

**HAGERSTOWN/EASTERN PANHANDLE  
METROPOLITAN PLANNING ORGANIZATION  
INTERSTATE COUNCIL  
January 18, 2023**

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Interstate Council held a meeting on Wednesday, January 18, 2023 at 1:30 p.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**

The Chairman called the meeting to order at 1:33 p.m.

**ROLL CALL**

The following were in attendance: Kevin Cerrone, Chairman, Washington County Transit; Elaine Bartoldson, Vice-Chair, EPTA; Matt Mullenax, HEPMPO Executive Director; Tyson Byrne, MDOT; John Barr, Washington County Commissioner; Jill Baker, Washington County Dept. of Planning & Zoning; Pam Mohn, Washington County Division of Engineering; Jim Bender, City of Hagerstown Engineering Department; Brian Carr, WV DOH; Rachel Snaveley, Region IX; Jim Barnhart and Steve Catlett, Berkeley County Council; and Mark Baldwin, City of Martinsburg;

Also present were: Michaela McDonough, HEPMPO; Deb Eckard, Washington County Planning & Zoning Dept.; Kevin Sullivan, WV DOH; Keith McIntosh; Elizabeth Ricketts (City of Charles Town); Anthony Jreije (FTA); Toria Lassiter (MD State Highway Administration); and Emily Keefer (Martinsburg Journal).

**MINUTES**

**Motion and Vote:** Mr. Barnhart made a motion to approve the minutes of the October 19, 2022 meeting as presented. The motion was seconded by Mr. Byrne and unanimously approved.

**NEW BUSINESS**

**-TRANSPORTATION IMPROVEMENT PROGRAM**

**FY 2023-2026 Maryland Transportation Improvement Program Amendments [Resolution 2023-05]**

Ms. McDonough presented the following amendments for the MD TIP.

**Amendments – Maryland State Highway Administration**

- I-68 Creek Road Bridges Replacement: Replace bridges 2107603 and 2107604 on I-68 over Creek Road
  - **Changes:** Increase ENG funding in FY 2022 to \$203,000 (\$176,000 Federal; \$27,000 State) and in FY 2024 to \$389,000 (\$332,000 Federal; \$57,000 State). Decrease ENG funding in FY 2023 to \$260,000 (\$221,000 Federal; \$39,000 State) and in FY 2025 to \$0. Increase CON funding in FY 2024 to \$7,733,000 (\$7,346,000 Federal; \$387,000 State) and in FY 2025 to \$9,267,000 (\$8,803,000 Federal; \$464,000 State) and in FY 2026 to \$3,000,000 (\$2,850,000 Federal; \$150,000 State)
- Areawide Resurfacing and Rehabilitation: Programs to provide periodic resurfacing and upgrading of auxiliary features on MDOT SHA highways.

- **Changes:** Decrease ENG in FY 2023 to \$300,000 (\$240,000 Federal; \$60,000 State); Decrease Federal ENG to \$1,520,000 and increase State ENG to \$380,000. Increase ENG in FY 2025 to \$1,900,000 (\$1,520,000 Federal; \$380,000 State) and in FY 2026 to \$1,600,000 (\$1,280,000 Federal; \$320,000 State). In FY 2023, FY 2024 and FY 2025, decrease Federal ROW to \$80,000 and increase State ROW to \$20,000. Increase ROW in FY 2026 to \$100,000 (\$80,000 Federal; \$20,000 State). Decrease CON in FY 2023 to \$7,500,000 (\$6,000,000 Federal; \$1,500,000 State). Increase CON in FY 2024 to \$16,000,000 (\$12,800,000 Federal; \$3,200,000 State) and in FY 2025 to \$20,000,000 (\$16,000,000 Federal; \$4,000,000 State) and in FY 2026 to \$10,000,000 (\$8,000,000 Federal; \$2,000,000 State).

**Motion and Vote:** Commissioner Barr made a motion to approve the FY 2023-2026 TIP Amendment [Resolution 2023-05] as presented. The motion was seconded by Ms. Bartoldson and unanimously approved.

