



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

Donald F. Mattimore
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 25, 2016, 1:00 PM
9th Floor Conference Room, Dulles State Office Building

Members Present: Scott Docteur, Steven Kokkoris, Donald Mattimore, Sharon Addison, Joseph Butler, Robert Hagemann, John Peck

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

Other Attendees: Sean Hennessey, Kris Reff (note keeper)

I. Call to Order: Meeting was called to order by Scott Docteur.

II. Public Comments: No public comments received.

III. Election of New Chairman/Vice-Chairman:

- At the 1/20/16 PC meeting it was proposed that the new Chairman of the PC should be John D. Peck and that Joseph Butler, Jr. should be the new Vice Chairman of the PC. However since neither Mr. Peck nor Mayor Butler was available to attend the meeting the actual election was deferred to the February meeting.
- S. Addison made a motion to elect John D. Peck as Chairman of the PC and Joseph Butler, Jr. as Vice Chairman of the PC. R. Hagemann seconded the motion and it passed unanimously.

IV. Prior Meeting Minutes: S. Kokkoris indicated that the minutes from the January 20, 2016 PC meeting had been distributed. S. Addison made a motion to accept these minutes. J. Butler seconded the motion and it passed unanimously.

V. Public Participation Plan:

- At the 1/20/16 PC meeting it was discussed that the language of the Public Participation Plan (PPP) has been modified to comply with Federal Transit Administration requirements. Since there was no Chairman in place to certify the resolution to accept the updated PPP, it was deferred to the February meeting.

Policy Committee Meeting Minutes

Thursday February 25, 2016, 1:00 PM

9th Floor Conference Room, Dulles State Office Building

- J. Butler made a motion to accept Resolution 1-2016 approving the WJCTC Public Participation Plan. S. Kokkoris seconded the motion and it passed unanimously.
- See Appendix A for a copy of this resolution. See Appendix B for a copy of the updated PPP.

VI. UPWP- Discussion/Update:

- A. Ricalton discussed some minor changes made to the UPWP after the draft document was transmitted to the PC members (specifically with regard to the addition of a task and some additional text regarding the update of the Jefferson County Coordinated Public Transit-Human Services Transportation Plan).
 - A. Ricalton explained an up to date coordinated plan is required to obtain funding through the 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) program. A listing of recipients from the most recent round of funding may be found in the 2015 addendum to the 2008 coordinated plan. Eligible recipients of funds for this program are typically notified by mail by NYSDOT Main Office Public Transportation Bureau personnel.
 - S. Docteur mentioned that a typical use of the 5310 funds was to procure buses. He also mentioned that this year's solicitation for these funds has not gone out yet and that as part of the preparation of the updated coordinated plan that representatives from Jefferson County, NYSDOT and the City of Watertown will meet with stakeholders to obtain their input.
- S. Addison noted that the map in the UPWP was different from the map in the MOU. A. Ricalton explained that corrections had been made to the map. S. Addison questioned whether the map correctly portrayed the boundaries for the 5307 (Urbanized Area Formula Program) funding. S. Docteur responded that it would be looked into.
- S. Addison moved that the UPWP be approved contingent upon resolution of the issue with regard to 5307 funding boundaries on the map. The motion was seconded by R. Hagemann and passed unanimously.
- Post Meeting Follow-Up: Tom Vaughan, Acting Director of the NYSDOT Public Transportation Bureau was contacted and he confirmed that FTA recognizes the 2010 Census Urban Area boundary for determining eligibility for urban transit funding. This boundary differs from the adjusted boundary that was accepted by the FHWA and forms the overall boundary for the WJCTC. The map was adjusted accordingly and the UPWP with updated map was signed by Chairman J. Peck. See Appendix C for the signed copy of the UPWP resolution.

