concerns with the existing state of public transportation and the impacts it has on the community. In order for members of the community to get and maintain jobs they need reliable transportation to and from their place of business. In the absence of adequate affordable public transportation, it creates a quandary for those who can’t afford a vehicle and thus can’t find/maintain the employment required to fund their transportation needs.

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**VII. TAP/CMAQ Funding Applications:** NYSDOT is currently accepting applications for TAP/CMAQ projects. The TAP/CMAQ program funds trail projects and projects that reduce congestion. The City of Watertown is working on an application to improve signal coordination through Public Square and surrounding intersections. NYSDOT is working on an application to upgrade traffic signals along a portion of the Arsenal Street corridor to be able to automatically update the signal timing in response to live traffic demand.

**VIII. Local Stakeholders Group Update:** The most recent Local Stakeholders Group meeting was held on April 3<sup>rd</sup>. The July quarterly e-mail update will be going out shortly. An effort is currently being undertaken to update the list of Local Stakeholders Group representatives and their contact information.

**IX. PSAP Award Announcement:** The City of Watertown was awarded approximately \$500,000 as part of NYSDOT's call for local Pedestrian Safety Action Plan (PSAP) projects. The funding will be used to make pedestrian safety upgrades to six intersections in the City of Watertown.

Work continues on the state PSAP sites in the city including the installation of Rapid Flashing Beacons at the intersection of Barben Avenue and Washington Street (US 11).

**X. Resolution #4-2018 TIP Narrative:** See Appendix A for the full text of this resolution. This resolution is required to add a performance measures narrative to the TIP. This is a requirement to obligate certain Federal funds. Bridge and pavement performance measures will be discussed at the next PC meeting. A motion was made by J. Butler to accept Resolution #4-2018, it was seconded by B. Minnick. It passed unanimously.

**XI. Resolution #5-2018 Performance Management Agreement:** See Appendix B for the full text of this resolution. A motion was made by R. Hagemann to accept Resolution #5-2018, it was seconded by J. Butler. It passed unanimously.

**XII. Resolution #6-2018 TIP Administrative Modification and Amendment:** See Appendix C for the full text of this resolution. A motion was made by S. Kokkoris to accept Resolution #6-2018, it was seconded by J. Butler. It passed unanimously. See table below for a discussion of the TIP changes contained in this resolution.

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PIN/TIP	Description	Comment
793235	South Mechanic Street Grade Crossing Improvement	<ul style="list-style-type: none"><li>Added new rail project near Slack Chemical to TIP</li></ul>
704245	Rt.11/Rt.26 Intersection Improvement	<ul style="list-style-type: none"><li>Project involves truck access ramp, turn lanes at intersection, pull off on Evans-Mills side, etc.</li><li>ROW is being acquired without access and is expensive</li><li>Will be significant improvement</li><li>Amendment increased funding</li></ul>
714341	Rt.11/Rt.37 Intersection Improvement	<ul style="list-style-type: none"><li>While previously discussed at the PC, no formal resolution had been passed. Funding is HSIP. Public meeting will be occurring soon. This amendment formally adds the project to the TIP.</li></ul>
70PS02	PSAP - City of Watertown	<ul style="list-style-type: none"><li>Adds new project to TIP</li><li>Funding from NYSDOT MO</li></ul>
703311	Rt.342/I81 Bridge & Ramp Reconstruction	<ul style="list-style-type: none"><li>Adds new freight project to TIP</li><li>New Bridge with turn lane and ramp reconstruction</li></ul>

**XIII. New Business:** J. Butler expressed concerns with the CSX RR overpass on W. Main Street (concrete does not look good, recent issue with falling concrete) and was hoping to get help to pressure CSX to take action. It was stated that the City could draft a letter to CSX expressing concerns and interested members of the PC could also sign.

**XIV. Motion to Adjourn:** A motion to adjourn was made by J. Butler, seconded by B. Minnick and passed unanimously.

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### Appendix A – Resolution #4-2018



**Scott A. Docteur**  
Director, Regional Planning &  
Program Management  
NYSDOT Region 7  
MPO Director

**Mayor Joseph M. Butler, Jr.**  
City of Watertown  
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Local Stakeholder Group Representative

#### Watertown Jefferson County Area Transportation Council

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

#### **Resolution 4-2018**

#### **Policy Committee Resolution adopting TIP narrative update**

**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

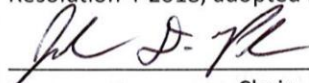
**WHEREAS**, the MPO Policy Committee has agreed to support NYSDOT's 2018 targets for the five safety performance targets (Resolution #2-2018), and

**NOW THEREFORE, BE IT RESOLVED** that the MPO Policy Committee has agreed to amend the 2017-2021 TIP narrative to include the attached language, and

**BE IT FURTHER RESOLVED**, that the MPO Policy Committee will plan and program projects that contribute to the accomplishment of said targets.

