



Scott A. Docteur
Planning & Program Manager, R7
NYSDOT
MPO Director

Mayor Jeffrey E. Graham
City of Watertown
Chairman – Policy Committee

Sharon A. Addison
City Manager

Robert F. Hagemann III
Jefferson County Administrator

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

Steven G. Kokkoris
Regional Director, R7
NYSDOT
Secretary – Policy Committee

Donald F. Mattimore
NYSDOT
Local Stakeholder Group Rep

Watertown Jefferson County Area Transportation Council

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

Policy Committee Meeting Minutes

Monday March 2nd, 2015, 1:30PM
Watertown City Council Chambers

Members Present: Jeffrey Graham, John Peck, Steven Kokkoris, Scott Docteur, Robert Hagemann, Sharon Addison, Donald Mattimore

Technical Committee & MPO Central Staff Present: Justin Wood, Alan Ricalton, Kenneth Mix, Owen Virkler, Gene Hayes

- I. **Call to Order** – The meeting began with a call to order by Scott Docteur.
- II. **MPO Director's Comments** – Scott Docteur gave a brief overview of the evolution of the MPO.
- III. **Public Comments** – A press release was transmitted to local media outlets and a public notice was published, however no members of the general public were in attendance at the meeting.

Jeffrey Graham asked where the money for the MPO comes from. Scott Docteur replied that it comes primarily from the Federal Highway Administration (FHWA) and is distributed through a reimbursement program.

IV. Election of 2015 Officers:

- a. Chairperson: Robert Hagemann nominates Jeffrey Graham, Sharon Addison seconds, no discussion, passes unanimously.
- b. Vice-Chairperson: Robert Hagemann nominates John Peck, Jeffrey Graham seconds, no discussion, passes unanimously.
- c. Secretary: Jeffrey Graham nominates Steven Kokkoris, John Peck seconds, no discussion, passes unanimously.

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V. Action Items

- a. Approve Operations Plan: Robert Hagemann provided a brief explanation of the document and then recommended that it be adopted. Steven Kokkoris seconded. Passed unanimously.
- b. Approve NYSDOT Local Stakeholder Group Representative: Scott Docteur nominated Donald Mattimore. Sharon Addison seconds. John Peck questioned why the Local Stakeholder Representative should be a NYSDOT employee, and how a NYSDOT employee would represent the interests of the Local Stakeholders. Donald Mattimore explained that as part of his current duties he meets frequently with local officials with regard to their infrastructure projects and that being the local stakeholder representative would be a natural extension of his current duties. It was also mentioned that it was previously decided that the representative should come from NYSDOT. John Peck was satisfied. The nomination was put to vote and passed unanimously.
- c. Approve UPWP: Sharon Addison moves to approve, Scott Docteur seconds. As part of the discussion Robert Hagemann indicated that there is a two week timeframe in which this must be approved. He also mentioned that process is a little different in this first UPWP approval for the MPO. In future approvals, there will be significant input from the Technical Committees. The motion to approve passes unanimously.

VI. New Business:

- a. Local Stakeholder Outreach: Robert Hagemann mentioned that prior to the next meeting, the mechanism for outreach to the local stakeholders (Town Superintendents, Village Mayors, etc.) needs to be determined and progressed. It was mentioned that an MPO 101 /MS4 introduction presentation could be prepared and presented to the stakeholders. The upcoming MS4 meeting was also briefly discussed.
- b. Path Forward: John Peck raised the question with regard to the next steps for the MPO. Scott Docteur mentioned the work assignments contained in the UPWP and that ultimately a Transportation Improvement Program (TIP) will be prepared which will then get incorporated into the Statewide Transportation Improvement Program (STIP).
- c. Transit: Sharon Addison mentioned that significant work will be required with regard to transit as the policies and regulations for the MPO are significantly different from what the City has done in the past. It was mentioned that Region 2 has agreed to help the City with the transit portion of the TIP. Currently it is envisioned in the immediate future that the City will focus on renewal of its transit assets rather than expansion of them.

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John Peck asked whether the City has conducted any surveys of the current transit ridership to gather data regarding origin, destination and primary purpose of transit users. Sharon Addison indicated that such data has been collected.

Jeffrey Graham mentioned that in the future he would be committed to expansion of the City's transit system as part of the MPO process. Areas to the west and south of the city as well as Fort Drum were mentioned as potential candidates for expansion. It was mentioned that the majority of the current ridership of the City's transit system is comprised of residents of the City's high rise apartments. He mentioned that with careful expansion it may be possibly to widen the ridership base. He also cautioned that this must be done carefully so as not repeat failures that have occurred in other neighboring areas.

- d. Sharon Addison expressed concern regarding a potential conflict of interest with Scott Docteur acting as MPO Director and being on the Policy Committee. She requested that Al Ricalton check with the NYSDOT main office for their guidance.

VII. Adjournment: Jeffrey Graham stated that he would entertain a motion to adjourn. Sharon Addison made the motion to adjourn, Donald Mattimore seconded and the motion passed unanimously.