Policy Committee Meeting Minutes

Thursday February 25, 2016, 1:00 PM

9th Floor Conference Room, Dulles State Office Building

VII. Long Range Plan- Consultant Update:

- Approximately 5 – 6 responses were received to the solicitation for an updated Expression of Interest (EOI) and Request for Qualifications (RFQ) that was sent to the fifteen consulting firms that appear on the Regional Local Design Services Agreement (RSDA) list.
- A review of these responses by the Highway Technical Committee (HTC) narrowed the field down to two consulting firms that were deemed to be best suited to prepare the Long Range Plan based on their qualifications. Interviews are scheduled to obtain additional information from these two firms to assist the HTC in making its final recommendation which will then be forwarded to the PC for approval.

VIII. Draft TIP - Update:

- S. Docteur gave a brief overview of the Draft TIP update timeline. He explained that based on conversations with NYSDOT Main Office Planning personnel, that the WJCTC should not issue its draft TIP yet as it is desirable for the draft TIPs to be rolled out in a coordinated fashion statewide.
- S. Docteur also discussed some upcoming statewide funding programs.
- There is a project to pave portions of Massey Street and Coffeen Street and to perform minor preventative/corrective maintenance on the Court Street Bridge that is anticipated to appear on the TIP. Additionally NYSDOT's Arsenal Street bridge project and the Brownville Bridge project are also anticipated to appear on the Draft TIP.

IX. Host - Discussion:

- When the WJCTC was formed it was agreed that NYSDOT would act as the interim host until March 31, 2016 at which point the WJCTC could either chose to have NYSDOT continue as host or select a new host.
- The general consensus amongst the PC members was that NYSDOT should continue as host, but prior to voting it was discussed that the Memorandum of Understanding (MOU) between Jefferson County, NYSDOT and the City of Watertown should be reviewed to determine if any updates are required.

- X. Next Meeting:** The next meeting of the PC will be on Thursday April 14, 2016. This will be a special meeting to approve the draft TIP, to formalize the host for the next two years for the WJCTC, and to approve the consultant selected by the HTC to perform the Long Range Plan.

- XI. Adjournment:** A motion to adjourn was made by J. Butler. It was seconded by D. Mattimore and passed unanimously.

Policy Committee Meeting Minutes

Thursday February 25, 2016, 1:00 PM

9th Floor Conference Room, Dulles State Office Building

Appendix A - Public Participation Plan Resolution



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

Mayor Joseph Butler, Jr.
City of Watertown

Sharon A. Addison
City Manager

Robert F. Hagemann III
Jefferson County Administrator

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

Steven G. Kokkoris
Regional Director
NYSDOT Region 7
Secretary – Policy Committee

Donald F. Mattimore
NYSDOT Region 7
Local Stakeholder Group Representative

Watertown Jefferson County Area Transportation Council

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

Resolution 1-2016

Policy Committee Resolution approving the WJCTC Public Participation 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 Federal Highway Administration (FHWA) requires that a Public Participation Plan be developed by each Metropolitan Planning Organization; and

WHEREAS, the Public Participation Plan has been amended to include language regarding the Federal Transit Administration (FTA), and

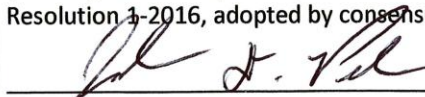
WHEREAS, both Technical Advisory Committees recommend that the Council adopt the amended Public Participation Plan (revision #1, 1/20/16);

NOW BE IT THEREFORE RESOLVED, that the Watertown Jefferson County Area Transportation Council endorses the amended Public Participation Plan; and

BE IT FURTHER RESOLVED, that the Watertown Jefferson County Area Transportation Council authorizes the transmittal of the Public Participation Plan to the New York State Department of Transportation for submission to the FHWA, FTA; and


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 1-2016, adopted by consensus this 25th day of February, 2016.


