

**HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION
INTERSTATE COUNCIL
February 2, 2022**

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Interstate Council held a meeting on Wednesday, February 2, 2022 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; Tyson Byrne, MDOT; Elaine Bartoldson, EPTA; Rachel Snaveley, Region IX; Jim Bender, City of Hagerstown; Jill Baker, Washington County Dept. of Planning & Zoning; Chris Kinsey, WV DOH; Jim Barnhart, Berkeley County Council; Pam Mohn, Washington County Division of Engineering; Tony Grant, City of Ranson; Steve Stolipher Jefferson County Commission; and Debra Eckard, Washington County Dept. of Planning & Zoning.

Also present were: Kevin Sullivan, WV DOH; Kari Snyder, Toria Lassiter, Innovative and Planning Performance Division, MDOT, Chris Strovel; and C. McGuire Martinsburg Journal.

MINUTES

Motion and Vote: Ms. Bartoldson. made a motion to approve the minutes of the October 20, 2021 meeting as presented. The motion was seconded by Mr. Barnhart and unanimously approved.

NEW BUSINESS

-TRANSPORTATION IMPROVEMENT PROGRAM

FY-2021-2024 Maryland Transportation Improvement Program

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

State Highway Administration

Amendments – [Resolution 2022-08]

- MD 56 Toms Run Bridge Replacement
 - **Data:** ENG – FY 2020 \$517,000 (State), FY 2021 \$59,000 (State), FY 2022 \$67,000 (State), FY 2023 \$98,000 (State), FY 2024 \$49,000 (State); ROW – FY 2022 \$52,000 (State), FY 2023 \$17,000 (State) FY 2024 \$17,000 (State); CON – FY 2022 \$13,000 (State), FY 2023 \$849,000 (State), FY 2024 \$661,000 (State)

Motion and Vote: Mr. Bender made a motion to approve the Maryland FY 2021-2024 TIP amendments as presented. The motion was seconded by Mr. Grant and unanimously approved.

Washington County Department of Engineering

Adjustments

- Halfway Boulevard Extended Phases 1 and 2: Construct a new connector road and new connector road between existing Halfway Boulevard and MD 63 (Phase II of the project)

- **Change:** Combine part of CON FY 2020 with FY 2021 and move \$3.8 million (Federal-ARC) to FY 2023
- Professional Boulevard Extended Phase 2: Connecting existing Halfway Boulevard at intersection with New Gate Road, west to MD 63
 - **Change:** Move \$1 million (ARC-Washington County) of CON from FY 2021 to FY 2022. Add \$1.25 million (\$1.25 ARC – Hagerstown) to CON FY 2022 and \$1.75 million (Hagerstown) to CON FY 2023
- Local Federal Aid Projects: Local Federal Aid projects in Washington County and the City of Hagerstown
 - **Change:** Add \$345,000 (\$276,000 Federal; \$69,000 Washington County) to ENG FY 2022. Decrease CON FY 2022 to \$1.4 million (\$1.12 million Federal; \$280,000 Washington County) and increase CON FY 2023 to \$5.538 million (\$4.43 million Federal; \$1.108 million Washington County). Add \$1,933,100 (\$1,610,920 Federal; \$322,180 Washington County) to CON FY 2024.
- Wright Road Relocation: New roadway construction, construction consisting of grading, paving, concrete sidewalks
 - **Change:** Move \$1 million (Federal-ARC) from FY 2022 to FY 2023

