

## Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization (“S/WMPO”)  
Technical Advisory Committee (“TAC”)  
July 13, 2021**

**Zoom Conference Call at 10:30 A.M.**

**Attendees:**

*S/WMPO TAC members:*

Eric Berkheimer, Chairman, Salisbury University (“SU”)  
Tracey Gordy, Vice Chair, Maryland Department of Planning (“MDP”)  
Ian Beam, Maryland Department of Transportation (“MDOT”)  
Brad Bellacicco, Shore Transit  
Marvina Cephas, Delaware Natural Resources and Environmental Control (“DNREC”)  
Tremica Cherry-Wall, Delaware Transit Corporation (“DTC”)  
Jenn Cinelli-Miller, Delaware Department of Transportation (“DelDOT”)  
Bob Forrester, Delmarva Water Transport Committee (“DWTC”)  
Keith Hall, Wicomico County Department of Planning, Zoning, and Community Development  
William Hardin, Town of Delmar  
Dorothy Morris, Delaware Office of State Planning Coordination (“DOSPC”)  
Jim Thomas, Salisbury - Wicomico County Planning and Zoning Commission (“SWCPZC”)  
Will White, City of Salisbury Department of Infrastructure and Development (“DID”)

*Staff:*

Brian Soper, S/WMPO Administrator  
Melissa Cassimore, S/WMPO Executive Assistant

**Introduction**

Chairman Berkheimer opened the meeting at approximately 1:36 P.M. and welcomed attendees. Chairman Berkheimer requested staff to conduct roll call of members and staff. Ms. Cassimore conducted a roll call of members and staff. A quorum was achieved.

**Minutes**

The first item of business was approval of the minutes from the April 14, 2021 meeting. Mr. Hardin made a motion to approve the minutes as submitted; seconded by Mr. Hall. Ms. Cassimore conducted a roll call vote of the TAC members with the exception of Ms.

Cinelli-Miller abstaining and 11 participating members voting in favor and none opposed, the motion passed. Mr. Thomas was not on the call at this time.

**Draft Amendments to the 2019 Long Range Transportation Plan, Connect 2050, Appendix F**

Brian Soper (S/WMPO)

Chairman Berkheimer asked Mr. Soper to present the amendments to the Long Range Transportation Plan, Connect 2050, Appendix F.

Mr. Soper stated proposed amendments to the 2019 Long Range Transportation Plan (“LRTP”), Connect 2050, Appendix F, Fiscally Constrained and Unfunded Projects 2020-2050, is necessary to ensure consistency with the S/WMPO’s Transportation Improvement Program. The amendment to the Wicomico County projects section is for ferry rehabilitation. A fiscally constrained project using federal and/or state funding that is located in the Salisbury/Wicomico Urbanized Area must be included within the LRTP prior to incorporating into the FY2021 - FY2024 Transportation Improvement Program (“TIP”). Staff recommends a favorable recommendation to the S/WMPO Council for review and action.

Mr. Soper informed the TAC that Mr. Lee Outen with Wicomico County Department of Public Works (“WCDPW”) was present to answer any questions pertaining to both amendments.

Mr. Hall asked if the funding was for the Whitehaven Ferry or the Upper Ferry or both.

Mr. Outen responded the funding was for the Upper Ferry.

Ms. Cinelli-Miller asked if the Woodland Ferry outside of Seaford, DE would be considered for funding.

Mr. Hall responded that the Woodland Ferry was outside of the Urbanized Area; however, Federal funds applied for by a local government may require incorporation into the S/WMPO documents even if the project is outside the Urbanized Area.

Chairman Berkheimer asked for other questions or comments.

A motion was made by Ms. Gordy for a favorable recommendation to forward the proposed amendments to the S/WMPO Council for review and action; seconded by Ms. Cinelli-Miller. Ms. Cassimore conducted a roll call vote with 13 members voting in favor and none opposed, the motion passed unanimously.

**Draft Amendment to the FY2021 – FY2024 Transportation Improvement Program**

Brian Soper (S/WMPO)

Chairman Berkheimer asked Mr. Soper to present the amendment to the FY2021 - FY2024 Transportation Improvement Program.

Mr. Soper stated the proposed amendment to the FY2021 - FY2024 TIP currently is for the ferry rehabilitation for the Upper Ferry. The project code is 12, the funding ratio is 80/20, Federal/County, and FY 21 funding is \$376,900 for Construction. This amendment ensures consistency with the S/WMPO's LRTP, Connect 2050. Staff recommends a favorable recommendation to the S/WMPO Council for review and action.

Chairman Berkheimer asked for questions or comments. Hearing none, he called for a motion for a favorable recommendation to the S/WMPO Council.

A motion was made by Ms. Morris for a favorable recommendation to forward the draft Amendment to the FY2021 - FY2024 TIP to the S/WMPO Council for review and action; seconded by Mr. Thomas. Ms. Cassimore conducted a roll call vote with 13 members voting in favor and none opposed, the motion passed unanimously.

### **Vice-Chair Elections**

Brian Soper (S/WMPO)

Chairman Berkheimer thanked S/WMPO staff for their assistance during his tenure as Chair.

Mr. Soper thanked Chairman Berkheimer for his service to the TAC during the COVID-19 pandemic and congratulated him on establishing the project review process during his tenure.

Mr. Soper informed the TAC of the election process put forth in the Prospectus and Bylaws for the S/WMPO. The TAC shall elect its own Chairperson and Vice-Chairperson every two years, beginning on an odd calendar year, from among its members, subject to the confirmation of the Council. Upon completion of serving in the capacity of TAC Vice-Chairperson, Ms. Tracey Gordy, shall assume the role of Chairperson. Subsequently, an election will be held to appoint the TAC Vice-Chairperson.

Chairman Berkheimer asked for nominations for Vice-Chairperson.

Mr. Beam nominated Ms. Morris for Vice-Chairperson in spirit of bilateral cooperation between Maryland and Delaware. Ms. Cinelli-Miller seconded the nomination.

Chairman Berkheimer asked if there were any other nominations. Hearing none, he asked if Ms. Morris had any comments she would like to add.

Ms. Morris stated she was looking forward to serving in the Vice-Chairperson role.

Mr. Soper informed the TAC that a vote on the Vice-Chairperson nomination was unnecessary because no other members were nominated. The nomination was deemed unanimous.

**Member Updates / Other Business**

Chairman Berkheimer asked if Ms. Gordy would like to add any comments.

Ms. Gordy stated she was excited to continue the work of the S/WMPO and looked forward to working with Ms. Morris.

**Next Meeting Date/Adjourn**

Mr. Soper informed the TAC that the next meeting may be in-person and if members were unable to attend due to employer policies to contact staff.

There being no other business before the TAC, upon a motion by Mr. Thomas, seconded by Mr. Bellacicco, with all participating TAC members voting in favor and none opposed, the meeting was adjourned at 10:58 A.M.