

## Meeting Minutes

Salisbury Wicomico Metropolitan Planning Organization  
December 13th, 2004

City of Salisbury/Wicomico County Government Building  
125 North Division Street, Salisbury, MD  
Room 302

### Attendees:

SW/MPO officials:

Marvin Long, Wicomico County Council  
Mike Nixon, Maryland Department of Transportation  
Stevie Prettyman, Wicomico County Council  
Rai Sharma, Wicomico County Public Works (designated alternate for Wicomico County)  
Ron Spaulding, Maryland Department of Transportation  
Barrie Tilghman, City of Salisbury, Mayor

Others:

Mary Ellen Gray, SW/MPO staff, City of Salisbury/Wicomico County Planning  
John Redden, Wicomico County Public Works  
Jim Thompson, Maryland Department of Transportation, State Highway Administration

### Discussion

Ms. Gray opened the meeting at 1:15 PM and welcomed everyone.

Members introduced themselves.

Ms. Gray reviewed the agenda and asked whether anyone had any suggestions for deletions/additions to the meeting agenda. An agenda item 5.5 was added to the agenda: Self Certification Form. Board members wanted to start the discussion with agenda item 5: Review and approval of FY 2004-2006 and FY 2005-2007 Transportation Improvement Plan.

### Review and approval of FY 2004-2006 and FY 2005-2007 Transportation Improvement Plan (TIP)

There was a great deal of concern expressed by the SW/MPO Board members regarding the FY 2004-2006 and FY 2005-2007 TIP and what the Board was being asked to approve. The concerns expressed included:

- What is the process by which projects are selected and prioritized in the TIP and what is the role of the SW/MPO regarding the TIP?
- How does approving this TIP affect the SW/MPO Board members as representatives of their local constituents?
- Each of the categories in the TIP except for the first one which is a bridge project over Leonard's Mill Road is blank, so what projects is the

SW/MPO Board being asked to approve? For example, in the Environmental Projects category, as articulated in the MDOT handout dated 11/8/04 titled Salisbury 05 TIP, what projects are included in the Recreational Trails?

- Can the TIP be amended?
- How is the SW/MPO Board kept in the loop as these projects proceed?
- When MDOT, such as the District Engineer puts together a budget for the TIP, there must be a list of projects that is being put together. What is that list?
- The SW/MPO Board members are not interested in micro managing the MDOT process, however, if the main role of the SW/MPO is overall planning and coordination of transportation and its related projects, then the SW/MPO Board should have input into the decision as to what projects are included in these TIP categories.
- Would like to have the requisite MDOT project managers who are responsible for the TIP categories explain the process by which the projects are selected.

MDOT representatives addressed these concerns with the following comments:

- MDOT projects are divided into two main categories which include:
  - 1) Capital Projects – these are major projects that are presented at the Tour meeting (which for the Salisbury/Wicomico area was held on November 16, 2004) and listed in the FY 2004-2009 Maryland Consolidated Transportation Program
  - 2) Smaller projects – these are projects listed in the TIP whereby each MPO gets a statewide allocation per category. The TIP is organized by specific projects and by generic categories. The generic categories include:
    - a) Highway Element
      - i) Environmental Projects
      - ii) Safety and Spot Improvements
      - iii) Resurface and Rehabilitation
      - iv) Bridge Replacement and Rehabilitation
      - v) Urban Street Reconstruction/Revitalization
      - vi) Congestion Management
    - b) Transit Element
      - i) Locally operated transit system – Capital Assistance
      - ii) Locally operated transit system – Operating Assistance
- The TIP includes generic categories – can go up to amount of funding for projects +/- 20%.
- The TIP can be amended.
- MDOT needs to explain the projects – i.e. for resurfacing – the MDOT the District Engineer puts together a list of projects based on inspection protocol, that are prioritized.
- Referring to the handout dated 11/18/04, titled Salisbury 05 TIP; the first category is the specific bridge project at Leonard's Mill Pond. The second

category is Environmental Projects, which are grouped as line items with a monetary amount. These projects are identified by MDOT.

- MDOT needs to explain the process of how the TIP is put together and share the list of projects with SW/MPO
- Per Federal requirement, the TIP for both FY 2004-2006 and FY 2005-2007 need to be approved today.

Ms. Gray offered to work with Mr. Thompson and for each generic category in the TIP, get a description of the process as well as the responsible MDOT party. Once this information is compiled, it will be distributed to the SW/MPO Board members before the next meeting.

Councilwoman Prettyman moved to approve the TIP for FY 2004-2006 and FY 2005-2007.

Mr. Sharma – Seconded the motion.

All said Aye to the motion.

Councilman Long moved to approve the November 15, 2004 meeting minutes

Mr. Sharma – Seconded the motion.

#### Next meeting

Items to be included on the next meeting agenda include:

- Follow up discussion of the FY 2004-2006 and FY 2005-2007 Transportation Improvement Plan
- Organizational issues
  - Discussion of Election of Chair and Vice Chair
  - Discussion of Technical Committee
  - Discussion of By-Laws and Prospectus

Next meeting is scheduled for **January 24, 2005 from 1:00 PM to 3:00 PM** at the same location.

Meeting adjourned at 2:15 PM