

# Meeting Minutes

Salisbury/Wicomico Metropolitan Planning Organization  
June 28, 2010

City of Salisbury/Wicomico County Government Building  
125 North Division Street, Salisbury, MD  
Room 301 (Council Chambers)

## Attendees:

S/W MPO officials:

Matt Creamer, Chair, Wicomico County Council Administrator

Luther Hitchens, Vice Chair, Deputy Mayor, Delmar, MD

Ted Shea, Wicomico County

Mike Nixon, Maryland Department of Transportation

Leeland Bonneville, City of Fruitland

Riggin Johnson, Shore Transit/Tri-County Council

Others:

Keith Hall, S/W MPO staff, City of Salisbury/Wicomico County Planning

Robin Ayele, S/W MPO staff, City of Salisbury/Wicomico County Planning

## Introduction

Chairman Creamer opened the meeting at 1 p.m. and welcomed everyone.

## Staff Organization

Mr. Hall informed the Council of Mr. Pusey's departure from the Salisbury-Wicomico County Department of Planning, Zoning & Community Development, as well as the S/W MPO. Ms. Ayele and Mr. Hall will serve as staff to the S/W MPO.

## Chair and Vice-Chair Nominations

In accordance with the S/W MPO Bylaws, the Council conducted the annual nominations and subsequent appointments for the chair and vice-chair positions. Chairman Creamer asked for any nominations. Mr. Nixon made a motion to nominate the incumbents, with the motion seconded by Mr. Johnson. All Board members voted aye, with none opposed, and the motion to appoint Mr. Creamer as Chairperson and Mr. Hitchens as Vice-Chair was passed unanimously.

## Minutes

Chairman Creamer asked if anyone had any additions or corrections to the minutes from the Council's February 1, 2010 meeting. No revisions were requested. Mr. Nixon made a motion to approve the minutes, with the motion seconded by Mr. Hitchens. All Board

members voted aye, with none opposed, and the motion to approve the minutes was passed unanimously.

### **FY 2011 Unified Planning Work Program (UPWP) – Review and Adoption**

Mr. Creamer asked Mr. Hall to report on this item.

Mr. Hall explained the Draft has been reviewed by the Federal Highway Administration, Federal Transit Administration, and the Maryland Department of Transportation, with only minor changes requested. Additionally, the MPO Technical Advisory Committee made a favorable recommendation to forward the Draft to the Council for adoption. Mr. Creamer requested Mr. Hall to explain the amendments' to the Draft based on federal comments received to date. Mr. Nixon explained the attached list of carryover funds from previous fiscal years (FY 2006 thru FY 2010) to the FY 2011 UPWP, and expressed the need to develop a business plan to outline how the funds will be spent over the next three years. He also stated MPO's are at risk of losing any unspent funds from previous fiscal years. Mr. Creamer stated the need to engage the Technical Advisory Committee to create a priority list of planning-related transportation recommendations. Mr. Creamer clarified that a decision related to how the carryover funds will be spent is not necessary for this meeting, and Mr. Nixon confirmed the business plan will need to be completed before the end of the year. Mr. Hall noted the other major amendment to the Draft included adding the Shore Transit Routing Study, funded in FY 2010, to the FY 2011 UPWP. The FY 2011 UPWP total budget, without the Shore Transit Routing Study, is \$120,061.

Mr. Hall stated that the MPO is experiencing an increase in funds from 2010, as the proposed FY 2011 budget will be about \$6,400 more or 5.6 percent above the amended FY 2010 UPWP. Not including the County's local match, and comparing just the federal and state funds, the FY 2011 budget will be about \$5,750 more than FY 2010.

Mr. Hall briefly went through each of the items in the Work Plan. He noted that the allocations to each of the four Core Planning items contained in the budget table are fairly consistent from year-to-year. The MPO's Long-Range Transportation Plan is required to be updated every four years, with the next update due by October 2010. Due to extended negotiations between MDOT and Cambridge Systematics, the update will not begin until this summer. Mr. Nixon stated the funds included in the FY 2011 UPWP for this task will be allocated to staff time managing the consultants and MDOT will be financially responsible for the consultant's contract price to update the Long-Range Transportation Plan.

Mr. Hall stated funds included in the work program for Public Participation will be used for the continued updating of the MPO's Website, advertising Council meetings, and public participation outreach occurring during FY 2011. Mr. Creamer requested the MPO's website include a counter in an effort to reporting the amount of visitors to the site.

Mr. Hall provided a brief overview of the four recommended special studies being proposed in the FY 2011 UPWP. He noted of the four, the Beaglin Park Safety Study is currently advertised on the County website with a closing date of June 30, 2010. Additionally, he noted the RFP for the Shore Transit Routing Study is being reviewed and anticipates finalizing the document within the next two weeks.

After additional discussion, upon a motion by Mr. Nixon, seconded by Mr. Johnson, with all members voting aye, the Council approved the FY 2011 UPWP as submitted, and Chairman Creamer signed the adoption Resolution.

### **Other Business**

Mr. Hall provided a brief overview of the various MPO projects currently underway. He stated the Riverside Drive Corridor Study, prepared by The Traffic Group, has been completed and the consultant's are ready to present the findings of the corridor study to the MPO. The U.S. Route 13 North / Naylor Mill Road Corridor Study being conducted by JMT is in the beginning stages, focusing on data collection. The Delmarva Freight and MPO Freight Studies being prepared by BEACON have started. The anticipated completion date for the studies is October, 2010. Recently, the MPO awarded the Shore Transit Traffic Impact Study to The Traffic Group. The contract is currently being reviewed by the Office of the County Attorney. The Beaglin Park Safety Study RFP is being advertised until June 30, 2010, and the Shore Transit Routing Study RFP is being reviewed.

No action was necessary by the Council for this item.

Mr. Nixon updated the Council on the 2010 Census Information, which should be shared with the public within the next 18-months. He stated it should be anticipated the size of the MPO will expand based on the increased population within the urbanized area, which will translate to more planning funds available to the MPO because the distribution formula is population based. Also, there will be changes to the criteria used to establish MPO's. New MPO's will need an urbanized population of 100,000 persons to be designated, existing MPO's will need a population of at least 50,000 to 100,000 persons to remain a MPO, and less than 50,000 persons will not be eligible.

Mr. Nixon stated the State Highway Administration will be revising the Federal Functional Highway Classification, which will not occur until after the Census information is available in 2012.

There was no other business to report, and no action was necessary for these items.

### **Public Comments**

There were no public comments.

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

S/W MPO

June 28, 2010 Meeting Minutes

Mr. Hall will contact members when a meeting needs to be scheduled and an appropriate date and time will then be determined.

A motion was made by Mr. Shea, seconded by Mr. Hitchens, and unanimously approved to adjourn. The meeting adjourned at 1:50 p.m.

DRAFT