Chair


Date

Appendix B – Page 1 of 4



Watertown Jefferson County Area Transportation Council
c/o NYSDOT-PLANNING, Room 706, 317 Washington Street, Watertown, New York, 13601
Phone: 315-785-2354

Public Participation Plan

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

Mayor Joseph Butler, Jr.
City of Watertown

Sharon A. Addison
City Manager

Robert F. Hagemann III
Jefferson County Administrator

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

Steven G. Kokkoris
Regional Director
NYSDOT Region 7
Secretary – Policy Committee

Donald F. Mattimore
NYSDOT Region 7
Local Stakeholder Group Representative

The Watertown Jefferson County area Transportation Council (WJCTC) is the designated Metropolitan Planning Organization (MPO) for the urbanized area in Jefferson County, see map on page 4. WJCTC is responsible for facilitating a regional transportation planning and programming process that is continuing, cooperative and comprehensive for all area projects and activities eligible for funding through the Federal Highway and Federal Transit Administrations. Active participation of the public and community, area elected officials and municipal professionals is required in order for the transportation planning process to be effective. Participation in this plan by the City of Watertown Transit satisfies the Federal Transit Administration's requirement of the "grantee's" public participation process for the Program of Projects (POP).

WJCTC is committed to facilitating meaningful public participation. This document will outline a standard policy for encouraging public input and ensuring access to major WJCTC activities and products.

A. Meetings, Appearances and Access to Staff

WJCTC holds biannual Policy Committee meetings that allow access to the planning process. All meetings are announced one week prior to the event and are open to the public in accessible locations. Assistance for hearing- or sight-impaired or individuals with limited English proficiency will be provided with advanced notification. Time is allotted on all Policy Committee meeting agendas for public comment. Although rare, any special meetings of these committees outside of those that are regularly scheduled will be advertised and conducted under the same set of procedures.

The WJCTC office is located in the NYSDOT Planning Office, 7th floor of the Dulles State Office Building.

B. Access to Planning Documents

The core documents produced by WJCTC that serve to govern the Council's programs and policies in accordance with the Final Metropolitan Planning Rule are the *Long Range Plan*, the *Transportation Improvement Program*, and the *Unified Planning Work Program*.

- The *Long Range Plan* (LRP) establishes a program of both short and long-term goals and recommendations for a planning horizon of 20-25 years. It is designed to facilitate the development of an integrated and efficient intermodal transportation system. The LRP is updated once every five years.
- The Transportation Improvement Program (TIP) is a five year listing of capital surface transportation projects that are selected and programmed to receive federal funding. The TIP is updated every two to three years and represents a prioritized listing of projects intended to address the challenges and opportunities listed in the LRP. Public notice of public participation activities and times established for public review of and comments on the TIP will satisfy the Federal Transit Administration's requirement for the City of Watertown Transit public participation process for the Program of Projects (POP).
- The Unified Planning Work Program (UPWP) is the annual work program that identifies the transportation planning and programming activities that are to be undertaken by the staff in support

Policy Committee Meeting Minutes

Thursday February 25, 2016, 1:00 PM

9th Floor Conference Room, Dulles State Office Building

Appendix B – Page 2 of 4

of the Council during the current State Fiscal Year(s). The UPWP coordinates annual tasks that the MPO hopes to accomplish in support of the LRP through the use of FHWA and FTA funding in addition to local and state contributions.

In addition to the core documents, WJCTC will typically engage in 1-3 individual projects per year that are listed in that year's UPWP as distinct tasks. The reports that result from the execution of these tasks are considered to be major planning studies.

The following requirements have been established by WJCTC and will be followed during the production of the Long Range Plan, TIP, UPWP, and major planning studies:

1. Core documents and major planning studies are developed in consultation with the public and affected local, state, and municipal planning, economic development, and environmental organizations.
2. Draft versions of all MPO core documents and major planning studies will be made available to the public for review and comment for a minimum period of thirty days.
3. A Public information contact list will be maintained for mailings of notices and other public outreach efforts.
4. Legal notices will accompany public comment periods for draft core documents. Copies of those draft core documents are to be made available at local municipal offices and public libraries. These locations will be listed on the WJCTC website when the documents are distributed.
5. Copies of documents will be made available to individuals with disabilities and limited English proficiency upon request by mail or direct consultation by appointment as is reasonable and warranted.
6. All draft documents are available on the WJCTC website. The site link to a comment module for each document.
7. All public comments received will be documented and considered by WJCTC staff for incorporation into each final document as is warranted and appropriate prior to the adoption of final documents by the Policy Committee.
8. Major comments that generate significant revisions between publicly-distributed draft documents and final documents will be summarized and included as appendices to those documents.

