



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

Mayor Sarah V.C. Pierce
City of Watertown
Vice Chairperson - Policy Committee

Eric Wagenaar
City of Watertown
City Manager

Ryan Piche
Jefferson County Administrator

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

Robert Haynes
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

Thursday November 20, 2025, 1:30 PM
9th Floor Conference Room, Dulles State Office Building

Members Present: Robert Haynes, Kristopher Reff, John Peck, Eric Wagenaar, Jarrod Radley, Ryan Piche

Technical Committee & MPO Central Staff Present: Barbara Cadwell, Brian MacCue, Brandi Smith, Hartley Bonisteel-Sweitzer

Other Attendees: Geoff Urda (City of Watertown), Keith Ewald (B&L - Virtual)

I. Call to Order: Meeting was called to order by John Peck at 1:29PM.

II. Introduction:

- Hartley Bonisteel-Sweitzer was introduced as the new Jefferson County Planning Director, and a member of the Transit Technical Committee (HTC).
- Brandi Smith was introduced as the new City of Watertown Transit Director, and a member of the Transit Technical Committee (TTC).
- Joe Wasilewski was introduced as the new Jefferson County Highway Superintendent, and a member of the Highway Technical Committee (HTC)

III. Prior Meeting Minutes: The draft minutes from the last PC meeting were circulated. A motion was made by Ryan Piche to accept the prior (11/20/25) meeting minutes. The motion was seconded by Kristopher Reff and passed unanimously.

IV. Resolution #11-2025 – 2026-2030 TIP Amendment – Statewide Paving Program and Bradley Street Intersection: A motion was made by Kristopher Reff to approve Resolution #11-2025. A motion was seconded by Eric Wagenaar and passed unanimously. The full text of Resolution #11-2025 may be found attached in Appendix A.

V. Resolution #12-2025 – Adopting NYSDOT Safety Performance Targets: A motion was made by Ryan Piche to approve Resolution #12-2025. A motion was seconded by Jarrod Radley and passed unanimously. The full text of Resolution #12-2025 may be found attached in Appendix B.

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VI. Upcoming Unified Planning Work Program (UPWP)

- It was stated that the Draft UPWP will be submitted to the PC for approval to go out for 30-day public review in the January timeframe.
- After the 30-day public review, the UPWP will go in front of the PC for final approval.

VII. Planning Services Agreement (PSA) Study Updates: Keith Ewald gave a brief discussion/update on the three Task Assignments:

- Safe Routes to School Study: The consultant submitted the Draft Report to the HTC for review and received all comments. Next steps are outreach to local stakeholders and other interested parties.
- Resiliency Study: The Consultant will be submitting the Resiliency Improvement Plan to the HTC next week for review. Then they will set up a working group meeting for feedback.
- Electric Vehicle Study: The consultant is in the data collection and community outreach phase. Going with a targeted outreach to municipalities and business owners and getting an understanding of the appetite for EV. Then how to implement that into our existing infrastructure. There has been particular interest from the Watertown Airport.

VIII. Planning Services Agreement (PSA) Contract #C037888:

- WJCTC has been working with NYSDOT Main Office Contract Management Group to extend the current contract for one year and trying for additional funding to be added also.
- NYSDOT Main Office Contract Management Group is also in the process of putting together an RFP for a new contract.
- A PSA term is 5 years.

IX. Local Stakeholders Group:

- Jarrod Radley stated that he sent out a quarterly update after the 6/26/2025 PC Meeting.
- He also hosted an in-person meeting 11-5-2025, with an email update after.
- He reported that he will be sending out a quarterly e-mail update after this meeting to the group.
- Discussion also took place about further engaging all municipalities within the MPO.

X. Miscellaneous Items:

- The 2025 TAP Solicitation was announced by the Governor on 11-12-2025. Applications can be submitted for pre-review by January 15th, and final applications need to be submitted by 3/12/2025.

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XI. Old Business:

- Update on the Black River Trail Eastern Extension: Contact will be made with Parks and Rec. again next month. Currently there are no new developments.

XII. New Business:

- Jefferson County had issued an RFP for the New County-Wide Public Transportation System.
- Routes that will be included in this expansion will be Alexandria – Clayton, Carthage, Fort Drum- St. Lawrence County, and Southern Jefferson – Oswego Connector.

