

**HAGERSTOWN/EASTERN PANHANDLE  
METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE  
March 16, 2022**

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Technical Advisory Committee held a meeting on Wednesday, March 16, 2022 at 10:30 a.m. both in person [at the Eastern Panhandle Regional Airport in Martinsburg, WV] and 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**

Mr. Mullenax called the meeting to order at 10:35 a.m.

**ROLL CALL**

The following were in attendance: Matt Mullenax, HEPMPO Executive Director; Jill Baker, Washington County Department of Planning & Zoning; Jennie Brockman, Jefferson County Planning & Zoning; Charles Walker, Eastern Panhandle Transit Authority; Ben Allen and Sean Varsolona, MD SHA; Kevin Sullivan and Evan Snyder, and Perry Su, WV DOH; Jennifer Wishmyer, Region IX; Dana Keith, City of Martinsburg; Scott Hobbs, Washington County Division of Engineering, Stephanie Overcash, Washington County Transit; Jim Golden, Berkeley County; Laura Hoffmaster, Berkeley County Planning; Edward Erfut, City of Ranson; and Kenana Korkutovic, Franklin County Planning Department. Also present was: Debra Eckard, Washington County Dept. of Planning & Zoning/HEPMPO.

**MINUTES**

**Motion and Vote:** Mr. Erfut made a motion to approve the minutes of the February 2, 2022 meeting as presented. The motion was seconded by Ms. Brockman and unanimously approved.

**NEW BUSINESS**

**-TRANSPORTATION IMPROVEMENT PROGRAM**

**FY-2021-2024 Maryland Transportation Improvement Program**

Mr. Mullenax reviewed the proposed administrative adjustments as follows:

**State Highway Administration**

**Adjustments**

- I-70 Roadway and Bridge Improvements: I—70 over I-81 EB Dual Bridges – Bridge deck replacement and superstructure rehabilitation; I-70 over US 11 EB/WB Dual Bridges – Bridge replacement; I-70 over Norfolk Southern EB/WB Dual Bridges – bridge deck replacement and superstructure rehabilitation
  - **Changes:** Decrease ENG funding in FY 2022 to \$168,000 (\$159,000 Federal; \$9,000 State), Increase ENG funding in FY 2023 to \$290,000 (Federal) and in FY 2024 to \$169,000 (Federal), Increase ROW funding in FY 2022 to \$106,000 (\$54,000; \$26,000 State) and in FY 2023 to \$88,000 (Federal), Increase CON funding in FY 2022 to \$236,000 (\$224,000 Federal; \$12,000 State), in FY 2023 to \$473,000 (\$449,000 Federal), \$24,000 State), and in FY 2024 to \$2,973,000 (\$2,830,000 Federal; \$143,000 State)
- I-70 Crystal Falls Drive Bridges Replacement: Replacement of bridges 211353 and 2113504 over Crystal Falls Drive
  - **Changes:** Remove ENG funding in FY 2023 and FY 2024; Increase ENG funding in FY 2022 to \$264,000 (\$226,000 Federal; \$38,000 State); Decrease CON funding in

FY 2023 to \$9,049,000 (\$8,617,000 Federal; \$432,000 State); Increase CON funding in FY 2024 to \$10,364,000 (\$9,870,000 Federal; \$494,000 State)

**Washington County Department of Engineering**

**Adjustments**

- Professional Boulevard Extended Phase 2: Construct new connector road
  - **Changes:** Reduce funding in FY 2022 to \$741,334 (\$370,667 Federal; \$370,667 Local)

No formal action required.

**FY-2021-2024 West Virginia Transportation Improvement Program**

**WVDOH – Berkeley County**

**Adjustments**

- Martinsburg North Queen Street: Design ADA sidewalks
  - **Data:** ENG – FY 2022: \$100,000 (\$80,000 Federal; \$20,000 Local)
- Inwood – Tabler Station: Resurfacing
  - **Changes:** Change Federal funding source from STBG to STBG 50-200K POP
- Roadway Striping (D5): Install pavement markings
  - **Changes:** Change Federal funding source from STBG to STBG FLEX. Add new Federal funding source STBG ≤5K POP. Decrease CON funding in FY 2022 to \$2,339,898 (\$1,637,928 Federal; \$701,970 State)
- Hedgesville-Welltown: Resurfacing
  - **Change:** Change Federal funding source from STBG to STBG 50-200K POP
- Nichols Overhead: Clean and paint bridge
  - **Change:** Change Federal funding source from STBG to STBG 50-200K POP
- FY 23 HEPMP0: HWY planning and research
  - **Change:** Project removed per FHWA, WVDOT and MPO discussions
- Interstate Striping: Striping
  - **Change:** Project removed per FHWA, WVDOT and MPO discussions
- SF Br Inspect – Training: Bridge Inspection Training
  - **Change:** Project removed per FHWA, WVDOT and MPO discussions
- SF Br Inspect – Statewide: Bridge Inspection by SF
  - **Change:** Project removed per FHWA, WVDOT and MPO discussions
- Roadway Departure Assessments A, B, C, D, and E: Improve roadway departures
  - **Change:** Project removed per FHWA, WVDOT and MPO discussions
- APD Striping: Striping
  - **Change:** Project removed per FHWA, WVDOT and MPO discussions
- Meadow Lane Roundabout: Construct Roundabout
  - **Change:** Change Federal funding source from STBG to STBG 5-50K POP

