



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 May 26, 2016, 1:30 PM
9th Floor Regional Director's Conference Room, Dulles State Office Building

Members Present: Sharon Addison, Joseph Butler, Scott Docteur, Steven Kokkoris, John Peck

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

Other Attendees: Kris Reff (representing Don Mattimore & note keeper)

- I. Call to Order:** Meeting was called to order by Scott Docteur.
- II. Public Comments:** No public comments received.
- III. Prior Meeting Minutes:** J. Butler made a motion to accept the 02/25/16 meeting minutes. S. Docteur seconded the motion and it passed unanimously.
- IV. Host Agency Agreement:** In the original MOU that formed the WJCTC, it was agreed that NYSDOT would host the WJCTC for the two-year period ending on March 31, 2016. Resolution #05-2016 was presented which extends NYSDOT's hosting of the WJCTC for an additional two-year period ending on March 31, 2018. S. Addison made a motion to accept Resolution #5-2016, S. Kokkoris seconded the motion and it passed unanimously. See Appendix A for a copy of this resolution.
- V. Draft 2017 – 2021 TIP & Self Certification:**
 - The draft TIP was presented.
 - It was explained that there is a 30-day public comment period on the draft TIP.
 - It was also explained that the draft TIP must be approved by the end of June in keeping within the statewide schedule.
 - Final approval is anticipated to occur either by a special meeting at the end of June or via e-mail concurrence of the Policy Committee members.

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- During the public comment period the draft TIP will be available for review and comment on the WJCTC website. Hard copies of the document will also be available for public review at the NYSDOT R7 Planning Office, the Watertown City Hall, the Jefferson County Office Building, and Roswell P. Flower Memorial Library. The city and the County will also provide links to the TIP document on the WJCTC website on their respective websites.
- S. Addison made a motion to accept the draft TIP, J. Butler seconded the motion, and it passed unanimously. See Appendix B for Resolution #03-2016 adopting the draft TIP.
- The WJCTC Self Certification (Resolution #04-2016) was presented. It was explained that the WJCTC is required to self-certify that it is meeting the appropriate federal requirements. S. Addison made a motion to accept Resolution #04-2016, it was seconded by J. Butler and passed unanimously. See Appendix C for a copy of this resolution.

VI. Amend Current (2014 – 2017) TIP To Add 2016 Transit Projects:

- Prior to the 2010 census The City of Watertown was able to receive Section 5311 (Formula Grants for Other than Urbanized Areas) for its bus system. When the City of Watertown and it surrounding areas became an Urbanized Area based on the 2010 census results, the City was no longer eligible to receive Section 5311 funds; however it became eligible to receive other funds such as Section 5307 (Urbanized Area Formula Program).
- With the change in programs, came a change in the process and additional administrative requirements for applying for the funds. The amendment to the current TIP is being progressed to allow the City to “catch up” on back funding that it is entitled to, but has not collected as it was transitioning from the process for rural funds to the process for urbanized area funds. However In order to apply for these funds, they first must be shown on the TIP.
- A copy of the proposed amendment is included in Appendix D, it should be noted that the obligation dates have been changed to show a more realistic date within the same FFY than was shown in the listing originally distributed at the meeting.
- A motion was made by S. Docteur to accept the amendment to the 2014 – 2017 TIP. It was seconded by S. Addison and passed unanimously.

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VII. Long Range Plan - Consultant Update:

- Barton & Loguidice (B&L) has been selected to prepare the Long Range Transportation Plan. Currently the scope of services is being developed. The Highway Technical Committee will be working with the consultant. They have a meeting scheduled for June 8, 2016. The actual study work is anticipated to commence shortly.
- It was mentioned that Policy Committee should approve the language in the agreement with B&L for the study.

VIII. New York State Association of Metropolitan Planning Organizations (NYSAMPO) – Working Groups:

- S. Docteur mentioned that NYSAMPO has various working groups. THE WJCTC is being represented on the following NYSAMPO working groups:
 - Bicycle Pedestrian Working Group: Geoffrey Urda, City of Watertown
 - Transit Working Group: Sara Freda, Jefferson County
 - Freight Working Group: S. Docteur & A. Ricalton, NYSDOT

IX. Next Policy Committee Meeting: It was mentioned that, based on the schedule contained in the Unified Operations Plan, there should be a regularly scheduled Policy Committee meeting held in July. A. Ricalton will organize.

