

City of Watertown Transportation Commission

April 16, 2025; 3pm

Members: Patrick Hickey; Heather Romanek; Adam Ruppe; Jeffrey Lieberman; Patricia Wetterhahn

Member(s) Absent: Darian Eagle; Dawn Mills; Ryan Henry-Wilkinson; Bradford Riendeau; Michelle Appleby,

Guests: Kyle Meehan; Brandi Smith; Doreen Berry; Dyllon Main

Item	Notes	Actions
Call to Order	3:04pm	Motion: P. Hickey / 2 nd A. Ruppe
Welcome	Introduction around the room	N/A
Approval of Minutes	No Comments; minutes approved from April 16, 2025	Motion to approve: A Ruppe; 2 nd J. Lieberman
Old Business	- Driver Safety measures - Commission would like to discuss Centro's policies/procedures - Bike Safety Updates P. Hickey has not met with Mayor on this.	K. Meehan will obtain these policies from Centro - Add to Old Business for July Meeting
Public Comment	None	
Administrative Items/ Transit Supervisor Report	- Fixed Route and Paratransit Quarterly Reports (Attached to this document) - Fixed route passengers down 13 - Transfers down 90 - Wheelchairs/Scooters/Walkers Lift count down 780 - Monthly pass usage up 115 - Passenger receipts down \$1,050 - Total receipts down \$1,005 - Children down 56 - Paratransit - Total Passenger up 253 - Riders down 11 - Paratransit Receipts down \$85 - No Shows – down 16	N/A
Compliments and Complaints	Compliments - None Complaints - Buses running behind schedule. - Passio application is not working properly	- None - Update routes K. Meehan will contact Passio; If they do not correct the issues then CitiBus will look for a new provider.
Paratransit Update	- The City has extended the 3-year original Paratransit contract for another 1 year of the 2-year extension option - Completing a Service Review on timing, late and No-Show trips K. Meehan stated that the “No Show” policy is being cancelled – The City has not and will not refuse service for no-show clients. If an issue arises the Transit Director will manage.	None
Stop sign and Shelter update	Transit Director indicated the new bus stop shelters are still under NEPA review and can not move forward until this is complete.	
Mobility Management Report(s):		
Jefferson County MM update, B. Smith:	- An RFP or RSOI is being released soon for the 3rd party operator. - First Mile/Last Mile project will start with County Systems, this will be a separate Operator (RFP)	
City of Watertown MM update B. Smith	- Working on a survey for CitiBus passengers. J. Lieberman inquired on advertising for gun sales; Transit Director makes final decision on advertising content.	K. Meehan to discuss with City Manager B. Smith send advertising information to all council members

Transit Director Report: Kyle Meehan	• Genfare upgrade update: Beta testing will begin next month. This system will allow the use of Mobile pay by QR code. This option will also be available on the paratransit buses. CitiBus will eventually work toward credit card payment systems. • Arboc buses have been approved and sent for engine replacements ○ Second Arboc has been sent and the 3rd bus is in NYC/NJ being repaired. • Centro, Syracuse, NY is transferring a donated a 35' Orion bus to CitiBus • The City is ordering 3 new Fixed Route buses off of a current contract.; Gillig 29' – quote takes 30-40 days; build process is currently at 15-18 months for delivery. • Process of ordering 2 new Paratransit buses; Longer buses like PT800; 10-12 months. Originally grant was written for Hybrid (this will need to be updated prior to order). • Transit Director was given an email about increase in fares; Requested to raise fares in upcoming budget; The increase is \$.50 but can not be completed with public comment in time for budget. Fares have not increased since 2009. • Email also requested an increase in advertising rates. • P. Hickey inquired on extended bus operation hours ○ K. Meehan is still discussing transit options with May Mobility (autonomous vehicles) This would be a Pilot program.	• None
New Business	• Seeking new Council Members due to expiring membership dates. 1 vacancy. • City Council has concerns/questions about the price of operation vs. rider cost • Election of Transportation Commission chair is due again next meeting; the election should be held next meeting. • Adam Ruppe made a motion to extend Chair position to 3 years; 2nd by P. Wetterhan; Vote taken, no opposition to extend the length of the Commission Chair to stay on for a 3-year period. • Discussion on Secretary position: ○ K. Meehan as a City representative would like a Commission member to be the Secretary of the Commission as B. Smith is not a member of the Commission. • J. Lieberman would like Commission members to be able to ride public transit randomly for evaluations. • P. Wetterhahn as a medical provider concern regarding yellow cab change in policy. Taxi's are going to app only reservations after 5pm. Medicaid patients that ride after 5pm will no longer be able to access trips through the app. As a business decision it is appropriate, as a community-based concern it causes another roadblock to transportation for medical. Tuesday and Thursdays are "late nights" (after 5pm).	• To apply for Transportation Commission individuals, need to send letter of interest and resume to the City Manager's office. • Cost analysis would need to be provided by Transit Director. • K. Meehan would like the chair to remain the same for 3 years due the lack of interest in the past. • Add Secretary position to Old Business for the July meeting for members to discuss/vote. • B. Smith to write up a duties list of Secretarial duties and send to members. • K. Meehan approved this request. • K. Meehan suggested discussing with MAS, to increase after 5pm rates. • J. Lieberman indicated that Guilfoyle has drivers that stay late on some week nights. P. Wetterhahn should contact Guilfoyle with assistance with these individuals.
Next meeting	Wednesday July 16 @ 3:00PM CitBus, 544 Newell St., Watertown NY.	B. Smith will email calendar invite with attachments
Adjourned	Meeting was adjourned at 4:24 PM	Motion – P. Hickey; Second – P. Wetterhahn

Respectfully submitted by Brandi Smith, Commission Secretary