

**MINUTES
HAGERSTOWN EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION**

April 19, 2006

The HEPMPO held its regular meeting on Wednesday, April 19, 2006 at 7:00 p.m. at the offices of the Berkeley County Commission, Dunn Building, 2nd Floor, Martinsburg, West Virginia.

The following members were present: Chairman Greg Snook, Washington County Board of County Commissioners, Vice Chairman Howard Strauss, Berkeley County Commission; Mike Nixon, MD DOT; Don Bailey, WV DOT; Robert Gordon, Eastern Panhandle Region 9 Planning & Development Council; Mark Baldwin, City Manager, City of Martinsburg; P. David Mills, City of Ranson; Richard L. Warner, WV DOT; Lynn Weiger, Eastern Panhandle Transit Authority; Mike Thompson, MPO Coordinator, and Jill Baker, Senior Planner, Washington County Planning Department; and Kathleen Maher, City of Hagerstown. Also present was: Debra Eckard, Administrative Assistant, Washington County Planning Department and Jeremy Camp, City of Charles Town.

CALL TO ORDER

Chairman Greg Snook called the meeting to order at 7:05 p.m.

OLD BUSINESS

Revision to FY 2007 Unified Planning Work Program Draft

Ms. Baker stated that the text changes discussed at the March 15, 2006 meeting have been made to the UPWP draft. The amount of funding in the Mass Transit Planning has been increased to reflect carry-over money from the West Virginia MTA for FY '04 and FY '05.

Ms. Baker noted that she has prepared an historic revenue trend and project worksheet per discussions during the March meeting. She presented a detailed explanation regarding the preparation of estimates based on historic trends and conservative estimates. She summarized that future expenditures will fluctuate year to year depending on the types of projects needed and therefore the amount of excess funds would also fluctuate.

NEW BUSINESS

T.I.P. Amendments – West Virginia

Ms. Baker presented for review and approval T.I.P. Amendments for West Virginia. She presented a list of proposed amendments that includes revised projects and new projects. The projects have been under public comment for 30 days. Ms. Baker stated that all of the projects were exempt from Air Quality conformity with the possible exception of the Rocky Lane Road project. Mr. Warner stated later in the meeting that the Rocky Lane Road project was a turning movement improvement and was therefore also exempt from Air Quality conformity.

Discussion: Mr. Nixon recommended that a technical committee should be organized to review all projects for Air Quality conformity and prepare a recommendation to present to the Council.

Mr. Gordon noted that he has received four resolutions relative to the Tabler Station connector project. The proposal is to move this project from the current T.I.P to an out year. Resolutions have been received from the Berkeley County Development Authority, the Transportation Authority, the Berkeley County Chamber and Berkeley County Commission. Region 9 will also

be submitting a resolution pertinent to this project. Mr. Bailey stated that work is proceeding on the right-of-way phase of the project and the resolutions are for the construction phase. Mr. Gordon recommended that a decision on the resolution should be tabled until more information could be provided and reviewed by the Council.

Mr. Strauss made a motion to table the Tabler Station project until the May 2006 meeting pending a presentation by Mr. Jim Sothen regarding the financial status of West Virginia. Seconded by Mr. Gordon. Unanimously approved.

Comment: Ms. Weiger requested a copy of all public notices regarding T.I.P. amendments for their records.

Mr. Strauss made a motion to accept the list of T.I.P. amendments as presented with the exception of the Tabler Station Road and to acknowledge that the Rocky Lane Road project is not regionally significant in reference to Air Quality conformity. Seconded by Mr. Nixon. Unanimously approved.

By-law Amendments

Ms. Baker presented for review and approval amendments to the HEPMPO By-laws. In accordance with findings during the Federal review process, Transit operators should be made a part of the planning process with the Metropolitan Planning Organization. The By-laws have been amended to include the Eastern Panhandle Transit Authority and the Washington County Public Transportation Department as voting members of the Interstate Council. This would increase the number of voting members from 13 to 15 members.

Mr. Nixon made a motion to approve the amendments to the By-laws as presented. Seconded by Mr. Mills. Unanimously approved.

OTHER BUSINESS

Citizen Comments

Mr. Jim Surcamp, Jefferson County Commissioner, made an inquiry regarding the significance of the approval of the T.I.P. for the light at the intersection of WV 340 and 230 in Jefferson County.

Mr. Bailey stated that the approval of the T.I.P. amendment allows the project to be fully funded using Federal monies and to move forward with the project scheduled for this year.

Mr. Jeremy Camp, City of Charles Town, presented copies of the City's proposed Transportation Plan and highlighted a few projects that could be significant to the region. The City of Charles Town is proposing a connection between Route 51 and Route 340 by-pass (Midtown Avenue) and a western loop around the Charles Town area.

Mr. Gordon stated that he has reviewed the plan and it is consistent with MPO's Transportation Plan. However, there are a few elements would need to be considered during the next Transportation Plan update. A letter has been sent to the City of Charles Town addressing this issue.

MPO Coordinator Position Update

Ms. Baker stated that the MPO Coordinator position has been advertised in accordance with discussions at the March meeting. The closing date to submit an application/resume was April 12, 2006. At that time, five applications had been received. An interview committee needs to be established to meet with the candidates, conduct interviews, and make a recommendation to the Council for the appropriate person to fill this position. The committee would consist of the

following members: Don Bailey and/or Richard Warner, WV DOT; Michael Nixon, MD DOT; Mark Baldwin, City of Martinsburg to represent the State of West Virginia; and Michael Thompson, Washington County to represent the State of Maryland. Copies of each applicant's resume and/or application were distributed to the Interview Committee members at the end of the meeting.

PanTran Review

Ms. Weiger stated that the FTA recently reviewed the Eastern Panhandle Transit Authority for Public Transportation. An agreement must be submitted to the FTA Region 3 between the HEPMPO and EPTA specifying the responsibilities of each party. The agreement needs to spell out what will be done with the transit funds in providing assistance to PanTran and what PanTran's responsibilities are in providing data and information back to us. The EPTA has 90 days to submit this agreement to the FTA.

Future Meetings

There was a brief discussion regarding a meeting for May 17th or May 31st. Members of the Council expressed interest in a presentation by Mr. Sothen. Mr. Strauss offered the use of the Berkeley County Commission meeting room for Mr. Sothen's presentation. Mr. Warner will contact Mr. Sothen to schedule the presentation.

ADJOURNMENT

Chairman Snook adjourned the meeting at 7:45 p.m.

Gregory I. Snook, Chairman