

## Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization (S/WMPO)  
Technical Advisory Committee  
April 9, 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  
Mike Nixon, Maryland Department of Transportation (MDOT)  
Sara Bynum-King, Town of Delmar  
Jim Magill, Salisbury/Wicomico County Planning and Zoning Commission  
Brad Bellacicco, Shore Transit  
Eric Berkheimer, Salisbury University  
Keith Hall, S/W MPO staff

#### *Ex-Officio members:*

Peter Sotherland, Maryland State Highway Administration (SHA)

#### *Others:*

Josh Thomas, Delaware Dept. of Transportation (DelDOT)  
Tracey Gordy, Maryland Dept. of Planning (MDP)  
Bobbie Geier, DelDOT  
Mike DuRoss, DelDOT  
Jay Parker, Lower Eastern Shore Heritage Council (LESHC)  
Lisa Ludwig, LESHC  
Frank Rowe, Eastern Shore Regional Geographic Cooperative (ESRGC)

### **Introduction**

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

### **Moment of Observation**

Mr. Redden observed the passing of Michael Kirkpatrick. He noted Mr. Kirkpatrick served as DelDOT's representative on this Committee, which his years of service and input was tremendously appreciated.

## **Minutes**

The first item of business was the approval of minutes from the February 19, 2015, meeting. Mr. Magill made a motion to approve the minutes as submitted, with the motion seconded by Mr. Bellacicco. With all Board members voting in favor, and none opposed, the motion passed.

### **Presentation – Delmarva Freight Plan**

Michael DuRoss and Bobbie Geier (DeIDOT)

Ms. Geier provided an introduction for the Delmarva Freight Plan. She noted the Plan was recently completed by DeIDOT. Through extensive data collection and modeling efforts, the Plan affords transportation planners the ability to conduct “what if” scenarios. The regional planning steering committee for this initiative included: representatives from the Maryland, Delaware, and Virginia Departments of Transportation; WILMAPCO; Dover/Kent County MPO; and the S/WMPO.

Mr. DuRoss gave an overview of the major highlights of the Delmarva Freight Plan, which included evaluation and analysis of the economics of freight, commodity flows, regional transportation system, planning resources, trends and needs, scenario planning, and preparation of the freight action plan. An extensive public participation program including public workshops, conferences, freight summits, web-based surveys, shippers, farmers, and the freight industry was implemented to promote stakeholder participation. The stakeholder comments were distilled into areas of opportunity (parts of system or programs and policies) to help systems or areas of existing or projected concern.

The study revealed five (5) commodity groups constitute over 70 percent of the region’s truck traffic. To better understand current trends and develop models for future demand, commodity flow data was analyzed at varying geographic scales for all modes of transport. Cube Cargo software was utilized to develop estimates about future freight commodities flow (2020, 2030, and 2040), and how commodity flows may be effected by implementing improvements to any of the four modes of freight transport.

The Delmarva Freight Plan uses a scenario planning process rather than a trend analysis. The areas of concern was used to develop a constraint scenario. The analysis identified the freight carrying capacity of a barge is equivalent to 100 to 150 tractor trailer trucks; whereas, a rail car is approximately 30 to 50 tractor trailer loads. Therefore, a mode shift from waterborne freight to truck transport will result in a significant increase of truck traffic on the local and regional road network. The increase in truck traffic will degrade the level of service along roadways, which translates to increased congestion especially in major metropolitan areas. Mr. DuRoss presented a few “what-if” scenarios to understand the effects on the four modes of transportation if all currently planned projects were implemented. The results from modeling and “what-if” scenarios assist with development of performance measures designed to improve freight movements, maintain an acceptable level of service of the regional transportation network, and prioritization of planned improvements.

