

## Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization (“S/WMPO”)  
Technical Advisory Committee (“TAC”)  
January 22, 2019**

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

### **Attendees:**

#### *S/WMPO TAC members:*

Amanda Pollack, Chair, City of Salisbury Infrastructure and Development Dept.  
Eric Berkheimer, Vice Chair, Salisbury University (“SU”)  
Ian Beam, Maryland Department of Transportation (“MDOT”)  
Tremica Cherry-Walls, Delaware Transit Corporation (“DTC”)  
Jenn Cinelli-Miller, Delaware Department of Transportation (“DeIDOT”)  
Michael Gibbons, City of Fruitland  
Tracey Gordy, Maryland Department of Planning (“MDP”)  
Valerie Gray, Delaware Department of Natural Resources and Environmental Control (“DNREC”)  
William Hardin, Town of Delmar  
Tom Hayes, SBY Regional Airport  
Sharon Jones, Shore Transit  
Berley Mears, City of Seaford  
Dorothy Morris, Delaware Office of State Planning Coordination (“OSPC”)  
Mary Purner, Town of Hebron  
Jim Thomas, Salisbury-Wicomico County Planning & Zoning Commission  
Jamie Whitehouse, Sussex County Delaware  
Keith Hall, S/WMPO Executive Director

#### *Others:*

Tara Penders, Maryland State Highway Administration (“SHA”)  
Cara Rozaieski, Wicomico County Health Department – WalkWicomico Committee  
William White, City of Salisbury Infrastructure and Development Dept.

### **Introduction**

Chair Pollack opened the meeting at 10:30 A.M. S/WMPO Technical Advisory Committee members and participants stated their name and organization.

## **Minutes**

The first item of business was the approval of minutes from the November 5, 2018 meeting. Ms. Gordy made a motion to approve the minutes as submitted; the motion was seconded by Ms. Morris. With all TAC members voting in favor, the motion passed unanimously.

### **WalkWicomico Committee presentation**

Cara Rozaieski (Wicomico Health Department) and Tracey Gordy (MDP)

Ms. Rozaieski presented information about WalkWicomico Committee, which is a coalition of community and government partners in Wicomico. The mission of the Committee is to improve walking conditions and increase safe walking opportunities. A primary goal is for Wicomico County to be a community where people walk as a means of transportation, improve health conditions, recreation, and social networking.

Ms. Gordy provided a brief overview of the following major accomplishments of the Committee during calendar year 2018:

- Increased social media activity, as well as launched a website ([www.walkwicomico.com](http://www.walkwicomico.com)) and phone app for advertising events, promote benefits of walking, and a GPS trail locator;
- Obtained Walking Movement Leader training from Walk2Connect (Ms. Gordy);
- Conducted walking tour of National Folk Festival site in partnership with the City of Salisbury;
- Hosted walking events (Holly Center, and Glow in the Dark at the Park);
- Participated in Tri-County Walking Expo, WalkMaryland Day event, and the Billion Steps Team Challenge;
- Surveyed coalition members about Committee's operations and involvement activities; and
- Completed training to become an American Walks College Fellow (Ms. Rozaieski).

Ms. Rozaieski concluded her portion of the presentation with an overview of the funding limitations, as well as upcoming activities to maintain progress made in 2018. Ms. Gordy shared opportunities for involvement, including, but not limited to share walking experiences with community members and groups, follow Committee activities via social media, participate in organized walking events, and continue marketing efforts by placing rack cards at local businesses.

After a brief discussion by TAC members and meeting participants, Chair Pollack thanked Ms. Rozaieski and Ms. Gordy for the update.

### **Transit Asset Management Plan – FY 2019 Performance Measures and Targets presentation**

Ian Beam (MDOT)

Mr. Beam presented an overview about FY 2019 Performance Measures and Targets associated with transit asset management. Highlights of the presentation included the following:

- Requirements for MPO Coordination with locally operated transit systems located in an Urbanized Area;
- Role of MDOT’s Maryland Transit Administration’s Office of Local Transit Support;
- Group Transit Asset Management Plan contents and Policy commitments;
- Performance Measures and Decision Support Tools; and
- FY 2019 Targets.

