



Scott A. Docteur

Director, Regional Planning &
Program Management
NYSDOT Region 7
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
NYSDOT Region 7
Secretary – Policy Committee

Donald F. Mattimore

NYSDOT Region 7
Local Stakeholder Group Representative

Watertown Jefferson County Area Transportation Council

c/o NYSDOT-PLANNING, Room 706, 317 Washington Street, Watertown, New York, 13601
Phone: 315-785-2354

Policy Committee (PC) Meeting Summary

Wednesday, September 2, 2015, 2:00 PM

Dulls State Office Building
9th Floor Conference Room

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

Technical Committee & MPO Central Staff Present: Gene Hayes, Alan Ricalton, Owen Virkler

Other Attendees: Kris Reff (note keeper)

- I. **Call to Order & Acceptance of Previous Meeting Minutes:** Chairman Jeffrey Graham called the meeting to order. A motion was made by Sharon Addison to accept the minutes from the March 2, 2015 Policy Committee meeting. John Peck seconded the motion and it passed unanimously.
- II. **Web Site Update:** Scott Docteur provided an update on the progress of the WJCTC website.
 - MPO staff has been in contact with Mark Holberg of WayNorth, LLC for creation of the website and for web hosting.
 - Recently MPO staff met with Mark Holberg to look at other MPO's websites and to develop a plan with regard to what WJCTC wants on their website.
 - A draft version of the website should be available for the October 2015 Technical Committee meetings with public rollout anticipated in the December 2015 timeframe.
 - John Peck inquired with regard to the cost of maintenance of the website and the source of the funding for the website. The website will cost \$5000 +/- to establish. For simple maintenance items WJCTC staff (Alan Ricalton) can make the changes, for more complicated items WayNorth LLC will make the changes based on an hourly rate. Funding of the website will come out of the MPO's Planning funds.

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- The target audience for the website will be the general public. It is envisioned that meeting minutes, documents for public review and comment, etc. will be posted on the website along with general information about the MPO.
- Gene Haynes mentioned that the presentation that Mark Holberg made to the Technical Committees was good and it appeared that he could do what the MPO requires. If for some reason things do not work out the website content is transferable.
- Sharon Addison indicated that consideration should be given to providing a connection from the MPO website to the Jefferson County Stormwater Coalition Website which is now up and running.

III. Resolution 3-2015 Policy Committee Resolution Approving the WJCTC Public Participation Plan (PPP)

- A motion was made to accept Resolution 3-2015 by Scott Docteur and seconded by Sharon Addison.
- The following discussion ensued:
 - Scott Docteur explained that the Public Participation Plan is required by the Unified Planning Work program and that both technical committees have reviewed the document.
 - John Peck raised the question with regard to who would maintain the social media/Twitter account as discussed on Page #3 of the PPP. Alan Ricalton in conjunction with WayNorth LLC will be responsible for maintaining the account.
 - John Peck raised the question with regard to the language in the document that discusses Environmental Justice. It was explained that Environmental Justice a term that is tied to Federal nondiscrimination regulations contained in Title VI of the Civil Rights Act of 1964 and subsequent legislation. Environmental Justice could apply to the transit program as well as to alignment selection for highway and bridge projects.
 - Robert Hagemann questioned the length of document retention on the website mentioned in the PPP of 30 days. It was explained that the intent was for the documents to appear in draft form for 30 days during the comment period with the final version being posted indefinitely.
- Upon completion of the discussion the motion passed unanimously. A signed copy of this resolution may be found in Appendix A.

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IV. Resolution 4-2015 Policy Committee Resolution Approving an Amendment of the FFY 2013/14 – 2017/18 Transportation Improvement Program to add FTA Section 5310 Projects:

- A motion was made to accept Resolution 4-2015 by Steven Kokkoris and seconded by Sharon Addison.
- The following discussion ensued:
 - John Peck raised the question with regard to whether private entities could apply for the 5310 funding. For an example he mentioned that he did not see Lundy Services from Carthage on the listing. Gene Hayes explained that funding from the program comes from the FTA and is administered by New York State. Private entities that provide public transportation are eligible for funding. If a particular entity does not appear on the listing it could be either that the entity did not apply or that they missed the deadline as four organizations applied for six grants in the most recent round. Gene Hayes also mentioned that the MPO may want to consider some form of outreach to potential 5310 recipients to make them aware of its availability.
- Upon completion of the discussion the motion passed unanimously. A signed copy of this resolution may be found in Appendix B.

