

Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization (S/WMPO)
Technical Advisory Committee
July 28, 2016**

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

Attendees:

S/WMPO Technical Advisory Committee (TAC) members:

John Redden, Chair, Wicomico County Public Works
Amanda Pollack, Vice-Chair, City of Salisbury Public Works
Ian Beam, Maryland Department of Transportation (MDOT)
Tracey Gordy, Maryland Dept. of Planning (MDP)
Brad Bellacicco, Shore Transit
Sara Bynum-King, Town of Delmar
Ronald Ayers (proxy), Town of Hebron
Josh Thomas, Delaware Department of Transportation (DelDOT)
Dorothy Morris, Delaware Office of State Planning Coordination
Janelle Cornwell, Sussex County
Berley Mears, City of Seaford Public Works
Keith Hall, S/WMPO Administrator

Others:

Dr. Michael Scott, Eastern Shore Regional GIS Cooperative (ESRGC)
Ms. Mary Buffington, ESRGC
Dr. Kwame Arhin, Federal Highway Administration (FHWA)
Yolonda Jordan, FHWA
Peter Sotherland, State Highway Administration (SHA)
Aviva Brown, SHA

Introduction

Mr. Redden opened the meeting at 10:30 A.M. and welcomed everyone.

Minutes

The first item of business was the approval of minutes from the May 10, 2016 meeting. Mr. Bellacicco made a motion to approve the minutes as submitted, with the motion seconded by Mr. Thomas. With all Technical Advisory Committee (TAC) members voting in favor, and none opposed, the motion passed unanimously.

School Sidewalk Connectivity Study – Presentation

Ms. Mary Buffington and Dr. Michael Scott (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 (Elementary - Primary and Intermediate, Middle, and High School have varying distances). The GIS analysis included delineating priority areas of gaps / missing sidewalks for each school using a 1,000' buffer around each facility.

Ms. Buffington presented the methodology used to conduct the GIS analysis for the Study based on the three (3) facility types, assign missing sidewalks by jurisdiction or entity, and calculate planning-level cost estimates. Chairman Redden inquired if the Study will be presented to the S/WMPO Council at their upcoming meeting, and if WCBOE will be notified about the upcoming presentation. Ms. Buffington confirmed the presentation to the S/WMPO Council and Mr. Hall stated WCBOE will be invited to attend the next presentation. Ms. Tracey Gordy invited the incorporated jurisdictions in Wicomico County located outside of the MPO's study area to attend the TAC meeting. Mr. Sotherland inquired if the Study included an implementation component to assist a jurisdiction with establishing priorities. Mr. Hall responded the implementation of the Study is a decision outside of the purview of S/WMPO's responsibilities; therefore, implementation will occur at the jurisdiction or entity level as a future capital programming consideration. Mr. Hall stated the GIS data and final study will be available for download on the S/WMPO's website.

Following a brief discussion by TAC members about various State funding mechanisms and the financial assistance required by most small towns to construct new sidewalks, consensus was reached by the TAC to invite each of the incorporated jurisdictions in Wicomico County to the next meeting. Furthermore, it was determined the upcoming meeting will present an opportunity for State agencies to discuss benefits of the Sustainable Communities designation and potential State funding sources for municipalities to consider for constructing sidewalks.

Mr. Hall asked if the GIS data for existing and missing sidewalk connections was created for the entirety of Wicomico County. Ms. Buffington stated the GIS data developed for the Study was limited to the study area buffers around each school. Dr. Scott responded the remaining portions of existing sidewalks, outside of the scope of work for this project, are being developed for the Wicomico County Health Department. Upon completion, the entire sidewalk network will have been mapped and available as a GIS layer. Mr. Hall inquired about future GIS data development in support of creating a GIS based inventory of sidewalk amenities including crosswalks, as well as pedestrian signals and lighting. Ms. Pollack suggested collecting data about rights-of-ways width and obstructions such as

utilities in the areas where new sidewalks will be constructed. She expressed this type of information will assist a jurisdiction with prioritizing implementation efforts. Mr. Sotherland indicated SHA has a GIS layer containing attribute data about ADA compliance for sidewalks along State roads. Ms. Pollack expressed interest in enhancing the sidewalk GIS data by identifying if existing sidewalk ramps are ADA compliant. Dr. Scott stated the Health Department project will include ADA compliance for sidewalk ramps; however, the extent is undetermined at this time. The first priority for capturing ADA compliance for sidewalk ramps is the city and towns. Mr. Redden stated there is not many sidewalks in the unincorporated portion of the County. Mr. Hall asked Dr. Scott about his thoughts of how this data collection effort should continue. Dr. Scott expressed the challenges of collecting and mapping of right-of-way and easement data. He recommended the S/WMPO to continue purchasing high-resolution aerial imagery, which is used as source data for a multitude of GIS data development efforts. Additionally, funding for the maintenance of the sidewalk GIS data should be a priority for future budget considerations of the S/WMPO. Mr. Hall polled the TAC members about Staff preparing a scope of work for ESRGC to continue with enhancing and maintaining the GIS layer for sidewalks, which the TAC members supported.

