



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

Thursday March 2, 2017, 1:30 PM
9th 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

Other Attendees: Brian Ashley (Fort Drum Regional Liaison Organization)

- I. Call to Order:** Meeting was called to order by John Peck.
- II. Public Comments:** Brian Ashley introduced himself as the Executive Director of the Fort Drum Regional Liaison Organization and explained that he had a particular interest in the transit activities of the MPO.
- III. Prior Meeting Minutes:** S. Kokkoris made a motion to accept the minutes from the last meeting as amended and distributed via e-mail. S. Addison seconded the motion and it passed unanimously.
- IV. Unified Planning Work Program (UPWP)**
 - Each year the MPO is required to prepare a UPWP which outlines the planning activities the MPO anticipates participating in for the upcoming year. It also contains budget tables for these activities which include any unused balances from previous years.
 - J. Butler and J. Peck questioned the amount that was being allocated to personnel. It was explained this would primarily reimburse the host agency for personnel cost incurred as part of hosting the MPO and that actual value would likely be less than budgeted. Additionally, unused funds can be reallocated/carried over.
 - A motion to approve the 2017-2018 UPWP was made by J. Butler and seconded by S. Kokkoris. It passed unanimously and Resolution #1-2017 was signed and forwarded to the NYSDOT Main Office (see Appendix A for a copy of this resolution).

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- V. Long Range Plan (LRP) Update:** There will be a Get Start Meeting held on Monday, March 6, 2017 with Barton & Loguidice, the consultant selected to prepare the study. It is estimated that the Office of the State Comptroller (OSC) will approve the consultant agreement by March 24, 2017 and that the LRP will take approximately one year to complete. *(Subsequent to this Policy Committee meeting it was learned that the Comptroller signed the consultant agreement well ahead of the anticipated March 24, 2017 date mentioned at the meeting.)*

VI. Transit Study Update

- a. The NYSDOT Main Office will advertise for consulting services for this study and participate in the selection process along with the Transit Technical Committee. The selection process is anticipated to take approximately 5 months as this is considered a non-engineering study and thus can follow a shorter NYSDOT process. The study is anticipated to cost approximately \$100,000.
- b. While the LRP will take a big picture look at transit items, this study will be a detailed look at existing conditions and current and future transit needs within the MPO.
- c. B. Ashley indicated that Fort Drum is very interested in the study and would like to have a voice in the study and be kept informed of its progress (potentially through the Local Stakeholders Group). He indicated that specifically, Fort Drum would be interested in service from the Fort Drum Main Gate to various sites in/near the City of Watertown.
- d. J. Peck also indicated that in speaking with the Jefferson County Industrial Development Agency, they have an interest in the transit study from the perspective that a robust transit system helps to ensure the ability of employees to get to their worksite which is important for business looking to establish themselves in the area.

VII. Brownville Bridge Study Update

- a. This will be a planning study to evaluate different alternatives for replacing the bridge that carries NY 12E over the Black River in the Village of Brownville with a new structure.
- b. The existing site as well as five additional sites are anticipated to be evaluated. The potential sites are primarily located between Brownville & Watertown.

VIII. CSX Bridge

- a. A new, additional crossing of the CSX railroad south of Arsenal Street will not be included as part of the NYS Route 3 (Arsenal Street) over CSX Railroad project (PIN 711516). NYSDOT has expressed concerns that constructing this new grade-separated crossing as part of the Arsenal Street project, for the purpose of serving as a relief route for traffic during construction, would significantly delay construction of Arsenal Street bridge.

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- b.** The City and County are still interested in progressing this crossing as a standalone project and have been in discussion with the NYSDOT Commissioner with regard to ways to move the concept forward.
- c.** One means of moving the concept for the crossing forward is for the MPO to undertake the scoping/preliminary design phases with the City acting as sponsor. This may be a viable means to get the project started, although no actual construction funds are available at this time.

IX. Pedestrian Safety Action Plan

- a.** New York State's Comprehensive Pedestrian Safety Plan was announced in June 2016. In order to set into motion the projects needed to implement the plan, NYSDOT is rolling out a series of pedestrian safety improvement projects.
- b.** The first in a series of these projects is scheduled to occur this construction season and will likely entail pavement marking and signage improvements at select locations. Some of these improvements will occur within the MPO boundary and because they will utilize federal funds, will require a resolution from the MPO to approve a TIP amendment.
- c.** The funding for these projects will not count against the Regional target and thus they will not displace currently programmed work.
- d.** A special PC meeting will be held to approve the TIP amendment for this project.

