

Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization (S/WMPO)
Technical Advisory Committee
November 24, 2015**

**Government Office Building
Council Chambers Room #301
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)
Sara Bynum-King, Town of Delmar
Jim Magill, Salisbury-Wicomico County Planning and Zoning Commission
Eric Berkheimer, Salisbury University
Brad Bellacicco, Shore Transit
Josh Thomas, Delaware Department of Transportation (DelDOT)
Keith Hall, S/WMPO Administrator

Ex-Officio members:

Peter Sotherland, Maryland State Highway Administration (SHA)
Kwame Arhim, Federal Highway Administration (FHWA) – Maryland
Mary Ridgeway, FHWA – Delaware
Yolanda Jordan, FHWA – Delaware

Others:

Lyn Erickson, MDOT
Bobbie Geier, DelDOT
Jamila Jones, Delaware Transit Corporation (DTC)
Tremica Cherry, DTC
Mary Purner, Town of Hebron, Maryland
Janelle Cornwell, Sussex County, Delaware, Planning Office
Jamie Lake, STV, Inc.
Rex Lloyd, STV, Inc.

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 June 11, 2015, and August 10, 2015, meetings. Mr. Berkheimer made a motion to approve the minutes as submitted, with the motion seconded by Mr. Magill. With all Technical Advisory Committee (TAC) members voting in favor, and none opposed, the motion passed unanimously.

Resolution 04-2015: Proposed Amendments to the S/W MPO Prospectus and Bylaws

Keith Hall – S/WMPO Administrator

Mr. Hall summarized proposed amendments to incorporate Delaware membership and representation into the Salisbury/Wicomico MPO. The substantive changes to the existing language in the Prospectus and Bylaws or structure of the Council and TAC are as follows:

- 1) Revise geography description based on the 2010 Urbanized Area boundary;
- 2) Outline responsibilities of DelDOT in support of the S/WMPO, including, but not limited to funding and distribution formula, planning coordination, responsible for air quality conformity analysis, and voting membership of DelDOT on the TAC;
- 3) Modify composition of Council from nine (9) voting and two (2) non-voting members to 12 voting members by adding one (1) representative from DelDOT, Sussex County, and City of Seaford;
- 4) Revise voting procedures to include provision of member(s) to participate via telephone; use of electronic votes via e-mail; establish quorum number and composition for Council; and
- 5) Revise listing of eligible organizations to serve on TAC, limit TAC membership not to exceed 17 persons/organizations, and establish a quorum consisting of nine (9) members.

Mr. Hall stated the meeting notice, as well as the public review and comment period for the proposed amendments were advertised in accordance with the S/WMPO's Public Participation Plan. The Public Participation Plan requires a 15-day public review and comment period prior to an action by the S/WMPO TAC or Council, as well as a public meeting notice advertised in the Daily Times, PAC 14, and the S/WMPO website for at least 14-days in advance of a meeting. To date, no public comments were received.

Mr. Magill made a motion to forward a favorable recommendation on Resolution 04-2015 to the S/WMPO Council for their review and consideration, with the motion seconded by Mr. Bellacicco. With all Committee members voting in favor, and none opposed, the motion passed unanimously.

Resolution 05-2015: Proposed adjustment to the Metropolitan Planning Area

Keith Hall – S/W MPO Administrator

Mr. Hall directed the members to the meeting materials and map of the proposed Metropolitan Planning Area (MPA) for the S/WMPO. He noted the Maryland portion of the proposed MPA was delineated using designated growth areas for the member jurisdictions adopted as part of their comprehensive plans and adjusted to Census Blocks. DelDOT delineated the Delaware portion of the MPA using a similar methodology. The possibility of the MPA or the Urbanized Area (UA) boundaries for the S/WMPO expanding east to include the coastal resort areas located in Worcester County was discussed. Mr. Hall explained the UA and the MPA are modified as a result of the U.S. Census Bureau's Decennial Census, which the next Decennial Census will occur in April

of 2020. With the limited amount of population residing in the coastal areas during the time of the Decennial Census, there is a low probability the region will meet the UA designation criteria. However, it will be a consideration if the Census Bureau modifies the collection date to the summer or the designation criteria. The S/WMPO is responsible for delineating a MPA to conduct regional transportation planning activities; however, the planning fund distribution formula is limited to the UA.

Mr. Hall stated the meeting notice, as well as the public review and comment period for the proposed amendments were advertised in accordance with the S/WMPO's Public Participation Plan. The Public Participation Plan requires a 15-day public review and comment period prior to an action by the S/WMPO TAC or Council, as well as a public meeting notice advertised in the Daily Times, PAC 14, and the S/WMPO website for at least 14-days in advance of a meeting. To date, no public comments were received; however, public comments will be accepted through November 27, 2015.

Ms. Pollack made a motion to forward a favorable recommendation on Resolution 05-2015 to the S/WMPO Council for their review and consideration, with the motion seconded by Ms. Gordy. With all Committee members voting in favor, and none opposed, the motion passed unanimously.

Resolution 06-2015: Amendments to the MD FY 2014 – FY 2017 TIP and DE FY 2016 – FY 2019 Transportation Improvement Program

Keith Hall – S/WMPO Administrator

Mr. Hall noted in addition to the proposed amendments to the Maryland portion of the S/WMPO's FY 2014- FY 2017 Transportation Improvement Program (TIP), the amendments also incorporate the Delaware portion of the TIP. The Maryland portion of the TIP extends from FY 2014 through FY 2017. In contrast, the Delaware portion of the TIP extends from FY 2016 through FY 2019. To reconcile this discrepancy, in the upcoming months Staff will coordinate with MDOT to prepare their portion of the FY 2016 through FY 2019 TIP.

