

**HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION
INTERSTATE COUNCIL
May 19, 2021**

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Interstate Council held a meeting on Wednesday, May 19, 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.

CALL TO ORDER

The Chairman called the meeting to order at 1:30 p.m.

ROLL CALL

The following were in attendance: Mark Baldwin, Chairman, City of Martinsburg; Kevin Cerrone, Vice-Chairman, Washington County Transit; Matt Mullenax, HEPMPO Executive Director; Heather Murphy, 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; Chris Kinsey, Kevin Sullivan, and Brian Carr, WV DOH;; Dan Dulyea and Jim Barnhart, Berkeley County Council; Tony Grant, City of Ranson; Mayor Bill Green, Town of Williamsport; Kevin Donohue, HEPMPO; and Debra Eckard, Washington County Planning Department assisting HEPMPO. Also present was: Nan Mann and Mike Lewis (Herald-Mail).

MINUTES

Motion and Vote: Mr. Grant made a motion to approve the minutes of the March 17, 2021 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. Donohue reviewed the proposed amendments and administrative adjustments as follows:

Berkeley County

Adjustments – No formal action required

- Nichols Overhead: Clean and paint bridge; ENG and ROW – FY 2024 \$10,000 (\$8,000 Federal; \$2,000 State); CON – FY 2024 \$320,000 (\$256,000 Federal; \$64,000 State)
- Martinsburg Train Station Corridor: Construct sidewalks; ENG – FY 2020 \$42,500 (Federal); CON – FY 2021 \$150,000 (\$120,000 Federal; \$30,000 State); Combine with project B2019-05.02
- Rock Cliff I/S Improvements: Construct roundabout; ROW – FY 2020 \$422,000 (\$337,600 Federal; \$84,400 State); CON – FY 2021 \$1,355,000 (Federal); Increase CON – FY 2021 to \$2,000,000
- Middleway Bridge: Replace Bridge; ENG – FY 2020 \$450,000 (\$360,000 Federal; \$90,000 State), ROW – FY 2021 \$675,000 (\$540,000 Federal; \$135,000 State), CON – FY 2023 \$6,119,000 (\$4,895,200 Federal; \$1,223,800 State); Decrease ROW – FY 2021 to \$290,000 (\$232,000 Federal; \$58,000 State)
- I-81 Lighting: Upgrade lighting along I-81 corridor through Berkeley County; ENG – FY 2020 \$500,000 (\$450,000 Federal; \$50,000 State), CON – FY 2021 \$8,000,000 (\$7,200,000 Federal;

- \$800,000 State); Increase ENG – FY 2020 (prior) to \$850,000 (\$765,000 Federal; \$85,000 State)
- Martinsburg Train Station: Streetscape design from E. Martin Street, leading to the Martinsburg Train Station; CON – FY 2021 \$884,792 (\$707,834 Federal; \$176,958 State); Decrease CON – FY 2021 to \$831,522 (Federal)
 - WV45 Apple Harvest Drive Widening: Widen and add additional lanes; project will include adding extra through lanes and creating shared turn/through lanes; ENG – FY 2020 \$350,000 (\$280,000 Federal; \$70,000 State), CON – FY 2021 \$10,800,000 (\$675,000 RR/HWY; \$8,040,000 Federal; \$2,085,000 State); Increase ENG – FY 2020 (prior) to \$852,216 (\$681,773 Federal; \$170,443 State)
 - Tabler Station I/C Improvements: Widen northbound and southbound ramps; ENG – FY 2020 \$100,000 (\$90,000 Federal; \$10,000 State), ROW – FY 2021 \$100,000 (\$90,000 Federal; \$10,000 State), CON – FY 2021 \$4,000,000 (\$3,600,000 Federal; \$400,000 State); Change ROW – FY 2021 to \$100,000 (Federal) and CON – FY 2021 to \$4,000,000 (Federal)
 - D-5 Recall Striping: Pavement marking (paint); CON – FY 2021, FY 2022, FY 2023, FY 2024 - \$231,400 (\$162,000 Federal; \$69,400 State); Increase CON – FY 2021 to \$271,231 (\$189,862 Federal; \$81,369 State)
 - Exits 12, 13 and 14 Ramp: Resurfacing; CON – FY 2021 \$1,900,000 (\$1,710,000 Federal; \$190,000 State); Decrease CON – FY 2021 to \$1,170,167 (Federal)
 - Roadway Striping (D5): Install pavement markings; CON – FY 2020 (prior) \$2,043,434 (\$1,430,404 Federal; \$613,030 State), CON – FY 2021, FY 2022, FY 2023, FY 2024 \$1,320,424 (\$739,437 Federal; \$580,987 State); Increase CON – FY 2021 to \$1,928,740 (Federal)
 - US 11 TWLTL Extension: Extend existing two-way left turn lane extension; ENG – FY 2020 \$10,000 (\$8,000 Federal; \$2,000 State), ROW – FY 2021 \$100,000 (\$80,000 Federal; \$20,000 State), CON – FY 2021 \$850,000 (\$725,000 Federal; \$125,000 State); Move ROW and CON to FY 2022
 - Marlowe – MD State Line: Resurfacing; CON – FY 2021 \$640,000 (\$512,000 Federal; \$128,000 State); Increase CON – FY 2021 to \$825,576 (\$660,461 Federal; \$165,115 State)

