

Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization (S/WMPO)
Council
June 23, 2016**

**Government Office Building
Council Chambers Room #301
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
Charles Anderson, City of Seaford, DE
Drew Boyce, DelDOT
Lyn Erickson, MDOT
Julia Glanz, City of Salisbury
John Hall, Wicomico County Council
Jack Heath, City of Salisbury Council
Mike Pennington, TCCLES

Others:

Aviva Brown, SHA District 1
Ian Beam, MDOT
Jessica Shearer, SHA
Peter Sotherland, SHA District 1
Lisa Ludwig, Lower Eastern Shore Heritage Council (LESHC)
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 March 10, 2015. 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. Anderson. Mr. Luffman and Mr. Heath abstained from voting and with all remaining Council members voting in favor, and none opposed, the motion passed unanimously.

Presentation: Scenic Byways

Lisa Ludwig, LESHC

Ms. Ludwig thanked the S/WMPO for its continued support. She explained major activities of the year in support of Scenic Byways Planning Initiatives. Activities included coordination of local Scenic Byways programs with Maryland Heritage Areas Authority, SHA, Maryland Office of Tourism, and the lower Eastern Shore counties.

A primary responsibility of LESHC in support of Scenic Byways Planning Initiatives, is marketing and maintaining the website and mobile application. An informal survey about using the mobile application, which is currently limited to the I-Phone, has been met with great feedback and it's available free on the I-tunes store. At the time of this meeting, the mobile application is not compatible on non-apple based mobile phones.

Ms. Ludwig demonstrated the functionality of the application. The application provides users the ability to locate and learn more about historic and cultural resources, and other sites and information about various recreational activities within the County. Mr. Creamer inquired if the site has information about restaurants. Ms. Ludwig responded the first phase of the application did not include restaurants; however, it will be included in future updates, as well as farmer markets. The web based mobile application illustrates features and amenities within a 2-mile radius of a location.

Over the next year, extensive marketing efforts will be conducted. Mr. Luffman inquired if there is a social media component to the application. Ms. Ludwig stated the application is not linked to social media; however, it could be a future consideration as potential uses continue to expand. Also, Ms. Ludwig has the ability to add sites to the mobile and web-based applications. Mr. John Hall inquired about the process for an organization to request being added to the application. Ms. Ludwig confirmed the website and mobile applications have contact information for the Organization. To broaden exposure of the mobile application, Mr. Luffman suggested a demonstration to the Lower Eastern Shore Mayors Association.

Chairman Creamer thanked Ms. Ludwig for presenting the update.

Transportation Alternatives Program – Presentation

Jessica Shearer – Maryland SHA

Ms. Shearer presented a brief overview of the Transportation Alternatives (TA) program, which is funded under the Federal Fixing America's Surface Transportation (FAST) Act. She noted TA projects are community-based projects designed to: expand travel options; improve transportation experience by improving cultural, historical, and environmental aspects of the transportation network; improve safety for pedestrians and cyclist; reduce congestion and emissions; and improve health. The Federal funding allocation to Maryland is split 50 / 50 between the three largest MPO's and the remaining 50 percent

is obligated to anywhere in the State. Any projects within the S/WMPO region would be funded through the State-wide allocation through a competitive application process. Chairman Creamer inquired about the evaluation process for funding requests. Ms. Shearer outlined the application review steps, which include evaluation by a technical committee containing members from various State agencies. Subsequently, the technical committee forwards recommendations to an executive committee and ultimately the Secretary of Transportation makes the final decision.

Ms. Shearer discussed the eligibility of the criteria, which a request for funding application must be: 1) sponsored or co-sponsored by an eligible agency or authority such as a local government, regional transportation authorities, transit agencies, school districts, etc. in support of improving the surface transportation system; 2) be related to surface transportation system; 3) meet one or more of the nine eligible categories; and 4) provide a 20 percent cash match. Funding from the TA program can be used for design and construction activities. Eligible activities include: design and construction of on-road and off-road trail facilities; design and construction of infrastructure projects providing safe routes for non-drivers; conversion and use of abandoned railroad corridors for pedestrians and cyclist; construction of overlooks / vista views; archaeological activities relating to impacts from transportation projects; vegetation management practices in transportation rights-of-way; historic preservation and rehabilitation of transportation facilities; and any environmental mitigation activity to reduce pollutants from entering waterways.