V. Resolution 5-2015 Policy Committee Resolution Approving the Addendum to the 2008 Jefferson County Coordinated Transit Plan:

- A motion was made to accept Resolution 5-2015 by Sharon Addison and seconded by Donald Mattimore. It passed unanimously. A signed copy of this resolution may be found in Appendix C.

VI. Local Stakeholder Group (LSG) Update: Donald Mattimore provided an update on the activities of the LSG. A meeting was held in April with seven municipalities attending and a second meeting was held in July with one municipality attending. Feedback from the LSG has been limited, however interest has been expressed for a Planning study with regard to the selection of a location for the Brownville bridge (welded truss over the Black River between CR 190 and NY 12F). Donald Mattimore has been forwarding the minutes from the various committees to the members of the LSG to keep them informed of MPO activities.

VII. Miscellaneous Discussion Items:

- Robert Hagemann questioned the population within the MPO. Owen Virkler indicated that it was in the 60,000 +/- range. The reason he was posing the question was that at the time of the 2010 census Fort Drum had a population of 19,000. Based on projections the value could drop to 15,000 by the time of the next census. He was questioning whether a drop in population in the magnitude of 4,000 persons would drop the population within the MPO below the 50,000 threshold at which the MPO is required.

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- Jeffrey Graham posed the question with regard to what happens when someone requests work just outside the MPO boundary (e.g. bus service, water, fire protection, etc.) It was mentioned that work of the MPO is limited to within the MPO boundary.

VIII. Motion to Adjourn: John Peck made a motion to adjourn, Sharon Addison seconded and the motion passed unanimously.

IX. Post Meeting Discussion: A brief post meeting discussion was held with regard to the amount of lead time required between when a resolution is recommended by one of the Technical Committees and when the Policy Committee votes on it. The general consensus was that two weeks should be acceptable provided that the Policy Committee members have received a copy of the resolution to review.

It was also mentioned that future meeting dates for the PC are outlined in the Unified Operations Plan.

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Appendix A – Resolution 3-2015



Watertown Jefferson County Area Transportation Council

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

Resolution 3-2015

Policy Committee Resolution approving the WJCTC Public Participation Plan

Scott A. Docteur
Director, Regional Planning &
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NYS DOT Region 7
MPO Director

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Donald F. Mattimore
NYS DOT Region 7
Local Stakeholder Group Representative

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, FHWA requires that a Public Participation Plan be developed by each Metropolitan Planning Organization; and

WHEREAS, both Technical Advisory Committees (Highway & Transit) to the Council have jointly developed the Public Participation Plan, and

WHEREAS, both Technical Advisory Committees recommend that the Council adopt the Public Participation Plan;

NOW BE IT THEREFORE RESOLVED, that the Watertown Jefferson County Area Transportation Council endorses the Public Participation Plan; and

BE IT FURTHER RESOLVED, that the Watertown Jefferson County Area Transportation Council authorizes the transmittal of the Public Participation Plan to the New York State Department of Transportation for submission to the Federal Highway Administration; and

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 3-2015, adopted by consensus this 2nd day of September, 2015.

Chair

9/2/15

Date

Appendix B – Resolution 4-2015



Watertown Jefferson County Area Transportation Council

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

Resolution 4-2015

Policy Committee Resolution approving an amendment of the FFY 2013/14 – 2017/18 Transportation Improvement Program to add FTA Section 5310 projects

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Local Stakeholder Group Representative

WHEREAS, The U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration (FTA) to support eligible projects under Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities; and

WHEREAS, The New York State Department of Transportation (NYS DOT) has been designated by the Governor of the State of New York to administer Section 5310 for Federal formula urbanized areas (such as the Watertown urbanized area) and the Watertown Jefferson County Area Transportation Council (WJCTC) has agreed to NYSDOT administering the urbanized area 5310 funds; and

