

November, 20, 2024; 3pm (Rescheduled from October 16, 2024)

Member(s) Absent: Dawn Mills; Michelle Appleby, Jeffrey Lieberman; Suzanne Morrow; Patricia Wetterhahn

Guests: John Exford; Kyle Meehan; Brandi Smith; Doreen Berry

Item	Notes	Actions
Welcome	Introduction around the room	N/A
Approval of Minutes	No Comments; minutes approved from August 21, 2024	Motion to approve by B. Riendeau 2 nd by A. Ruppe
Old Business	S. Morrow filed an ADA complaint against National Grid for the sidewalk barriers. - Bus Route Updates	- Barriers have been removed - Per the Transit Director the routes have been developed; there will need to be a Public Hearing Session to move forward with Route updates. He will discuss this Public Hearing with the City Manager.
Public Comment	None	N/A
Administrative Items/ Transit Supervisor Report Compliments and Complaints	- Fixed Route and Paratransit Quarterly Reports (Attached to this document) - Fixed route passengers up 3210 - Transfers up 542 - Wheelchairs/Scooters/Walkers Lift count down 70 - Monthly pass usage down 516 - Passenger receipts up \$2125.85 - Total receipts up \$3765.85 - Children up 415 - Paratransit - Total Passenger up 220 - Riders down 12 - Paratransit Receipts up \$226.60 - No Shows – same Compliments Complaints - Buses running behind schedule on Arsenal St. - Unsanitary passengers causing others to not ride the bus or get off.	- N/A - N/A D. Berry and K. Meehan will have a private conversation with passenger regarding available services in the area for their needs.
Mobility Management Report(s): Jefferson County MM update, John Exford: City of Watertown MM update Brandi Smith	- Quote for buses was higher then originally indicated to the County. The purchase agreement needs to be updated through the County Purchasing Department for the buses. - Mobility Management is working with the Watertown Adult Social Day Care Center located in the Northland Plaza. Some member need transportation within City Limits and will need paratransit application assistance. Others will need to look at Volunteer Transportation Center for transportation outside of the City limits. - Collaboration with Watertown High School to develop a training course for WHS Life Skills students to utilize public transportation.	- 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. - The County Mobility Manager (J. Exford) and the City Mobility Manager (B. Smith) will work with the staff and members of the Adult Center to provide appropriate transportation solutions for each individual. - City Mobility Manager (B. Smith) is developing training sessions in collaboration with WHS staff to Travel Train and teach the students about the City of Watertown Public Transportation options, rules, regulations, and opportunities.

Transit Director Report: Kyle Meehan	• Bus shelters on LeRay St., Mechanic St., and Creekwood Apartments in the City; Samaritan Summit Village and Walmart. Will now have to have NEPA (National Environmental Policy Act) Report completed prior to each site shelter moving forward. • May Mobility came to Watertown to give a presentation on the benefits of Autonomous Vehicles. (information sheet attached). • FTA Triennial Review: 3 Deficiencies found during the review due to lack of written City policies.	• The Transit Director is working with the City Planning Department to complete this report. Spring 2025 is the expectation for shelters to be installed. • N/A • Actions taken to correct the deficiencies.
New Business	• P. Hickey discussed the Homeless population and concerns with transportation to and from shelters operating within the City. • D. Berry and R. Henry-Wilkinson both spoke about the traffic blocking the Arcade Street Transit site. Concern is for the safety of the buses, walkers and vehicles. •	• County and City Mobility Management are working with Jefferson County to alleviate some of these issues and concerns. The county is providing bus passes. Mobility Management is educating the public on routes/schedules to meet their needs. • Commission would like to see “Do Not Block” signs added to this location on Washington Street.
Next meeting	Wednesday January 15 @ 3:00PM CitBus, 544 Newell St., Watertown NY.	B. Smith will email calendar invite with attachments
Adjourned	Meeting was adjourned at 4:19 PM	Motion – B. Riendeau; Second – A. Ruppe

Respectfully submitted by Brandi Smith, Commission Secretary