

Meeting Minutes

**Salisbury Wicomico Metropolitan Planning Organization
Technical Advisory Committee (TAC)
June 15th, 2005**

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

Attendees:

TAC Members:

John Redden, Chair, Wicomico County Public Works
Ray Birch, City of Salisbury Public Works
Tracey Gordy, Maryland Department of Planning
Mike Nixon, Maryland Department of Transportation
Paul Weber, City of Salisbury Transportation & Safety Advisory Committee
M. Riggin Johnson (representing Rob Hart), Shore Transit
Brad Bellacicco, Salisbury Chamber of Commerce Transportation Subcommittee

Others:

Gary Pusey, SW/MPO staff, City of Salisbury/Wicomico County Planning
Linda Alder, Maryland Department of Planning
Jim Thompson, Maryland State Highway Administration
Jim Dooley, Maryland State Highway Administration
Terri Robinson, Shore Transit
Greig Mitchell, Salisbury University

Discussion

Mr. Redden opened the meeting at 1:05 p.m. and welcomed everyone.

Members and other attendees introduced themselves.

Minutes

Mr. Redden introduced the first item on the agenda, which were the minutes of the Committee's April 27, 2005, meeting. Ms. Gordy moved to approve the April 27, 2005 meeting minutes, and Mr. Nixon seconded the motion. All Committee members voted aye, with none opposed, and the motion to approve the minutes was passed.

FY 2006 Unified Planning Work Program – Recommendation to the MPO Council

Mr. Redden asked Mr. Pusey to report on this item.

Mr. Pusey stated that the work program contains a list of activities that are proposed to be undertaken by the MPO in the upcoming fiscal year, along with a proposed budget for each of these activities. The Technical Advisory Committee's role is to review the

Program (UPWP) and make a recommendation to the MPO Council. The Council is the body that formally adopts the UPWP, and a meeting of the Council has been scheduled for June 20, 2005 to consider the UPWP. Mr. Pusey stated that Mr. Nixon prepared a draft UPWP for the Staff's review, and the Staff made a few minor changes to the UPWP and what is before the Committee today is the result. Mr. Pusey thanked Mr. Nixon for his assistance with the UPWP.

Mr. Nixon reviewed the contents of the UPWP. As proposed, there are two major categories: 1) Core Planning; and 2) Special Studies.

"Core Planning" includes the annual review and approval of the Transportation Improvement Program and standard administrative activities associated with operating and staffing the MPO. "Special Studies" includes the development of the Long-Range Transportation Plan, GIS Enhancement activities, and Traffic Management Studies. A description of each of these activities is included in the narrative portion of the UPWP. Mr. Nixon noted that total anticipated funding for the MPO for FY 2006 is expected to be \$91,116, which includes a local 10% match of \$9,111, in order to implement the UPWP. In addition, there is approximately \$30,000 in unused funds from FY 2005 that will be available to carry over into FY 2006, and it is anticipated that the majority of this will be used to supplement funding for the completion of the Long-Range Transportation Plan. The development of the Plan is the primary work product focus for FY 2006. It was noted that a funding level was not included for the Traffic Management Studies activity. The amount and level of funding for this activity will be dependent on the completion of the Plan.

Discussion ensued concerning the contents of the UPWP. Mr. Thompson suggested that the Long-Range Transportation Plan is more of a "Core Planning" activity than a "Special Study." He suggested moving that activity to Core Planning, and also listing the UPWP as a separate activity under Core Planning as well. This would result in three Core Planning activities: the TIP, UPWP and the Long-Range Transportation Plan. He further suggested listing "MPO Administration" as a separate category. The "Special Studies" category would no longer include the Plan but would still include GIS Enhancement and Traffic Management Studies. After discussion, the Committee agreed with Mr. Thompson's suggestions and there was consensus that these suggestions be incorporated into the UPWP.

There being no further discussion, Mr. Redden asked for a motion from the Committee. Upon a motion by Ms. Gordy, seconded by Mr. Birch, and unanimously carried, the Committee forwarded a favorable recommendation to the Council to adopt the FY 2006 UPWP, with the revisions recommended by Mr. Thompson.

Discussion of Long-Range Transportation Plan

Mr. Redden asked Mr. Pusey to report on this item. Mr. Pusey summarized the status of the Plan. A consulting firm, The Traffic Group, Inc., has been hired to assist with the development of the Plan. The consultant will provide data that is not currently available,

such as traffic counts for those roadways classified as Rural Major Collector/Urban Minor Arterial level and above in the study area that were not included on the SHA Traffic Volume Maps, and will also provide an analysis of the current level of service for those roads. In addition, the consultant will forecast future traffic volumes for roadways in the MPO study area and provide a future level of service analysis, with recommended actions to address those roadways and estimated costs to bring those roadways to an acceptable level of service. Mr. Pusey also noted that a meeting has been set with Federal Highway and Federal Transit Administration representatives to discuss the status of the Plan and future actions needed to be taken to comply with the October 1, 2005 deadline for adoption of the Plan. In addition to himself, Planning Director Jack Lenox, Mr. Nixon, and a representative of the consultant will be attending the meeting, which has been set for June 29 in Philadelphia.

Mr. Bellacicco questioned whether water and air transportation facilities would be included in the Plan. Mr. Nixon responded that the Plan would only address surface transportation, and water and air would only be included to the extent that they may have an affect on surface transportation, such as the provision of new roads.

Mr. Pusey stated that the Committee will be provided with updates as to the status of the Plan.

Next Meeting Date

The next meeting is scheduled for **July 27, 2005 from 1 p.m. to 3 p.m.** at the same location.

There being no further business, upon a motion by Mr. Nixon, seconded by Ms. Gordy, the meeting adjourned at 1:40 p.m.