X. Miscellaneous:

- Rail: The topic of rail and how it relates to the MPO came up. It was mentioned that while rail generally doesn't fall within the domain of the MPO, that A. Ricalton (the Regional Rail Coordinator) works with NYSDOT M.O. Rail to address rail related issues and that the state can get involved with regard to rail issues within the MPO.
- Personnel Changes in the NYSDOT R7 Planning Office: It was announced by S. Docteur that D. Mattimore has accepted a position as the NYSDOT Resident Engineer for Lewis County. As an interim measure K. Reff will be filling in for D. Mattimore until a permanent replacement can be named.

XI. Adjournment: A motion to adjourn was made by J. Butler. It was seconded by S. Kokkoris and passed unanimously.

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Appendix A - Resolution #05-2016



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Resolution 5 - 2016 - Policy Committee Resolution approving the extension of NYSDOT as WJCTC Host

WITNESSETH:

WHEREAS, Federal Law, in order to ensure that cooperative planning and coordination shall be a normal and continuing process for all transportation modes, has directed, under the provisions of the Federal Highway Law, US Code Title 23, Section 134, that transportation projects in urbanized areas of more than 50,000 population shall be based upon a continuing, comprehensive transportation planning process carried on cooperatively by the state and involved, local communities therein, and

WHEREAS, the United States Bureau of the Census has designated Watertown and its environs as an "urbanized area" with a population over 50,000, and

WHEREAS, the Watertown Jefferson County Area Transportation Council (WJCTC), in accordance with Federal and state law is hereby designated in accordance with New York State Transportation Law §15-a, by the Commissioner on behalf of the Governor, as the Metropolitan Planning Organization (MPO) within the "Watertown FHWA Urban Area Boundary", and which will be responsible for the performance of the Federal transportation planning process and, in cooperation with the State, for the development of transportation plans and programs vital to the economic, social and civic well-being of the metropolitan area of Watertown and Jefferson County, and

WHEREAS, comprehensive requirements for the transportation programming and planning processes have been reaffirmed and enhanced in the current Federal Highway Authorization, Fixing America's Surface Transportation (FAST) Act, and

WHEREAS, the MPO has adopted a Memorandum of Understanding to formally affirm the continuing metropolitan transportation policy, planning and programming process and to set forth MPO responsibilities, in accordance with the most current federal and state regulations, and

WHEREAS, the WJCTC MOU requires a decision by March 31, 2016 on whether to extend NYSDOT as host or select a new host;

NOW THEREFORE, the County of Jefferson; the City of Watertown; the New York State Department of Transportation (NYSDOT); and local government, whose representatives comprise the Council, have agreed to continue NYSDOT's hosting of the MPO effective March 31, 2016 for the two year period ending on March 31, 2018.

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 5-2016, adopted by consensus this 26th day of May, 2016.

Chair

5/26/16

Date

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Appendix B – Resolution #03-2016



Watertown Jefferson County Area Transportation Council Draft Transportation Improvement Plan 2017 – 2021

Resolution 3-2016

Policy Committee Resolution approving the WJCTC 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, Title 23 CFR Part 450 and Title 49 CFR Part 613 require that a Transportation Improvement Plan (TIP) be developed and adopted by the MPO; and

WHEREAS, both the Highway and Transit Technical Committees developed a fiscally constrained draft 2017 - 2021 TIP through a continuous, comprehensive and cooperative transportation planning process in coordination with state, regional and local officials; and

WHEREAS, both the Highway and Transit Technical Committees have reviewed and approved the attached draft 2017 - 2021 TIP and recommend that the Council approve the draft so the required 30 day public review and comment period can begin; and

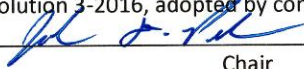
NOW BE IT THEREFORE RESOLVED, that the Watertown Jefferson County Area Transportation Council endorses the draft TIP; and

BE IT FURTHER RESOLVED, that the Watertown Jefferson County Area Transportation Council authorizes the beginning of the 30 day public review and comment period on the draft TIP.

BE IT FURTHER RESOLVED, that projects identified as obligated in Federal Fiscal Year 2016 are automatically incorporated in the Federal Fiscal Year 2017 annual element if they are not obligated prior to September 30, 2016;

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 3-2016, adopted by consensus this 26th day of May, 2016.


