



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

Wednesday, February 21, 2018, 2:30 PM
9th Floor Conference Room, Dulles State Office Building

Members Present: Scott Docteur, Steven Kokkoris, Robert Hagemann, John Peck, Kris Reff

Technical Committee & MPO Central Staff Present: Al Ricalton

Other Attendees: -

I. Call to Order: Meeting was called to order by J. Peck.

II. Public Comments: None

III. Prior Meeting Minutes: Draft minutes from the January 16, 2018 meeting were distributed on February 16th. A motion was made by R. Hagemann to accept the prior meeting minutes, the motion was seconded by S. Docteur and passed unanimously.

IV. Study Updates:

- Long Range Transportation Plan (LRTP): NYSDOT will be performing turn counts next week in support of the LRTP. This will also include turn counts for Public Square. The data will be transmitted to the LRTP consultant.
- Transit Study: The consultant is on board. Stakeholder and advisory meetings were held last week. A small advisory committee has been formed to guide the study. The committee includes the members of the Transit Technical Committee, the Watertown City Manager, the Director of the Jefferson County Planning Department and the Fort Drum Director of Public Works.
- Brownville Bridge Study:
 - Stakeholder meetings have been held and the minutes from these meetings have been distributed. The meetings were well attended and a lot of good feedback

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was received. The next step is for the consultant to take this information and develop alternatives that can then be presented to the public.

- The point was stressed that this is currently an MPO planning study. Once the study is complete the information will be handed off to NYSDOT to perform the engineering and progress the project through construction. NYSDOT personnel have been attending the meetings and participating in order to facilitate a smooth transition when the time for the project to be handed over to NYSDOT arrives.
- A question was raised as to who would be responsible for snow removal if the new bridge were to contain sidewalks. The response was that the municipality would be responsible for snow removal in accordance with Highway Law.
- A question was raised if an alternative is ultimately selected that would put the replacement bridge on a new location if the existing bridge could be retained for use by cyclists and pedestrians. While the answer is not entirely clear, some entity other than NYSDOT would have to take ownership of the bridge and maintain it. The cost to maintain and inspect the bridge would be substantial.

- V. Host Resolution:** Nearly two years have elapsed since the last host resolution was adopted and a new resolution is required. NYSDOT is willing to act as host for the next two years. A motion was made by R. Hagemann that NYSDOT should act as the MPO host for the next two years. The motion was seconded by S. Kokkoris and passed unanimously. See Appendix B for the full resolution.

As part of the discussion with regard to the host agency, it was suggested that the MPO use the next two years to evaluate whether it wants to pursue some alternate hosting arrangement before the next renewal in 2020.

- VI. Unified Planning Work Program (UPWP):** The changes to the draft UPWP recommended at the 1/16/18 PC Meeting were made and the public review period has been completed. No new comments were received. A motion was made by S. Kokkoris to adopt the 2018-19 UPWP. It was seconded by R. Hagemann and passed unanimously. See Appendix A for a copy of the resolution adopting the UPWP.
- VII. Arsenal Street Bridge Project:** The Plans, Specifications and Estimate (PS&E) are being worked on. The plan is to build the temporary detour structure this year and move traffic onto the temporary structure upon its completion. Traffic will be carried on the detour structure over the winter and until the new bridge has been completed.
- VIII. New Business:** The question was raised as to whether membership on the PC should be expanded to encompass a wider range of stakeholders in the MPO. It was stated that the

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size of the PC was set relatively small at inception to allow for efficient operation and that if there are other stakeholders that have an interest in participating in the MPO process the best avenue for their participation is through the Local Stakeholders Group.

- IX. Miscellaneous:** Jefferson County recently reappointed R. Hagemann and J. Peck as their PC representatives.

- X. Motion to Adjourn:** A motion to adjourn was made by R. Hagemann, seconded by S. Docteur and passed unanimously.

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Appendix A – Resolution #1-2018



Watertown Jefferson County Area Transportation Council
Unified Planning Work Program 2018 – 2019

Resolution# 1-2018

Policy Committee Resolution approving the 2018-2019 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 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, 2018 through March 31, 2019, and

WHEREAS, both Technical Advisory Committees recommend that the Council adopt the 2018-2019 UPWP;

NOW BE IT THEREFORE RESOLVED, that the Watertown Jefferson County Area Transportation Council endorses the 2018-2019 Unified Planning Work Program; and

BE IT FURTHER RESOLVED, that the Watertown Jefferson County Area Transportation Council authorizes the transmittal of this 2018-2019 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 2018-19 budget and the FTA Section 5303 Program 2018-19 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 1-2018, adopted by consensus this 21st day of February, 2018.



Chair

2/21/18
Date

Appendix B – Resolution #3-2018



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Resolution 3 - 2018 - 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

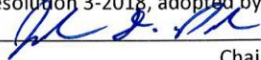
WHEREAS, the MPO has adopted a Memorandum of Understanding to formally affirm the continuing metropolitan transportation policy, planning and programming process and to set forth MPO responsibilities, in accordance with the most current federal and state regulations, and

WHEREAS, the WJCTC MOU requires a decision by March 31, 2018 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, 2018 for the two-year period ending on March 31, 2020.

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 3-2018, adopted by consensus this 21st day of February, 2018.


Chair

2/21/18
Date