



**Kristopher H. Reff**  
Acting Director, Regional Planning &  
Program Management  
NYSDOT Region 7  
MPO Director

**Mayor Jeffrey M. Smith**  
City of Watertown  
Vice-Chairman – Policy Committee

**Kenneth Mix**  
City of Watertown  
City Manager

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

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

**Kenneth M. Bibbins**  
Regional Director  
NYSDOT Region 7  
Secretary – Policy Committee

**Jarrold M. Radley**  
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**

Wednesday January 19, 2022, 1:30 PM  
11<sup>th</sup> Floor Conference Room, Dulles State Office Building

**Members Present:** Kenneth Bibbins, Robert Hagemann, John Peck, Kenneth Mix, Kristopher Reff, Jarrod Radley

**Technical Committee & MPO Central Staff Present:** Geoffrey Urda

**Other Attendees:** Michael Bourcy (Jefferson County Planning), Keith Ewald (B&L), Christopher Dunne (Highland Planning by phone), Frank Doldo (Volunteer Transportation Center by phone) Brandi Smith (Volunteer Transportation Center by Phone), Patrick Keenan (City of Watertown), Kyle Meehan (City of Watertown)

- I. **Call to Order:** Meeting was called to order by J. Peck.
- II. **Public Comments:** None
- III. **Prior Meeting Minutes:** The draft minutes from the last PC meeting were circulated and no comments were received. A motion was made by Kenneth Mix to accept the prior (7/15/21) meeting minutes. The motion was seconded by K. Reff and passed unanimously.
- IV. **Consultant – Planning Services Agreement (B&L):** Keith Ewald from B&L provided updates on the three studies currently being conducted under the Planning Services Agreement (PSA):
  - **Bicycle/Pedestrian Study:** The public comment period for the draft report for the study has ended. The city has applied for a TAP grant for a westward extension of the trail from Eastern Blvd. to Sewall’s Island. Public comments from the 30-day review period for the study were distributed.
  - **Public Safety Building Access Study:** An overview of the progress of the study was given and a number of the alternatives looked at were explained. A draft of the study report will be delivered to the Highway Technical Committee soon for review.
  - **Truck Study:** An overview of the study findings to date were shared. The Highway Technical Committee is currently reviewing the report.

## Policy Committee Meeting Summary

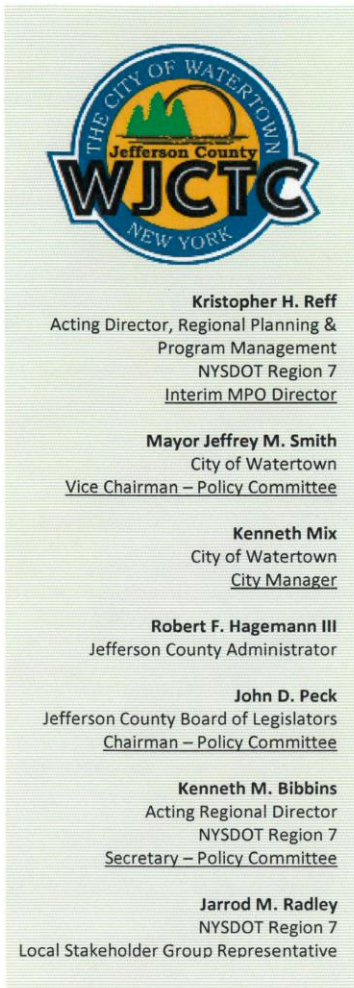
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- V. Unified Planning Work Program (UPWP):** The Final UPWP is due to NYSDOT by 3-1-2022, however, it requires a 30-day public review. Policy Committee members are asked to review and provide comments by 1-25-2022 so that the 30-day review period can commence. The draft UPWP makes provision for a study to look at the need for bicycle and pedestrian facilities near the schools within the MPO. Additional studies may be added to the UPWP later should the need to arise.
- VI. Resolution #2-2022 – Accepting Citibus Safety Program Targets/Measures:** A motion was made by K. Mix to approve resolution #2-2022, which would accept the City’s Public Safety Plan. The motion was seconded by K. Reff and passed unanimously. Appendix A – Resolution 2-2022 is attached.
- VII. Transit Update:** Brandi Smith and Frank Doldo from the Volunteer Transportation Center spoke to the need for a meeting to be held between the City and the County to discuss the future of potential transit expansion in the greater Watertown area and beyond in time to complete a 5311 application.
- VIII. Local Stakeholder Group (NYSDOT):** J. Radley reported that a quarterly update email was sent out in October and another one will go out shortly with hopes of an in person meeting in April. J. Peck urged the group to expand their thoughts for any new ideas.
- IX. Miscellaneous Items (NYSDOT):**
- K. Reff gave an update on the TIP, a draft will likely be due in April and a final due in June. He spoke about the upcoming Coffeen Street Bridge Deck Rehab Project (part of a multi-bridge project) which is scheduled to let on 2-3-2022 with construction to start in 2023.
  - J. Peck asked about the schedule of the Brownville Bridge, K. Reff stated the while the project has been pushed back a few months, it is still scheduled to begin in 2023. As will be seen in the upcoming TIP update, a cost increase is anticipated.
  - J. Peck also asked about the I-81, Rte. 781, Rte. 342 interchange project. K Reff commented that the project has received freight money for the bridge replacement. Additional freight money is being sought for the project for additional improvements to the interchange. A cost increase can be anticipated in the upcoming TIP update.
- X. New Business:** R. Hagemann asked how the 2020 census is anticipated to impact the MPO. K. Reff responded by saying NYSDOT has not received any new news but he will investigate the matter. The next PC meeting will be Tuesday, February 24, 2022 at 1:30 pm at the DSOB.
- XI. Adjournment:** A motion to adjourn was made by K. Mix, it was seconded by K. Reff and passed unanimously.

**Appendix A – Resolution #02-2022 – Page 1 of 1**



**Watertown Jefferson County Area Transportation Council**

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

**Resolution 2-2022**

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

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**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**, transit providers subject to the Public Transportation Agency Safety Plan (PTASP) must certify a safety plan and transit safety targets to be able to receive certain Federal Transit funding under the 5307 program,

**WHEREAS**, Watertown Citibus received approval for its Safety Plan by the Public Transportation Safety Board on July 16, 2020 and has made only minor updates to keep personnel and fleet mix changes current,

**WHEREAS**, MPO Long Range Transportation Plans and Transportation Improvement Programs (TIPs) adopted or amended after July 7, 2021 must include transit safety performance targets and measures,

**WHEREAS**, the Transit Technical Committee has approved of the Citibus Safety Plan,

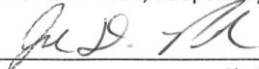
**NOW THEREFORE, BE IT RESOLVED** that the MPO Policy Committee has agreed to adopt and to support the safety targets/measures outlined in the current Watertown Citibus System Safety Program Plan,

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 2-2022, adopted by consensus this 19th day of January 2022.



Chair



Date