

**HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION
INTERSTATE COUNCIL
January 20, 2021**

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Interstate Council held a meeting on Wednesday, January 20, 2021 at 1:30 p.m. via tele-conference call. MD and WV Open Governmental Meetings Acts and HEPMPO Bylaws permit virtual only meetings of our committees and boards provided members can hear and be heard by each other and by any media or members of the public.

The following were in attendance: Elaine Mauck, Chairman, Berkeley County Council; Matt Mullenax, HEPMPO Executive Director; Tyson Byrne and Ian Beam, MDOT; Elaine Bartoldson, EPTA; Steve Stolipher, Jefferson County Commission; Rachel Snavely, Region IX; Jim Bender, City of Hagerstown; Jill Baker, Washington County Dept. of Planning & Zoning; Kevin Cerrone, Washington County Transit; Chris Kinsey, WV DOH; Tony Grant, City of Ranson; Mark Baldwin, City of Martinsburg; Kevin Donohue, HEPMPO; and Debra Eckard, Washington County Planning Department assisting HEPMPO. Also present was: Shane Farthing (City of Martinsburg Economic Development Dept.), Andy Blake (City of Martinsburg), and Dan Neff (Congressman Alex Mooney's office).

CALL TO ORDER

The Chairman called the meeting to order at 1:35 p.m.

MINUTES

Motion and Vote: Ms. Bartoldson made a motion to approve the minutes of the October 21, 2020 meeting as presented. The motion was seconded by Mr. Cerrone and unanimously approved.

NEW BUSINESS

-TRANSPORTATION IMPROVEMENT PROGRAM

FY-2021-2024 West Virginia Transportation Improvement Program

Mr. Mullenax stated that the public comment period for the proposed TIP amendments ran from January 6th to January 19th; no public comments were received. Mr. Donohue reviewed the proposed amendments and administrative adjustments as follows:

BERKELEY COUNTY

Adjustments – No Formal Action Required

- Martinsburg +1: Resurfacing from Woodberry Avenue to King Street; CON FY 2023 \$405,000 (\$325,000 Federal; \$81,000)
 - **Discussion and Comments:** Mr. Baldwin stated that this project was already completed during the last paving project. He is requesting that these funds be spent to resurface Race Street from Queen Street to Randolph Street and include ADA compliant ramps. Mr. Mullenax stated he will follow-up with the WV DOH on this project.
- Marlowe: Resurfacing on US Route 11 from Potomac River to Grade Road near I-81; CON FY 2021; \$640,000 (\$572,000 Federal; \$128,000 State)
- Glengary-Buck Hill: Resurfacing from Parkinson Road to Jaredstown Road; CON FY 2022; \$395,000 (\$316,000 Federal; \$79,000 State)
- Back Creek-Hedgesville; Resurfacing WV 9 north of Hedgesville across Back Creek to WV 11; CON FY 2023; \$430,000 (\$344,000 Federal; \$86,000 State)

- Hedgesville-Welltown; Resurfacing WV 9 south of Hedgesville to Severna Parkway; CON FY 2024; \$624,000 (\$499,200 Federal; \$124,800 State)
- Hedgesville ADA Ramps +2: Design/build ADA ramps through downtown Hedgesville; CON FY 2024; \$396,000 (\$316,800 Federal; \$79,200 State)

JEFFERSON COUNTY

Adjustments – No Formal Action Required

- VA State Line-Mtn Mission: Resurfacing of Charles Town Road from VA State line to Mtn. Mission; CON FY 2024; \$525,000 (\$420,000 Federal; \$105,000 State)
- Shepherdstown +2: Resurfacing on German, Princess and part of Washington Streets; CON FY 2023; \$485,000 (\$388,000 Federal; \$97,000 State)
- Halltown-Harpers Ferry: Resurfacing along 340; CON FY 2024; \$1.1 million (\$880,000 Federal; \$220,000 State)
- US 340 left turn lane; Extend existing left turn lanes from old county Country Club Road to Blair Road; CON FY 2021; \$1.3 million (\$1,040,000 Federal; \$260,000 State)
- Boliver-Harpers Ferry +2; Design/build ADA ramps; CON FY 2022; \$1.314 million (\$1,051,200 Federal; \$262,800 State)
- Shepherdstown ADA Ramps +2; Design/build ADA ramps; CON FY 2021; \$414,000 (\$331,200 Federal; \$82,800 State)

