

Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization
May 23, 2011**

**City of Salisbury/Wicomico County Government Building
125 North Division Street, Salisbury, MD
Room 301 (Council Chambers)**

Attendees:

S/W MPO officials:

Matthew Creamer, Chair, Wicomico County Council Administrator
Luther Hitchens, Vice Chair, Deputy Mayor, Delmar, MD
John Pick, City of Salisbury
Stevie Prettyman, Wicomico County Council
Ian Beam, Maryland Department of Transportation
Riggin Johnson, Tri-County Council for the Lower Eastern Shore
Rick Konrad, City of Fruitland
Terry Cohen, Salisbury City Council

Others:

Keith Hall, S/W MPO staff
Robin Ayele, S/W MPO staff
Rochelle Outten, State Highway Administration
Eric Beckett, Maryland State Highway Administration
Matthew Wolniak, JMT

Introduction

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

Minutes

The first item of business was the minutes from the November 29, 2010 meeting. Chairman Creamer asked if anyone had any additions or corrections, and there were none. Ms. Prettyman made a motion to approve the minutes, with the motion seconded by Mr. Creamer. All Board members voted aye, with none opposed, and the motion to approve the minutes was passed unanimously.

FY 2012 Unified Planning Work Program

Mr. Creamer asked Mr. Hall to report on this item.

Mr. Hall reviewed the Draft FY 2012 Unified Planning Work Program (UPWP). The UPWP is the annual budget outlining funding levels and work program items for the upcoming fiscal year. Over the past few years, the MPO has benefited from increased funding levels; however, Staff has been instructed by the Maryland Department of Transportation (MDOT) to prepare this work program consistent with funding levels of the approved FY 2011 UPWP, which totaled \$126,478. Mr. Hall stated the funding level is likely to be modified as a result of the Federal budget adoption, which will occur prior to October 1, 2011.

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Mr. Hall provided an overview of the proposed FY 2012 UPWP beginning with the Core Planning work program items such as Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP) and the Transportation Development Program (TDP). Projected funding of the aforementioned items contained within the Core Planning section of the Draft FY 2012 UPWP is \$6,100 compared to \$13,995 in the FY 2011 UPWP. The decrease of \$7,895 is contributed to reduced funding levels for the Long-Range Transportation Plan, which was updated in 2011. He noted the funding levels of the other three (3) work program items contained within the Core Planning Section of the UPWP have remained fairly consistent to previous allocations.

The proposed budget for Administration is \$36,000, which is consistent with previous years. This work program item constitutes approximately 28% of the FY 2012 budget. Mr. Hall provided a brief description of the major functions of this work program item including: Staff participation with the American Metropolitan Planning Organization; review and revision to governing and planning documents; data collection for studies and reports; and managing the daily operations of the MPO, including all aspects of contract administration such as preparation of requests for proposals, evaluation of proposals, selection process, and financial components. In an effort to promote efficiency and ensure payment of invoices in a timely manner, Staff developed an invoice tracking system, which this database system will continue to be enhanced through FY 2012.

Other important functions associated with this work program item are related to staffing the Technical Advisory Committee (TAC) and the MPO Council. This task includes: scheduling and preparing for meetings; representing the MPO at transportation-related meetings; and attending conferences, training sessions, and seminars related to transportation planning.

The proposed budget for the Public Participation Process as contained in the Draft FY 2012 UPWP is \$2,000. Mr. Hall stated the majority of the allocation for this work program item will be used to maintain and update the MPOs website. The website contains information regarding the organizational structure, copies of studies and reports, requests for proposals, hyperlinks to organizations participating in MPO activities, and TAC and MPO Council meeting minutes.

Mr. Hall reviewed the four (4) core work program items contained in the Special Studies component of the Draft FY 2012 UPWP. As recommended by the TAC, Staff is seeking approval to allocate funding to the following Special Studies: GIS Enhancements (\$15,000); Pedestrian Safety and Connectivity Study along U.S. Route 50 extending from Ward Street to Civic Avenue (\$35,378); study to increase Shore Transit ridership (\$23,500); and study to determine the costs to upgrade existing Shore Transit bus shelters to meet ADA requirements (\$8,500).