#### **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 4-2018, adopted by consensus this 19th day of July, 2018.

  
Chair

7/19/2018

Date

## Policy Committee Meeting Minutes

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### Appendix A – Resolution #4-2018 (cont.)

#### Policy Committee Meeting

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### Addressing Safety Performance Targets in MPO Transportation Improvement Plans (TIPs)

#### Background

Pursuant to MAP-21 (and carried through into the FAST Act), MPOs must employ a transportation performance management approach in carrying out their federally-required planning and programming activities. Chapter 23 part 150(b) of the *United States Code* [23USC §150(b)] includes the following seven national performance goals for the Federal-Aid Highway Program:

- Safety – To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- Infrastructure Condition – To maintain the highway infrastructure asset system in a state of good repair.
- Congestion Reduction – To achieve a significant reduction in congestion on the National Highway System.
- System Reliability – To improve the efficiency of the surface transportation system.
- Freight Movement and Economic Vitality – To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- Environmental Sustainability – To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- Reduced Project Delivery Delays – To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practice

On the public transportation side, transportation performance management shall be utilized to advance the general policy and purposes of the public transportation program as included in 49USC §5301(a) and (b).

The Watertown Jefferson County Area Transportation Council (WJCTC) TIP was developed and is managed in cooperation with NYSDOT and City of Watertown Citibus. It reflects the investment priorities of the WJCTC which are being established in the Long Range Transportation Plan which is under development. The plan will incorporate comments and input from affected agencies and organizations and the public.



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TIPs “shall include, to the maximum extent practicable, a description of the anticipated effects of the transportation improvement program toward achieving the performance targets established in the metropolitan transportation plan, linking investment priorities to those performance targets” [23USC §134(j)(2)(D)]. Long Range Transportation Plans (LRTP’s) adopted or amended after the following dates must include performance targets for the associated measures:

- May 27, 2018 – Highway Safety Improvement Program (HSIP) and Highway Safety
- October 1, 2018 – Transit Asset Management
- October 1, 2018 – Public Transportation Safety Program
- May 20, 2019 – Pavement and Bridge Condition
- May 20, 2019 – System Performance/Freight/Congestion Mitigation & Air Quality Improvement Program

MPOs that do not adopt or amend their LRTP prior to these dates are still required to support statewide performance targets or establish their own for the measures discussed above, and include “a description of the anticipated effects of the transportation improvement program toward achieving” said targets. This portion of the amended TIP meets these requirements of 23USC §134(j)(2)(D).

#### HSIP and Highway Safety

##### *Performance Targets*

On March 15, 2016, FHWA published the final rule for the HSIP and Safety Performance Management (Safety PM) Measures in the *Federal Register* with an effective date of April 14, 2016.

The 2017 New York Strategic Highway Safety Plan (SHSP) is intended to reduce “the number of fatalities and serious injuries resulting from motor vehicle crashes on public roads in New York State.” The SHSP guides NYSDOT, the MPOs, and other safety partners in addressing safety and defines a framework for implementation activities to be carried out across New York State. The NYSDOT Highway Safety Improvement Program (HSIP) annual report documents the statewide performance targets.

The WJCTC agreed to support the NYSDOT statewide 2018 targets for the following Safety PM measures based on five year rolling averages per Title 23 Part 490.207 of the *Code of Federal Regulations* 1/16/18 via Resolution 2-2018:

- Number of Fatalities: 1,086
- Rate of Fatalities per 100M Vehicle Miles Traveled (VMT): 0.87
- Number of Serious Injuries 10,854
- Rate of Serious Injuries per 100M VMT: 8.54
- Number of Nonmotorized Fatalities and Serious Injuries: 2,843

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### Appendix A – Resolution #4-2018 (cont.)

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#### *Anticipated Effects*

Safety is a critical component of WJCTC's mission, and the projects on the TIP are consistent with the need to address safety. Safety is a primary consideration in the selection of projects to be included in the TIP. The TIP includes projects programmed with HSIP funds and other fund sources that are expected to materially benefit the safety of the traveling public on roadways throughout the metropolitan planning area.