FY-2021-2024 Maryland Transportation Improvement Program

Mr. Donohue reviewed the proposed amendments and administrative adjustments as follows:

- Areawide Safety & Spot Improvements: Program to provide localized improvements to address safety and/or operational issues on SHA highways; ENG - FY2021, FY2022, FY2023, FY2024 - \$300,000 (\$240,000 Federal; \$60,000 State); ROW - FY2021, FY2022, FY2023, FY2024 - \$100,000 (\$80,000 Federal; \$20,000 State); CON - FY2021, FY2022, FY2023, FY2024 - \$7,500,000 (\$6,000,000 Federal; \$1,500,000 State); Add to CON FY2021 for new total of \$10,084,000 (\$8,070,000 Federal; \$2,014,000 State)

MARYLAND TRANSIT AUTHORITY

Adjustments – No Formal Action Required

- Medium Duty Bus Replacement: Replacement of 4 medium duty buses; Transit - FY2021 \$401,340 (\$321,072 Federal; \$40,134 State; \$40,134 Local); Transit - FY2022 \$401,340 (\$321,072 Federal; \$40,134 State; \$40,134 Local); Transit - FY2023 \$401,340 (\$321,072 Federal; \$40,134 State; \$40,134 Local); Transit – FY2024 \$401,340 (\$321,072 Federal; \$40,134 State; \$40,134 Local)
- Capital Assistance – Preventative Maintenance: Capital Assistance for Washington County to provide public transit service in the area; Transit - FY2021 \$350,000 (\$280,000 Federal; \$35,000 State; \$35,000 Local); Transit - FY2022 \$350,000 (\$280,000 Federal; \$35,000 State; \$35,000 Local); Transit - FY2023 \$350,000 (\$280,000 Federal; \$35,000 State; \$35,000 Local); Transit – FY2024 \$350,000 (\$280,000 Federal; \$35,000 State; \$35,000 Local); **Adjust** FY2021 to \$375,000 (\$300,000 Federal; \$75,000 Local), FY2022 to \$355,000 (\$280,000 Federal; \$75,000 Local); FY2023 to \$355,000 (\$280,000 Federal; \$75,000 Local); FY2024 to \$355,000 (\$280,000 Federal; \$75,000 Local)
- Capital Assistance - Small Paratransit Bus 504 (WT2021-02.7): Capital Assistance for Washington County to continue to operate public transit service in the area; Transit - FY2021 \$75,000 (\$60,000 Federal; \$7,500 State; \$7,500 Local); Transit - FY2022 \$75,000

(\$60,000 Federal; \$7,500 State; \$7,500 Local), Transit - FY2023 \$75,000 (\$60,000 Federal; \$7,500 State; \$7,500 Local); Transit - FY2024 \$75,000 (\$60,000 Federal; \$7,500 State; \$7,500 Local); **Adjust** FY2021 to \$87,540 (\$70,032 Federal; \$17,508 Local)

New Projects – No Formal Action Required

- Minivan Replacement: Transit – FY2021 \$49,240 (\$39,392 Federal; \$9,848 Local)
- Heavy Duty Bus Replacement: Transit – FY2021 \$392,155 (\$313,724 Federal; \$78,341 Local)

Washington County Transit Asset Management Performance Measures

Mr. Mullenax reported that Maryland has finalized its FY 2020 targets for transit asset management. Staff has reviewed these targets and will be incorporating them into the TIP as presented. The new TAM targets for EPTA as well as MTA's targets for the MARC line and commuter bus 505 were previously incorporated into the TIP.

Maryland Highway Safety Performance Measures

Mr. Mullenax announced that Maryland has finalized its highway safety performance measure targets for FY 2021 and introduced Ms. Toria Lassiter of the Maryland Department of Transportation, State Highway Administration, Office of Preliminary Planning & Engineering, Innovative Planning & Performance Division.

Ms. Lassiter stated that the Moving Ahead for Progress Act (Map 21) includes several provisions focused on the achievement of performance outcomes for providing the most efficient investment of Federal transportation funds focusing on national transportation goals, including accountability and transparency and improved decision making through performance based planning. There are seven goal areas in three categories of performance measures as follows:

1. Safety to achieve significant reduction in serious injuries and fatalities on all public roads;
2. Infrastructure conditions to maintain the highway asset system in a state of good repair;
3. Congestion reduction to achieve a significant reduction in congestion on the national highway system;
4. System reliability to improve the efficiency of the surface transit system;
5. Freight reliability to improve the national freight network and strengthen the ability of rural communities to access national and international markets to support economic development;
6. Environmental sustainability to enhance the performance of the transportation system while protecting and enhancing the natural environment; and
7. Reduce project delays to reduce project costs, promote jobs and the economy and expedite the delivery of goods.

