

Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization (“S/WMPO”)
Council meeting
February 27, 2020**

**Government Office Building
Council Chambers (Room 301)
125 N. Division Street
Salisbury, MD**

Attendees:

S/WMPO Council:

Matt Creamer, Chairman, Wicomico County
Charles Anderson, Vice Chairman, City of Seaford, DE
Drew Boyce, Delaware Department of Transportation (“DelDOT”)
Sara Bynum-King, Town of Delmar
Tyson Byrne, Maryland Department of Transportation (“MDOT”)
Julia Glanz, City of Salisbury
Jack Heath, City of Salisbury Council
Greg Padgham, Tri County Council of the Lower Eastern Shore
John Psota, City of Fruitland
John Rieley, Sussex County

Others:

Brad Bellacicco, Shore Transit
Marc Coté, DelDOT
Brett Deane, Maryland Department of Transportation, State Highway Administration (“MDOT-SHA”)
Jesse Drewer S/WMPO
Melissa Cassimore, Recording Secretary
Keith Hall, S/WMPO Executive Director

Introduction

Chairman Creamer opened the meeting at approximately 1:00 P.M. and welcomed everyone.

Minutes

The next item of business was approval of the minutes from December 17, 2019. Mr. Anderson made a motion to approve the minutes as submitted, with the motion

seconded by Mr. Padgham. The motion to approve the December 17, 2019, meeting minutes passed unanimously by attending Council members.

Lower Eastern Shore Coordinated Transportation Plan

Brad Bellacicco (Shore Transit)

Mr. Bellacicco provided an overview of the Maryland Coordinated Public Transit – Human Services Transportation Plan for the Lower Eastern Shore Region. He stated the Plan is required for Federal Transit Administration (“FTA”) Section 5310 funding for transportation support of non-profit organizations. Public input was received from non-profit organizations and the community at large during several forums.

Mr. Byrne asked how the public was engaged in the process of this plan.

Mr. Bellacicco informed Council members of an all-day forum held at the Wicomico Youth & Civic Center. The event was open to the public and invited members from the 5310 Community. The firm hired to prepare the Plan update visited several non-profit organizations in the three (3) lower shore counties to discuss the Plan and obtain feedback from clients.

Mr. Hall informed Council members the Plan was reviewed internally by MPO staff to ensure it is consistent with plans, programs and policies. In addition, the Technical Advisory Committee reviewed the Plan at their January 28, 2020 meeting and gave a favorable recommendation to advance it for review by Council members.

Mr. Byrne stated he has previous experience with the Coordinated Transportation Plan and advised it is a required Federal document to guide where future 5310 spending will be allocated in reference to services of the Long-Range Transportation Plan. Mr. Byrne mentioned his review of the draft Plan revealed the majority of the strategies are being met with a few final items remaining to be completed.

Mr. Heath asked for a complete copy of the document to be e-mailed to Council members.

Mr. Hall clarified the Maryland Coordinated Public Transit is looking for the Council members to make a recommendation for approval of the Regional 5310 Plan.

Mr. Bellacicco clarified Shore Transit and the Tri-County Council do not qualify for or receive the 5310 funds, and that they are presenting this to assist the program.

Mr. Byrne made a motion of recommendation in support of the Coordinated Transportation Plan. The motion was seconded by Mr. Heath. With all attending Council members voting in favor of the recommendation of the Lower Eastern Shore Coordinated Transportation Plan, the motion passed unanimously.

Maryland Department of Transportation – SHA District 1 projects update

Brett Deane (MDOT-SHA)

Mr. Deane provided the status of the MDOT-SHA District 1 projects to Council members. Highlights of the presentation included the following:

Completed work

- MD 349 Dam Project construction was completed last spring. The secondary spillway was made larger and at a higher elevation with trash racks installed on each level in an effort to prevent something of this nature happening again;
- Westbound US 50 / White Lowe Road geometric improvements included a new traffic signal;
- US 13 Bridge over the Wicomico River by the Amphitheatre was widened to allow for the relocation of utilities before the total reconstruction of the bridge begins;