FY-2021-2024 West Virginia Transportation Improvement Program

WVDOH – Berkeley County

Adjustments

- Meadow Lane Roundabout: Construct roundabout
 - **Data:** CON – FY 2022 \$600,000 (\$480,000 Federal; \$120,000 State)
- I-81 TSMO: Transportation Systems Management and Operations study
 - **Data:** CON – FY 2022 \$100,000 (\$90,000 Federal; \$10,000 State)
- Berkeley County Roundhouse P2: Construct elevator and flooring
 - **Data:** CON – FY 2022 \$742,889 (\$594,311 Federal; \$148,578 Local)
- Meadow Lane Railroad: Upgrade lights, cab and gate
 - **Data:** CON – FY 2022 \$350,000 (\$315,000 Federal; \$35,000 State)
- Tabler Station I/C Improvements: Widen northbound and southbound ramps
 - **Change:** Increase CON FY 2022 to \$5.804 million (Federal)
- D-5 Recall Striping: Pavement marking (paint)
 - **Change:** Increase CON FY 2022 to \$360,000 (\$252,000 Federal; \$108,000 State) and change from PM2 to PM1
- Inwood – Tabler Station: Resurfacing
 - **Change:** Increase CON FY 2022 to \$760,000 (\$608,000 Federal; \$152,000 State)
- Roadway Striping: Install pavement markings
 - **Change:** Change Federal funding source from STP to STBG
- US 11 TWLTL Extension: Extend existing two-way left turn lane extension
 - **Change:** Decrease ROW FY 2022 to \$150,000 (\$120,000 Federal; \$30,000 State) and increase CON FY 2022 to \$1.3 million (\$1.040 million Federal; \$260,000 State); change Federal funding source from STP to CMAQ
- Martinsburg ADA Ramps +5: Design/build ADA ramps
 - **Change:** Change from PM1 to PM3
- Hedgesville – Welltown: Resurfacing
 - **Change:** Change Federal funding source from STP to STBG
- Hedgesville ADA Ramps +2: Design/build ADA ramps
 - **Change:** Change from PM1 to PM3
- Nichols Overhead: Clean and paint bridge
 - **Change:** Change Federal funding source from STP to STBG

- FY 23 HEPMPO: HWY planning and research
 - **Change:** Move ENG FY 2021 to FY 2022 with same amount
- SF BR Inspect: Bridge inspection by SF
 - **Change:** Increase funding for ENG FY 2022, FY 2023, FY 2024 to \$900,000 (\$720,000 Federal; \$180,000 State)

WVDOH – Jefferson County

- Shepherdstown Bike Path: Development and construction of a multi-use path adjacent to Shepherdstown Pike
 - **Change:** Change from PM1 to PM3
- US 340 Rock Slide Investigation: Investigation and repair of land slide
 - **Change:** Change from Groupable to Non-Groupable
- Ranson 5th Avenue Complete Street: Sidewalk construction, on-street parking improvements, pedestrian accessibility
 - **Change:** Move CON FY 2022 to FY 2023 and change from PM1 to PM3
- Harpers Ferry High Street: Design and construct sidewalks
 - **Change:** Move CON FY 2022 to FY 2023 and change funding contribution \$400,000 (\$320,000 Federal; \$80,000 Local) Change from PM1 to PM 3
- Charles Town Augustine Avenue: Design and plan a shared bike/pedestrian path
 - **Change:** Change from PM1 to PM3
- Flowing Springs Park Trail: Design and construct trail
 - **Change:** Move CON FY 2022 to FY 2024 with same amount. Change from PM1 to PM3 and change CON Federal funding from DF to FLAP.
- Armory Canal Trail: Design and construct trail
 - **Change:** Move ENG FY 2022 to FY 2023 and move CON FY 2022 to FY 2024. Change from PM1 to PM3.
- Daniel Road: Roadway alignment
 - **Change:** Change phase from ENG to CON with same amount
- Charles Town – Halltown: Resurfacing
 - **Change:** Increase CON FY 2022 to \$1.69 million (Federal)
- Evitts Creek Bridge/Bloomery: Replace bridge and drainage structure
 - **Change:** Change from PM3 to PM2
- W Washington Street: Design sidewalk
 - **Change:** Change from PM1 to PM3
- Shepherdstown +2: Resurfacing
 - **Change:** Change Federal funding source from STP to STBG
- US 340 I/C Augustine Avenue: Design study
 - **Change:** Add PM3 to project

Draft FY 2023-2026 Transportation Improvement Program

Mr. Mullenax announced that staff will begin developing a new TIP which will be presented at the March meeting. Staff will be working with the DOTs, transit providers and local governments to review the current TIP and coordinate any updates for the FY 2023-2026 TIP. We will seek approval of the new TIP at the May meeting.

