

Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization (S/WMPO)
Technical Advisory Committee
June 10, 2014**

**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)
William Hardin, Town of Delmar (acting)
Jim Magill, Wicomico County/City of Salisbury Planning Commission
Becky Robinson, Delaware Water Transport Committee (DWTC)
Keith Hall, S/W MPO staff

Ex-Officio members:

Michael Kirkpatrick, Delaware Department of Transportation (DelDOT)
Peter Sotherland, Maryland State Highway Administration (SHA)

Others:

Jay Parker, Lower Eastern Shore Heritage Council (LESHC)

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 December 18, 2013, meeting. Mr. Hardin made a motion to approve the minutes as submitted, with the motion seconded by Ms. Pollack. With all Board members voting in favor, and none opposed, the motion passed.

Presentation – Scenic Byways (Jay Parker, LESHC)

Mr. Jay Parker, Director of the Lower Eastern Shore Heritage Council (LESHC), presented background information about the history of the Scenic Byways program. He explained the purpose of this program was to revitalize communities and create jobs through the development of heritage and tourism in a State-wide effort.

Mr. Parker proceeded with his formal presentation by providing an overview of the State Scenic Byways within the S/WMPO planning area. The presentation included information about the State and local efforts to date, as well as coordination efforts amongst LESHC, Maryland Heritage Areas Authority, Maryland State Highway Administration, and S/WMPO to promote Scenic Byways. He noted the State is moving away from the current naming convention of the Scenic Byways state-wide. For example, as part of this transition, the Blue Crab Byway will be become part of the Chesapeake Country Byway.

Mr. Parker emphasized the importance of the partnership between the S/WMPO and LESHC. He emphasized the importance of S/WMPO funds allocated to Scenic Byways planning. Over the past 12-months LESHC accomplishments include: researched various heritage areas websites for content and formatting styles for web-based mapping applications; developed a database / repository consisting of over 90 points of interest / features; and began compiling attribute data for points of interests (site name, location, photos, etc.). This information was used to create the Scenic Byways Amenities Map, which an overview was provided to the TAC members.

In FY 15, LESHC work program items, include, but are not limited to: preparing a scope of work to integrate the information contained in the database and on the map to a mobile app for public consumption; continuing populating attribute data on points of interest / features within the S/WMPO planning area; and updating the Scenic Byways Amenities Map. Also, Mr. Parker confirmed LESHC's commitment to working with the S/WMPO to identify pedestrian and cyclist connections from scenic byways into local heritage areas; and continue coordination efforts with State agencies on potential revisions to delineated byways and identify wayfinding opportunities to highlight points of interest.

Mr. Hall added updates and information will also be shared to include the expanded MPO areas and coordinating with the appropriate agencies in Delaware and Maryland.

FY 2014 -2017 Transportation Improvement Program (TIP) Amendments

Prior to the budget amendment presentation, Mr. Hall noted the proposed budget was advertised in accordance with the Organization's Public Participation Plan, adding no public comments had been received to date. The Plan requires a 15-day public comment period prior to any official action of the MPO Council, as well as advertising of the meeting (Daily Times, PAC 14, and S/WMPO website) 14-days in advance of the public hearing.

Mr. Hall and Mr. Beam provided a brief overview of the \$6.1 million TIP budget as adopted by the S/WMPO Council on December 18, 2013. The final Federal allocation was approved resulting in an overall budget increase of \$93,000. The additional funds were allocated to the "Small Urban Transit System" project to provide capital assistance for transit services provide by Shore Transit. The proposed amendments for consideration include: increases to Preventative Maintenance of \$300,000; increase in Miscellaneous Equipment & Supplies of \$276,000; and reduction of \$483,000 for Buses and Minivans over FY 2015-2017. In addition to the amendments for capital assistance to Shore Transit, the State Highway budget had an increase in FY 2014 for the Urban Street Reconstruction & Revitalization Project of \$10,000 and a decrease of \$10,000 in FY 2015, which results in an overall level budget for the project.

Upon a motion by Mr. Magill, 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.