Another funding option for non-motorized transportation infrastructure is the Safe Routes to School Program. This Program is designed to enable and encourage children to walk and bike to school by ensuring safe transportation related infrastructure connecting residential areas to schools. Eligible activities consists of the 5-E program; engineering costs; education; encouragement; enforcement; and evaluation. Projects must include 20 percent cash match, benefit elementary or middle school students, benefit students walking or biking to school, school participation, located within 2 miles of a school, and complete participation surveys and reports.

The application process starts with a submittal in April to May of each year with an announcement of the official award released by the Governor in September. Mr. Keith Hall inquired if the funding is a reimbursable or up front funding from the State. Ms. Shearer responded the award is a reimbursable grant; therefore, a jurisdiction will need to have funding in place. Mr. Bunky Luffman mentioned the Town of Delmar, MD, has a project underway to install sidewalks using TA funding. In an effort to increase local participation in the Program, Mr. Creamer recommended a follow-up presentation be added to the fall meeting agenda of the S/WMPO Council and to invite representatives from incorporated jurisdictions and Board of Education to the meeting.

Chairman Creamer thanked Ms. Shearer for the presentation.

Resolution 03-2016 – Conforming Appointment of John Redden as Chair of Technical Advisory Committee for FY 2017

Keith Hall – S/WMPO Administrator

Mr. Keith Hall provided a brief overview of the S/WMPO's Bylaws, which require annual elections of the Technical Advisory Committee's (TAC) Chair and Vice-Chair. Also, he noted the S/WMPO Council is the body responsible to confirm appointments forwarded by the TAC. Moreover, the Bylaws allow for officers to serve consecutive terms. On May 10, 2016, the TAC unanimously voted in favor of Mr. John Redden continuing to serve as the Chairperson.

Mr. Anderson made a motion to confirm the appointment of Mr. Redden as the Chair of the TAC for FY 2017. Seconded by Mr. John Hall, and with all members voting in favor and none opposed, Resolution 03-2016 passed unanimously.

Resolution 04-2016 – Conforming Appointment of Amanda Pollack as Vice-Chair of Technical Advisory Committee for FY 2017

Keith Hall – S/WMPO Administrator

On May 10, 2016, the TAC unanimously voted in favor of Ms. Amanda Pollack continuing to serve as Vice-Chair. Mr. Heath made a motion to confirm the appointment of Ms. Pollack as the Vice-Chair of the TAC for FY 2017. Seconded by Mr. Luffman, and with all members voting in favor and none opposed, Resolution 04-2016 passed unanimously.

Resolution 05-2016 – FY2017 - FY2020 Transportation Improvement Program (TIP) - Draft Review and Action

Mr. Keith Hall started the presentation by providing background about the TIP in response to the expansion of the S/WMPO. The first iteration of the multi-state TIP was reviewed and adopted by the S/WMPO Council on November 24, 2015. Currently, the Maryland portion of the TIP covers a four-year period from FY 2017 through FY 2020 and the Delaware portion is for the planning period extending from FY 2016 through FY 2019. While each state's portion of the TIP covers a four-year planning period as required by Federal regulations, the end result is a five-year TIP for the S/WMPO.

To comply with applicable Federal regulations governing the planning period of a TIP, the proposed amendments to the TIP will advance the planning period for the Delaware portion to FY 2017 – FY 2020, which is consistent with the Maryland portion of the planning budget. To achieve the desired result, the FY 2016 allocations have been removed and the FY 2020 spend values for the Delaware projects have been incorporated into the document. Other amendments to the Delaware portion include: 1) Road systems – remove five completed intersection improvement projects on U.S. Route 13 in or near Seaford; Transit – remove Vehicle replacement of two 30' Low Floor Buses for FY 2015; add Vehicle Expansion of two 45' buses for FY 2019; and revise the Statewide Projects

listing to the current planning period for the document. Mr. Keith Hall noted no amendments are proposed for the Maryland section of the TIP. As presented, the TIP meets Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expectations with regards to a multi-state TIP covering a four-year planning period.

Mr. Keith Hall noted the TAC reviewed the proposed amendments at their meeting on May 10, 2016, and voted unanimously to forward a favorable recommendation to the S/WMPO Council for their review and action on the proposed amendments. Mr. John Hall made a motion to adopt the proposed amendments to the FY 2017 – FY 2020 TIP. Seconded by Mr. Anderson, and with all members voting in favor and none opposed, Resolution 05-2016 passed unanimously.

