

City of Watertown Transportation Commission

August 20, 2025; 3pm (July 16, 2025 original meeting date)

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

Member(s) Absent: ; Jeffrey Lieberman;; Michelle Appleby,

Guests: Kyle Meehan; Brandi Smith; Doreen Berry; Eric Wagenaar; Erica Anderson; Geoff Urda

Item	Notes	Actions
Call to Order	3:02pm	N/A
Welcome	Introduction around the room	N/A
Approval of Minutes	No Comments; minutes approved from April 16, 2025	Motion: B. Riendeau/ 2 nd D. Eagle
Old Business	- Driver Safety measures - Bike Safety Updates P. Hickey met with the Mayor Transportation Commission Vacancy (1 position) Transportation Commission Secretary Position (nomination & Vote)	K. Meehan:is setting up training sessions for the Maintenance Dept, Service manager, Mechanics and Drivers – He has discussed this with Centro. P. Hickey met with the Mayor to discuss options for bike safety measures, policies & procedures. Requested a resolution from the Mayor to have City Departments work directly with the Transportation Commission members B. Riendeau suggested a trip to Montreal to see their bicycle safety measures. - No new applications for Commission have been received by the city; Commission members will spread the word. - Discussion: D. Mills nominated H. Romanek as Secretary; 2nd B. Riendeau; unanimous vote. H. Romanek will take over secretarial duties at the next Commission meeting.
Public Comment	None	None
Administrative Items/ Transit Supervisor Report	- Fixed Route and Paratransit Quarterly Reports (Attached to this document) - Fixed route passengers down 268 - Transfers down 337 - Wheelchairs/Scooters/Walkers Lift count down 572 - Monthly pass usage down 306 - Passenger receipts down \$1,192.43 - Total receipts up \$1,977.57 - Children down 47 - Paratransit - Total Passenger up 254 - Riders up 11 - Paratransit Receipts down \$111.50 - No Shows – down 41	None
Compliments and Complaints	Compliments - None Complaints - Buses running behind schedule.; mainly Route B (Arsenal St.) - Passio application is not working properly - Cleveland Services not in attendance	- 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		Request a representative from Cleveland attend Transportation Commission meetings.
Mobility Management Report(s): Jefferson County MM update, B. Smith: City of Watertown MM update B. Smith	- Process is moving forward; bus manufacturer reports buses will be delivered in early December. .Client inquires and assistance up due to the Watertown Adult Social Day Care/Paratransit applications.	None
Transit Director Report: Kyle Meehan	- Replacement buses: Quote has been requested, manufacturer indicates it will 90 days; the 90-day deadline was August 2. - Paratransit buses are being looked at to replace current fleet that is at end of life schedule. - Route studies for the City of Watertown to improve scheduling and efficiency and study a Transit Hub in the City of Watertown for all transportation modes. - City Manager made Commission members aware of a situation he came upon with a member of the military and no transportation waiting at Byrne Dairy. The need for a Transportation hub is vital to the community. - Announced that we are expanding service area and will be expanding CitiBus hours of operation; he is looking into autonomous vehicles as an option. - Looking at options to correct the Route B delays; either by changing from a 40-minute route to a 60-minute route or adding an Express route to Arsenal St. D. Berry indicated that the routes have been established if the decision is made to make that a 60-minute route.	K. Meehan contacting manufacturer to check on new quote K. Meehan is contacting LaBella – Scott & Doug to get these studies completed - Discussion on possible locations for the potential Transportation Hub.
New Business E-Bike Rules - Allowed activities - Not Allowed activities - Speed – Helmet – Safety Equipment - PR (Share the Road) - Other City Regulations - Safety (Stop signs, traffic signals, etc.) Bike Lanes - Current lanes (Streets including park trail system) - Secondary lanes (non-main streets) - Design - Paint vs. separated lands vs winter plowing	- Seeking new Council Members due to expiring membership dates. 1 vacancy. - Would like to have a resolution to allow Commission members the opportunity to work directly with City departments - Would like to see an AdHoc committee to dive deeper into transportation needs in the City. B. Riendeau suggested a trip to Montreal to duplicate their city streets project. G. Urda discussed Complete Streets and Complete Streets Policy. G. Urda also noted that Arsenal St., Eastern Blvd., State St., and Bradley St. are maintained by the State. NYSDOT	P. Hickey will follow up with Mayor and City Hall for these initiatives.
Next meeting	Wednesday October 15 @ 3:00PM City Hall, 245 Washington St., Watertown NY.	B. Smith will email calendar invite with attachments
Adjourned	Meeting was adjourned at 4:21 PM	Motion – P. Hickey; Second – D. Mills