FY 2017 Work Program – Develop Listing of Potential Projects

TAC membership

Mr. Hall reiterated the TAC's desire to continue GIS data development for existing sidewalks and pedestrian amenities, including, signals, crosswalks, and ADA compliance for sidewalk ramps. He briefed TAC members about the approved FY 2017 Unified Planning Work Program (UPWP) and explained potential expenditures for each line item allocation contained in the Special Studies section of the budget. The list of potential projects, include, continuation of purchasing high-resolution aerial imagery using the GIS Enhancements allocation, and conducting an intersection safety and traffic signal warrant analysis study for Connelly Mill Road and Bi-State Blvd (MD 675B) intersection, as well as Northwood Drive and Naylor Mill Road.

Mr. Thomas presented an approach of allocating funding for transportation planning studies within the Delaware portion of the S/WMPO. As listed in the FY 2017 UPWP, the sole allocation is for Transportation Planning Studies because of limited funding. As additional funding is programmed in future UPWPs, there should be adequate money available to conduct transportation planning studies for the Delaware portion of the Metropolitan Planning Area. Mr. Hall encouraged the member jurisdictions from Delaware to begin developing a potential projects listing for transportation studies.

Mr. Hall continued the presentation by informing the TAC about the Origin to Destination Study for Shore Transit. The project will be funded using unencumbered carryover money from the transit planning initiatives budget from FY 2016 UPWP and an allocation from FY 2017 UPWP. The anticipated start date for the project is September / October of this calendar year. Considerations for Freight Planning projects, include, membership dues to

join Delmarva Water Transport Committee, purchasing updated freight data (Transearch), and planning level reports to identify suitable dredge spoils placement sites for the Wicomico River. Funding for Pedestrian and Cyclist Planning will be used to enhance ongoing GIS data development of sidewalks and supporting pedestrian amenities.

FY 2017 – FY 2020 Transportation Improvement Program – Proposed Amendments and Recommendation

Keith Hall, S/WMPO Administrator

Mr. 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 and recommendation of the TAC. The proposed amendments are a result of revised cost estimates for an existing project and recently adopted budgets.

After a brief discussion by TAC members and attendees about the format and content of the TIP, Mr. Bellacicco made a motion to forward a favorable recommendation on the proposed amendments for the FY 2017 – FY 2020 TIP to the S/WMPO Council for their review and consideration, with the motion seconded by Mr. Beam. With all Committee members voting in favor, and none opposed, the motion passed unanimously.

Member Updates / Other Business

TAC Members

Ms. Amanda Pollack provided an update to the TAC on the Main Street Revitalization project. The City of Salisbury awarded the construction contract, as well as obtained the professional services of KCI Technologies to be the construction administration and inspection company. Other updates include the City of Salisbury was awarded a Maryland Bikeways Program grant to design bike lanes on Fitzwater Street, which a Request for Proposals has been put out to bid.

Mr. John Redden mentioned the almost completed sidewalk improvements along S. Division Street, as well as reconstruction of the entrance to Salisbury University along Camden Avenue. Other ongoing improvements in the area, include, SHA improvements in the median of U.S. Route 13 between Bateman Street and W. College Avenue and at the intersection of U.S. Route 13 and W. College Avenue, completing the traffic circle on Walston Switch Road, closure of Barren Creek Road because the dam was compromised

during a recent weather event, and repairing a section of Nanticoke Road at Riawakin Pond because of flooding.

Public Comments

There were no public comments.

Next Meeting Date/Adjourn

Mr. Hall reminded TAC members there will be a meeting during the next quarter, which the meeting schedule for the remainder of FY 2017 will be sent to TAC members via e-mail.

There being no other business before the TAC, upon a motion by Mr. Thomas, seconded by Ms. Pollack, with all members voting in favor, and none opposed, the meeting was adjourned.