Jefferson County

Adjustments - No formal action required

- Shepherdstown Bike Path: Development and construction of a multi-use path adjacent to Shepherdstown Pike; CON – FY 2022 \$562,500 (\$510,000 Federal; \$52,500 Local); Increase amounts for CON – FY 2022 to \$1,063,000 (\$850,400 Federal; \$212,600 Local)
- Ranson 5th Avenue Complete Street: Sidewalk construction, on-street parking improvements, pedestrian accessibility; ENG – FY 2020 \$62,500 (Federal), CON – FY 2022 \$812,500 (\$650,000 Federal \$162,500 State); Move ENG – FY 2020 (prior) to FY 2021 with same amount
- Charles Town Augustine Avenue: Design and plan a shared bike/pedestrian path; ENG – FY 2020 \$120,000 (Federal); Move ENG – FY 2020 (prior) to FY 2021 with same amount
- Flowing Springs Park Trail: Design and construct trail; ENG – FY 2020 \$80,000 (Federal), CON – FY 2020 \$251,443 (Federal); Move both ENG and CON to FY 2021
- Armory Canal Trail: Design and construct trail; ENG – FY 2020 \$100,000 (Federal), CON – FY 2021 \$481,486 (Federal); Move ENG – FY 2020 (prior) to FY 2021
- MARC Strategic Ridership: Plan preparation/improvement; ENG – FY 2020 \$150,000 (Federal); Move ENG – FY 2020 (prior) to FY 2021
- West Washington Street: Design sidewalk; ENG – FY 2020 \$125,000 (Federal); Move ENG – FY 2020 (prior) to FY 2021

FY-2021-2024 Maryland Transportation Improvement Program

Mr. Donahue reviewed the proposed administrative adjustments as follows:

State Highway Administration

Adjustments – No Formal Action Required

- Areawide Safety and Spot Improvements: Program to provide localized improvements to address safety and/or operational issues on SHA highways; ENG FY 2021, FY 2022, FY 2023, FY 2024 \$300,000 (\$240,000 Federal; \$60,000 State); ROW FY 2021, FY 2022, FY 2023, FY 2024 \$100,000 (\$80,000 Federal; \$20,000 State), CON FY 2021 \$10,484,000 (\$8,070,000 Federal; \$2,014,000 State), CON FY 2022, FY 2023, FY 2024 \$7,500,000 (\$6,000,000 Federal; \$1,500,000 State); Add to ENG FY 2021, FY 2022, FY 2023, FY 2024 for annual total of \$400,000 (\$320,000 Federal; \$80,000 State)
- Areawide Bridge Replacement and Rehabilitation: Program to provide major upgrades to and maintenance of structures on SHA highways; ENG FY 2021, FY 2022, FY 2023, FY 2024 \$1,050,000 (\$840,000 Federal; \$210,000 State), ROW FY 2021, FY 2022, FY 2023, FY 2024 \$200,000 (\$160,000 Federal; \$40,000 State), CON FY 2021, FY 2022, FY 2023, FY 2024 \$6,000,000 (\$4,800,000 Federal; \$1,200,000 State); Adjust ENG FY 2021, FY 2022 to \$2,500,000 (\$2,000,000 Federal; \$500,000 State), FY 2023 to \$2,000,000 (\$1,500,000 Federal; \$500,000 State), and FY 2024 to \$1,500,000 (\$1,125,000 Federal; \$375,000 State). Adjust ROW FY 2023, 2024 to \$6,000,000 (\$4,500,000 Federal; \$1,500,000 State)

