

Meeting Minutes

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

Technical Advisory Committee (“TAC”)

May 11, 2023 @ 10:30 AM

ZOOM meeting

Attendees:

S/WMPO TAC members:

Tracey Gordy, Chair, Maryland Department of Planning (“MDP”)
Jenn Cinelli-Miller, Delaware Department of Transportation (“DelDOT”)
Chris Davidson, SBY Airport
Lauren DeVore, Sussex County Planning Department
William Hardin, Town of Delmar
Berley Mears, City of Seaford
Rashad Pinckney, Maryland Department of Transportation (“MDOT”)
Melinda Stafford, Town of Hebron
Jim Thomas, Salisbury-Wicomico County Planning and Zoning Commission
Will White, City of Salisbury, Department of Infrastructure and Development
Andy Wile, Shore Transit

Others:

Jeff Fleetwood, Town of Delmar

Staff:

Keith Hall, S/WMPO Executive Director
Ben Zito, Wicomico County Department of Planning

Introduction

Chairperson Gordy opened the meeting at approximately 10:30 A.M. and welcomed attendees. She noted since this is a Zoom meeting, attendance was taken via roll call. Mr. Hall confirmed a quorum has been achieved.

Minutes

The first item of business was approval of the minutes from the November 1, 2022, meeting. Ms. DeVore made a motion to approve the minutes as submitted; seconded by Mr. Thomas. With all participating members voting in favor, none opposed, the motion passed.

FY 2023 Unified Planning Work Program – Proposed Amendments

Keith Hall (S/WMPO)

Chairperson Gordy 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 reallocate funding to certain 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

A motion was made by Ms. Stafford to forward a favorable recommendation on the proposed amendments to the adopted FY 2023 UPWP for S/WMPO Council review and action; seconded by Ms. Cinelli-Miller. With all participating members voting in favor and none opposed, the motion passed unanimously.

FY 2024 Unified Planning Work Program – Draft

Keith Hall (S/WMPO)

Chairperson Gordy asked Mr. Hall to present the draft FY 2024 Unified Planning Work Program. Mr. Hall started the presentation with an overview about the purpose of the Unified Planning Work Program, which is a budget for year’s activities and estimated expenses per line item. 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 13% / \$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.

After a brief discussion amongst TAC members about the various projects, Chairperson Gordy called for a motion to make a favorable recommendation to forward the proposed FY 2024 UPWP to the MPO Council for their review and action.

A motion was made by Mr. Hardin to forward a favorable recommendation on the proposed FY 2024 UPWP for S/WMPO Council review and action; seconded by Mr. Thomas. With all participating members voting in favor and none opposed, the motion passed unanimously.

Member Updates

Chairperson Gordy thanked Mr. Davidson for his attending the meeting on his next to last day with Wicomico County Government, as well as acknowledging his contributions to the TAC. Several members expressed congratulations and best wishes on his new career opportunity.

Ms. Cinelli-Miller reported DelDOT has completed the first phase of their statewide FY 2025 – FY 2030 Consolidated Transportation Program and shared project costs are skyrocketing as a result of increasing materials cost. Also, DelDOT is in the process of preparing their FY 2024 budget.

Mr. Hardin stated the Town of Delmar has several repaving projects in progress, which include Bi-State Boulevard and Connelly Mill Road. Mr. Fleetwood added some secondary roads within the Town are also being repaved and looks forward to completion of the projects.

Chairperson Gordy provided an update about WalkWicomico Committee, which the update included the origin of the Committee, challenges during COVID, and on-going outreach and community efforts. Last year the Committee hosted a community walk called Shatter the Stigma to raise awareness about substance abuse . This event was held at Wor-Wic Community College and attended by over 120 participants and numerous speakers and activities. This will be an annual event, which will be hosted this year at the end of September.

S/WMPO Updates

Mr. Hall provided brief updates about the following projects:

1. Southwest Sussex County Bike Network Master Plan – kick-off meeting recently occurred. Future meeting and public outreach efforts will continue occurring. Anticipated completion date Winter 2023 / 2024.
2. Update Long Range Transportation Plan – Required to be updated on a four-year cycle. The Rossi Group has been retained to assist Staff with the update, which is expected to be completed in FY 2024.

Mr. Zito shared MPO Staff is available to collect drone footage for member jurisdictions, as well as GoPro data. Interested members can submit a request via e-mail to initiate the process.

Public Comments

There were no public comments.

Next Meeting Date/Adjourn

There being no other business before the TAC, upon a motion by Mr. Mears, seconded by Ms. Stafford, with all participating TAC members voting in favor and none opposed, the meeting was adjourned at approximately 11:30 A.M.