The WJCTC TIP has been reviewed and the anticipated effect of the overall program is that it will contribute to progress made in addressing the safety performance targets established by the State.



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### Appendix B – Resolution #5-2018



**Scott A. Docteur**  
Director, Regional Planning &  
Program Management  
NYSDOT Region 7  
MPO Director

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City of Watertown  
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Local Stakeholder Group Representative

#### Watertown Jefferson County Area Transportation Council

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

#### **Resolution 5-2018**

#### **Policy Committee Resolution adopting Performance Management Agreement**

#### **Performance Management Agreement**

**between**

**the Watertown Jefferson County Area Transportation Council,  
the New York State Department of Transportation (NYSDOT), and  
the City of Watertown**

**WHEREAS**, the United States Department of Transportation has promulgated transportation planning requirements in Title 23 Part 450 of the *Code of Federal Regulations* (23 CFR), and

**WHEREAS**, MPO(s), State(s), and providers of public transportation are required by 23 CFR 450.314(h) to cooperatively determine their mutual responsibilities in carrying out the performance-based planning and programming requirements established by federal law, and

**WHEREAS**, 23 CFR 450.314(h)(1) requires that “The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS),” and

**WHEREAS**, 23 CFR 450.314(h)(2) allows for these provisions to be “Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation,” and

**WHEREAS** the Watertown Jefferson County Area Transportation Council 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.

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**NOW, THEREFORE, BE IT RESOLVED**, that the parties do hereby agree to adhere to the following for coordination to meet performance-based planning and programming requirements in accordance with 23 CFR 450 and established federal guidance.

1. Transportation performance data

- a. NYSDOT will collect and provide the Watertown Jefferson County Area Transportation Council with data used in developing statewide highway-related targets at the time the selection of the respective targets is coordinated with the Watertown Jefferson County Area Transportation Council.
- b. NYSDOT as the Sponsor of the Group Plan that includes Tier II public transportation provider(s) will coordinate with the Watertown Jefferson County Area Transportation Council and the City of Watertown on the data used in developing targets for all applicable measures at the time the selection of the respective targets are discussed with the Watertown Jefferson County Area Transportation Council and the City of Watertown.
- c. If the Watertown Jefferson County Area Transportation Council chooses to set its own target for any measure, it will collect and provide NYSDOT or the public transportation provider(s) with any supplemental data used in association with the MPO target setting process, if applicable.

2. Selection of transportation performance targets

- a. The Watertown Jefferson County Area Transportation Council, NYSDOT, and the City of Watertown will coordinate to the maximum extent practicable when setting performance targets.
  - (i) Coordination will include as many of the following opportunities as deemed appropriate for the measure: in-person meetings, webinars, conference calls, and email/written communication.
  - (ii) The Watertown Jefferson County Area Transportation Council and the City of Watertown, as applicable, shall be given an opportunity to provide comments on NYSDOT statewide targets prior to NYSDOT setting statewide targets.
- b. NYSDOT will set statewide performance targets to meet the federal performance management requirements.
  - (i) NYSDOT will provide written notice to the Watertown Jefferson County Area Transportation Council when NYSDOT sets a target. The submission of the



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target will begin the 180-day time period within which the Watertown Jefferson County Area Transportation Council must set its performance target.

- c. NYSDOT (as the Sponsor of the Group Plan that includes Tier II public transportation providers) will coordinate with the City of Watertown on performance targets to meet the federal performance management requirements for transit asset management and transit safety (pending finalization of the transit safety rule).
    - (i) The NYSDOT will provide written notice to the Watertown Jefferson County Area Transportation Council when NYSDOT sets a target(s). The submission of the target will begin the 180-day time period within which the Watertown Jefferson County Area Transportation Council must set its performance target.
  - d. The Watertown Jefferson County Area Transportation Council will set performance targets within 180 days of NYSDOT and the City of Watertown setting a target(s) by either supporting NYSDOT or the City of Watertown, or setting a separate target of their choosing for the MPO region.
    - (i) If the Watertown Jefferson County Area Transportation Council chooses to support the state target, the MPO will provide documentation in the form of a Policy Committee-approved resolution stating such to NYSDOT and the City of Watertown that the Watertown Jefferson County Area Transportation Council agrees to plan and program projects that will contribute toward achievement of the NYSDOT or the City of Watertown target(s).
    - (ii) If the Watertown Jefferson County Area Transportation Council chooses to set its own target, the MPO will develop the target in coordination with NYSDOT or the City of Watertown, respectively. The MPO will provide NYSDOT or the City of Watertown the opportunity to comment on MPO targets prior to the Watertown Jefferson County Area Transportation Council adoption of the targets. The Watertown Jefferson County Area Transportation Council will provide written notice to NYSDOT and the City of Watertown when the Watertown Jefferson County Area Transportation Council sets a target, providing the targets and the date the Watertown Jefferson County Area Transportation Council set the target.
3. Reporting of performance targets
- a. Reporting of targets and performance will be done as specified in 23 CFR 490, 49 CFR 625, and 49 CFR 673.