X. BridgeNY TIP Amendment

- a.** The City of Watertown and Jefferson County were awarded funds under the BridgeNY program (a NYSDOT competitive bridge funding solicitation) to address three bridges located within the MPO. As this was part of a special solicitation, the funds will not count against the Regional target.
- b.** The City of Watertown was awarded funds to rehabilitate the bridge carrying NY 283 over the north branch of the Black River (BIN 2220260) and the bridge carrying Mill Street over the Black River (BIN 2220240). Both bridges will be completed under PIN 775370.
- c.** Jefferson County was awarded funds for the bridge carrying Canal Street over the Black River Channel in the Village of Dexter (BIN 2266680). This bridge will be progressed under PIN 7753645.
- d.** Since the program will utilize federal funds, a TIP amendment is required.
- e.** A motion was made by S. Addison to approve adding these two projects to the TIP and was seconded by R. Hagemann. It passed unanimously (see Resolution #2-2017 in Appendix B).

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XI. New Items

- a. NY 26 Intersection – J. Peck mentioned potential improvements to the intersection of US 11 and NY 26 near Evans Mills. S. Docteur stated that the concept of adding a slip ramp in the SE quadrant for NB US 11 traffic turning right on to NY 26 has been a topic of discussion within NYSDOT, but no project has been progressed to date.
- b. West Main Street RR Overpass in the City of Watertown:
 - i. The representatives from the City were inquiring as to what can be done about the condition of this overpass (BIN 7715110). Repairs have been made in the past, but concerns were voiced about concrete condition (reinforcing steel showing, potential for falling concrete, etc.) as well as visibility issues associated with the structure.
 - ii. The bridge is owned and maintained by the CSX Railroad.
 - iii. The City/MPO will prepare a letter to NYSDOT expressing their concerns with the structure.

XII. Miscellaneous:

- a. Document Distribution: As study documents are ready to be reviewed, J. Peck would prefer to have documents sent directly to him.
- b. B. Ashley has asked to be added to the meeting notification list.

XIII. Motion to Adjourn: A motion to adjourn was made by S. Addison, seconded by J. Butler and passed unanimously.

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Appendix A – Resolution #1-2017



Watertown Jefferson County Area Transportation Council Unified Planning Work Program 2017 – 2018

Resolution# 1-2017

Policy Committee Resolution approving the 2017-2018 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, 2017 through March 31, 2018, and

WHEREAS, both Technical Advisory Committees recommend that the Council adopt the 2017-2018 UPWP;

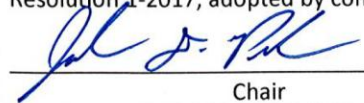
NOW BE IT THEREFORE RESOLVED, that the Watertown Jefferson County Area Transportation Council endorses the 2017-2018 Unified Planning Work Program; and

BE IT FURTHER RESOLVED, that the Watertown Jefferson County Area Transportation Council authorizes the transmittal of this 2017-2018 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 2017-18 budget and the FTA Section 5303 Program 2017-18 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 1-2017, adopted by consensus this 2nd day of March, 2017.


Chair


Date

Appendix B – Resolution #2-2017

Policy Committee Meeting Minutes

Thursday March 2, 2017, 1:30 PM

9th Conference Room, Dulles State Office Building



Watertown Jefferson County Area Transportation Council

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

Resolution 2-2017

Policy Committee Resolution approving an amendment to the FFY 2017-2021 Transportation Improvement Plan

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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 WJCTC FFY 2017-2021 Transportation Improvement Program (TIP) needs to be amended to add the recently selected Bridge New York projects,

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

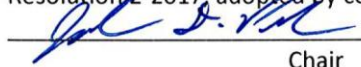
NOW BE IT THEREFORE RESOLVED, that the Watertown Jefferson County Area Transportation Council Policy Committee hereby approves revision of the 2017–2021 TIP to incorporate these new projects as shown in the table below which is part of this resolution, and

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	Bridge NY Funds
775365	7BNY01	Canal Street over Black River	\$1.577 M
775370	7BNY01	Mill St. over Black River & NY 283 over N. Branch Black River	\$1.710 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 2-2017, adopted by consensus this 2nd day of March, 2017.


Chair


Date