WHEREAS, Jefferson Rehabilitation Center, Samaritan Keep Nursing Home, VNA Homecare Options, and Volunteer Transportation Center each are applying for and may be awarded a contract for their projects noted on the attachment for FTA Section 5310 funds, to implement eligible 5310 projects in Jefferson County; and

WHEREAS, WJCTC is the metropolitan planning organization responsible for programming Federal transportation funding for projects in the Watertown urbanized area, including FTA Section 5310 funds; and

WHEREAS, the WJCTC FFY 2013/14 – 2017/18 Transportation Improvement Program (TIP) needs to be amended to add those FTA Section 5310 projects recommended to (and approved by) the Transit Technical Committee by the WJCTC FTA Section 5310 Review Sub Committee for the attached projects,

NOW, THEREFORE, BE IT RESOLVED, that the Watertown Jefferson County Area Transportation Council Policy Committee hereby approves revision of the FFY 2013/14 – 2017/18 Transportation Improvement Program (TIP) to incorporate these new projects as shown on the attachment 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 FFY 2013/14 – 2017/18 Transportation Improvement Program.

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 4-2015, adopted by consensus this 2nd day of September, 2015.

Chair

Date

Appendix B – Resolution 4-2015 (cont.)

Policy Committee Resolution 4-2015
Addition of 5310 projects to TIP

Watertown Jefferson County Area Transportation Council
TRANSPORTATION IMPROVEMENT PROGRAM
 Additions for 2015 - FTA Section 5310 Program

PIN	Agency	Project Description	Obligation Dates	5310 Funds	Local Funds	Total Cost
77N001	Jefferson Rehabilitation Center	Vehicle Purchase - Section 5310 1 - 14 Passenger Bus - Replacement Vehicle	Dec-15	\$38,438	\$9,609	\$48,047
77N002	Samaritan Keep Nursing Home	Vehicle Purchase - Section 5310 2 - 14 Passenger Buses - Replacement Vehicles	Dec-15	\$79,243	\$19,811	\$99,054
77N003	VNA Homecare Options	Vehicle Purchase - Section 5310 1 - 8 Passenger Bus - Service Expansion	Dec-15	\$34,020	\$8,505	\$42,525
77N004	Volunteer Transportation Center	Vehicle Purchase - Section 5310 4 - 6 Passenger Vans - Service Expansion	Dec-15	\$115,889	\$28,972	\$144,861
77N005	Volunteer Transportation Center	Mobility Management - Section 5310 Trip Planning Software + 34 Tablets	Dec-15	\$22,908	\$5,728	\$28,636
77N006	Volunteer Transportation Center	Operating Assistance - Section 5310 Mileage Reimbursement for Volunteer Drivers	Dec-15	\$52,719	\$52,720	\$105,439
		Total 5310 Costs for 2015		\$343,217	\$125,345	\$468,562
		5310 Funding Available for Jefferson County		\$369,543		
		(Over)/Under Project Funding		\$26,326		

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Appendix C – Resolution 4-2015



Watertown Jefferson County Area Transportation Council

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Resolution 5-2015

Policy Committee Resolution approving the Addendum to the 2008 Jefferson County Coordinated Transit Plan

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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 Federal Transit Administration (FTA) requires that a County Transit Plan be developed in order to be eligible for projects under 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities, no Plan shall not be more than five years old; and

WHEREAS, the Transit Technical Committee with cooperation from Sam Purington of the Volunteer Transportation Center, have developed the Addendum to the 2008 Jefferson County Coordinated Plan, and

WHEREAS, the Transit Technical Committee recommend that the Council adopt the Addendum to the 2008 Jefferson County Coordinated Plan;

NOW BE IT THEREFORE RESOLVED, that the Watertown Jefferson County Area Transportation Council endorses the Addendum to the 2008 Jefferson County Coordinated Plan; and

BE IT FURTHER RESOLVED, that the Watertown Jefferson County Area Transportation Council authorizes the transmittal of the Addendum to the New York State Department of Transportation for submission to the FTA;

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 5-2015, adopted by consensus this 2nd day of September, 2015.

Chair

Date

9/2/15