Resolution 06-2016 – FY 2016 Unified Planning Work Program (UPWP) – Proposed Amendments Review and Recommendation

Keith Hall – S/WMPO Administrator

Mr. Keith Hall provided an overview about the proposed amendments to the FY 2016 UPWP, which was originally adopted by the S/WMPO Council on June 11, 2015. As proposed, the amendments include: 1) reduction of funding by \$1,310 from Salisbury to Mardela Spring Rail Trail – Feasibility Study; 2) increase funding by \$1,310 to Long Range Transportation Plan; and 3) incorporate Delaware’s FY 2016 planning fund contribution of \$48,654. Mr. Keith Hall presented the proposed line item allocations for the Delaware portion of the FY 2016 budget as contained in Appendix A of the UPWP.

Mr. Keith Hall noted the TAC reviewed the proposed amendments at their meeting on May 10, 2016, and voted unanimously to forward a favorable recommendation to the S/WMPO Council for their review and action on the proposed amendments. Mr. John Hall made a motion to adopt the proposed amendments to the FY 2016 UPWP. Seconded by Mr. Luffman, and with all members voting in favor and none opposed, Resolution 06-2016 passed unanimously.

FY 2017 UPWP – Draft Review and Recommendation

Keith Hall – S/WMPO Administrator

Mr. Keith Hall presented the proposed FY 2017 UPWP for the S/WMPO Council’s consideration. He noted the proposed budget contains funding allocations from Maryland and Delaware. The FY 2017 allocation for the Maryland portion of the budget is \$148,572, which represents an increase of \$5,233 or 3.7 percent compared to the FY 2016 contribution. The FY 2017 Planning Fund Agreement between DelDOT and the S/WMPO is \$49,613, which is an increase of \$959 or 2.0 percent as compared to the FY 2016 allocation. The total 2017 budget for the S/WMPO is \$198,185. In addition to the FY 2017 allocations, the proposed FY 2017 UPWP contains unencumbered carryover funding from previous fiscal years, as listed in the notes section of Appendix A.

The carryover funds increase the overall budget by \$129,023, from \$198,185 to \$327,208. The portions of unencumbered funds for Maryland and Delaware is \$98,216 and \$30,807, respectively. Mr. Keith Hall proceeded with presenting the proposed FY 2017 budget table – Appendix A, which contains allocations for each line item by funding source and state.

Mr. Keith Hall noted the TAC reviewed the proposed FY 2017 UPWP at their meeting on May 10, 2016, and voted unanimously to forward a favorable recommendation to the S/WMPO Council for their review and action on the proposed amendments. Mr. John Hall made a motion to adopt the proposed FY 2017 UPWP. Seconded by Mr. Boyce, and with all members voting in favor and none opposed, Resolution 07-2016 passed unanimously.

Annual Elections of the S/WMPO Council Chair and Vice-Chair

Mr. Keith Hall announced the Organization's adopted Bylaws require annual elections of the Council Chair and Vice-Chair for an upcoming fiscal year. He reminded members officers can serve successive terms. Mr. Creamer nominated Mr. Luffman to retain the position of Vice-Chair. The S/WMPO Council voted unanimously for Mr. Luffman to serve as Vice-Chair for a period extending from July 1, 2016, through June 30, 2017.

Mr. Anderson nominated Mr. Creamer to retain the position of Chair of the S/WMPO Council. The S/WMPO Council voted unanimously for Mr. Creamer to serve as Chair for a period extending from July 1, 2016, through June 30, 2017. Mr. Creamer graciously thanked the members for their vote of confidence.

Public Comments

There were no public comments.

Updates / Other Business

Mr. Pennington expressed the desire of the Tri-County Council of the Lower Eastern Shore to have a State roadway dedicated in honor of Mr. Donnie Drewer's 55 + years of service to the State Highway Administration. Mr. Luffman expressed interest of having a State road dedicated to Mr. Norm Conway. Mr. Beam provided a brief overview about the process of dedicating a State roadway to recognize an individual's exemplary public service and contributions to the State of Maryland. Upon a motion by John Hall, and seconded by Mr. Luffman, with Ms. Erickson abstaining, and with all remaining members voting in favor of the S/WMPO submitting a letter of support for the dedication of a State roadway for Mr. Drewer and Mr. Conway, the motion passed.

Next Meeting Date/Adjourn

Mr. Keith Hall recommended the proposed meeting dates for FY 2017, which are August 10, November 9, February 8, and May 10. No official action was requested at this time. As proposed, the February 8th meeting will need to be rescheduled because of a conflict.

There being no other business before the S/WMPO 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.