**Jefferson County**

- Shepherdstown +2: Resurfacing
  - **Change:** Change Federal funding source from STBG to STBG ≤5k POP

### **Eastern Panhandle Transit Authority**

- Capital Assistance – Bus Replacement: 5339 Capital funds for bus replacement
  - **Data:** Transit – FY 2021: \$97,205 (\$77,764 Federal; \$19,441 Local)
- Operating Assistance – Section 5307: Funding for staff and typical office functions
  - **Change:** Reduce funding in FY 2022 to \$741,334 (\$370,667 Federal; \$370,667 Local)
- Capital Assistance – Driver pads/Data Collection: Purchase of driver pads for buses
  - **Change:** Move funding to FY 2022
- Capital Assistance – Section 5339: Bus Purchase Program
  - **Change:** Move FY 2021 funding to FY 2022
- Capital Assistance – Facility and Office Maintenance: Purchase of materials for general facility and office maintenance
  - **Change:** Move FY 2021 funding to FY 2022
- Capital Assistance – Passenger Amenity: Bus shelter purchase, system signage, and other passenger information
  - **Change:** Move FY 2021 funding to FY 2022
- Capital Assistance – ADA Minivans: Funding for two ADA minivans
  - **Change:** Obligated

No formal action required.

### **Draft FY 2023-2026 Transportation Improvement Program**

Mr. Mullenax noted that staff is currently finalizing the new TIP which is typically updated every two years. The draft will be advertised in April and staff will be seeking approval at the May meeting. Staff has received feedback from the State DOTs, transit providers and local governments and will be incorporating all updates in the draft.

### **Maryland Transit Administration Safety Performance Measures**

Mr. Mullenax announced that the Maryland Transit Administration has finalized its FY 2022 safety targets for transit. Staff has reviewed these targets and will be incorporating them into the new TIP.

### **-LONG RANGE TRANSPORTATION PLAN**

#### **Long Range Transportation Plan Update**

Mr. Mullenax reported that a meeting was held in late February with the Technical Advisory Committee and our consulting team. The consultants presented a draft prioritization model, initial fiscal constraint list, and cost estimates as well as discussed the plan outline. Mr. Mullenax presented a power point presentation to discuss the available funding forecast. He noted that capital expenditure information has been received from MDOT, WVDOT and the Washington County Division of Engineering. Based on the forecasts, West Virginia (Berkeley and Jefferson Counties) will receive 8.85% of the Statewide funding for system expansion and Washington County will receive approximately 1% of Statewide funding.

The next step in the process is to assess project needs vs. available funding. Costs are estimated for projects in various categories, such as Statewide Transportation Improvement program, Needs Inventory, Special Studies, etc. It is estimated that we can only cover about 20% of all projects in Maryland and 31% in West Virginia.

Mr. Mullenax described the prioritization process and how priorities are scored in each State. He noted that Maryland projects will only be scored against other Maryland projects and the same process will apply in West Virginia. There are 8 categories in the prioritization criteria which include: traffic, safety, congestion, growth management, multi-modal transportation, resiliency, priorities, and freight. Each category is weighted and projects are ranked based on the highest scores.

Mr. Mullenax briefly discussed the sections that will be in the Long Range Transportation Plan and what will be included in these sections. Staff expects to have the draft advertised for public comment from April 16 to May 17. We will be hosting three public meetings, one in each of our three counties in early May. Staff will also reach out to our Resource Agencies for public comment. The final draft, including public comments, will be presented for approval at our May 18<sup>th</sup> meeting.

#### **Dual Highway Speed Management Study**

Mr. Mullenax reported that our consulting team is finalizing 3D renderings and revising the draft document in response to comments received from MDOT SHA's Office of Traffic Safety. Draft recommendations will be focused on cost and timing needed to implement the plan.

Mr. Mullenax stated that a slight internal budget change has been made by flexing unused hours from Kevin Donohue's transportation planner position for the consultants to undertake additional coordination meetings with MDOT SHA. This is a zero sum change to the overall budget.

The draft will be out for a 30 day public comment period as well as a public meeting in May. The meeting will be held at the public library in Hagerstown.