### **FY 2023-2026 West Virginia Transportation Improvement Program Adjustments**

Ms. McDonough presented the following adjustments for the WV TIP:

#### **Adjustments - EPTA**

- Mobility Management Assistance Section 5310: Mobility manager salary for serve in Berkeley and Jefferson counties.
  - **Change:** FY 2025 increase funding to \$30,000 (\$24,000 Federal; \$6,000 Local), FY 2026 increase funding to \$30,000 (\$24,000 Federal; \$6,000 Local)
- Capital Assistance Section 5339: Bus purchase program
  - **Change:** Change project name to “Capital Assistance Section 5339 Bus Replacement”

No formal action required.

### **Maryland Highway Safety Performance Measures [Resolution 2023-06]**

Ms. Toria Lassiter, acting Division Chief of Innovative Planning and Performance Division at MDOT SHA’s Office of Planning and Preliminary Engineering gave a presentation on the State’s Highway Safety Performance Measures. She explained that these Performance Targets were presented to FHWA at the end of 2022 and were established in compliance with the Federal Transportation Improvement Program’s final ruling. She also noted that all MPOs are required to establish performance targets for applicable performance measurers for their regions.

Targets must be set for two-year and four-year goals based on the following categories: 1) Safety (annually); 2) NHS Bridge & Pavement; 3) NHS Freight and Reliability; 4) Traffic Congestion; and 5) Emissions Reduction. Maryland has set targets for 2023 as follows: Fatalities 485.9; Fatality Rate 0.809; Serious Injuries 2323.8; Serious Injury Rate 3.815; and Non-motorized fatalities and serious injuries 554.7. Ms. Lassiter explained that in 2021, Maryland did not meet its performance targets and did not make significant progress meeting the targets; therefore, the State is required to submit a Highway Safety Improvement Implementation Plan. She also noted that only 21 states across the country met their targets in 2021.

Ms. Lassiter stated that the HEPMPO region is seeing a declining trend in all categories except for the number of non-motorized fatalities and serious injuries measure. The Maryland Highway Safety Office has

determined potential targets for the MPO and our region. The proposed targets for our region are as follows: Fatalities 16.8; Fatality Rate 0.819 per 100 million VMT; Serious Injuries 54.7; Serious Injury Rate 2.717 per 100 million VMT; and Non-motorized fatalities and serious injuries 12.9. Ms. Lassiter explained how these targets could be adopted and the deadlines for adoption.

Ms. Lassiter then explained the TPM2 measures for pavement and bridges. A Transportation Assessment Management Plan (TAMP) must be submitted to the FHWA for approval. The TAMP is a report for all bridges and pavement assets of all NHS partners in the State. She reviewed the bridge performance and pavement performance for the State as well as our region. In summation, the Bridge and Pavement targets align with the TAMP. Maryland's focus is to prevent assets from falling into poor condition. Maryland's performance is far better than the threshold condition requirements set by the Federal government.

Ms. Lassiter discussed the TPM3 targets for non-interstate and freight and reliability measures. She explained the approach used to set these targets. Data was affected by the pandemic; therefore, the decision was made to set the targets halfway between the forecasts and the targets set for the last performance period (pre-pandemic). She described how the MPO could adopt these targets and the deadlines for adoption of the TPM2 and TPM3 targets,

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

#### **Maryland Bridge and Pavement Condition Performance Measures [Resolution 2023-07]**

**Motion and Vote:** Mr. Bender made a motion to adopt the Maryland Bridge and Pavement Condition Performance Measures as presented. The motion was seconded by Commissioner Barr and unanimously approved

#### **Maryland System and Freight Performance Measures [Resolution 2023-08]**

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

#### **West Virginia Highway Safety Performance Measures [Resolution 2023-09]**

Ms. McDonough presented the following information for the West Virginia 2023 Highway Safety Performance Measures: Fatalities 262.1; Serious Injuries 854.8; Fatality Rate 1.692; Serious Injury Rate 5.972; and Non-motorized Fatalities and Serious Injuries 76.3.

