

**MINUTES**  
**HEPMPO TECHNICAL ADVISORY COMMITTEE**  
**May 16, 2007**

**CALL TO ORDER AND INTRODUCTIONS**

The HEPMPO Technical Advisory Committee met on Wednesday, May 16, 2007 at 10:30 a.m. in the offices of the Washington County Planning Department, Washington County Administrative Annex, 80 West Baltimore Street, Hagerstown, Maryland. The following members were present:

- Bob Gordon, MPO Director
- Donald Bailey, West Virginia Dept. of Highways Planning & Research
- Mike Nixon, Maryland Dept. of Transportation
- Jim Bender, Assistant City Engineer, City of Hagerstown
- Mike Thompson, Director of Planning, Washington County Planning Dept.
- Jill Baker, Washington County Planning Dept./HEPMPO
- Larry Smith, WV DOT/DOH EEO Division
- Michael Covell, City Engineer, City of Martinsburg
- Mike Ball, Region 9
- Perry Keller, WV DOT/DOH Planning
- William "Bucky" Teach, County Engineer, Berkeley County
- Lynn Walker, Pan Tran Administration
- Debra Eckard, Washington County Planning Dept.

**MINUTES**

Ms. Walker made a motion to approve the minutes of the March 21, 2007 meeting as presented. Seconded by Mr. Teach. Unanimously approved.

**NEW BUSINESS**

**TIP Amendment – West Virginia**

Mr. Bailey presented for review and recommendation a TIP Amendment for Federal Project No. HSIP-0811(001) to replace a 5.68-mile section of cable barrier with a concrete median barrier from north of Martinsburg to south of Martinsburg. Funding for the project would be \$20,000.00 for preliminary engineering and \$4 million for construction in FY 2008.

Mr. Bender made a motion to approve the TIP Amendment as presented. Seconded by Mr. Covell. Unanimously approved.

Mr. Gordon presented for review an administrative change for Federal Project No. STPG-3402(003,004)E for the Wheatland Road Railroad Crossing. (Federal Project number changed)

Mr. Gordon also noted that an administrative change has been submitted for the Tabler Station project; however, no action has been taken at this time.

**Adoption of FY 2008 UPWP and Budget**

Mr. Gordon presented for review and recommendation the FY 2008 UPWP and Budget. He noted the following changes have been made to the Draft that was presented in March.

- Maryland FDA increased funding by \$450.00

- The West Virginia DOT will carry over \$45,000 for the transit section (5307) for inclusion in the UPWP.
- Tables C and D have been modified and updated
- The Federal Transit money has been distributed throughout the entire UPWP because of the consolidated nature of the fund and has been incorporated into the transit plan activities in subcategories.
- Language in the short range and long range planning has been amended to incorporate comments from the Federal Highway Administration in Maryland and West Virginia. West Virginia Federal Highway Administration comments included the following:
  - Section 6601 should include SAFETEA-LU implementation activities that were addressed
  - Human Services Transportation Planning activities to be continued
  - Increase activities in bicycle and pedestrian initiatives
- The reference to the FY 2008-2010 TIP was changed to the FY 2008-2011 TIP
- Continued discussion pertaining to Federal review items
- Continued discussion regarding activities to add staff capacity
- A few potential studies for transit were identified
- Transit coordination and bicycle issues were expanded
- Under Section 602 the TIP year was changed to 2011
- Section 610 expanded discussion regarding consultation with agencies involved in the transportation planning process

Mr. Nixon made a motion to recommend to the Interstate Council Committee adoption of the resolution contingent upon final comments from the West Virginia DOT. Seconded by Ms. Walker. Unanimously approved.

