

Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization
Council Meeting
December 18, 2013**

**Government Office Building
Council Chambers Room #301
125 N Division Street
Salisbury, MD**

Attendees:

S/W Council members:

Matthew Creamer, Chair, Wicomico County Council Administrator
Tom "Bunky" Luffman, Jr., Vice Chair, Town of Delmar Commissioner
Jake Day, City of Salisbury Council
Mike Nixon, Maryland Department of Transportation
Mike Pennington, Tri County Council of the Lower Eastern Shore
Rick Konrad, Wicomico County

Others:

Eric Beckett, Maryland State Highway Administration
Elisabeth "Lib" Rood, KFH Group
Ian Beam, Maryland Department of Transportation
Brad Bellacicco, Shore Transit
Keith Hall, S/W MPO staff

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 the May 9, 2013, and June 19, 2013, meetings. Chairman Creamer asked if anyone had any additions or corrections. Mr. Luffman made a motion to approve the minutes as written, with the motion seconded by Mr. Day. With all Board members voting in favor, and none opposed, the motion passed.

Presentation – Shore Transit Ridership Study by KFH Group

Ms. Lib Rood, from KFH Group, presented an overview of the ridership study, which the purpose of the study was to identify ways to improve the collection of ridership data and provide technical assistance to Shore Transit staff on using and entering data into the National Transit Database (NTD). With a staff of approximately 15 people, the KFH Group was able to identify opportunities to improve Shore Transit's NTD reporting during FY 11 and 12, train Shore Transit

staff to perform data entry for the various NTD modules, complete customer surveys, and gather ridership data during peak times for all fixed routes. She noted the ridership data will also be utilized for the update to Shore Transit's Transportation Development Program.

Amendments to the FY 2014 Unified Planning Work Program (UPWP)

Prior to the budget amendment presentation, Mr. Hall noted the proposed budget was advertised in accordance with the Organization's Public Participation Plan. The Plan requires a 15-day public comment period prior to any official action of the MPO Council, as well as advertising the meeting (Daily Times, PAC 14, and S/WMPO website) 14-days in advance of the public hearing. He added no public comments had been received to date.

Mr. Hall provided a brief overview of the budget as adopted on May 9, 2013, which including the local match was \$131,527. The final Federal allocation increased the Organization's FY 2014 budget to \$141,959, which represented an increase of \$10,432. This increase necessitated amending the adopted FY 2014 UPWP.

He noted the two proposed amendments consisted of a reduction in the Special Studies – GIS Enhancements work program of \$3,000 and increasing the budget by \$10,432, which both allotments will be used to fund the Eastern Shore Drive Corridor Study. This Study will be allocated a total of \$13,432, which additional funding will need to be appropriated as part of the FY 15 UPWP to cover estimated project cost. Prior to an action of the Council, Mr. Hall noted the MPO Technical Advisory Committee had unanimously agreed to forward the amended budget with a favorable recommendation for adoption to the MPO Council.

Upon a motion by Mr. Luffman, seconded by Mr. Day, with all members voting in favor, and none opposed, the Council approved the Amended FY 2014 UPWP.

FY 2014 – 2017 Transportation Improvement Plan

Mr. Eric Beckett presented the State Highway TIP. There was a brief overview of the types of projects in the scope of seven categories. Mr. Bellacicco provided information on the Shore Transit's TIP items and updated the members on the project status of Shore Transit's Facility-Phase II. There was a brief discussion about unallocated funding from Phase II and what would be covered in Phase III. Mr. Hall added the MPO Technical Advisory Committee unanimously voted to forward a favorable recommendation for adoption of the TIP.

Upon a motion by Mr. Day, seconded by Mr. Nixon, with all members voting in favor, and none opposed, the Council approved the FY 2014- FY 2017 TIP.

Member Updates / Other Business

Mr. Hall briefly went over the following upcoming event and/or items of interest information for possible discussion at the next meeting and members to pass on to their organizations:

- Bike Lanes – Creation of the Orange Route from Downtown to Salisbury University

- Advertising: Staff will begin preparing the scope of work for the Pedestrian Connectivity Plan and Eastern Shore Drive Corridor Study. Both projects will be advertised in the upcoming months.

Public Comments

There were no public comments.

Next Meeting Date/Adjourn

Mr. Hall will contact Council members when a meeting needs to be scheduled and an appropriate date and time will then be determined.

There being no other business before the Committee, upon a motion by Mr. Day, seconded by Mr. Nixon, with all members voting in favor, with none opposed, the meeting was adjourned.