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

#### **West Virginia Bridge and Pavement Condition Performance Measures [Resolution 2023-10]**

Ms. McDonough reported the following West Virginia Bridge and Pavement Condition Performance Measures: Pavement in good condition on Interstate – Baseline 73.8%; Two-Year 72.0%; Four-Year 70.0%; Pavements in poor condition on interstate – Baseline 0.4%; Two-Year 4.0%; Four-Year 4.0%; Pavements in good condition on non-interstate NHS – Baseline 46.5%; Two-Year 43.0%; Four-Year 42.0%; Pavements in poor condition on non-interstate NHS – Baseline 0.9%; Two-Year 5.0%; Four-Year 5.0%; Bridges in good condition on NHS – Baseline 10.4%; Two-Year 11.5%; Four-Year 12.0%; Bridges in poor condition on NHS – Baseline 14.1%; Two-Year 14.0%; Four-Year 13.0%.

**Motion and Vote:** Ms. Bartoldson made a motion to adopt the WV Bridge and Pavement Condition Performance Measures as presented. The motion was second by Mr. Barnhart and unanimously approved.

**West Virginia System and Freight Performance Measures [Resolution 2023-11]**

Ms. McDonough reported the following for the WV System and Freight Performance Measures: Person miles traveled on the interstate that are reliable – 2021--99.9%; 203-- 97.0%; 2025--96.0%; Person miles traveled on the non-interstate NHS that are reliable – 2021--95.4%; 2023--93.0% 2025--92.0%.

**Motion and Vote:** Ms. Bartoldson made a motion to adopt the WV System and Freight Performance Measures as presented. The motion was seconded by Mr. Byrne and unanimously approved.

**Washington County Transit Safety Performance Measures**

Ms. McDonough reported the following for the Washington County Transit Safety Performance Measures: Fixed Route and Paratransit – 0 fatalities (per 100,000 VRM); Fixed Route Injuries – 1; Paratransit injuries – 0; Fixed Route injuries (per 100,000 VRM) - 0.2545; Paratransit – 0; Safety Events and Safety Events (per 100,000 VRM) – 0 for both fixed route and paratransit; Fixed Route System Reliability (VRM/Failures) 78,594; Paratransit – 92,139.

No action required.

**-LONG RANGE TRANSPORTATION PLAN**

**Regional Freight Plan**

Mr. Mullenax stated this is the first regional freight plan for our area. A meeting was held with the advisory committee in November and the consultants presented new freight-related developments as well as the rise of e-commerce and forecasted economic growth in the region. A draft of the plan as well as public meetings is anticipated in May.

Staff, our consultants and MDOT met last week to discuss potential designations of the Critical Urban Freight Corridors in Washington County. Staff will use the State’s analysis to help guide our recommendations for corridor designations. These recommendations will be presented at the May meeting.

**Regional Bicycle and Pedestrian Plan**

Mr. Mullenax announced that the advisory committee met in November for this project. The consultants shared information on the safety analysis performed in our region. A public outreach survey ran from December 1 to January 1 with 485 responses. Ms. McDonough noted that four areas were included in the survey: City of Hagerstown, Shepherdstown, Charles Town and Martinsburg. There were a total of 970 different markers dropped on the maps with the most responses from Charles Town and Shepherdstown. Markers indicated biking destinations – 218 markers, improvement ideas – 174 markers; safety concerns – 327 markers; and walking destinations – 251 markers. All comments are currently being reviewed. We anticipate the draft plan being released in April as well as holding public meetings.

**HEPMPO Website Upgrade**

Mr. Mullenax announced that the new website should be completed and online by the end of the month. The new site will meet all web accessibility guidelines and will be better organized for public searching.

## **-ORGANIZATIONAL ADMINISTRATION**

### **Procurement of General Services Contract**

Mr. Mullenax stated that our current on-call consulting contract with Michael Baker International and 4 subcontractors will expire on July 1, 2023. Under our current contract, it is permissible to extend the contract for two additional one-year periods. The contract was extended for one year in January 2022 thereby allowing another one-year extension. Staff, as well as the Technical Advisory Committee, recommends extending the current contract based on the following: 1) extension of the contract costs no additional resources; 2) staff can remain focused on completing our current projects; and 3) the consultants continue to do excellent work.

**Motion and Vote:** Commissioner Barr made a motion to approve the final one-year extension from July 1, 2023 to July 1, 2024. The motion was seconded by Ms. Bartoldson and unanimously approved.