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### Appendix B – Resolution #5-2018 (cont.)

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- b. NYSDOT will report all targets to FHWA and FTA as applicable. NYSDOT will provide written notice of these reported targets to the Watertown Jefferson County Area Transportation Council.
  - c. The Watertown Jefferson County Area Transportation Council will report any MPO targets to NYSDOT.
  - d. NYSDOT will include information outlined in 23 CFR 450.216(f) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.218(q) in any statewide transportation improvement program amended or adopted after May 27, 2018.
  - e. The Watertown Jefferson County Area Transportation Council will include information outlined in 23 CFR 450.324(g)(3-4) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.326(d) in any transportation improvement program amended or adopted after May 27, 2018.
4. Reporting of performance to be used in tracking progress toward attainment of critical outcomes
- a. Where available and practicable, NYSDOT will provide the Watertown Jefferson County Area Transportation Council with the statewide performance data used in developing progress reports.
  - b. If the Watertown Jefferson County Area Transportation Council sets a different target than the statewide target the MPO will provide NYSDOT with MPO-wide performance data used to develop the progress report.
  - c. Where applicable, the Watertown Jefferson County Area Transportation Council will provide data to NYSDOT for the CMAQ on-road emissions measure.
  - d. Where applicable, the Watertown Jefferson County Area Transportation Council will provide NYSDOT and the public transportation provider(s) with a copy of the CMAQ Performance Plan prior to the required reporting date (initially October 1, 2022) per 23 CFR 490, subparts A, E, F, G & H.
5. The collection of data for the NYSDOT asset management plans for the NHS
- a. NYSDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the entire NHS in New York State.

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#### Signature page



MPO Policy Committee Chair

7/19/2018

Date



Public Transportation Provider  
(City of Watertown Mayor)

7/19/2018

Date



NYSDOT (RPPM)

7/19/2018

Date



## Policy Committee Meeting Minutes

Thursday, July 19, 2018, 1:30 PM

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### Appendix C – Resolution #6-2018



**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

**TBD**  
City of Watertown Manager

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#### Watertown Jefferson County Area Transportation Council

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

#### Resolution 6-2018

#### Policy Committee Resolution approving an administrative modification and amendment to the FFY 2017 - 2021 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 2017-2021 Transportation Improvement Program (TIP) needs to be amended to add a railroad grade crossing improvement project in the Village of Carthage, a Pedestrian Safety Project in the City of Watertown, a Bridge reconstruction project on Route 342 over I-81; and

**WHEREAS**, the WJCTC FFY 2017-2021 Transportation Improvement Program (TIP) needs to be modified to adjust the costs on the Route 11/Route 26 Intersection improvement project and the Route 11/Route 37 intersection project; and

**WHEREAS**, the Highway Technical Committee recommends that the Policy Committee approve this amendment/modification to the 2017-2021 TIP;

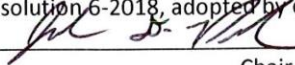
**NOW BE IT THEREFORE RESOLVED**, that the Watertown Jefferson County Area Transportation Council Policy Committee hereby approves revision of the 2017–2021 TIP to incorporate the changes shown in the table below which is part of this resolution, and

**BE IT FURTHER RESOLVED**, that these TIP revisions be forwarded to the WJCTC Staff for addition to the 2017–2021 TIP.

PIN	TIP #	Project Description	Cost (Fed)
793235	793235	South Mechanic Street Grade Crossing Improvement	\$0.269 M
704245	704245	Rt.11/Rt.26 Intersection Improvement	\$3.067 M
714341	714341	Rt.11/Rt.37 Intersection Improvement	\$4.600 M
70PS02	70PS02	PSAP- City of Watertown	\$0.581 M
703311	703311	Rt.342/I-81 Bridge & Ramp Reconstruction	\$5.400 M

#### **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 6-2018, adopted by consensus this 19<sup>th</sup> day of July, 2018.

  
Chair

7/19/2018

Date