

Meeting Minutes

Salisbury/Wicomico Metropolitan Planning Organization (“S/WMPO”)

Council meeting

May 18, 2023 @ 1:30 P.M.

Zoom meeting

Attendees:

S/WMPO Council members:

Matthew E. Creamer, Chairman, Wicomico County
Charles Anderson, Vice-Chairman, City of Seaford, De.
Tyson Byrne, Maryland Department of Transportation (“MDOT”)
Jeff Fleetwood, Town of Delmar
Josh Hastings, Wicomico County Council
Jack Heath, City of Salisbury Council
Marc Henderson, City of Fruitland
Andy Kitzrow, City of Salisbury
Bunky Luffman, Wicomico County
Greg Padgham, Tri-County Council for the Lower Eastern Shore
Pamela Steinebach, Delaware Department of Transportation (“DelDOT”)
Michael Vincent, Sussex County Council

Staff:

Keith Hall, S/WMPO Executive Director

Introduction

Chairman Creamer opened the meeting at approximately 1:30 P.M. and welcomed attendees. He noted that since this is a Zoom meeting, attendance will be confirmed by Mr. Hall as members arrive. Chairman Creamer asked Mr. Hall to confirm if a quorum had been achieved, and Mr. Hall confirmed a quorum is present.

Minutes

The first item of business was approval of the minutes from the December 5, 2022, meeting. Mr. Heath made a motion to approve the minutes as submitted; seconded by Mr. Padgham. With all participating members voting in favor, none opposed, the motion passed.

FY 2023 Unified Planning Work Program – Proposed Amendments (Resolution 01-2023)

Keith Hall (S/WMPO Executive Director)

Chairman Creamer asked Mr. Hall to present the proposed amendments to the adopted FY 2023 Unified Planning Work Program (“UPWP”). Mr. Hall stated the purpose of this

agenda item is to reallocate funding to existing line items within the budget. He stated there is no overall change to total apportionment of \$340,457.00 as originally adopted on June 2, 2022.

Proposed amendments included:

- Long Range Transportation Plan: Decrease by \$10,000.00;
- MPO Administration: Decrease by \$7,450.00;
- Corridor and Intersection Planning: Increase by \$3,450.00; and
- Pedestrian and Cyclist Planning: Increase by \$14,000.00.

Mr. Hall concluded by stating these proposed amendments were available for a 15-day public review and comment period, which no comments were received. He stated Staff recommends approval of Resolution 01-2023.

Chairperson Creamer asked if there were any questions, and hearing none, asked for a motion. Mr. Hastings made a motion to approve Resolution 01-2023, Ms. Steinebach seconded the motion. With all participating members voting in favor and none opposed, the motion passed unanimously.

FY 2024 Unified Planning Work Program – Draft (Resolution 02-2024)

Keith Hall (S/WMPO Executive Director)

Chairman Creamer asked Mr. Hall to present the draft FY 2024 Unified Planning Work Program (“UPWP”). Mr. Hall started the presentation with an overview about the purpose of the UPWP, which is an annual budget for activities and estimated expenses per line item within a fiscal year. He proceeded to present the draft budget table illustrated on Appendix A.

The highlights of the presentation included:

- The total proposed FY23 budget is \$343,441.00, of which the base allocation is \$272,855.35 and carryover funding on the Delaware portion is \$70,585.65;
- Item A - Core Planning represents 20% / \$67,600.00 of the total budget;
- Item B - MPO Administration represents 20% / \$68,000.00 of the total budget;
- Item C - Public Participation represents 1.5% / \$5,000.00 of the total budget; and
- Item D - Complete Streets represents 18.5% / \$63,788.00
- Item E - Special Studies represents 41% / \$139,053.00 of the total budget.

Mr. Hall concluded by stating these proposed amendments were available for a 15-day public review and comment period, which no comments were received. He stated that Staff recommends approval of Resolution 02-2023.

Chairperson Creamer asked if there were any questions, and seeing none, asked for a motion. Mr. Anderson made a motion to approve Resolution 02-2023, Mr. Luffman

seconded the motion. With all participating members voting in favor and none opposed, the motion passed unanimously.

Annual Elections – Chair and Vice-Chair

Keith Hall (S/WMPO)

Mr. Hall detailed the prior process of nominations for the Chair and Vice-Chair positions and opened the floor for new nominations. Hearing none for either position, Mr. Creamer and Mr. Anderson will remain in their roles as Chairman and Vice Chairman of the S/WMPO Council, respectively, for Fiscal Year 2024.

Member Updates / Other Business

Mr. Hall announced the City of Salisbury received a Safe Streets for All grant in the amount of approximately \$12.0 million. Funding will be used to repair, replace, and add sidewalks, as well as implementing recommendations contained in their VisionZero action plan.

Mr. Heath announced U.S. News voted Salisbury #82 on the list of best places to live in the U.S.

Mr. Luffman shared funding sent to the County (thru the Tri-County Council) under the Hogan Administration will be used to assist with establishing an aviation and mechanics school at the SBY Airport in conjunction with the University of Maryland Eastern Shore campus. Initial class size will be approximately 25 students and the curriculum is approved.

S/WMPO Updates

Chairman Creamer asked if there were any MPO updates that Mr. Hall would like to share.

Mr. Hall's updates included:

- 1) Brown Street Corridor Study – The Traffic Group has been retained to conduct the study. Current data collection efforts include acquiring traffic and pedestrian counts. Anticipated completion in the winter of 2023;
- 2) Southwest Sussex County Bike Network Master Plan – Virtual workshop was held on March 16, 2023, which the purpose of the event was to gather public input about existing conditions and cyclist concerns. Anticipated completion date is winter of 2023/2024; and
- 3) Salisbury/Wicomico Urban Area – The 2020 Decennial Census Urban Area boundary for the Salisbury/Wicomico Area is vastly different than the 2010 Urban Area boundary. He presented a map depicting the differences between the two (2) geographies. The Maryland portion no longer contains the Town of Hebron; whereas, other existing portions remained within the Urban Area. The Delaware portion is significantly smaller and includes only the incorporated Town of Delmar. All areas north of the Town's

boundary did not meet the designation criteria. Staff is in continued discussions with DelDOT regarding the change and next steps for the S/WMPO.

Public Comments

There were no public comments.

Next Meeting Date/Adjourn

There being no other business before the Council, upon a motion by Mr. Luffman, seconded by Mr. Kitzrow, with all participating Council members voting in favor and none opposed, the meeting was adjourned at approximately 2:30 P.M.