

City of Watertown Transportation Commission

January 18, 2023

Attendees: Adam Ruppe, Patrick Hickey, Frank Doldo, Kyle Meehan, Doreen Berry, Owen Virkler, Sam Purington, Dawn Mills, Ryan Henry-Wilkinson, Brandi Smith, John Exford

Item	Notes	Action
Welcome	Introduction around the room	none
Approval of Minutes	No Comments; minutes approved from last meeting Oct. 9, 2022	Motion to approve by Adam Ruppe 2 nd by K. Meehan
Old Business	Update/progress on changes at Curtis St Apartments, Mid-Town Towers and Leray St Apartments. Permanent Paratransit Pass updates	Stopping on the street and not pulling into the parking lot. Working out well, no complaints after change. Working with local vendor. 1 pass is \$3 for paratransit. Waiting for the passes.
Public Comment	None	None
Administrative Items/ Transit Supervisor Report	--Overall passenger receipts are up \$48.fixed route passenger count is up 1705. --Paratransit passenger usage down 12 passengers and new riders up 16. Paratransit receipts \$77. and no-show passenger is up 69. <hr/> Cleveland Services, -Peggy not available Annunciation System updates: Complaints/Compliments: Members and terms: April 1, 2023, April 1, 2024 and April 1, 2025	None K. Meehan and B Smith working with Paseo, hoping to up and running by March 1. B. Smith been working with a client that really likes VTC and not interested in Paratransit, but finally finished the application and the client went on the paratransit bus and loved it. Very happy client now.
Mobility Management Report:	Jefferson County MM update, John Exford: Advertising Updates: B. Smith Wal-Mart Shelter	Jeff county brief timeline. County passed 5311 grants for non-operational items, to have mobility management and order busses. County is putting in the RFP. County mobility management for 1-year funding done April 30. New county MM May 1, county to get in RFP. February presentation for 2 nd draft of 4 proposed draft route and with budget. March-input sessions, and May use all the input to revise for 3 rd draft of 4 routes. Advertising exterior sold \$12,096 Interior \$4,860 Once the extended routes out pass city limits, Wal-Mart very interested.

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Transit Director Report:	Commission Chair nominations & vote: K. Meehan Project Updates: K. Meehan	Before we had commission and bylaws with commission chair. 1974 set up. Want to continue the rules. Need 8 people in attendance to vote. New office completed. Admin vehicle arrives tomorrow. Genfare-updating buses.
New Business	Order buses K. Meehan	2 buses on order. Paratransit bus arrives mid-march.
Homeless Situation	B Smith	Worked with legislature, Red Cross, Salvation Army. Temp shelter to 2 shelters to one shelter now at night at Salvation Army location Met with Salvation Army-took maps and bus routes. Anchor Recovery has a small warming area at their Location on State St. can have coffee. Worked with service agencies with bus routes and maps.
Next meeting	Wednesday, April 19 @ 3:00PM CitBus, 544 Newell St., Watertown NY.	B. Smith will email calendar invite with attachments
Adjourned	Meeting was adjourned at 3:55 PM O.Virkler made motion; A Ruppe 2 nd .	