Ms. Lassiter gave a brief explanation of the methodology used by MDOT to determine their safety targets. She noted that MDOT submits their Highway Safety Improvements Program annually to FHWA on August 31st. MDOT has set an interim target to reduce the overall fatalities and serious injuries by 50% by 2030. There are five safety measures as follows: the number of fatalities, the number of serious injuries, the fatality rate, serious injury rate and the number of non-motorized fatalities and serious injuries. Maryland did not meet 2019 fatality targets, seeing a 3.5% increase in the number of fatalities and a 0.02% increase in the fatality rate between 2018 and 2019. Maryland did exceed the 2019 serious injury targets both for the total number of fatalities and serious injury rate. Statewide, the non-motorized fatalities and serious injury rates were not met but there was a 7.8% reduction between 2018 and 2019. Between 2017 and

2018, the Hagerstown/Eastern Panhandle area maintained the same number of fatalities both years and the rate of serious injuries declined slightly.

Ms. Lassiter briefly discussed the MPO's roles and responsibilities in setting targets for each of the performance measures in their states. She also discussed reporting of baselines and progress reports. Components contained in the mid-performance progress report were explained in detail.

Mr. Mullenax noted that staff has reviewed and recommends adopting Maryland's highway safety targets. He explained that during the latest safety performance target year, using the SHSP 2030 TZD methodology and reduction goals, Maryland did not meet the HEPMPO regional targets for the following: 1) fatalities; 2) fatality rate; and 3) non-motorized serious injuries and fatalities. Staff continues to urge MDOT to consider using HSIP funding and implementing projects at the priority corridors and intersections identified in the 2019 Regional Traffic Safety Study as well as recommendations in the I-81/I-70 TSMO Plan.

Motion and Vote: Mr. Bender made a motion to adopt the Maryland Highway Safety Performance Measures as presented. The motion was seconded by Ms. Bartoldson and unanimously approved.

West Virginia and Maryland Bridge and Pavement Performance Measures

Mr. Mullenax stated that both West Virginia and Maryland have finalized adjustments to their respective Bridge and Pavement Performance Measures. Staff has reviewed these changes and recommends adoption.

Motion and Vote: Mr. Grant made a motion to adopt the West Virginia Bridge and Pavement Performance Measures as presented. The motion was seconded by Mr. Stolipher and unanimously approved.

Motion and Vote: Ms. Bartoldson made a motion to adopt the Maryland Bridge and Pavement Performance Measures as presented. The motion was seconded by Mr. Byrne and unanimously approved.

West Virginia and Maryland System and Freight Performance Measures

Mr. Mullenax stated that both West Virginia and Maryland have finalized adjustments to their respective System and Freight Performance Measures. Staff has reviewed these changes and recommends adoption.

Motion and Vote: Mr. Stolipher made a motion to adopt the West Virginia System and Freight Performance Measures as presented. The motion was seconded by Ms. Snavelly and unanimously approved.

Motion and Vote: Mr. Cerrone made a motion to adopt the Maryland System and Freight Performance Measures as presented. The motion was seconded by Mr. Stolipher and unanimously approved.

-LONG RANGE TRANSPORTATION PLAN

Long Range Transportation Plan Update

Mr. Mullenax announced that we will be updating our current Long Range Transportation Plan by July 1, 2022. The new plan, called Direction 2050, should be ready for review and consideration in May 2022. Staff and our consultants are continuing to pull data and update information for this effort. A project kick-off meeting has been scheduled with the Technical Advisory Committee on January 27th.

Martinsburg Pike Corridor Vision Plan

Mr. Mullenax noted this is a corridor study on Martinsburg Pike (WV 45) between University Drive and Alt. 45 west of Shepherdstown. Staff and our consultant have acquired and are developing supporting project data, information, and corridor photos. A project advisory committee has been established and a kick-off meeting will be held with them in February, as well as a field review meeting in late March.

WV 51 West Washington Street Feasibility Study

Mr. Mullenax reported that the MPO is partnering with the WV DOT and the City of Charles Town on a feasibility study examining traffic safety and pedestrian mobility improvements along the West Washington Street corridor. The goal is to have this study completed in four months. There will be at least one public meeting in late April or early May. A field review and stakeholder meeting will be conducted next month.