Throughout any given program year, WJCTC staff utilizes consultant contracts to facilitate smaller-scale planning/engineering assistance to participating member municipalities. These efforts are typically less time intensive than conventional planning studies and are targeted towards addressing a local, rather than a regional transportation issue. The resulting reports are generally not adopted by the Policy Committee. A process similar to the one noted above for core documents and major planning studies will be followed for these technical assistance contracts and other WJCTC activities that result in a written report, hereby referenced collectively as technical reports.

1. Technical reports are developed in consultation with the public and affected local, state, and municipal planning, economic development, and environmental organizations.
2. Prior to finalizing the documents, draft versions of the technical reports will be posted online at the WJCTC website for public review for a period of thirty days.
3. Copies of draft documents will be made available to individuals with disabilities and limited English proficiency upon request by mail or direct consultation by appointment as is reasonable and warranted.
4. All public comments received will be documented and considered by WJCTC staff for incorporation into each final document as is warranted and appropriate.
5. Major comments that generate significant revisions between publically-distributed draft documents and final documents will be summarized and included as appendices to those documents.

Policy Committee Meeting Minutes

Thursday February 25, 2016, 1:00 PM

9th Floor Conference Room, Dulles State Office Building

Appendix B – Page 3 of 4

C. Communications

WJCTC Website

The WJCTC website address is: www.wjctc.org

Social Media

WJCTC will obtain a Twitter account; Twitter handle is: @WatertownMPO.

D. Summary of Action Items

Public involvement is critical to the transportation planning process for several reasons, including broadening the array of issues that can be identified to maximize responsiveness for public issues and concerns, increasing the sense of ownership and influence on a project or initiative, facilitating public consensus, and enhancing public awareness. Providing avenues for public access to the planning process at every practical opportunity is essential. WJCTC will continue to implement the following procedures to maximize meaningful and ongoing public participation:

Meetings, Appearances and Access to Staff

- A. All WJCTC Policy Committee Meetings are open to the public and held in accessible locations.
- B. Advance notification will be given for planned public appearances.
- C. WJCTC will continue to staff a professional office in an accessible location.
- D. Staff is available to the public during office hours or by appointment if necessary.
- E. Responsiveness to public inquiries will be given top priority.
- F. WJCTC will make every effort to reach out to environmental justice population groups (minority, low income) in the FHWA urban area boundary.

Access to Planning Documents

- A. Core documents and major planning studies will be:
 - 1. Produced in consultation with the public, as well as, affected public and regional agencies.
 - 2. Made available in draft form online and individually upon request for a public comment period of no less than 30 days, with public comment periods advertised in local media. Copies of draft core documents will also be made available at local municipal offices and libraries during the public comment periods.
 - 3. Adopted by the Policy Committee after consideration and documentation of the public comments submitted and received during the public comment periods.
- B. Technical reports will be:
 - 1. Produced in consultation with the public, as well as, affected public and regional agencies.
 - 2. Made available in draft form online for a period of 30 days.
 - 3. Finalized by the Technical Advisory Committee after consideration and documentation of any substantive public comments submitted and received during the public comment periods.
- C. Announcement of the availability of draft core documents and public comment periods will be made via Legal Notice.
- D. Press releases will be used to announce:
 - 1. Public meetings associated with major planning studies.
 - 2. Public comment periods and the availability of draft core documents.