Paving

- Bypass by the Centre at Salisbury and the ramps;
- US 13 from Wicomico County line south of MD 675;
- US 13 northbound and southbound from the Delaware line to Leonard Mill Road;

Ongoing

- US 13 Drainage Project from College Avenue to East Main Street (Phase 6) is working towards a fall completion;

Upcoming

- US 50 & Old Railroad Rd. west of Hebron – started design on geometric improvements not to include a traffic signal;
- Hebron – all intersections and crossovers in Hebron at US 50 – lengthening all deficient acceleration and deceleration lanes to ensure AASHTO compliance;
- US 13 & MD 54 – signal reconstruction with full pedestrian access and signaling;
- Paving
 - o US 13 Business in north Salisbury near Pep Boys and the car dealerships;
 - o Another section of the Bypass from stopping point to Johnson Road and MD 12 intersection;
 - o MD 347 - ½ mile section from the Creek to Old Athol Road;
 - o US 50 eastbound from Civic Avenue to the Bypass; and
 - o US 13 between The Centre at Salisbury and Target using Flexguard.

Ms. Glanz asked how long the intersection at US 13 & Carroll Street would be closed.

Mr. Deane will send the information on the US 13 & Carroll Street closing dates to Mr. Hall for dissemination to Council members.

Chairman Creamer asked Mr. Hall to introduce the new staff members.

Mr. Hall introduced Jesse Drewer, a Planner II with the Wicomico County Department of Planning, Zoning, and Community Development, is a recent Salisbury University graduate with a Bachelor Degree in Urban & Regional Planning. Mr. Drewer will be working with housing grants in addition to providing staff support to the Metropolitan Planning Organization. Melissa Cassimore, an Administrative Associate II with the Wicomico County Department of Planning, Zoning, and Community Development, graduated with a Bachelor Degree in Organizational Management. Ms. Cassimore will be staffing numerous boards, committees and commissions.

FY 2021 Project Requests presentation

Jesse Drewer (S/WMPO)

Mr. Drewer informed Council members that FY2021 project requests are to be submitted by March 15, 2020. Upon receipt, a sub-committee of TAC members will meet to review and rank project submittals. Projects submitted to date include:

- Salisbury University / Court Plaza – Wesley Drive: Pedestrian and cyclist improvements concept study;
- City of Salisbury – Eastern Shore Drive & E Carroll Street: Traffic signal warrant analysis;
- Wicomico County Parks, Recreation and Tourism – Glen Avenue extending from Long Avenue to Beaglin Park Drive: Pedestrian connectivity study;
- Town of Hebron – U.S. Route 50 – MD 347 & MD 670: traffic counts & technical memorandum;
- Wicomico County – U.S. Route 50 extending from Tilghman Road to Hobbs Road: Corridor and safety study analyzing bypass ramps crossing US 50;
- City of Fruitland – Bennett Middle School: Pedestrian and cyclist safety and connectivity study; and
- DelDOT – Route 54 at US13 – Pedestrian and bike improvements study.

Mr. Hall stated the MPO is in a good position financially because the funds in reserve for the Long-Range Transportation Plan were not needed since it was completed in-house. The funds will be reallocated for transportation studies. He mentioned although funds are available for all projects submitted for FY 2021 funding consideration, staffing level support a maximum of 3-4 studies conducted annually; therefore, projects will be prioritized. This process is similar to the one used by the Dover/Kent MPO. As part of the submission process, jurisdictions were given the option of providing a match via in-kind services or cash.

Mr. Boyce discussed the hardship of the contribution for smaller jurisdictions along with the benefits to the MPO to complete more projects.

Mr. Rieley asked what percent contribution is made from local jurisdiction.

Mr. Hall informed Council members Dover/Kent MPO requires a twenty percent match; at this time S/WMPO is not mandating a contribution with a set match.

Chairman Creamer stated for the smaller jurisdictions that don't have the available funds, in-kind services could be a contribution.

PUBLIC HEARINGS

Resolution 1-2020

S/WMPO FY 2021 Unified Planning Work Program

Keith Hall (S/WMPO)

Mr. Hall presented the Draft FY 2021 UPWP, which the proposed budget of \$212,189.00 represents a funding increase of 1.5 percent or approximately \$3,054.00 compared to the FY 2020 UPWP dated February 13, 2019. The Maryland and Delaware apportionments to the proposed FY 2021 UPWP account for 75 percent or \$157,863.00 and 25 percent of \$54,326, respectively.

