

City of Watertown Transportation Commission

January 15, 2025; 3pm

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

Member(s) Absent: Bradford Riendeau; Michelle Appleby; Jeffrey Lieberman; Suzanne Morrow; Patricia Wetterhahn

Guests: Kyle Meehan; Brandi Smith; Doreen Berry

Item	Notes	Actions
Call to Order		Motion: P. Hickey / 2 nd A. Ruppe
Welcome	Introduction around the room	N/A
Approval of Minutes	No Comments; minutes approved from November 20, 2024	Motion to approve: D. Mills; 2 nd A. Ruppe
Old Business	• Unsanitary passengers on public Transit. ○ Passenger has not ridden the bus since. • Jefferson County Bus Purchases ○ Bus arrival window is January 2026. • Mobility Management/Watertown Social Day Care ○ Members within City limits are using Paratransit • Bus Shelters ○ K. Meehan reported needing a NEPA study and funding is in current budget • FTA Triennial Review ○ Review is completed; there are a few items that need to be submitted for completion. • Homeless Population update ○ Chris' Taxi has offered a solution and will transporting individuals from each location to a food pantry/shelter • "Do Not Block" signage – Arcade St. ○ K. Meehan stated this is a State-owned roadway and the MPO would have to move forward with this solution.	None
Public Comment	• None	
Administrative Items/ Transit Supervisor Report	• Fixed Route and Paratransit Quarterly Reports (Attached to this document) ○ Fixed route passengers up 2034 ○ Transfers up 211 ○ Wheelchairs/Scooters/Walkers Lift count down 70554 ○ Monthly pass usage up 601 ○ Passenger receipts up \$195.55 ○ Total receipts up \$4535.55 ○ Children up 183 • Paratransit ○ Total Passenger up 183 ○ Riders down 3 ○ Paratransit Receipts up \$194.50 ○ No Shows – up 33	• N/A
Compliments and Complaints	Compliments ○ None Complaints • Buses running behind schedule on Arsenal St.	• •
Mobility Management Report(s):		None
Jefferson County MM update, B. Smith:	• Jefferson County Transit Work Group meeting will be held tomorrow, January 16; 1:00PM at Volunteer Transportation Center or can be joined online with Zoom.	
City of Watertown MM update B. Smith	• Annual renewals for Exterior Bus advertising are now being updated.	

Transit Director Report: Kyle Meehan	• CitiBus is purchasing 2 new paratransit buses. These buses will be gas not hybrid. • No show policy for Paratransit. States that the City does not have a “no show” issue within the city. Suggests that the City does away with the “No Show” policy and follows a chain of command: Dispatcher, Supervisor, CitiBus staff and then Transit Director to address each individual and their situation. States that FTA has indicated that there is no need for a specific policy on No Shows due to transit size.	• Mobility Manager will need to amend grants to remove Hybrid and the S/TIP will need to be updated. • If there is a concern for the individual involving transportation Mobility Management should be contacted to assist.
New Business	• P. Hickey distributed old reviews of Public Transit concerns from across the country. Suggested that the Commission should review concerns and address them if there is a local issue. • Commission would like CitiBus staff to explore driver safety measures and consider installing panic buttons on each bus or other safety precautions. • R. Henry-Wilkinson would like the Commission to begin another push of bike safety/riding lanes in the City of Watertown.	• R. Henry-Wilkinson and P. Hickey will set up a meeting with the Mayor to address these concerns.
Next meeting	Wednesday April 16 @ 3:00PM CitiBus, 544 Newell St., Watertown NY.	B. Smith will email calendar invite with attachments
Adjourned	Meeting was adjourned at 4:03 PM	Motion – P. Hickey; Second – R. Henry-Wilkinson

Respectfully submitted by Brandi Smith, Commission Secretary