FY 2013 Unified Planning Work Program (UPWP)

Mr. Hall presented the proposed amendments to the Organization’s FY 2013 UPWP. There was a brief overview of the previous amendment in November 27, 2012. The purpose of the proposed amendments is to reallocate unencumbered funds from work program items (Long-Range Transportation Plan, MPO Administration, Transearch freight data, and Shore Transit Ridership Study). Staff recommended the funds be reallocated to the Scenic Byways project. Total amended allocation across the projects is \$4,264 with individual project amounts as shown in the meeting materials.

Upon a motion by Mr. Beam, seconded by Ms. Robinson, with all members voting in favor, and none opposed, the Technical Advisory Committee unanimously passed a favorable recommendation to forward the FY 2013 UPWP amendments to the MPO Council for review and action.

FY 2015 Unified Planning Work Program (UPWP)

Mr. Hall presented the proposed FY 2015 UPWP budget. There was a brief overview of the FY 2015 funding allocations to be forwarded and recommended for approval by the MPO Council in June 2014. Each proposed project and estimated cost were briefly discussed by Staff. Highlights include:

- The allocation for the proposed FY15 UPWP increased by \$3,374 or 2.4% compared to the approved FY14 UPWP. FY14 budget was \$141,959 compared to \$145,333 in FY15;
- Increased funding for Core Planning, Long-Range Transportation Plan – revision date of approving updated Long Range Transportation Program (LRTP) is November 30, 2015;
- MPO Administration budget to remain consistent with FY14 allocation;
- Projects as described in the “Special Studies” section of the proposed FY15 UPWP
 - GIS Enhancements \$15,000
 - Eastern Shore Drive Corridor Study \$25,568
 - Shore Transit – Transit Planning Initiatives \$ 7,000
 - Scenic Byways Planning Initiative \$15,736
 - Waterborne Freight – Strategic Dredging Plan \$11,679

Upon a motion by Ms. Robinson, seconded by Ms. Pollack, with all members voting in favor, and none opposed, the Technical Advisory Committee unanimously passed a favorable recommendation to forward the proposed FY 2015 UPWP to the MPO Council for review and action.

Member Updates / Other Business

Mr. Hall invited members to discuss upcoming events and/or items of interest information for possible discussion at the next meeting and / or for members to pass on to their organizations:

- Railroads – Mr. Sotherland informed the Committee Members contact was made with Norfolk Southern Railroad. Several locations in Somerset and Wicomico Counties will be receiving repairs to dilapidated crossings. Wicomico County was scheduled for repairs to South Division and Main Street Crossings in Fruitland, and Old Eden Road in July. Roads will have to be closed temporarily and repairs completed within a 24 hour period. Norfolk Southern would like to do a few crossing improvements every year. The repairs consist of installing asphalt-rubberized tie materials, extracting the wooden ties, and paving up to the rails for a smoother crossing.
- Mt. Hermon Road Updates – Mr. Redden noted repaving seemed to be in process or done; also, noted by TAC members the milling appeared to be completed. Mr. Sotherland did not have an update about the project schedule, but was going to look into any road closures.
- City of Salisbury - Ms. Pollack spoke of completed and upcoming plans:
 - Recently completed improvements by City Public Works included sidewalks, pedestrian crossings, and landscaping at the Mill & Main Street intersection;
 - The City submitting a grant application for the MD Bike Lanes Program to fund a design and marking plan, markings, kiosk, and three bike racks;
 - The City hired AMT Engineering firm for the Main Street Master Plan, which would cover Main Street from U.S. Route 13 and end at Mill Street. The plan would include stormwater, sidewalks, and other improvements. There will be multiple opportunities for public comments throughout the planning stages; and
 - Bicycle Advisory Committee has been established for Salisbury.
- Wicomico County - Mr. Redden updated:
 - Safe Routes to Schools - The project has been started on College Avenue. The plan was to add sidewalks for approximately 7 blocks over a four-week period.
 - Westside Collector –Phase II should be opening in the summer, as work is being completed and one utility needed to be relocated.
- S/WMPO Staff
 - Eastern Shore Drive Corridor Study – Request for Proposals had been advertised and the closing date was near. This project will be awarded to a contractor in the coming week.
 - Pedestrian Connectivity Study – Requested pricing from the Eastern Shore Regional GIS Cooperative to prepare supporting GIS files and conduct assessment.

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.

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