Maryland Highway Safety Performance Measures

Mr. Mullenax introduced Toria Lassiter from the Innovative and Planning Performance Division of MDOT. Ms. Lassiter stated that Map 21 legislation has set guidelines for the State of Maryland and MPOs to follow to establish safety targets each year. She reviewed the 7 transportation management goals, 5 of which constitute 3 TPM setting categories. Ms. Lassiter gave a brief overview of the TPM1 safety performance measures meant to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. Performance Measures associated with TPM 1 are: number of fatalities, total number of persons suffering serious injuries in motor vehicle crashes, the fatality rate, serious injury rate and non-motorized fatalities and serious injuries.

In previous years, Maryland set highway performance targets “toward 0 deaths” by developing interim targets to reduce the overall fatalities and serious injuries by at least 50% over two decades. In 2019, Maryland became an efficient zero state having enacted into law the goal of having 0 motor vehicular or serious injuries by 2030. Ms. Lassiter briefly explained the methodology used for setting the safety performance targets.

Ms. Lassiter stated that all MPOs must set a target for each of the 5 safety performance measures for their area. They can adopt the State’s targets, which HEPMPO has done in the past, or they can adopt their own methodology and targets, or they can do a combination of both. Ms. Lassiter briefly reviewed statistics related to the decrease in fatalities from 2019 to 2020.

Mr. Mullenax stated that, for the second straight safety performance target year, the HEPMPO’s regional targets for fatalities, fatality rate, and non-motorized serious injuries and fatalities were not met. Staff has reviewed Maryland’s highway safety targets and recommends adoption.

Motion and Vote: Ms. Mohn made a motion to adopt the Maryland Highway Safety Performance Measures [Resolution 2022-09] as presented. The motion was seconded by Mr. Grant and unanimously approved.

Washington County Transit Asset Management Performance Measures

Mr. Mullenax noted that staff has reviewed the Washington County Transit Asset Management Performance Measures, which were recently finalized by Washington County Transit. These targets will be incorporated into the TIP.

Washington County Transit Safety Performance Measures

Mr. Mullenax reported that Washington County Transit has finalized their FY 2022 targets for transit safety. Staff has reviewed these targets and will incorporate them into the TIP

Eastern Panhandle Transit Authority Safety Performance Measures

Mr. Mullenax stated that EPTA has finalized their FY 2022 targets for transit asset management. He briefly reviewed the report. Staff will be incorporating these new targets into the TIP.

-LONG RANGE TRANSPORTATION PLAN

Long Range Transportation Plan Update

Mr. Mullenax reported that our consultants are in the process of finalizing the initial project list, preparing the prioritization model, developing cost estimates and putting together a public outreach timeline. A meeting will be held with the TAC in late February and a draft of the LRTP will be presented at the March meeting. We anticipate public meetings to take place in April. We will be in contact with our Resource agencies as well. Comments will be incorporated in the Plan and a final draft will be presented at the May meeting. The project currently remains on schedule and on budget.

Dual Highway Speed Management Study

Mr. Mullenax displayed a map of the area included in this study that extends from Cleveland Avenue to Cannon Avenue in Hagerstown. A field workshop was held in October with MDOT SHA, representatives from the City of Hagerstown and Washington County as well as other stakeholders. Staff, MD SHA and the City of Hagerstown are reviewing the initial findings focusing on safe midblock crossings and extended urban context between the two streets. The study corridor was identified as a priority corridor in MDOT SHA's Pedestrian Safety Action Plan. Upon completion of the study, we will continue to work on improving safety. A draft of the plan should be ready for public review and comment in late February or early March, followed by a 30 day public comment period and a public meeting.

EPTA Commuter Bus Service Implementation Plan

Mr. Mullenax reported that a public survey was conducted which ended on January 3rd with 228 responses received. He briefly reviewed the questions included in the survey and the survey results. Our consultants have developed a fare analysis, are coordinating with Loudoun County on agreements at the Ashburn Station, and coordinating with the Heidenberg Group at Potomac Marketplace for the Ranson stop. A draft should be completed and ready for public review and comment in March followed by a 30 day public comment period and a public meeting. Once the plan is adopted, there will be a 12 to 18 month implementation period.

-ORGANIZATIONAL ADMINISTRATION

Procurement of General Services Contract

Mr. Mullenax explained that our current on-call contract with Michael Baker International expires on July 1, 2022. Extension of our current on-call contract with the consultant is permissible under our RFP for up to two additional one-year periods. Staff recommends extending our current contract based on the following: extension of the contract costs no additional staff resources, staff can remain focused on finishing our current projects, and the consultants have done and continue to do excellent work.