After additional discussion, upon a motion by Mr. Creamer, seconded by Mr. Konrad (Ms. Cohen abstained), with all members voting in favor the motion passed.

Presentations

1. *2011 Long-Range Transportation Plan* – Mr. Beam mentioned that the consultant is not presenting due to issues with services rendered. Mr. Hall acknowledged the TAC has reviewed the Draft Plan and made a favorable recommendation to forward the document to the MPO Council for review and approval. Also, consistent with the MPOs Public Participation Plan, the Draft Plan was available for public review and comment for a period of no less than 45-days. No public comments were received. Mr. Creamer

requested Staff extend appreciation to the TAC for their assistance regarding this transportation planning effort.

Mr. Beam stated the Urbanized Area of the MPO boundary has been consistent since the creation of the MPO in 2004, but future changes to this Area may occur as a result of the 2010 U.S. Census. Specifically, the Urbanized Area of the MPO boundary may change based on population fluctuations.

Mr. Beam proceeded to provide Plan highlights including information about the purpose and use of the LRTP, goals and objectives of the Plan, brief description about the existing and future conditions, transportation modes available within the MPO boundary, goods movement, and the financially constrained and unconstrained projects.

Mr. Beam discussed capacity expansion projects, which included U.S. Route 50 Interchange with access control improvements, U.S. Route 13 / North Salisbury Boulevard / Ocean Gateway (Salisbury Bypass), and the Naylor Mill Road Extended (Westside Collector). Mr. Hall added that the Westside Collector is now referred to as Naylor Mill Road. Phase 1 of the extension of Naylor Mill Road opened in 2010 extends from U.S. Route 50 Business to Brick Kiln Road. Phase 2 is Brick Kiln Road to Levin Dashiell Road, and Phase 3 will connect Naylor Mill Road to Crooked Oak Lane.

Mr. Hall provided an overview of the fiscally constrained and unconstrained system preservation projects by jurisdiction. As represented in Table 7.5 of the LRTP, eight (8) projects are located within the unincorporated portion of the County within the MPO boundary. The estimated expenditure of the eight (8) projects, both capacity expansion and system preservation, is approximately \$5.46 million. The City of Salisbury identified 21 improvements as part of their FY 2012 – FY 2016 Capital Improvement Plan. See Table 7.6 of the LRTP. The estimated cost to implement the improvements is roughly \$14 million. The Capital Improvement Plan for the City of Fruitland has identified five (5) system preservation projects with an estimated cost of \$6.25 million. Unfortunately, due to budget cuts and the loss of Highway User Revenue funds, the City is seeking alternative funding to implement the changes. The FY 2007 – FY 2012 CIP for the Town of Delmar, Maryland includes five (5) system preservation projects costing \$1.975 million, which \$0.675 of funding has been secured. The Town of Delmar, Delaware has identified 20 system preservation projects at an approximate cost of \$0.32 million. The majority of the transportation improvements for the five (5) jurisdictions are considered system preservation projects. Mr. Hall stated these system preservation projects are imperative to the on-going continued maintenance of the local infrastructure including improvements to drainage, repaving, reconstruction of roadways, and traffic control devices.

Upon a motion by Mr. Pick, seconded by Mr. Konrad (Ms. Cohen abstained), with all members voting aye, the Council adopted the 2011 Long Range Transportation Plan as submitted.

2. *U.S. Route 13 North / Naylor Mill Road Corridor Study* – Prior to introducing the consultant responsible for preparing this corridor study, Mr. Hall informed the MPO Council members the Study was presented to the TAC on March 7, 2011. At which time, the Study was favorably received by the TAC.