The proposed amendments to the Maryland portion of the FY 2014 – FY 2017 TIP include: 1) Increase funding by \$10,000,000 from \$12,880,000 to \$22,800,000 for STIP # SPP Categories 4 (Bridge Replacement and Rehabilitation); 2) Decrease funding by \$503,000 from \$9,667,000 to \$9,164,000 for STIP # SW14_CAP_1 (Capital Assistance – Shore Transit); and 3) Decrease funding by \$424,000 from \$14,756,000 to \$14,332,000 for STIP # SW14_OP_1 (Operating and Maintenance Assistance – Shore Transit). The Delaware portion of the TIP incorporated the FHWA and FTA approved Delaware FY 2016 – FY 2019 State Transportation Program.

Mr. Hall stated the meeting notice and proposed TIP had been advertised in accordance with the S/WMPO's Public Participation Plan. To date, no public comments were received; however, the public comment period extends through November 27, 2015.

Mr. Berkheimer made a motion to forward a favorable recommendation on Resolution 06-2015 to the S/WMPO Council for their review and consideration, with the motion seconded by Ms. Pollack. With all Board members voting in favor, and none opposed, the motion passed unanimously.

Resolution 07-2015: Draft Air Quality Conformity Determination

Keith Hall – S/W MPO Administration

Mr. Hall provided an overview about the purpose and responsibility of the S/WMPO, in conjunction with DelDOT, to conduct an Air Quality Conformity Analysis as part of the update to the Long Range Transportation Plan. Because the Sussex County portion of the UA was previously not in conformance with ozone standards, the United States Environmental Protection Agency classified the region as a nonattainment area. The Maryland portion of the UA is in attainment. Because of the nonattainment status for a portion of the S/WMPO's UA, the LRTP update occurs on a 4-year cycle instead of every 5 years.

Mr. Thomas stated an analysis has been completed as part of the LRTP update. Based on the results, it has been determined the applicable emissions for Sussex County for the planning period of 2015 through 2045 were below the applicable thresholds. Also, air monitors are placed around Sussex County and data is collected by the Delaware Department of Natural Resources and Environmental Control (DNREC).

To date, no public comments were received; however, the public comments period will remain open through December 9, 2015.

Mr. Bellacicco made a motion to forward a favorable recommendation on Resolution 07-2015 to the S/WMPO Council for their review and consideration, with the motion seconded by Mr. Magill. With all Board members voting in favor, and none opposed, the motion passed unanimously.

Resolution 08-2015: Long Range Transportation Plan

Keith Hall – S/W MPO Administration

Mr. Hall provided a brief overview of the major activities associated with preparing the update of the S/WMPO's Long Range Transportation Plan (LRTP), *Connect 2045*, as well as the major components of the Plan. He noted the year long process included an extensive public participation process, including, but not limited to public input meetings, presentations, stakeholder interviews, and a public review and comment period beginning in the fall of 2015. Additionally, the TAC and Council were actively involved in the planning process and received periodic updates about the progress and public comments on this planning initiative.

Mr. Hall noted the importance of the document in assisting federal and State agencies with capital programming considerations for system preservation and capacity expansion projects to the regional transportation network. Also, the ability of local jurisdictions to utilize the document as a resource when updating their locally adopted comprehensive plans and capital improvement budgets.

The overwhelming majority of *Connect 2045* was funded by MDOT. Federal planning funds from FHWA and FTA, as well as MDOT and Local contributions were used to complete the trip generation and distribution analysis contained in the Plan. The professional planning team for this effort included STV, Inc. and Jacobs Engineering as the primary consultants with technical assistance provided by Crossroads Transportation and The Traffic Group.

Mr. Hall added the Public Participation Plan requires a 30-day public review and comment period prior to an action by the S/WMPO TAC or Council on the LRTP update, as well as a public meeting

notice advertised in the Daily Times, PAC 14, and the S/WMPO website for at least 14-days in advance of a meeting. The public review and comment period will remain open through December 9, 2015.

Ms. Gordy made a motion to forward a favorable recommendation on Resolution 08-2015 to the S/WMPO Council for their review and consideration, with the motion seconded by Mr. Magill. With all Committee members voting in favor, and none opposed, the motion passed unanimously.

Member Updates / Other Business

Ms. Pollack provided a brief update about the Main Street Masterplan. The beginning of construction was pushed back to get bids to incorporate Broadband; therefore, construction is estimated to begin in the spring of 2016. The City anticipates the first phase to start with the section of Main Street extending from U.S. 13 Business to North Division Street. Improvements include installation of Broadband, stormwater management practices, plantings, street resurfacing, and pedestrian and cyclist improvements.

Mr. Redden noted Wicomico County and SHA have been in contact with representatives from Norfolk Southern to get crossing improvements accomplished on Crown Road in Fruitland and Connelly Mill Road in Delmar. He anticipates more crossing improvements as the relationship continues.

Mr. Sotherland invited TAC members to the next outreach meeting for the update to the Federal Functional Classification system of roadways, which the update is occurring throughout the State. Mr. Kwame Arhin added there is no set deadline to complete the update. Also, he stated the State is working well towards completing the update.

Public Comments

There were no public comments.

Next Meeting Date/Adjourn

Mr. Hall recommended establishing a schedule for upcoming meetings to afford TAC members adequate time to review core work program items and special studies in advance of Council meetings. In addition, the practice of scheduling meetings of the TAC and Council on the same day will be discouraged. The 2017 meeting dates are February 9th, May 16th, August 9th, and November 8th. Mr. Hall added he will send an e-mail containing the meeting dates to TAC members and continue the practice of providing reminder notices via e-mail.

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