#### **Adoption of FY 2008-2011 TIP**

Mr. Gordon presented for review and recommendation the FY 2008-2011 Transportation Improvement Program. The public comment period will close on May 21, 2007. Comments from the Federal Highway Administration have been addressed and changes to the TIP have been made as follows:

- Page 1-1, paragraph 1 – The Federal Highway Administration requested a modification to state that the TIP's are included directly in the West Virginia TIP document, not by reference.
- Page 1-2, paragraph 1 – Changed to reflect that the TIP is a **four** year document.
- Sections 4.0 and 4.1 – Changed to reflect that the project selection is a "cooperative process" between the MPO and the West Virginia DOT.
- Tables 4-1 and 4-2 – Column showing Post 2010 was changed to show FY 2011.
- FHA recommended removing all projects shown on the map that are not funded.  
**Comment:** Mr. Gordon stated his opinion that the mapping should show all projects listed in the TIP, not only the funded projects. Mr. Covell concurred with Mr. Gordon's comment. Mr. Bailey suggested providing a separate map that shows all projects. There was a brief discussion regarding the mapping procedures.

Ms. Baker stated there are additional changes that she recently received that will also be included. Mr. Gordon is awaiting additional comments from a few agencies.

Mr. Nixon made a motion to recommend approval of the Transportation Improvement Program to the Interstate Council Committee and to incorporate all changes as discussed. Seconded by Mr. Keller. The motion passed with a 10 to 1 vote with Mr. Covell voting "Nay".

## **Director's Report**

### **- Staffing Update**

Mr. Gordon provided an update regarding the hiring of additional staff. The GIS Analyst and Transportation Planner positions have been re-advertised with a deadline of Friday, May 11, 2007. Mr. Gordon received one resume for the Transportation Planner position from a recent graduate in Arlington, Virginia and five resumes for the GIS position from recent graduates with varying degrees of educational background from various areas around the country. Mr. Gordon noted that Washington County does not pay for travel expenses associated with the interviewing process. He will discuss this issue again with the Interstate Council Committee. The resumes will be reviewed and interviews will be conducted as soon as possible.

### **- Gap Analysis Update**

**Comment:** Mr. Gordon stated that a "Draft" of the gap analysis would be available the first part of June and would be distributed to members. He requested members to review the document and provide their comments as soon as possible. The gap analysis is designed to identify the gaps in the planning process of the MPO between TEA-21 and SAFETEA-LU. It will also identify what will be done to address these gaps. SAFETEA-LU included expanded requirements in terms of freight, pedestrian, transit and safety issues.

## **OTHER BUSINESS**

Mr. Gordon requested input from members of the TAC, the City of Hagerstown, and the City of Martinsburg to identify corridors or intersections that need further studies and/or improvements. Areas of concern include Inwood and Hedgesville. He believes that signal improvements for a standing left-hand turn could drastically improve congestion problems. There was a brief discussion on how to facilitate these improvements.

Mr. Gordon recommended hiring a consultant on retainer to address air quality issues for conformity.

Mr. Gordon commented that the Tabler Station project is continually being pushed back because it is a State funded project with no Federal funds attached. Mr. Gordon attended a meeting in which someone suggested approaching some of the US Delegation to talk about the significance of this project as it relates to aviation in security and access to the airport. There was a brief discussion regarding congestion and ways to alleviate some of the problems.

Mr. Gordon stated that a consultant is ready to begin work on a feasibility/site location study to relocate a route transfer in Washington County. Mr. Nixon noted that Mr. Kevin Cerrone of the Washington County Commuter would like to request the consultant to prepare an information package associated with the changes that are being recommended. This project should be started by July 1, 2007.

Mr. Gordon announced the new website for the HEPMPO is operational at this time. All documents and "Draft" documents are available on the website. The website address is [www.hepmo.net](http://www.hepmo.net).

Ms. Walker announced this is Pan Tran's 30<sup>th</sup> year of operation. A celebration is planned for September 21, 2007 at the Pan Tran offices.

### **- Future Meetings**

The next meeting will be held in September 2007.

**ADJOURNMENT**

Ms. Walker made a motion to adjourn the meeting at 11:35 p.m. So ordered.

Respectfully submitted,

---

Robert S. Gordon, Director

RSG/dse