

Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization (“S/WMPO”)
Technical Advisory Committee (“TAC”)
January 28, 2020**

**Salisbury University
Maintenance Bldg. Conference Room
1123 South Division Street
Salisbury, MD**

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
Julie Bellamy, Town of Hebron
Marvina Cephas, Del. Dept. of Natural Resources and Environmental Control (“DNREC”)
Lauren DeVore, Sussex County Planning and Zoning
William Hardin, Town of Delmar
John Psota, City of Fruitland
Jenn Cinelli-Miller, Delaware Department of Transportation (“DelDOT”)
Dorothy Morris, Delaware Office of State Planning Coordination (“DOSPC”)
Tremica Cherry-Wall, Delaware Transit Corporation (“DTC”)
Amanda Pollack, City of Salisbury Dept. of Infrastructure and Development (“DID”)
Jim Thomas, Salisbury-Wicomico Planning and Zoning Commission (“SWPZC”)
Becky Robinson, Delmarva Water Transport Committee, Inc.
Keith Hall, S/WMPO Executive Director

Others:

La Fabian Marshall, MDP
Jesse Drewer, S/WMPO
Steve Miller, Wicomico County Recreation, Parks, and Tourism
Will White, DID

Introduction

Chairman Berkheimer opened the meeting at 10:30 A.M. and welcomed attendees. S/WMPO TAC members and participants stated their name and organization.

Minutes

The second item of business was the approval of minutes from the December 12, 2019 meeting. Mr. Bellacicco made a motion to approve the minutes as submitted; the motion was seconded by Ms. Cinelli-Miller with all TAC members voting in favor, the motion passed unanimously.

Draft FY2021 Unified Planning Work Program

Keith Hall (S/WMPO) and Jesse Drewer (S/WMPO)

Chairman Berkheimer amended the agenda to hear the Draft FY2021 Unified Planning Work Program.

Mr. Hall formally introduced Jesse Drewer to the TAC members to provide an overview of the proposed FY2021 budget.

Mr. Drewer presented the total FY2021 budget is \$209,135, consistent with FY2020 adopted budget. Percentage of allocation from sources is the Federal Highway Administration provided 57%, Federal Transit Administration 23%, State and Local 10% each. Mr. Drewer noted the only difference was the removal of line item 6, Special Projects for Delaware.

Mr. Hall explained the timeline for the 15-day public comment period and Council approval following the satisfactory review of the TAC. The budget will be in effect following approval from July 1, 2020 to June 30, 2021. Mr. Hall provided additional information on action that must be taken after the end of FY2020 to amend the FY2021 budget to account for the unencumbered carryover funds. Mr. Hall stated the unencumbered funds total approximately \$515,000; the majority of which has been allocated toward projects. Mr. Hall explained over 50% of the budget is used for special studies and expenses are kept low to provide more opportunity for studies by member jurisdictions. The remaining 50% is allocated for Core Planning, Public Participation, and MPO Administration.

Mr. Hall asked for any questions from the TAC members and recommended favorable approval to the MPO Council.

Ms. Gordy asked if there was a timeline for the unencumbered funds to be spent.

Mr. Hall stated the MPO needs to start looking at an aggressive two to three-year spend down plan of the unencumbered funds. Mr. Hall did explain some carryover is required to provide study opportunities for Delaware due to their \$50,000 yearly allocation.

Ms. Gordy asked if a third party outside of the MPO needed to approve the funding of planning studies.

Mr. Hall replied the selection of projects is completed by S/WMPO Staff in accordance with Federal requirements. Mr. Beam and Ms. Cinelli-Miller explained the states have an internal review of project funding.

Chairman Berkheimer asked for any further questions or comments. Seeing there were none he called for a motion on recommending a favorable approval to the MPO Council.

A motion was made by Ms. Pollack for favorable recommendation of the FY2021 Unified Planning Work Program to the S/WMPO Council for their review and action; seconded by Mr. Thomas with all members voting in favor, the motion passed unanimously.

Member Updates / Other Business

Chairman Berkheimer amended the agenda to hear from TAC members on updates and other business.

Ms. Pollack provided an update on two (2) projects in the City of Salisbury; the construction of a traffic circle at Riverside Dr., Mill St., Carroll St., Camden Ave.; and the continued Main Street improvements. Following questions from TAC members, Ms. Pollack provided a description of the design of Main Street, adjustments to the traffic signals in the area, and the anticipated completion dates of both projects is the end of May for the traffic circle and before the end of the calendar year for Main Street improvements.

Mr. Hardin informed the TAC all the approvals have been given and the contract was awarded for the Town of Delmar's Safe Routes to Schools project, which is scheduled to begin this spring 2020. Ms. Gordy asked about the location of the project. Mr. Hardin responded the project is on Second Street from E. State to just before the elementary school, approximately 2,200 linear feet.

Mr. Hall provided an update on the road repair at S. Division St and Morris Mill Rd with an anticipated finish in May 2020.

Ms. Bellamy asked a question pertaining to the closure of Walston Switch Rd. at Airport Rd. in Wicomico County per Federal Aviation Administration requirements for runway expansion. Mr. Hall informed the members the County is currently looking into a traffic management plan. Background information on the closure and potential traffic issues in the area were discussed by TAC members.

Ms. Cinelli-Miller provided an update on DelDOT's statewide adjustments for the MPOs and the biennial Transportation Improvement Plans ("TIP") as opposed to Maryland's requirement for a yearly TIP.

Public Comments

There were no public comments.

Next Meeting Date/Adjourn

Chairman Berkheimer stated the next TAC meeting date is scheduled for April 28, 2020, which the location is to be determined. This date is subject to change.

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

Open Work Session

TAC members discussed FY2021 project submission and selection process and were presented an overview about the MD. Dept. of Commerce from Ms. Burgoyne.