In an effort to spatially group and create linkages over 300 planned roadway improvements within the area, seven (7) key freight corridors were identified. Mr. DuRoss highlighted the MD 301 Corridor, which is undergoing access management improvements. Depending on the day,

between 20 to 30 percent of total traffic by volume is from trucks transporting freight. When factoring by tons and dollars, this type of information provides an important connection for regional freight mobility. Access management controls and minor capacity improvements for the U.S. Route 50 Corridor are in the planning stages. The modeling has the ability to analyze the effects of projected delays on freight flows over time. The U.S. Routes 1, 13, and 113 Corridor serves as major north-south alignments for freight movements. This Corridor serves the poultry and agricultural industries and ranks highly in terms of importance of regional freight movements. Lastly, the U.S. Route 9, Delaware 16, and Maryland 404, referred to as the oil / petroleum road, provides essential east-west connections especially during the summer months.

DelDOT representatives presented the Delmarva Freight Plan to the Federal Highway Administration's (FHWA) Office of Freight Management on April 8, 2015, which received positive comments from FHWA about the extensive data efforts and scenario planning approach. A primary objective of DelDOT was to produce a MAP-21 compliant regional freight plan for Delaware. In the near future, DelDOT will be asking the S/WMPO to endorse the Plan. This dynamic Plan will be kept current and used to support project prioritization and quantify the economic value transportation projects provide to the overall economy.

#### **Presentation – MDOT Pedestrian and Cyclist**

Peter Sotherland (SHA)

Mr. Sotherland provided a handout outlining different Federal and State funding programs used for funding bicycle and pedestrian improvements. The packet contains the contact information for the staff person for each of the programs. Each grant has a local match, which the level of match varies based on the specific grant program. Mr. Sotherland proceeded with a brief description (purpose, funding, match requirements, etc.) of each of the following programs:

- ADA Retrofit;
- Sidewalk Retrofit;
- Urban Construction Fund;
- Bicycle Retrofit;
- Transportation Alternatives Program;
- Safe Routes to Schools;
- National Recreational Trails Program; and
- Federal Highway Administration's grants.

Mr. Sotherland stated SHA's Regional Planning Division seeks to work with local governments and MPOs to get local projects funded using the various State programs.

#### **Presentation – Proposed Amendments to the S/WMPO's Prospectus and Bylaws**

Keith Hall (S/WMPO Administrator)

Mr. Keith Hall stated the ongoing discussion about proposed amendments to the Bylaws are in response to the expansion of the Salisbury Urbanized Area by the U.S. Census Bureau. He emphasized, the Organization is not under any deadline to adopt the proposed amendments. The proposed amendments have been vetted by the Maryland and Delaware Departments of Transportation prior to being presented to the S/WMPO's Technical Advisory Committee and

Council. As presented, the amendments have not been finalized and are only for discussion purposes.

The amendments can be categorized as grammatical (housekeeping), process related, and proposed changes to the organizational structure, including, but not limited to changes to composition and membership of the TAC and Council, quorums, and voting procedures. Mr. Keith Hall presented the significant proposed amendments for each section of the Bylaws.

Major proposed amendments to the Prospectus and Bylaws include:

- Increased Delaware representation on the S/WMPO Council proportion to their percentage of the overall population of the Urbanized Area. As proposed for consideration, the Delaware Department of Transportation, Sussex County, and the City of Seaford have been recommended to become full voting members, which would expand the S/WMPO Council to 12 voting members;
- Add language regarding the new Memorandum of Agreement (MOA) between the Maryland and Delaware Departments of Transportation;
- Delaware Department of Transportation maintains responsibility for the Air Quality Conformity Analysis requirements;
- Revise boundary descriptions of the 2010 Urbanized Area;
- Create a quorum as seven (7) voting members consisting of a majority of Maryland and Delaware Council members, five (5) and two (2), respectively;
- Include a provision for S/WMPO Council members to participate and vote via remotely (Skype, conference call, etc.) during a Council meeting. This provision is recommended to be limited to no more than one time within a 12-month period of a given fiscal year;
- Establish a process for electronic voting procedures for the S/WMPO Council;
- Expand Delaware representation, set limit on the number of members, and establish a quorum of nine (9) voting members of the Technical Advisory Committee (TAC). TAC recommended adding DelDOT as a voting member of TAC and Delaware Office of State Planning and Coordination as ex-officio TAC member. As proposed for discussion, the City of Seaford, Town of Laurel, DelDOT, and Sussex County will become voting members on the TAC;
- Modify date of annual work program being presented to MPO Council from May 1<sup>st</sup> to June 30<sup>th</sup>; and
- Established protocol requiring Maryland funds to be used for Maryland projects and Delaware funds used exclusively for Delaware based projects, unless otherwise approved by the S/WMPO Council.

