

Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization (S/WMPO)
Technical Advisory Committee
May 10, 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 Pollock, Vice-Chair, City of Salisbury Public Works
Peter Sotherland, Maryland Department of Transportation (MDOT)
Tracey Gordy, Maryland Dept. of Planning (MDP)
Brad Bellacicco, Shore Transit
Sara Bynum-King, Town of Delmar
Mary Purner, Town of Hebron
Josh Thomas, Delaware Department of Transportation (DeIDOT)
Dorothy Morris, Delaware Office of State Planning Coordination
Berley Mears, City of Seaford Public Works
Tremica Cherry, Delaware Transit Corporation (DTC)
Keith Hall, S/WMPO Administrator

Others:

Allysha Lerber, JMT/DeIDOT
Lisa Ludwig, Lower Eastern Shore Heritage Council (LESHC)
Frank Rowe, Salisbury University Eastern Shore Regional GIS Cooperative (ESRGC)
Aviva Brown, State Highway Administration (SHA)

Introduction

Mr. Redden opened the meeting at 10:30 A.M. and welcomed everyone. Mr. Hall informed TAC members and attendees of the emergency evacuation procedures and the bathroom location.

Minutes

The first item of business was the approval of minutes from the March 3, 2016 meeting. Mr. Bellacicco made a motion to approve the minutes as submitted, with the motion seconded by Ms. Bynum-King. With all Technical Advisory Committee (TAC) members voting in favor, and none opposed, the motion passed unanimously.

Presentation: Delaware Long Range Transportation Plan (LRTP)

Josh Thomas, DeIDOT, and Allysha Lerber, JMT

Mr. Thomas gave an overview of the project for achieving an adopted LRTP with a horizon date of 2040. Ms. Lerber added that this would be a strategic policy document outlining the development strategy of DelDOT in relation to the future growth of transportation, economic, environmental, and infrastructure needs of projected growth areas. Adopted in 2010, the current LRTP is on a fast track for updating. Utilizing the elements for previous long range plans and as required by Federal Guidelines including the additional requirements for performance metrics and FAST Act, the purpose of the plan is to prepare, promote and attract business to Delaware. After analyzing data and public input, the goal is to have the plan drafted by October or November of 2016, and after allowing for a 30 day public review, adopted by December of 2016; getting there by reaching out to and engaging stakeholders like the S/W MPO and other organizations by attending and presenting or piggy-backing at meetings and public outreach events, gathering feedback from attendees to these meetings, as well as developing a survey and website. Also discussed as a resource for the LRTP development are Transportation Improvements Districts (TID) or community master plans in older developments that have transitioned into TIDs. There are a few TIDs up and working in northern Delaware, but currently not in Sussex County. The aim is to focus on land-use and transportation investments to support growth or revitalization. When there is a master plan for a community such as a TID or Master Plan, there is a shared local, state, and community agreement by which an area can anticipate not only the growth but the costs associated with such growth. This plan creates a developer ready document that keeps from 'dumping' the costs of infrastructure onto the last investor. Communities benefit when costs are anticipated and spread proportionately from beginning to end, and infrastructure is planned.

Presentation: Scenic By-Ways

Lisa Ludwig, LESH, and Frank Rowe, ESRGC

Ms. Ludwig thanked the MPO for its continued funding and support. Explained the reason why the Blue Crab is an important "branding" tool for the Eastern Shore. She also elaborated on the Cape to Cape Byway, which shows that state lines can be crossed and they are not physical impediments. She also noted the Chesapeake County Blue Crab Byway, for which she advocates on keeping the 'crab' brand, is bringing visitors to our area. Her new purpose is marketing the app and getting people excited about the app. An informal survey of everyone she knows about using the app, which is currently limited to the I-Phone has been met with great feedback and it's available free on the I-tunes app store. There is an optimization option that they are currently researching which will work for Android phones as an app, in its current form an Android phone can only access the website. Mr. Rowe demonstrated on the app itself on his phone for finding your location and sites within 2 miles, by town, or by a list of sites. The app really needs more marketing and discussion led to state to state connections, which Ms. Ludwig said that the money involved in bringing that to fruition was a problem because of state lines. If we could get beyond the state lines and bring more states or even local

jurisdictions to commit, there could be continuity across the area regardless of the 'lines' as in the Cape to Cape Byway.

Chairman Redden and TAC members thanked Ms. Ludwig and Mr. Rowe for presenting the update.

FY2017 - FY2020 Transportation Improvement Program (TIP)-Draft Review and Recommendation

Peter Sotherland – Maryland SHA District 1

Mr. Sotherland gave an overview on the TIP process. The TIP is a federally mandated document containing projects using federal funding. This is a short range planning budget, which requires the MPO's approval prior to capital programming of improvements.