### **2020 Census Urbanized Area Update**

Mr. Mullenax gave a brief presentation on the 2020 census urban area update. He noted that every decennial the US Census Bureau designates new urban areas and determines population. The USDOT uses those areas to officially designate MPOs and TMAs (Transportation Management Areas). TMAs are based on an urban population of 200,000 or more, operates differently than an MPO, and funding ratios are calculated differently. Urban area population is the primary factor in determining Federal funding (80% of total budget) for MPOs with 10% matching funds from the State DOTs and 10% matching funds from local governments.

Mr. Mullenax explained that the Census Bureau made changes in the criteria used for determining an urban area and why these changes were made. He noted that while the overall population increased, the MPO's 2020 urban area is approximately 13 square miles smaller than in 2010 based on the changes made. The MPO's urban area now extends into a small portion of Virginia; therefore, an adjustment will be needed to the MPO's by-laws to include VDOT and Win-Fred MPO. We can expect a small increase in the overall budget due to the increased urban area population. Mr. Mullenax stated that these changes will not affect the FY 2024 budget; however, the FY 2025 budget will incorporate the new funding levels.

### **Carbon Reduction Program(CRP)**

Mr. Mullenax reported that staff prepared a letter that was sent to MDOT identifying projects that would be eligible for CRP funding. Staff is also working with the WVDOT on potential projects, including the WV45/Maddex Square intersection in Shepherdstown and EPTA's proposed commuter bus service to the Ashton rail station.

Mr. Mullenax stated that the MPO was sub-allocated funding from the Pennsylvania portion of our urban area. Correspondence was provided indicating these funds should be coordinated directly with the Franklin County MPO.

### **Interstate Council Alternate Designations**

Mr. Mullenax explained that the MPO's by-laws provide the ability for an Interstate Council member to appoint an alternate to serve on the Council. Commissioner Randy Wagner has requested, in writing, that Jill Baker serve as his Alternate and Commissioner John Barr has requested, in writing, that Pam Mohn serve as his Alternate.

**Motion and Vote:** Mr. Bender made a motion to approve both requests as presented. The motion was seconded by Mr. Barnhart and unanimously approved.

### **Financial Status Update**

Ms. Baker explained that Washington County experienced a cyber security incident on Thanksgiving Day; staff continues to work on retrieving all data and information lost during that time. Therefore, no formal financial report is available at this time. Approximately \$127,000 was spent during the second quarter or 35% of the overall budget for quarters 1 and 2.

### **Director's Report**

Mr. Mullenax gave a brief update on the following:

- The draft FY 2024 Unified Planning Work Program will be presented at the next meeting. We are proposing two special studies – Congestion Management Process and a Comprehensive Regional Safety Action Plan during the upcoming fiscal year. The draft budget will also include staff salary increases reflective of recent local and regional government efforts.

### **Public Comment**

Ms. Elizabeth Ricketts of the Charles Town City Council requested the MPO's support in promoting the Augustine Avenue project which is a multi-modal trail that runs between downtown Charles Town and Page Jackson Elementary school.

### **Future Meetings**

The next scheduled meeting of the Interstate Council is Wednesday, March 15, 2023 at 1:30 p.m. This meeting will be held in person at the Eastern West Virginia Regional Airport in Martinsburg, WV, with a call-in option.

### **Election of Officers**

Mr. Cerrone nominated Mr. Baldwin to serve as the Chairman. Mr. Baldwin declined the nomination.

Ms. Bartoldson nominated Mr. Cerrone to serve as the Chairman; nomination seconded by Mr. Baldwin.

**Motion and Vote:** The nomination was accepted by Mr. Cerrone and unanimously approved by all members present.

Mr. Catlett nominated Ms. Bartoldson to serve as the Vice-Chair; nomination seconded by Mr. Barnhart.

**Motion and Vote:** The nomination was accepted by Ms. Bartoldson and unanimously approved by all members present.

### **-ADJOURNMENT**

The Chairman adjourned the meeting at 3:22 p.m.

Respectfully submitted,



Kevin Cerrone, Chairman