The draft budget does not include any unencumbered carryover funding from FY 2020. Any unencumbered funding will be incorporated into the FY 2021 UPWP at the end of the current fiscal year. The draft UPWP consists of four major funding categories: 1) Core Planning; 2) MPO Administration; 3) Public Participation Process; and 4) Special Studies. As proposed, the allocation for the aforementioned categories is as follows:

- 1) Core Planning = \$40,600.00 / 19 percent of total budget;
- 2) MPO Administration = \$53,000.00 / 25 percent of total budget;
- 3) Public Participation Process = \$6,000.00 / 3 percent of total budget; and
- 4) Special Studies = \$109,535.00 / 52 percent of total budget.

Mr. Hall stated the TAC reviewed the draft budget at their January 28, 2020 meeting. At which time, the TAC made a favorable recommendation to forward the draft budget to the MPO Council for their review and consideration.

Mr. Hall stated that consistent with the public participation requirements, the FY 2021 UPWP was put out for a public review and comment period of 15 days. There were no comments from either proponents or opponents. Mr. Hall further stated that the public hearing was advertised 14 days in advance of the Council meeting. Mr. Hall recommended approval as presented.

Mr. Byrne asked where the allocation for each project was in the FY 2021 UPWP.

Mr. Hall clarified the funds are divided into categories and not per project. Mr. Hall discussed by allocating funds to each project specifically, as needs change the TAC would then have to review and it would require action by the Council. Mr. Hall further discussed

using the broader categories allows flexibility if a project requires immediate action after being reviewed by TAC or if a project comes in higher after it is advertised.

Chairman Creamer asked if there are any questions from the public on the presentation.

There were no questions or comments from the public.

Mr. Boyce made a motion to adopt the Draft FY 2021 UPWP. The motion was seconded by Mr. Byrne. With all Committee members voting in favor, Resolution 01-2020 passed unanimously.

Member Updates / Other Business

Ms. Bynum-King is eager for the RT 13 and RT 54 intersection pedestrian and cyclist upgrades.

Mr. Heath deferred to City Administrator.

Mr. Riley stated all is good in Sussex County.

Mr. Anderson informed members the project located at Market and Front Street is moving forward. Mr. Anderson anticipates the merger between Nanticoke Memorial Hospital and Peninsula Regional Medical Center will produce large investments into the community.

Mr. Boyce discussed the meeting with the Council on Transportation resulted in the approval of the next six-year Capital Transportation Program and it will now be moved to the Governor's Office and General Assembly for consideration. Mr. Boyce also announced his retirement from the DOT after 34 years of service at the end of March. Mr. Boyce introduced Marc Coté, the new Director of Planning for DelDOT.

Ms. Glanz informed members Division Street should be paved Monday, weather permitting, allowing it to be opened as the sidewalk and storm water are finished. Ms. Glanz stated the Plaza is moving forward and circle should be completed the first week in May. Ms. Glanz discussed the City received a \$20,000 grant from the State for the Census along with the importance of sharing it with fellow constituents to get everyone counted. Ms. Glanz further discussed the impact of losing \$18,000 per uncounted person is significant considering in 2010 Wicomico County was counted at a 71% accuracy rate. Ms. Glanz questioned the process to get a message on the SHA signs in reference to the Census.

Mr. Byrne is uncertain to what extent the SHA would allow a Census related message on the SHA signs due to the distraction dilemma but would look into it. Mr. Byrne stated the CTP is out for final review with the legislators.

Mr. Padgham represents the Tri County Council for the Lower Eastern Shore of Maryland, an Economic Development District, which assists counties and municipalities with applying for Federal Infrastructure Funds through EDA. Mr. Padgham discussed this year's updates for the Comprehensive Economic Development Strategy are focused on being more project specific.

Mr. Psota stated Fruitland is seeing growth.

Public Comments

There were no public comments.

Next Meeting Date/Adjourn

Mr. Hall will send out notification about the next meeting date.

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