Mr. Sotherland briefly presented the various projects contained in the draft. Document is divided into projects and project categories. The amounts represent money the State is planning on spending for a given fiscal year for the timeframe of a TIP. Major projects include regionally significant projects, full bridge replacements, or projects with total cost of \$10,000,000. He provided examples for each project code, and noted improvements contained in the S/WMPO TIP consist of system preservation projects rather than capacity expansion projects. Projects funded through Transportation Alternatives Program are broken out in the proposed TIP.

Mr. Thomas made a motion to forward a favorable recommendation of the FY2017 - FY2020 TIP Draft Plan to the S/WMPO Council for their review and consideration, with the motion seconded by Ms. Gordey. With all Committee members voting in favor, and none opposed, the motion passed unanimously.

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

Keith Hall – S/WMPO Administrator

Mr. Hall provided a background about the budget, which was originally adopted by the S/WMPO Council on June 11, 2015. The proposed amendments include reducing Transportation Development Program line item from \$1,600 to \$963, which represents a decrease of \$637, and reprogramming the money to Public Participation Process line item. The proposed total amount for the Public Participation Process is \$3,137. The increase in funding is needed to cover anticipated expenses associated with advertising public meetings and maintaining the S/WMPO website throughout the end of this fiscal year.

Ms. Pollock made a motion to forward a favorable recommendation on the Proposed Amendments to the FY 2016 UPWP to the S/WMPO Council for their review and consideration, with the motion seconded by Mr. Bellacico. With all Board members voting in favor, and none opposed, the motion passed unanimously.

FY 2017 UPWP – Draft Review and Recommendation

Keith Hall – S/W MPO Administration

Mr. Hall reviewed the proposed format changes to the budget table contained in an UPWP. The changes are in response for the need to document the various budgets for the Maryland and Delaware portions of the S/WMPO. In addition, he noted the proposed change to the special studies section of the table, which programs funding by mode rather than a listing of specific projects. The challenge of using the project based approach is the uncertainty of the actual cost compared to the estimate. The budget contains a preliminary estimate; however, if the project cost exceeds the estimate a budget amendment will need to occur. The proposed approach provides flexibility to the TAC and Council to respond to situations as they arise and carryover funding to cover project expenses. No official action is requested by the TAC.

Annual Elections: S/W MPO TAC Chair and Vice Chair

Mr. Hall announced that as part of the newly adopted prospectus and by-laws for the S/W MPO, annual elections were in order to establish the S/W MPO TAC Chair and Vice Chair. Mr. Hall reminded members that the nominations would have to be confirmed by the MPO Council at their next meeting scheduled for May 26, 2016. He also added that Mr. Redden has been the Chair since the MPO designation for the Salisbury area since its creation in 2005.

Ms. Bellacico made a motion to nominate Mr. Redden to continue as Chairman. Ms. Gordy seconded the motion. A vote was held, with all members voting, the motion was passed unanimously.

Ms. Gordy then made a motion to nominate Ms. Pollack to continue as Vice-Chair. The motion was seconded by Mr. Bellacico. A vote was held, and with all members voting, the motion was passed unanimously.

Member Updates / Other Business

Mr. Sotherland had several updates from MD SHA:

- The Public Meeting for the Delmar Weigh Station was at the Delmar High School.
- The Salisbury University entrance way is being relocated to the northern part of the campus and there would still be only one access point on U.S. 13. Work to begin on May 11, 2016.

- The Sixty Foot Road Public Meeting was scheduled for June 1st, 2016. Time and place to be provided.
- Pedestrian Safety Walking Audit to be conducted for U.S. 13 at 3 different intersections. These were considered high risk pedestrian crossings and included College Ave and the area around the car dealerships ending on or about Zion Road. There are no studies to the north of the By-Pass that he was aware of.
- Sidewalk app available online to help with the identification of gaps. The State has some funding still available and different programs to assist with funding. Also reminded members that certain community designations have different funding and match levels.
- Sidewalk ordinances are a great help in maintaining the sidewalks and pedestrian connectivity is greatly improved when in place. The State will build a sidewalk but it's up to the property owners or jurisdictions to keep them maintained.

Mr. Thomas gave a presentation on the Gateway App available online for any DeIDOT activity in the State of Delaware. This portal allows the user to click on a map displaying color coded roadways and 'clickable' features that allow the user to see the improvements taking place or planned in different locations including estimated start and completion dates. The application has been live for about a week.

Ms. Pollack stated that the bids for the first phase of the City of Salisbury Main Street Master Plan came in high and they were working with the bidders to bring down the costs. Delays to the start of the project are expected to be about two months.

Public Comments

There were no public comments.

Next Meeting Date/Adjourn

Mr. Hall reminded the members that there would be a meeting next quarter with the date to be announced.

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