Washington County Engineering Department

Adjustments – No Formal Action Required

- Eastern Boulevard Widening Phase II: Widen existing road to 4 lanes; ENG FY 2020 \$836,300 (\$355,680 Federal; \$480,620 Local), CON FY 2020 \$1,855,000 (Local), FY 2021 \$2,081,000 (Local), FY 2022 \$500,000 (Local); FY 2023 \$400,000 (Local); Decrease amount of CON FY 2021 to \$0 (Local) and CON FY 2022 to \$400,000 (Local). Increase amount for CON FY 2023 to \$2,581,000.
- Professional Boulevard Extended – Phase 2: Construct new connector road; ENG FY 2020 - \$414,200 (Local), CON FY 2021 \$3,895,000 (\$1,000,000 Federal; \$2,895,000 Local), Increase amounts for ENG FY 2020 (prior) to \$679,000 (Local) and CON FY 2021 to \$4,130,000 (\$1,000,000 Federal; \$3,130,000 Local)
- Local Federal Aid Projects: Local Federal Aid Projects in Washington County and the City of Hagerstown; CON FY 2021 \$1,683,000 (\$1,346,400 Federal; \$336,600 Local), FY 2022 \$2,737,000 (\$2,189,600 Federal; \$547,400 Local); Add ENG FY 2020 (prior) \$1,700,000 (\$1,360,000 Federal; \$340,000 Local) and CON FY 2020 \$6,004,000 (\$4,485,000 Federal; \$1,519,000 Local). Add ENG FY 2021 \$330,000 (\$264,000 Federal; \$66,000 Local). Change CON FY 2021 to \$1,683,000 (\$1,346,000 Federal; \$337,000 Local). Increase CON FY 2022 to \$5,341,000 (\$4,273,000 Federal; \$1,068,000 Local). Add CON FY 2023 \$1,600,000 (\$1,280,000 Federal; \$320,000 Local).
- Wright Road Relocation. New roadway construction, construction is consisting of grading, paving, concrete sidewalks; ENG FY 2021 \$100,000 (Local), CON FY 2021 \$354,000 (Local), FY 2022 \$1,268,000 (\$1,000,000 Federal; \$268,000 Local), FY 2023 \$528,000 (Local), FY 2024 \$500,000 (Local); Decrease CON FY 2021 to \$0. Decrease CON FY 2022 to \$1,173,000

\$1,000,000 Federal; \$173,000 Local). Increase CON FY 2023 to \$954,000 (Local). Decrease CON FY 2024 to \$273,000 (Local).

-LONG RANGE TRANSPORTATION PLAN

Long Range Transportation Plan Update

Mr. Mullenax reported that the MPO is in the process of updating its LRTP, called Direction 2050. The target completion date is July 1, 2022. The Plan is scheduled for review and consideration by the ISC in May 2022. The first round of public outreach will begin in June using an on-line Metro Quest survey. Mr. Mullenax gave a brief presentation of the on-line survey, which includes a section that focuses on the impacts of COVID-19 travel patterns in our region. The on-line survey will be coupled with bilingual intercept surveys which are part of our EJ/Title VI outreach. The new website for the LRTP is almost complete. A meeting will be scheduled with the TAC sometime in July or August to review information received from the survey as well as the Existing Conditions report.