Mr. Hall stated the Transit Asset Management Plan targets will be adopted administratively; therefore, no action is requested by the TAC or Council.

**Draft FY 2020 Unified Planning Work Program (“UPWP”)**

Keith Hall (S/WMPO)

Mr. Hall presented the Draft FY 2020 UPWP, which the proposed budget of \$209,135.00 represents a funding increase of 3.3 percent or approximately \$6,651.00 compared to the FY 2019 UPWP dated February 27, 2018. The Maryland and Delaware apportionments to the proposed FY 2020 UPWP account for 75 percent or \$157,683.00 and 25 percent of \$51,172, respectively.

The draft budget does not include any unencumbered carryover funding from FY 2019. Any unencumbered funding will be incorporated into the FY 2020 UPWP at the end of the current fiscal year. The draft UPWP consists of four major funding categories: 1) Core Planning; 2) MPO Administration; 3) Public Participation Process; and 4) Special Studies. As proposed, the allocation for the aforementioned categories is as follows:

- 1) Core Planning = \$45,600.00 / 22 percent of total budget;
- 2) MPO Administration = \$53,000 / 25 percent of total budget;
- 3) Public Participation Process = \$5,000 / 3 percent of total budget; and
- 4) Special Studies = \$105,535.00 / 50 percent of total budget.

After a brief discussion by TAC members and meeting participants about activities associated with the four major funding categories, Mr. Hardin made a motion to forward a favorable recommendation on the Draft FY 2020 UPWP to the S/WMPO Council for their review and action. The motion was seconded by Ms. Cinelli-Miller. With all Committee members voting in favor, the motion passed unanimously.

**Member Updates / Other Business**

Mr. Beam stated MDOT has reviewed the TPM 1 – road safety targets, which future targets are unchanged from last year. While MPO action is not federally required for this review and update, it is recommended to submit a concurrence letter acknowledging the planning effort and demonstrating continued coordination between MDOT and the MPO. Mr. Hall confirmed the suggested documentation will be provided to MDOT.

Ms. Purner inquired if funding is included in the proposed FY 2020 UPWP for Rails to Trails projects. Mr. Hall responded funding isn’t allocated to a specific Rails to Trails project; however, nothing in the budget excludes that type of project.

Mr. Berkheimer stated SU is working with the City of Salisbury to annex the remainder of the campus and some surrounding roads, as well as increasing usage of their Downtown building and east campus facilities. The relocation of potentially 1,000 students from the existing main campus housing to a soon to be constructed multi-use building is anticipated in the upcoming years. As a result, changes to the pedestrian and cyclist volume and travel patterns will more than likely occur on Wesley Drive and the segment of U.S. Route 13 Business extending from Kay Avenue to Pine Bluff Road. He emphasized pedestrian and cyclist safety is of the utmost importance and opportunities are being explored for enhancing safety of students travelling from the main campus to their Downtown facility.

Mr. Hardin expressed concern about safety and congestion at the U.S. Route 13 and MD 54 signalized intersection. The left turn lane improvements made along westbound MD 54 have increased queuing for the straight / thru lane crossing over U.S. Route 13. Mr. Hall offered assistance by coordinating a meeting amongst the Town of Delmar, DelDOT, and MDOT to discuss potential solutions. In addition, Mr. Hardin stated the Town of Delmar request pedestrian improvements including crosswalks at the U.S. Route 13 and MD 54 intersection.

### **Public Comments**

There were no public comments.

### **Next Meeting Date/Adjourn**

Chair Pollack stated the tentative 2019 TAC meeting schedule is April 23<sup>rd</sup>, July 23<sup>rd</sup>, and October 22<sup>nd</sup>. These dates are subject to change.

There being no other business before the TAC, upon a motion by Ms. Cinelli-Miller, seconded by Mr. Hardin, with all members voting in favor, and none opposed, the meeting was adjourned followed by an open work session.