WV 9 Planning and Environmental Linkage Study

Mr. Mullenax announced that the WV DOT is conducting a study on the upgrade of WV 9 between Martinsburg and Berkeley Springs. The HEPMPO is collaborating with WV DOT on this project through local coordination. The first of two public workshops will be held in late winter/early spring. Staff will distribute and post meeting information when it becomes available.

-ORGANIZATIONAL ADMINISTRATION

Interstate Council Alternate Designation

Mr. Mullenax explained that the MPO's By-laws provide the ability and outline the process for an Interstate Council member to appoint an alternate to serve on the ISC in their stead. Per Article 2, Section B, Mr. Jim Bender has been requested, in writing, by the City of Hagerstown's Mayor Emily Keller to serve as her alternate per the By-laws. A vote is required to approve this request. Mr. Bender was also appointed by Councilman Bob Bruchey (formerly Mayor) to serve as his alternate for the duration of his term on the Hagerstown City Council; therefore, Mr. Bender will be serving as the alternate for both Mayor Keller and Councilman Bruchey.

Motion and Vote: Mr. Cerrone made a motion to approve the alternate designation of Mr. Jim Bender as presented. The motion was seconded by Mr. Byrne and unanimously approved.

Financial Status Update

Mr. Mullenax explained that the second quarter recently closed and it usually requires 30 days to make sure that reimbursements are in place and the books have been reconciled. Ms. Baker stated that costs are currently less this year due to the COVID pandemic. Consulting services will pick up during the next quarter as projects are ramping up.

Director's Report

Mr. Mullenax gave a brief update on the following:

- An e-mail was sent to all HEPMPO members to participate in the on-line survey for the WV DOT's Statewide Long Range Transportation Plan update. Please take the time to participate in this survey.
- US Bike Route 11 in Berkeley County was approved by AASHTO and the FHWA approved the use of the green bike route signs.

- A public meeting will be held in the late winter/early spring for the US 340 Rock Slide Study to discuss selected counter measures to prevent rock slides and public comments that have been received.
- Staff is currently developing the FY 2022 Unified Planning Work Program and will have a draft ready for the March meeting.
- At the March meeting, Kandese Holford will give a presentation on MDOT SHA's Context Guide on accessibility and mobility for all users.
- Staff assisted in developing two TAP grants that were awarded for the Shepherdstown Path and the Martinsburg Roundhouse projects last October.
- Staff assisted in the development and award of the Chesapeake Bay Implementation Grant on the Fifth Avenue Streetscape project in the City of Ranson.

Mr. Donohue announced that EPTA sent an e-mail on Tuesday to the municipalities to begin coordination of the placement of Wayfinding signs. He has also been working on google maps to plan transit routes for EPTA. This feature should go live soon.

-OTHER BUSINESS

Public Comment

There were no citizens present.

Election of Officers

Motion and Vote: Ms. Bartoldson made a motion to appoint Commissioner Mauck as the Chairperson for the upcoming year. The motion was seconded by Mr. Stolipher and unanimously approved.

Motion and Vote: Ms. Bartoldson made a motion to appoint Mr. Cerrone as the Vice-Chairman for the upcoming year. The motion was seconded by Mr. Stolipher and unanimously approved.

EXECUTIVE SESSION

Motion and Vote: Mr. Stolipher made a motion to adjourn to Executive Session at 2:45 p.m. The motion was seconded by Ms. Bartoldson and so ordered by the Chairman.

To discuss personnel matters that concern one or more specific individuals.

Motion and Vote: Mr. Cerrone made a motion to adjourn Executive Session at 3:18 p.m. The motion was seconded by Ms. Baker and so ordered by the Chairman.

Motion and Vote: Mr. Cerrone made a motion to offer Mr. Mullenax a 3.5% wage increase effective January 1, 2021 [or on the first day of the pay period] through June 30, 2021 [or the last day of the pay period] and to give Mr. Mullenax the authority to offer Mr. Donohue a wage increase up to 3.5% based on the evaluation performed by Mr. Mullenax in July 2020. The motion was seconded by Ms. Baker and unanimously approved.


Future Meetings

The next scheduled meeting of the Interstate Council is Wednesday, March 17, 2021 at 1:30 p.m.

-ADJOURNMENT

The Chairman adjourned the meeting at 3:20 p.m.

Respectfully submitted,



Kevin Cerrone, Vice Chairman