Martinsburg Pike Corridor Vision Plan

Mr. Mullenax explained that this is a corridor study on the Martinsburg Pike between University Drive and Alt 45 west of Shepherdstown. A rough draft of the report was reviewed with the Stakeholders group and their comments are being incorporated into the draft. The draft plan will be released on June 1st for a 30-day public comment period which will include a public meeting on June 15th at the War Memorial Building in Shepherdstown from 5 to 7 p.m. This plan will be finalized by the end of June.

WV 51 West Washington Street Feasibility Study

Mr. Mullenax stated that the MPO is partnering with WVDOT and the City of Charles Town on a feasibility study examining traffic safety and pedestrian mobility improvements along the WV 51 corridor in Charles Town. A public meeting was held on April 8th and the public comment period closed on May 8th. The revised draft report has been submitted by the consultant to WVDOT for their review. All alternatives that were identified are proceeding into the NEPA phase.

WV 9 Planning and Environmental Linkage Study

Mr. Mullenax noted this study is investigating possible alternatives for a new Route 9 road alignment from Berkeley Springs to Martinsburg. He announced that two public workshops were held, the latest on May 11th. The public comment period remains open until May 25th. The on-line survey closed and set a record for public comments on WVDOT projects with 3,330 responses being provided. The report will be finalized next month and all 8 alternatives, including the no build phase and the phase considering improvements to the existing alignment, are proceeding into the NEPA phase.

Title VI Plan Update

Mr. Mullenax reported that Title VI Plans are to be updated every three years; our current plan is dated January 2019. The Title VI Plan is required because we are a sub-recipient of federal funds. The Plan ensures non-discrimination in all programs and activities. For the MPO, Title VI means we consider environmental justice in our transportation planning process, hold all public meetings at disabled-accessibility locations and assist any limited English proficiency persons in participation. Staff has reviewed the scope of work provided by our consultant and recommends approval to the Interstate Council.

Motion and Vote: Ms. Bartoldson made a motion to approve the Scope of Work pending approval of the FY 2022 UPWP. The motion was seconded by Mr. Dulyea and unanimously approved.

Dual Highway Speed Management Study

Mr. Mullenax noted that one of the site-specific recommendations of the recently completed Hagerstown Bicycle and Pedestrian Priority Area Plan was a study to add mid-block cross-walks, one for each direction, on the Dual Highway just west of the Washington/Franklin Streets and Cannon Avenue intersections. The BPPA recommended slowing vehicular traffic before convergence by extending the urban context and adding a crosswalk at the convergence point. The MPO is partnering with the City of Hagerstown, SHA RIPD and District 6 on this effort. Staff has reviewed the scope of work provided by our consultant and recommends approval to the Interstate Council.

Motion and Vote: Mr. Bender made a motion to approve the Scope of Work pending approval of the FY 2022 UPWP. The motion was seconded by Mr. Cerrone and unanimously approved.

EPTA Commuter Bus Service Implementation Plan

Mr. Mullenax reported that the MPO partnered with EPTA to develop a commuter bus service analysis that demonstrated the feasibility and demand for a pilot commuter bus program from the Eastern Panhandle to the new Metro Silver Line Station Extension, specifically the Ashburn Station. The Silver Line Extension is expected to be open by February 2022 and WVDPT has provided funding for two new medium duty commuter buses. This Plan will focus on developing a service plan, updating previous Congestion Mitigation Air Quality (CMAQ) analysis, identifying start-up operating funds, software integration, marketing, and public outreach as well as coordination with the City of Martinsburg, the City of Ranson, and WMATA. Staff has reviewed the scope of work provided by our consultant and recommends approval to the Interstate Council.

Motion and Vote: Mr. Barnhart made a motion to approve the Scope of Work pending approval of the FY 2022 UPWP. The motion was seconded by Mr. Dulyea and unanimously approved.

-ORGANIZATIONAL ADMINISTRATION

Draft FY 2022 Unified Planning Work Program (UPWP) [Resolution 2021-13]

Mr. Mullenax stated that the UPWP contains the budget and work program for FY 2022. The draft was presented during the March meeting and was advertised for public comment from April 17 to May 18; no public comments were received. Staff recommends approval of the UPWP, as presented, to the Interstate Council.