#### **EPTA Commuter Bus Service Implementation Plan**

Mr. Mullenax stated that the consultant has finalized the draft study. EPTA has been discussing an agreement with Heidenberg Properties to place a bus stop at the Potomac Marketplace shopping center in Ranson. Mr. Mullenax also reported that LC Transit in Loudoun County, VA will be providing 8 newly revised transit connections to the Ashburn Station which will provide additional opportunities for riders. A 30-day public comment period will be advertised in May and staff and EPTA will be co-hosting a public meeting in mid-May.

#### **I-81 Transportation Systems Management and Operations Plan**

Mr. Mullenax noted that the MPO will be partnering with the WVDOT and Region 9 to develop a Transportation Systems Management and Operations Plan (TSMO) for I-81 in West Virginia. This plan will be similar to the I-81/I-70 plan that was completed for Washington County in 2020. Staff is very early in the process of arranging agreements and putting together the scope of work to be completed. More details will be provided in the coming months.

#### **-ORGANIZATIONAL ADMINISTRATION**

##### **Draft FY 2023 UPWP**

Mr. Mullenax explained that the Unified Planning Work Program (UPWP) contains the proposed budget and work program for the next fiscal year. Staff recently received the FY 2023 funding allocations from Maryland with an overall decrease of \$5,000 from the current fiscal year. West Virginia has advised staff to use FY 2022 allocation numbers for the FY 23 budget. In FY 2023, staff will be focusing on three major planning efforts: an update to the Regional Bicycle and Pedestrian Plan, a new Regional Freight Plan, and an update of the MPO's website.



Ms. Baker noted that in the coming fiscal year, we will be shifting our task focus from the Long Range Transportation Plan to the special studies Mr. Mullenax mentioned. We will also focus on transit and TIP planning. The operating budget has been decreased due to less travel expenses during the pandemic. The capital budget includes software expenses to maintain our GIS, TIP tracking and modeling software.

The draft UPWP will be advertised for public comment from April 16 to May 17. The draft will be posted online and physical copies will be placed in County seat libraries. Staff will present the draft for approval at the May 18<sup>th</sup> meeting along with any public comments that are received.

#### **Public Participation Plan Update**

Mr. Mullenax noted that our current PPP was updated and approved in May 2019. The Plan recommends a review of our procedures every three years. Staff has updated photos, websites, dates and federal legislation references as well as added housing authorities to our resource agency list. Staff intends to advertise the draft PPP for public comment from April 1 to May 15. The draft will be posted online and placed in County seat libraries. The draft will be presented for approval at the May 18<sup>th</sup> meeting along with any public comments that are received.

#### **Financial Status Update**

Ms. Baker reported that expenditures are fairly equal across the two States. We are halfway through the fiscal year and we have expended approximately half of our budget. The majority of expenditures is in the transit tasks and long range planning tasks. We remain on track and on budget.

#### **Director's Report**

Mr. Mullenax gave a brief update on the following:

- In 2020, the MPO partnered with FHWA, WVDOT and the City of Martinsburg to perform a pedestrian and road safety assessment on Foxcroft Avenue. One of the recommendations from that assessment was the installation of ADA curb ramps along Foxcroft Avenue. WVDOT will be installing ADA ramps along this corridor in the coming fiscal year.
- The WVDOT is undertaking a traffic interchange study on US 340 and Augustine Avenue in Charles Town. A second interchange study will be taking place at US 340/WV 9/ and WV 51 in Charles Town.
- Staff had a meeting with MD SHA Office of Planning and Preliminary Engineering to fully design and engineer the I-81 Phase II widening in Maryland from Exit 1 to Exit 5. This meeting was held to discuss incorporating the recommendations from the 2020 I-81 TSMO elements into the design.
- The EPTA Transit Center is beginning the engineering and design phase of the project. They are waiting on the finalized contract and anticipating the Notice to Proceed next week.

#### **-OTHER BUSINESS**

##### **Public Comment**

There were no citizens present to make comments.

Ms. Baker announced that Washington County government will be moving its Engineering and Permitting departments from 80 W. Baltimore Street on April 11<sup>th</sup> and the Planning and Zoning department from 100 W. Washington Street on May 4<sup>th</sup>. The new offices are located at 747 Northern Avenue in Hagerstown.

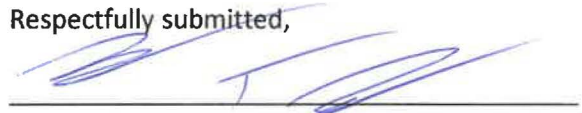
### **Future Meetings**

The next scheduled meeting of the Technical Advisory Committee is Wednesday, May 18, 2022 at 10:30 a.m. This meeting will be held in person, with a call-in option, at the Eastern West Virginia Regional Airport in Martinsburg, WV.

### **-ADJOURNMENT**

Ms. Baker made a motion to adjourn the meeting at 11:20 a.m. The motion was seconded by Mr. Erfurt and so ordered by Mr. Mullenax.

Respectfully submitted,



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Matthew Mullenax, Executive Director