



**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 January 29, 2026, 1:30 PM  
8<sup>th</sup> 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, Brandi Smith

**Other Attendees:** Geoff Urda (City of Watertown), Keith Ewald (B&L - Virtual), Fred Frank (WSP – Virtual), Jennifer Docteur (NYSDOT – Virtual)

**I. Call to Order: Meeting** was called to order by John Peck at 1:32 PM.

**II. Prior Meeting Minutes:** The draft minutes from the last PC meeting were circulated. A motion was made by Jarrod Radley to accept the prior (11/20/25) meeting minutes. The motion was seconded by Eric Wagenaar and passed unanimously.

**III. Annual Confirmation/Election of Officers:** A motion was made by Kristopher Reff to retain the current slate of officers. The motion was seconded by Jarrod Radley and passed unanimously. The officers are as follows:

- John Peck – Chairperson
- Mayor Sarah V. C. Pierce – Vice Chairperson
- Robert Haynes – Secretary

**IV. UPWP:** A motion was made by Kristopher Reff to approve the draft UPWP to go out for public comment. A motion was seconded by Ryan Piche and passed unanimously. The 30-day public comment period will be over 2/29/2025. The final UPWP is due to NYSDOT by March 1, 2026. New Study Concepts were discussed and listed below:

- MPO wide transit route study
- Study of E. Main St./Pearl St./ Starbuck Ave. intersection in the City of Watertown.
- Washington Street Corridor Study in the City of Watertown
- NY 12 (Outer Bradley St.) corridor study in the Town of Pamela
- NY 3A study

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- Activity to progress studies as needed in response to development.
- V. Planning Services Agreement (PSA) Study Updates:** Keith Ewald and Fred Frank gave a brief discussion/update on the three Task Assignments.
- Safe Routes to School: The SRTS Report was updated with all the comments from the Highway Technical Committee and distributed to local stakeholders. The report will be shared with the public soon. Next steps are to move forward with public engagement.
  - Resiliency Study: The consultant sent the Resiliency Improvement Plan to the Highway Technical Committee for review and is expecting to send the Vulnerability Scoring Matrix Report for all the assets: roads, bridges, facilities, culvert, sidewalks and bicycle lanes to the Highway Technical Committee for review the first week of February.
  - EV Study: There was an Electric Vehicle Infrastructure Roundtable Discussion held on 1/13/2026. This was well attended. The consultant team gave a brief presentation about the project and answered PC member questions.
- VI. PSA Contracts:**
- NYSDOT Contract Management Group approved a No Cost Time Extension for the current PSA to finish up the ongoing studies. Although, extra funding could not be added to the current PSA to start new studies. This extension will go to January 2027.
  - The RFP for the new PSA was released 1/14/2026, with a proposal due date of 3/2/2026. The Technical Evaluation Committee for the proposals will consist of the HTC members.
- VII. TIP Administrative Modification:** There was discussion of potential TIP Transit description changes. These changes will be presented to the Policy Committee at the next meeting for approval via Resolution.
- VIII. STIP Approval & Software:**
- The 2026 STIP went out for the 30 public comment period and then was submitted to FHWA and FTA for approval.
  - There will be new software that will be used for STIP submissions coming soon.
- IX. 2025 Transportation Alternatives Program (TAP):** Feedback from the pre-review must be returned to sponsors 2/5/2026, with the final application deadline being 3/12/2026.
- X. Local Stakeholders Group:**
- Jarrod Radley stated that he sent out an update after the 11/20/2025 Policy Committee Meeting and will be sending another email update after this meeting.

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- An in-person quarterly meeting is anticipated for April 2026.
- The PC Chairman expressed interest in attending future Local Stakeholders Meetings.

### **XI. Old Business:**

Update on the Black River Trail Eastern Extension: Contact was made with NYSOPRHP and currently there are no new developments.

**XII. New Business:** There will be another Policy Committee Meeting held on 2/26/2026.

**XIII. Adjournment:** A motion to adjourn was made by Jarrod Radley. It was seconded by Ryan Piche and passed unanimously at 2:18 PM.