Mr. Hall introduced the consultant, Mr. Matthew Wolniak of Johnson, Mirmiran and Thompson (JMT). Mr. Wolniak began the presentation by illustrating the extents of the Study area. He stated the study area is defined by Dagsboro Road to the north, Brown Road to the east, U.S. Route 50 Business to the west and U.S. Route 13 / Salisbury / Ocean Gateway Bypass to the south. Based on existing peak hour traffic counts, the section of U.S. Route 13 North from the Salisbury Bypass to North Point Drive experiences the greatest volume of traffic. This roadway segment carries 50,000 to 60,000 vehicles per day, which is approximately 30,000 northbound and 30,000 southbound. Although this section of roadway experiences the greatest volume of traffic, it does not experience the largest number of crashes over a three-year period. Naylor Mill Road, which has 8,000 to 12,000 vehicular trips per day, experienced the largest number of crashes over a three-year period with 33.

Mr. Wolniak mentioned at build-out of the 21 proposed developments in the Study area, which is anticipated to occur by 2030, a significant increase of congestion on U.S. Route 13 is projected. He noted existing and future conditions were analyzed to determine the intersection and roadway operations throughout the Study area. Based on the analysis, Mr. Wolniak reported the current roadway system in the Study area will not be able to accommodate the projected volumes. Moreover, traffic volumes along U.S. Route 13 are expected to increase to approximately 95,000 vehicles per day, and almost all the roadways in the Study area will grow to over 10,000 vehicles per day. In an effort to mitigate existing and projected congestion, Mr. Wolniak discussed the Short-Term and Long-Term Recommendations of the Study, see Attachments 1 and 2, respectively.

After further discussion, the Council thanked Mr. Wolniak for the presentation. No action was necessary for this item.

Other Business

- I. Studies and Reports – Mr. Hall provided a brief status of the current studies and reports, which included the following:
 - a. Shore Transit / TCCLES Routing Analysis – The purpose of this study is to determine the impact(s) associated with the upcoming relocation of Shore Transit to the Power Wave building located at the intersection of Walston Switch Road and U.S. Route 50. Sabra, Wang and Associates from Baltimore, Maryland has been retained to conduct the Study. The cost of the study is \$27,700. It is anticipated this Study will be completed by the end of 2011.
 - b. Delmarva Freight Study – This tri-state freight study between Maryland, Delaware, and Virginia is being prepared by BEACON of Salisbury University. A draft has been submitted to the aforementioned parties of interest for review and comments.
 - c. MPO Freight Study – This freight study is a smaller subset of the Delmarva Freight Study. The document is 60 percent complete and it is anticipated the final document will be delivered to the MPO by the end of summer 2011 and presented to the TAC and MPO Council by fall 2011.
 - d. Hiker/Biker Functional Master Plan – Within the last month, Staff has prepared, advertised, and evaluated the request for proposals to seek professional consulting services to prepare a Hiker and Biker Functional Master Plan. Based on the evaluation of the seven (7) bid responses, Urban Research and

Development Corporation (URDC) was selected to prepare the Plan. The approximate cost of this project is \$24,000. It is anticipated the Plan will take 8 to 12 months to complete.

Public Comments

There were no public comments.

Next Meeting Date/Adjourn

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

Mr. Creamer asked for a motion to adjourn the meeting, which was moved by Mr. Konrad, seconded by Ms. Prettyman, and unanimously approved to adjourn. The meeting adjourned at 2:40 p.m.