XIII. Reminder: There will be another Policy Committee Meeting scheduled for the end of January. Exact date will follow.

XIV. Adjournment: A motion to adjourn was made by Jarrod Radley. It was seconded by Ryan Piche and passed unanimously at 2:29 PM.

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Appendix A – Resolution #11-2025



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Resolution 11-2025

Policy Committee Resolution approving an administrative modification and amendment to the FFY 2023- 2027 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 2023- 2027 Transportation Improvement Program (TIP) needs to be amended to include the changes in the table below to various projects; and

WHEREAS, the Highway Technical Committee recommends that the Policy Committee approve this amendment/modification to the 2023- 2027 TIP;

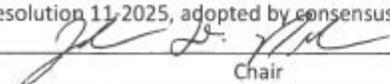
NOW BE IT THEREFORE RESOLVED, that the Watertown Jefferson County Area Transportation Council Policy Committee hereby approves the revision of the 2023- 2027 TIP to incorporate the changes shown in the table below which is part of this resolution, and

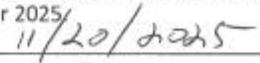
BE IT FURTHER RESOLVED, that these TIP revisions be forwarded to the WJCTC Staff for addition to the 2023- 2027 TIP.

PIN	TIP #	Project Description	Cost (Fed) M	Comments
7VP003	7VP003	I-781, I-81 Interchange – Fort Drum	\$3.191	VPP
7VP007	7VP007	Rt. 232 & 970K, I-81 – Rt. 11	\$0.630	VPP
7VP013	7VP013	Rt. 26, Rt. 126 – Jackson 2 Rd.	\$0.531	VPP
7VP015	7VP015	Rt. 11, Waddingham Rd. – Evans Mills	\$ 0.493	VPP
701669	701669	Rt. 12 @ I-81 Exit 47	\$ 1.952	Highway Intersection Improvements

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 11-2025, adopted by consensus this 20th day of November 2025.

 _____
Chair

 _____
Date

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Appendix B – Resolution #12-2025



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Resolution 12-2025

Policy Committee Resolution adopting NYSDOT Safety Performance Targets

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 Highway Safety Improvement Program (HSIP) final rule (23 CFR Part 490) requires States to set targets for five safety performance measures annually, and

WHEREAS, the New York State Department of Transportation (NYSDOT) has established targets for five performance measures based on five year rolling averages for:

- (1) Number of Fatalities,
- (2) Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT),
- (3) Number of Serious Injuries,
- (4) Rate of Serious Injuries per 100 million VMT, and
- (5) Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries, and

WHEREAS, the NYSDOT has officially adopted the safety targets in the Highway Safety Improvement Program annual report, and the Governors Traffic Safety Committee has adopted identical safety targets for number of fatalities, rate of fatalities and number of serious injuries as set forth in the Highway Safety Strategic Plan (HSSP), and

WHEREAS, the WJCTC may establish safety targets by agreeing to plan and program projects that contribute toward the accomplishment of the aforementioned State's targets, or establish its own target within 180 days of the State establishing and reporting its safety targets,

NOW THEREFORE, BE IT RESOLVED that the MPO Policy Committee has agreed to support NYSDOT's targets for the five safety performance targets as attached herein, and

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

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WJCTC Resolution 12-2025

2026	Statewide Safety Performance Measures for All Roads (Regardless of Ownership or Functional Class)	
Measure	Reduction Goal for 2026*	NYS DOT Target 2026
Traffic Fatalities	-1.50%	1005.9
Fatality Rate (per 100 million Vehicle Miles Travelled - VMT)**	-1.50%	0.877
Number of Serious Injuries	-1.50%	10,978.4
Serious Injury Rate (per 100 million VMT)***	-1.50%	9.509
Number of Non- Motorized Fatalities and Non-Motorized Serious Injuries	-1.50%	2,602.0

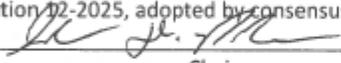
*With annual reduction benchmarks of 0.5% by 2024, and 1.0% by 2025.

**Fatality Rate computed using VMT from FHWA Highway Statistics Series, Table VM-2

***Serious Injury Rate computed using VMT from FHWA Highway Statistics Series, Table VM-2

****Based on combined total of Pedestrian Fatalities and Bicyclist and Other Cyclist Fatalities from FARS.

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 12-2025, adopted by consensus this 20th day of November 2025.


Chair

11/20/2025
Date