Motion and Vote: Mr. Cerrone made a motion to approve the FY 2022 Unified Planning Work Program. The motion was seconded by Ms. Bartoldson and unanimously approved.

Financial Status Update

Ms. Baker gave a brief overview of the third quarter expenditures. Expenditures increased during this time period due to more time being spent by the consultant on the Martinsburg Pike Corridor Vision Plan and the Long Range Transportation Plan Update. Other expenditures included administrative costs and staff salaries.

Urban Areas for 2020 Census Proposed Criteria

Mr. Donohue explained that the US Census Bureau defines densely settled urbanized areas of 50,000 or more people. Population counts are used to define urbanized areas and places are considered urban if the population is greater than 2,500 people. FHWA and FTA use these delineated areas to officially designate new MPOs or TMAs (Transportation Management Areas). MPOs rely on Federal funding to

make up 80% of their total budget which is matched by State DOTs and local governments at 10% each. Mr. Donohue reviewed previous statistics from the 2010 census for the urbanized area covered by HEPMPO.

He then reviewed the proposed changes to the Urbanized Areas in 2020, which include:

- The term urbanized area (UZA) will no longer be used; defining areas as urban.
- Housing unit density will be used instead of population density.
- Reduced jump distance from 2.5 to 1.5 miles and no low density hops or jumps along “corridors” in the urban area. Hop distance will be reduced to 0.5 mile and must be made along single road connections.
- National Land Cover Database Landcover data from 2016 will be used to identify areas with impervious surfaces greater than 1/3 of land acre.
- Blocks will now be eligible by compactness and percentage of overlapping boundaries (40% continuous or greater).

Mr. Donohue explained why these changes are important to the HEPMPO and the possible impacts and implications of the proposed changes.

Director’s Report

Mr. Mullenax gave a brief update on the following:

- MDOT is developing a statewide Pedestrian Safety Action Plan and is currently taking public comments. There is a detailed interactive map on-line.
- WVDOT is updating its Statewide Long-Range Transportation Plan. Virtual public meetings will be held in June.

Ms. Bartoldson made a motion to adjourn to Executive Session at 2:35 p.m. The motion was seconded by Mr. Grant and so ordered by the Chairman.

EXECUTIVE SESSION

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

Mr. Dulyea made a motion to adjourn Executive Session and go back into Open Session. The motion was seconded by Mr. Cerrone and so ordered by the Chairman.

-OTHER BUSINESS

Staff Evaluations

Mr. Baldwin stated that the last evaluation for Mr. Mullenax was due in May 2020; however, discussions did not occur until January 2021 due to the COVID-19 pandemic. At that time, a salary increase was granted for the remainder of the current fiscal year. Mr. Baldwin noted that he has performed an evaluation for FY 2022, which was discussed during the Executive Session.

Motion and Vote: Mr. Cerrone made a motion to give Mr. Mullenax a retroactive lump sum distribution to cover the salary increase given in January 2021 for the period from July 1, 2020 to December 31, 2020 in the amount of approximately \$1400.00 and to give Mr. Mullenax the authority to consider and grant a similar retroactive lump sum distribution for Mr. Donohue. The motion was seconded by Ms. Bartoldson and unanimously approved.

Motion and Vote: Mr. Cerrone made a motion, based on an excellent evaluation and outstanding performance, that Mr. Mullenax should receive a 3.5% salary increase beginning July 1, 2021 and is granted the authority to evaluate Mr. Donohue's work performance and give him a salary increase up to 3.5%. The motion was seconded by Ms. Baker and unanimously approved.

Public Comment

There were no citizens present.

Future Meetings

The next scheduled meeting of the Interstate Council is Wednesday, August 18, 2021 at 1:30 p.m. This meeting will be held in person, with a call-in option, at the Eastern West Virginia Regional Airport in Martinsburg, WV.

-ADJOURNMENT

Mr. Cerrone made a motion to adjourn the meeting at 3:15 p.m. The motion was seconded by Ms. Baker and so ordered by the Chairman.

Respectfully submitted,



Mark Baldwin, Chairman