Motion and Vote: Mr. Bender made a motion to extend the general services contract with Michael Baker International for a period of one year. The motion was seconded by Mr. Cerrone and unanimously approved.

Draft Title VI Plan Update [Resolution 2022-10]

Mr. Mullenax explained that the Title VI Plan was developed to document efforts that the HEPMPO undertakes on a continual basis to ensure compliance with Title VI of the Civil Rights Act and related statutes regarding non-discrimination and environmental justice as it relates to the metropolitan transportation planning process as a subrecipient of Federal funds. The draft plan was advertised for public comment December 1st thru January 3rd. Physical copies were placed in the Charles Town,

Martinsburg and Hagerstown Libraries, and a digital copy was available on our website. No public comments were received. Staff recommends approval of the Title VI Plan as presented.

Motion and Vote: Mr. Barnhart made a motion to approve the Title VI Plan as presented. The motion was seconded by Mr. Byrne and unanimously approved.

Public Participation Plan Update

Mr. Mullenax noted that our current PPP was approved in May 2019. The Plan recommends a review of our procedures every three years. Staff is currently finalizing a draft to be presented at the March meeting. Following a 30-day public comment period, we anticipate approval of the Plan during the May meeting.

Financial Status Update

Ms. Baker reported that the final financial summaries for the second quarter are pending; however, to date we have spent approximately \$311,000 (almost half of our fiscal year budget). Most of the expenditures have been for the LRTP and special studies. We are currently on task and on budget.

Director's Report

Mr. Mullenax gave a brief update on the following:

- The Infrastructure Investment and Jobs Act/Bipartisan Infrastructure law that was recently passed increased the MPO's PL funding for FY 24 and following years. This will proportionally affect local match to access all allocated Federal funds. The bill calls for 2.5% of a State's added MPO budget to be dedicated toward Complete Streets activities which include a whole spectrum of multi-modal planning. Part of the bill requires States to provide a consultative process to demonstrate how STBG funds are being equitably distributed on all non-TMA MPOs across the State. We are a non-TMA MPO, which is an MPO that has a urbanized population of less than 200,000. We will work closely with both the West Virginia and Maryland DOTs
- The MTA Statewide Transit Plan is currently available for public comment until February 18th. There are a number of long-term items that address Western Maryland and Washington County. Members are encouraged to review and draft and make comments as appropriate.
- The MPO continues to support the ETPA Transit Center update. Engineering for this project should be complete in the next 12 months.
- Halfway Boulevard has become a Critical Urban and Critical Freight Corridor, which addresses the USDOT INFRA grant reviewer comment. We anticipate the INFRA NOFO grant being available in the first quarter of CY 2022.
- The first draft of the UPWP FY 2023 will be presented at the March meeting. We will be incorporating the new Planning Emphasis Areas, creating a new Complete Streets Work Task.
- Kevin Donohue has resigned from his position as transportation planner for the MPO. His duties will be re-evaluated and the position advertised sometime in May with interviews conducted in June.

-OTHER BUSINESS

Public Comment

There were no citizens present.

Future Meetings

The next scheduled meeting of the Interstate Council is Wednesday, March 16, 2022 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.

ELECTION OF OFFICERS

Mr. Mullenax stated that the election of officers occurs during the first meeting of each calendar year. In accordance with the HEPMPO By-laws, there is no term limit, however, the Chair and Vice-Chair cannot be from the same state.

Chair

Mr. Barnhart nominated Mark Baldwin as the Chair.

Ms. Bartoldson nominated Kevin Cerrone as Chair.

Motion: Ms. Bartoldson made a motion to elect Mr. Cerrone as the Chair. The motion was seconded by Mr. Byrne and unanimously approved.

Vice Chair

Motion: Mr. Cerrone made a motion to elect Elaine Bartoldson as the Vice-Chair. The motion was seconded by Mr. Barnhart and unanimously approved.

-ADJOURNMENT

The Chairman adjourned the meeting at 2:35 p.m.

Respectfully submitted,



Mark Baldwin, Chairman