Attachment 1

U.S. Route 13 / Naylor Mill Road Study

SHORT TERM RECOMMENDATIONS

- 1) NAYLOR MILL ROAD BETWEEN JERSEY ROAD AND SCENIC DRIVE – TRIM TREES AND RELOCATE SIGNS
- 2) NAYLOR MILL ROAD BETWEEN SCENIC DRIVE AND COGGARD PKWY – CONSTRUCT A CENTER TURN LANE
- 3) NAYLOR MILL ROAD @ NORTHGATE DRIVE-RESTRIPE TO PROVIDE A RIGHT TURN AND LEFT TURN LANE FOR THE SOUTHBOUND NORTHGATE DRIVE APPROACH.
- 4) DAGSBORO ROAD NEAR RUM RIDGE ROAD/BROWN ROAD – PLACE SIGNS AND REVIEW PASSING ZONES
- 5) DICKERSON LAN @ DAGSBORO ROAD – PROVIDE PAVEMENT MARKINGS AND SIGNS. CONSTRUCT A LEFT TURN LANE FROM DICKERSON LANE TO DAGSBORO ROAD
- 6) KILEY DRIVE @ CENTRE ROAD @ ZION ROAD – STANDARDIZE THE INTERSECTION BY RECONSTRUCTING IT AS A FOUR-WAY STOP OR ROUNDABOUT
- 7) EAST NAYLOR MILL ROAD @ NORTH MALL DRIVE – SIGNALIZATION IS RECOMMENDED AT THIS INTERSECTION EAST NAYLOR MILL ROAD @ SOUTH MALL DRIVE – CONVERT THE SOUTH MALL ENTRANCE TO A RIGHT IN-RIGHT OUT
- 8) NAYLOR MILL ROAD @ NORTHWOOD DRIVE – CONSTRUCT A BYPASS LANE ON NAYLOR MILL ROAD WESTBOUND AND CHANNELIZE THE RIGHT TURN MOVEMENT FROM NORTHWOOD DRIVE TO FREE FLOW ONTO EASTBOUND NAYLOR MILL DRIVE
- 9) NAYLOR MILL ROAD @ GODDARD PARKWAY/ARMSTRONG PARKWAY – RESURFACE THE ROADWAY AND PROVIDE ADDITIONAL SIGNING, CONSTRUCT A LEFT TURN LANE FROM WESTBOUND NAYLOR MILL ROAD ONTO ARMSTRONG PARKWAY AND TO GODDARD PARKWAY
- 10) NAYLOR MILL ROAD – PERFORM FRICTION TEST, REVIEW DRAINAGE AND RESURFACE IF NEEDED

Attachment 2

U.S. Route 13 / Naylor Mill Road Study

LONG TERM RECOMMENDATIONS

- 1) EXTEND EAST NORTH POINT DRIVE FROM ITS EXISTING TERMINUS TO BROWN ROAD
- 2) CONSTRUCT PARSONS LAKE DRIVE FROM ITS EXISTING TERMINUS TO BROWN ROAD
- 3) EXTEND JASMINE DRIVE FROM EAST NORTH POINTE DRIVE TO NAYLOR MILL ROAD
- 4) CONNECT NORTHWOOD ROAD FROM NAYLOR MILL ROAD TO CONNELLY MILL ROAD
- 5) CONSTRUCT DAGSBORO ROAD FROM ITS EXISTING TERMINUS WEST OF US 13 TO TIE INTO NORTHGATE DRIVE EXTENDED
- 6) EXTEND NORTHGATE DRIVE FROM HAMPSHIRE ROAD TO DAGSBORO ROAD EXTENDED
- 7) EXTEND WEST NORTH POINT DRIVE FROM NORTHGATE DRIVE TO NORTHWOOD DRIVE EXTENDED
- 8) CONNECT HAMPSHIRE ROAD FROM NORTHGATE DRIVE TO NORTHWOOD DRIVE EXTENDED
- 9) EXTEND BROWN ROAD FROM ZION ROAD TO US 50
- 10) RECONSTRUCT US 50/NAYLOR MILL ROAD INTERCHANGE
- 11) WIDEN NAYLOR MILL ROAD FROM NORTHWOOD DRIVE TO US 13
- 12) CONNECT PARSONS LAKE DRIVE EXTENDED AND CENTRE ROAD
- 13) PROVIDE ACCESS CONTROLS ALONG US 13 AND IMPROVEMENTS TO THE NAYLOR MILL ROAD INTERSECTION
- 14) DAGSBORO ROAD @ BROWN ROAD-REALIGN INTERSECTION
- 15) NORTHWOOD ROAD @ KILEY DRIVE – CONSTRUCT ROUNDABOUT
- 16) ZION ROAD @ BROWN ROAD – SIGNALIZATION
- 17) DEVELOP A BICYCLE/PEDESTRIAN NETWORK – NOT SHOWN ON MAP
- 18) EXPAND TRANSIT SERVICE – NOT SHOWN ON MAP