

# Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization (S/WMPO)  
Council  
August 10, 2016**

**Government Office Building  
Room 306  
125 N. Division Street  
Salisbury, MD**

## **Attendees:**

### *S/WMPO Council members:*

Matt Creamer, Chair, Wicomico County Council Administrator  
Bunky Luffman, Vice-Chair, Town of Delmar, MD  
Rob Arlett, Sussex County, DE  
Brad Bellacicco, proxy, Tri County Council of the Lower Eastern Shore (TCCLES)  
Lyn Erickson, Maryland Department of Transportation (MDOT)  
Julia Glanz, City of Salisbury  
John Hall, Wicomico County Council  
Jack Heath, City of Salisbury Council

### *Others:*

Ian Beam, MDOT  
Joe Buckley, Shore Transit  
Mary Buffington, Eastern Shore Regional GIS Cooperative (ESRGC)  
Lindsay Donnellon, Federal Highway Administration (FHWA) – Delaware  
Lauren McDermott, ESRGC  
Steve Smethurst  
Keith Hall, S/WMPO Administrator

## **Introduction**

Mr. Creamer opened the meeting at 1:00 P.M. and welcomed everyone.

## **Minutes**

The first item of business was the approval of minutes from June 23, 2016. Chairman Creamer asked if anyone had additions or corrections to the draft meeting minutes. Mr. John Hall made a motion to approve the minutes as submitted, with the motion seconded by Mr. Heath. With all Board members voting in favor, and none opposed, the motion passed unanimously.

## **School Sidewalk Connectivity Study Presentation**

Mary Buffington and Lauren McDermott (ESRGC)

Ms. Buffington started the presentation with an overview about the purpose of the School Sidewalk Connectivity Study, which was to create GIS layers to identify the existing sidewalks and gaps within certain distances of public schools. The area of interest / buffer distance for each school was based on Wicomico County Board of Education (WCBOE) standards to determine if a student walks or rides a bus to school. It was noted each type of school (Primary, Intermediate, as well as Middle and High Schools) have varying walking distance standards. The maximum walking distance standards for students are 0.5 mile for primary schools, 1.0 mile for intermediate schools, and 1.5 miles for middle and high schools. Also, the GIS analysis included delineating priority areas of gaps / missing sidewalks for each school using a 1,000' buffer around each facility.

Ms. Buffington provided an overview of the methodology used to conduct the GIS analysis for the Study based on the three (3) facility types. The analysis included assigning existing and missing sidewalks within the buffered walking distance for each school, identifying missing sidewalk connections within the 1,000' priority area for each school, and developing planning-level cost estimates for the construction of missing sidewalks. As a result of extensive GIS data development and analyses, planning-level cost estimates for sidewalk construction within the 1,000' priority areas were developed for each school and by jurisdiction.

Ms. Glanz inquired about the total cost for constructing all missing sidewalks identified in the Plan. Ms. Buffington responded planning-level cost estimates to construct the priority sidewalks located within a 1000' of each school is approximately \$2.7 million. Furthermore, the report contains cost estimates to construct missing sidewalks based on the maximum walking distance buffers applied to each school.

Mr. Heath inquired about the process for maintaining the data. Mr. Keith Hall stated ESRGC is preparing a cost estimate to maintain the GIS data for existing and missing sidewalks, and funding is available as part of the 2017 work program for the MPO. Also, the Wicomico County Health Department allocated funding to complete the GIS data development of existing and missing sidewalks, as well as map crosswalks, curb ramps, and pedestrian signals for the entirety of Wicomico County. Upon completion of this planning initiative, the entire sidewalk network will be inventoried and available as a GIS layer.

After a brief discussion about potential uses of the data, Chairman Creamer thanked Ms. Buffington and Ms. McDermott for presenting the Study.

**Resolution 08-2016: FY 2017 – FY 2020 Transportation Improvement Program (TIP)**  
**Proposed Amendments and Recommendation**

Keith Hall, S/WMPO Administrator

Chairman Creamer stated because a quorum was not present, the Council will review the proposed amendments during the meeting and vote at a later date. Mr. Keith Hall briefed Council members on the composition of a quorum for the governing body, as well as electronic voting procedures contained in the Organization's Prospectus and Bylaws. The criteria for conducting an electronic vote include canvassing all Council members simultaneously and establishing a deadline date and time for voting. Mr. Keith Hall stated the TAC reviewed and unanimously made a favorable recommendation to forward the proposed amendments for review and action by the Council. Furthermore, no public comments were received during the 15-day review period. As a result, Mr. Keith Hall recommended Council consideration to proceed with an electronic vote for the agenda item. With no objections from Council members, Chairman Creamer instructed Mr. Keith Hall to proceed with the presentation and conduct an electronic vote of Council members in accordance with the Bylaws.

Mr. Keith Hall provided an overview of the TIP, which is a multi-state planning document extending over a four-year timeframe from FY 2017 through FY 2020. As proposed, the amendments under consideration are for the Delaware portion of the TIP; therefore, the Maryland portion remains unchanged as adopted on June 23, 2016. The amendments to the Delaware portion of the TIP consist of minor adjustments to the overall cost of a specific project and statewide project listing, as well as revisions to the associated spending schedules. In addition, the removal of two (2) 45' transit buses is proposed as an amendment for consideration of the Council. The proposed amendments are a result of revised cost estimates for an existing project and recently adopted budgets.

With no further discussion, Mr. Keith Hall informed members to anticipate receiving an e-mail for the electronic vote of the proposed amendments as presented. Also, members will be notified of the results after the closing date and time and the outcome will be recorded as part of the minutes from this meeting.

An e-mail containing instructions about the electronic voting process was simultaneously submitted to all Council members on Thursday, August 11, 2016, at 1:44 PM. The e-mail identified the proposed amendments, voting procedures, and established a voting deadline of 5:00 PM on Thursday, August 18<sup>th</sup>. With all members voting in favor of the proposed amendments to the FY 2017-FY 2020 TIP, Resolution 08-2016 was approved at 5:01 PM on August 18, 2016.

**Member Updates / Other Business**

Mr. Keith Hall introduced Ms. Lindsay Donnellon of FHWA. Also, he mentioned the Draft 2016 Priority Letter will be presented at the August 16, 2016, work session of Wicomico County Council.

**Next Meeting Date/Adjourn**

There being no other business before the Council, upon a motion by Mr. Heath, seconded by Mr. John Hall, with all members voting in favor, and none opposed, the meeting was adjourned.