### **Presentation – Scenic Byways Planning Initiative**

Jay Parker (LESHC), Lisa Ludwig (LESHC), and Frank Rowe (ESRGC)

Mr. Parker gave an overview of the Maryland Heritage Areas Program and their mission to preserve, promote and protect the heritage and historic properties in the Somerset, Wicomico, and Worcester counties. He noted the LESHC is a business development organization with a goal of encouraging heritage tourism and ensure a visitor friendly environment for the region. LESHC is the manager of the Chesapeake Country, Blue Crab, and Cape to Cape Scenic Byways. To assist with achieving LESHC's goals for increasing heritage tourism along the three (3) scenic

byways in the region, a partnership amongst SHA, LESH, ESRGC, and the S/WMPO has been established to prepare a web and mobile based scenic byways mapping application. Upon completion, the application will provide the end-user with the ability to quickly identify historically significant heritage and cultural sites along and in proximity to a scenic byway. Moreover, information regarding recreational amenities, including, but not limited to pedestrian and cyclist paths / trails, public access site to waterways, and greenways will be available.

Mr. Rowe, ESRGC, demonstrated a prototype example of the proposed web and mobile based applications. The focus of the presentation was to demonstrate the functionality of the site. Ms. Ludwig mentioned each site or amenity located along the scenic byway will be populated with a variety of attribute data. As designed, LESH will have the capability to update the web and mobile based applications.

### **FY 2014 – FY 2017 Transportation Improvement Program (TIP) Amendments**

Mike Nixon (MDOT)

Mr. Nixon stated MDOT is requesting an amendment increasing funds to the capital assistance for Shore Transit line item contained in the S/WMPO's FY 2014 – FY 2017 Transportation Improvement Program (TIP). The reason for this amendment is because the inconsistency between the schedules of TIP development compared to the Maryland Transit Administration's schedule for receiving grants from the Federal Transit Administration. As a result of the difference in schedules, MTA provides an estimate for a TIP. This estimate is adjusted when MTA receives the FTA grants. The proposed amendment is to add \$3.5 million dollars to the capital assistance for Shore Transit line item beginning in FY 2015 through FY 2017. The additional funding will be used to cover expenses associated with preventive maintenance, miscellaneous equipment and supplies, purchase of vans and small buses, construction of maintenance facility, and operational items. The additional funds increase the overall allocation for capital assistance to Shore Transit from \$6.2 to approximately \$9.7 million dollars.

Upon a motion by Mr. Nixon, seconded by Ms. Pollack, with all members voting in favor, and none opposed, a favorable recommendation to forward the amended FY 14 – FY 17 TIP to the MPO Council for review and adoption passed unanimously.

### **Member Updates / Other Business**

Ms. Pollack gave a progress report about the Main Street Master Plan. AMT has been retained by the City to provide professional engineering services for the project. On Tuesday, May 12, 2015, at 5:30 P.M., 95 percent designs will be presented at a public meeting to be held at the City of Salisbury's Station 16 Fire Station.

Mr. Eric Berkheimer mentioned Salisbury University recently completed the update of their Facilities Master Plan, which is available on the University's website. Mr. Redden expressed interest for a presentation on the Plan at a future TAC meeting.

### **Public Comments**

There were no public comments.

**Next Meeting Date/Adjourn**

The next meeting of the MPO TAC is scheduled for Thursday, June 11, 2015, commencing at 10:30 A.M.

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