Chair


Date

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Appendix C – Resolution #04-2016



Watertown Jefferson County Area Transportation Council Self Certification

Resolution 4-2016

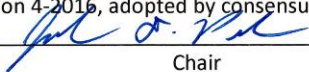
Policy Committee Resolution approving Self Certification

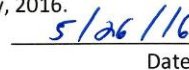
In accordance with 23 CFR 450.334, the Watertown Jefferson County Area Transportation Council (WJCTC), as the MPO for the Watertown Urban Area, Jefferson County, hereby certifies that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with the applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450 Subpart C;
2. Section 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of MAP-21 (Pub. L. 112-141) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-Aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37 and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

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 4-2016, adopted by consensus this 26th day of May, 2016.


Chair


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Appendix D – Proposed Amendment to 2014 – 2017 TIP

** WATERTOWN-JEFFERSON COUNTY AREA TRANSPORTATION COUNCIL **

Proposed Amendment to 2014 - 2017 Transportation Improvement Program (TIP)

PIN	PROJECT DESCRIPTION	FUND SOURCES	OBLIGATION DATE	TOTAL 5-YEAR PROGRAM	PHASE	2014	2015	2016
782001	WATERTOWN TRANSIT OPERATIONS	FEDERAL TRANSIT AUTH. SECT. 5307 LOCAL GOVERNMENT UNIT (INCLUDES STOA)	6/1/2016 6/1/2016 5 Year Total:	\$0.705 \$0.705 \$1.410	MISC MISC -	\$0.000	\$0.000	\$0.705 \$0.705 \$1.410
782003	PREV. MAINT. BUS FLEET	FEDERAL TRANSIT AUTH. SECT. 5307 LOCAL GOVERNMENT UNIT SDF TRANSIT	6/1/2016 6/1/2016 6/1/2016 5 Year Total:	\$0.048 \$0.006 \$0.006 \$0.060	MISC MISC MISC -	\$0.000	\$0.000	\$0.048 \$0.006 \$0.006 \$0.060
782004	REPLACE 1 WATERTOWN PARATRANSIT BUS	FEDERAL TRANSIT AUTH. SECT. 5339 (SOG)	6/1/2016	\$0.056	MISC			\$0.056
		LOCAL GOVERNMENT UNIT	6/1/2016	\$0.007	MISC			\$0.007
		SDF TRANSIT	6/1/2016 5 Year Total:	\$0.007 \$0.070	MISC -	\$0.000	\$0.000	\$0.007 \$0.070
782007	REPLACE 3 WATERTOWN TRANSIT BUSES	FEDERAL TRANSIT AUTH. SECT. 5339 (SOG)	6/1/2016	\$0.136	MISC			\$0.136
		LOCAL GOVERNMENT UNIT	6/1/2016	\$0.017	MISC			\$0.017
		SDF TRANSIT	6/1/2016	\$0.017	MISC			\$0.017
		FEDERAL TRANSIT AUTH. SECT. 5307	6/1/2016	\$0.824	MISC			\$0.824
		LOCAL GOVERNMENT UNIT	6/1/2016	\$0.103	MISC			\$0.103
		SDF TRANSIT	6/1/2016 5 Year Total:	\$0.103 \$1.200	MISC -	\$0.000	\$0.000	\$0.103 \$1.200
782008	REPLACE 2 WATERTOWN BUS ENGINES	FEDERAL TRANSIT AUTH. SECT. 5307	6/1/2016	\$0.048	MISC			\$0.048
		LOCAL GOVERNMENT UNIT	6/1/2016	\$0.006	MISC			\$0.006
		SDF TRANSIT	6/1/2016 5 Year Total:	\$0.006 \$0.060	MISC -	\$0.000	\$0.000	\$0.006 \$0.060
782012	CITY OF WATERTOWN PARATRANSIT OPERATIONS	FEDERAL TRANSIT AUTH. SECT. 5307	6/1/2016	\$0.217	MISC			\$0.217
		LOCAL GOVERNMENT UNIT	6/1/2016	\$0.027	MISC			\$0.027
		SDF TRANSIT	6/1/2016 5 Year Total:	\$0.027 \$0.271	MISC -	\$0.000	\$0.000	\$0.027 \$0.271
			GRAND TOTAL:	\$3.071	-	\$0.000	\$0.000	\$3.071