

City of Watertown Transportation Commission

August 21, 2024; 3pm

Members: Darian Eagle; Ryan Henry-Wilkinson; Patrick Hickey; Dawn Mills; Bradford Riendeau; Heather Romanek; Adam Ruppe

Member Absent: Michelle Appleby, Jeffrey Lieberman; Suzanne Morrow; Patricia Wetterhahn

Guests: John Exford; Dyllon Main; Kyle Meehan; Brandi Smith; Geoff Urda; Stanley Campany

Item	Notes	Actions
Welcome	Introduction around the room	N/A
Approval of Minutes	No Comments; minutes approved from February 17, 2024	Motion to approve by R. Henry-Wilkinson. 2 nd by B. Smith
Old Business	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A
Public Comment	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A
Administrative Items/ Transit Supervisor Report	<ul style="list-style-type: none"> Fixed Route and Paratransit Quarterly Reports (Attached to this document) <ul style="list-style-type: none"> Fixed route passengers up 912 Transfers up 447 Monthly pass usage down 1556 Passenger receipts up \$1484.21 Total receipts up \$1769.21 Children up 158 Paratransit <ul style="list-style-type: none"> Total Passenger up 236 Riders down 48 Paratransit Receipts up \$272.35 No Shows – down 18 	<ul style="list-style-type: none"> N/A
Compliments and Complaints	<p>Compliments</p> <ul style="list-style-type: none"> Thank you card received at CitiBus thanking Mobility Management and Paratransit staff for the extra care with a resident and getting them to their destination. K. Meehan noted that the drivers have handled all the route changes and disruptions with grace and continue to deliver safe and reliable transportation without complaint. <p>Complaints</p> <ul style="list-style-type: none"> Buses running behind schedule on Arsenal St. Blind resident unable to get from Transfer site to NRCIL due to fencing/caging placed on sidewalk for construction. A friend was able to assist her getting to NRCIL, resident had to take a cab back to residence due to unease on using the sidewalk system. 	<ul style="list-style-type: none"> Routes need to be updated per Commission. City Hall has been in touch with National Grid (owner of fencing/cages).
Mobility Management Report(s): Jefferson County MM update, John Exford:	<ul style="list-style-type: none"> The RFP for buses has been placed for Jefferson County System. NYS DOT has approved the funds for the new system to be developed; including buses, mobility management and route development. Commute with Enterprise stake holder meeting this week. Brainstorm and decide on solutions for transportation concerns for employees in areas just outside the City Limits 	<ul style="list-style-type: none"> Any questions, concerns or comments about the Jefferson County Public Transit system should be directed to the Jefferson County Mobility Manager – John Exford at Volunteer Transportation Center.

City of Watertown MM update Brandi Smith	<ul style="list-style-type: none"> • 1 exterior is a verbally reserved space by a local business; and has not followed through with the advertisement; decreasing revenue for the City. • NOCO is continuing to request LEP maps of the CitiBus system. • Federal grants at approximately \$3 million dollars have been submitted to the FTA on behalf of the City of Watertown 5307/5339 funding. 	<ul style="list-style-type: none"> • B. Smith has developed and submitted an Advertising Contract Draft to be reviewed by Transit Supervisor; would like to have the draft moved forward to legal and then City Council. • B. Smith is reaching out to Jefferson Community College or other local education facilities to discuss a possible partnership for converting maps to Spanish. • K. Meehan discussed using iPad as translations on the CitiBus • N/A
Transit Director Report: Kyle Meehan	<ul style="list-style-type: none"> • Bus shelters on LeRay St., Mechanic St., and Creekwood Apartments in the City; Samaritan Summit Village and Walmart. Site visits have been completed, paperwork has been completed and working with the Engineering/Planning Depts. The shelter at Walmart will need to have a new site plan; currently working with the Engineering Dept on this issue. • Arcade Street will be re-reversed back to the original direction in 2 weeks due to congestion and safety concerns. <ul style="list-style-type: none"> • Community member discussed his personal concerns with changing Arcade direction; he is happy with the current direction and doesn't feel it is unsafe. • Genfare (updated payment system) equipment has been received by CitiBus – awaiting installation. • AED's will be installed on all buses and the CitiBus Admin building. 	<ul style="list-style-type: none"> • N/A • Public notification will be published by City Hall.
New Business	<ul style="list-style-type: none"> • 4 Commission members have been renewed on the Transportation Commission until August 19, 2024. (• E-Bikes; P. Hickey will furnish Commission with documentation (attached). He would like Commission to review attachments. Topic to be discussed in future meetings. • Bike Lanes in City of Watertown 	<ul style="list-style-type: none"> • N/A • Commission review attachments and links included; Look into laws, insurance and funding opportunities to create a safe and sustainable E-bike/Scooter program.
Next meeting	Wednesday October 16 @ 3:00PM CitBus, 544 Newell St., Watertown NY.	B. Smith will email calendar invite with attachments
Adjourned	Meeting was adjourned at 4:01 PM	Motion – B. Riendeau; Second – R. Henry-Wilkinson

Respectfully submitted by Brandi Smith, Commission Secretary