Policy Committee Meeting Minutes

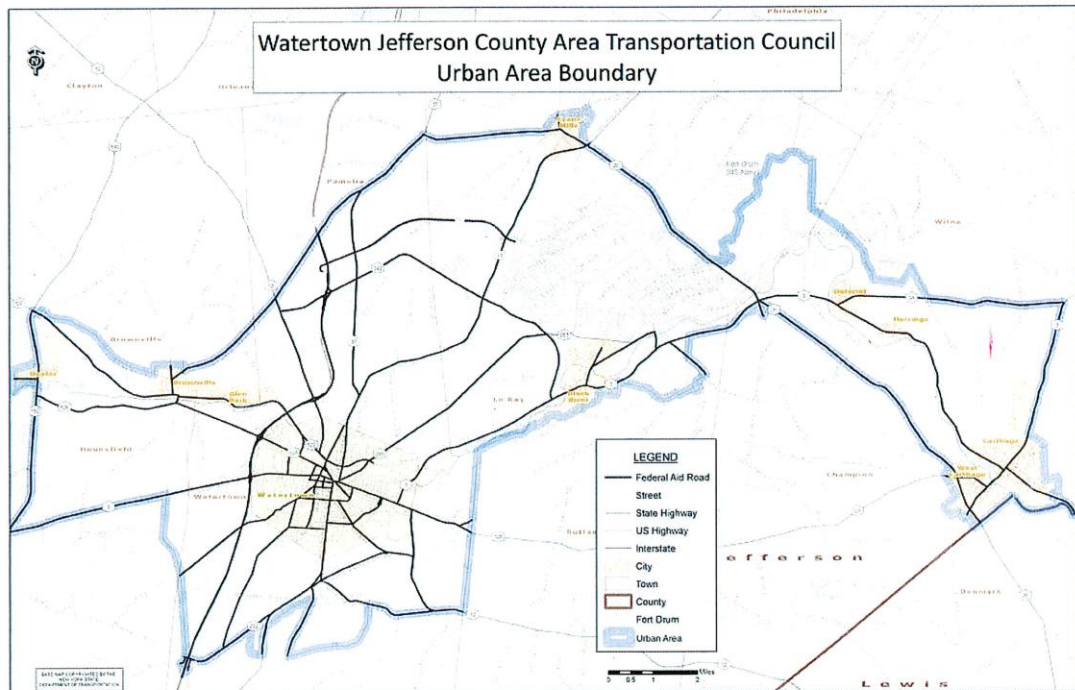
Thursday February 25, 2016, 1:00 PM

9th Floor Conference Room, Dulles State Office Building

Appendix B – Page 4 of 4

- E. Targeted surveys, mailings, and public postings will be used to publicize and generate public comment on ongoing major planning studies and technical reports as is warranted.

WJCTC will monitor meeting attendance, public comments, web inquiries, and general feedback as a means of improving the Council's outreach efforts.



Policy Committee Meeting Minutes

Thursday February 25, 2016, 1:00 PM

9th Floor Conference Room, Dulles State Office Building

Appendix C – UPWP Resolution



Watertown Jefferson County Area Transportation Council Unified Planning Work Program 2016 – 2017

Resolution# 2-2016

Policy Committee Resolution approving the 2016-2017 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 Moving Ahead for Progress in the 21st Century (MAP-21)/Fixing Americas Surface Transportation (FAST), 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, 2016 through March 31, 2017, and

WHEREAS, both Technical Advisory Committees recommend that the Council adopt the 2016-2017 UPWP;

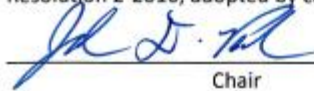
NOW BE IT THEREFORE RESOLVED, that the Watertown Jefferson County Area Transportation Council endorses the 2016-2017 Unified Planning Work Program; and

BE IT FURTHER RESOLVED, that the Watertown Jefferson County Area Transportation Council authorizes the transmittal of this 2016-2017 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 2016-17 budget and the FTA Section 5303 Program 2016-17 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 2-2016, adopted by consensus this 25th day of February, 2016.


Chair


Date