

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

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Interstate Council held a meeting on Wednesday, October 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 1:35 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; Pam Mohn, Washington County Division of Engineering; Jill Baker, Washington County Dept. of Planning & Zoning; Brian Carr, WV DOH; Jim Barnhart and Steve Catlett, Berkeley County Commission; Mark Baldwin, City of Martinsburg; and Elizabeth Ricketts, City of Charles Town.

Also present were: Michaela McDonough, HEPMPO; Debra Eckard, Washington County Dept. of Planning & Zoning; Jim Bender, Director, City of Hagerstown Engineering Department; Jasmine Champion, FHWA-MD; and Chris Strovel, Senator Capito's office.

**MINUTES**

**Motion and Vote:** Mr. Catlett made a motion to approve the minutes of the August 16, 2023 meeting as presented. The motion was seconded by Mr. Baldwin and unanimously approved.

**NEW BUSINESS**

**-TRANSPORTATION IMPROVEMENT PROGRAM**

**FY 2023-2026 WV Transportation Improvement Program Amendments [Resolution 2024-03]**

Ms. McDonough presented the following adjustments and amendments for the FY 2023-2026 WV TIP.

**Amendments**

**Berkeley County**

- I-81 Welcome Centers & Truck Parking (B2024-10)
  - **Project Data:** ENG FY 2023 \$1,200,000 (\$1,080,000 Federal; \$120,000 State); CON FY 2024 \$18,000,000 (\$16,200,000 Federal; \$1,800,000 State)
- Queen Street at Moler Avenue Signal Renovation and Pedestrian Upgrade (B2024-11)
  - **Project Data:** ENG FY 2023 \$10,000 (Federal); ROW FY 2023 \$10,000 (Federal); CON FY2023 \$320,000 (Federal)

**Jefferson County**

- Maddex Square Ped Crossing (J2024-08)
  - **Project Data:** ENG FY 2023 \$10,000 (Federal); ROW FY 2024 \$10,000 (Federal); CON FY 2024 \$10,000 (Federal)

**Motion and Vote:** Mr. Barnhart made a motion to approve the FY 2023-2026 WV TIP amendments as presented. The motion was seconded by Mr. Baldwin and unanimously approved.

**Berkeley County**

**Adjustments** [No formal action required]

- US 11 TWLTL Extension (B2021-09)
  - **Change:** Move FY 2023 CON funding to FY 2024
- Hedgesville-Welltown (B2021-17)
  - **Change:** Add obligated ENG funding for FY 2023 \$5,000 (\$4,000 Federal; \$1,000 State); Increase FY 2024 CON with new funding source by \$700,000 to \$1,324,000 (\$1,059,200 Federal; \$264,800 State). Change other CON funding source from STBG-FLEX to STBG-50-200K POP.
- Hedgesville ADA Ramps +2 (B2021-18)
  - **Change:** Obligated
- Nichols Overhead (B2021-19)
  - **Change:** Move FY2024 ENG funding to FY 2023, with an addition of new funding source, and increase by \$30,000 to \$40,000 (\$32,000 Federal; \$8,000 State). Move FY 2024 ROW funding to FY 2023.
- WV 9 at WV 901 LTL/Traffic Signal (B2022-01)
  - **Change:** Move FY 2023 CON funding to FY 2024 with an increase of \$548,500 to \$1,373,500 (\$1,098,800 Federal; \$274,700 State)
- Meadow Lane Traffic Signal (B2022-02)
  - **Change:** Move FY 2022 ROW funding to FY 2023, change Federal fund source to HSIP and obligate phase. Move FY 2023 CON funding to FY 2024 with an increase of \$460,000 to \$1,010,000 (\$808,000 Federal; \$202,000 State)
- Meadow Lane Roundabout (B2022-14)
  - **Change:** Move FY 2023 CON funding to FY 2024 with an increase of \$270,744 to \$870,744 (\$696,595 Federal; \$174,149 State)
- Roadway Striping (B2023-04)
  - **Change:** Add FY 2023 CON funding in the amount of \$3,499,314 (\$2,449,520 Federal; \$1,049,794 State) with new HSIP Federal funding source. Decrease FY 2024 and FY 2026 CON funding to \$0.
- SF BR Inspect – D5 (B2023-06)
  - **Change:** Change ENG funding source in FY 2024 from STBG-FLEX to HWI-BR.
- Specks Run Road Traffic Signal (B2023-07)
  - **Change:** Move FY 2023 CON funding to FY 2024.
- Warm Springs Avenue Traffic Signal (B2023-09)
  - **Change:** Change funding source and increase FY 2023 CON funding by \$14,391 to \$264,391 (\$237,952 Federal; \$26,439 State) and obligate project
- Route 11 Turning Improvements (B2023-11)
  - **Change:** Move FY 2023 CON funding to FY 2024 with an increase of \$510,000 to \$1,450,000 (\$1,160,000 Federal; \$290,000 State)
- WV 901 Spring Mills Interchange (B2023-12)
  - **Change:** Change Federal funding sources to STBG-50-200k POP and increase FY 2023 CON funding by \$175,394 to \$700,394 (\$560,315 Federal; \$140,070 State) and obligate project.
- I-81 Signing (B2023-13)
  - **Change:** Change FY 2025 Federal fund source to NHPP.

- Bessemer Overhead +1 (B2024-01)
  - **Change:** Increase FY 2023 ENG by \$4,300 to \$38,700 (\$30,960 Federal; \$7,740 State)
- Butts Mill Bridge (B2024-02)
  - **Change:** Add obligated ENG funding in FY 2023: \$400,000 (\$320,000 Federal; \$80,000 State). Move FY 2023 ROW funding to FY 2024. Add CON funding in FY 2025: \$150,000 (\$120,000 Federal; \$30,000 State)
- Arden-Nollville (B2024-03)
  - Add obligated FY 2023 ENG funding: \$5,000 (\$4,000 Federal; \$1,000 State). Move FY 2024 CON funding to FY 2023 with an increase of \$457,166 to \$1,307,166 (\$1,045,733 Federal; \$261,433 State)

## Jefferson County

### Adjustments

- US 340 Rock Slide Investigation (J2015-05)
  - **Change:** Decrease FY2022 ROW funding by \$1,250 to \$38,750 (\$31,000 Federal; \$7,750 State). Decrease FY 2023 CON funding by \$1,520,077 to \$12,479,923 (Federal). Obligate project.
- Ranson 5<sup>th</sup> Ave Complete Street (J2017-01)
  - **Change:** Change Federal fund source from TAP-FLEX to TAP.
- Harper's Ferry High Street (J2017-03)
  - **Change:** Change Federal fund source from TAP<5K POP to TAP.
- MARC Strategic Ridership (J2019-07.01)
  - **Change:** Project canceled.
- Shepherdstown +2 (J2021-07)
  - **Change:** Obligate project with FY 2023 CON increase of \$387,239 to \$872,239 (\$697,791 Federal; \$174,448 State) and Federal fund source change to STBG-FLEX.
- VA Line-Charles Town Road (Design/Build) (J2023-02)
  - **Change:** Obligated.
- Fifth Avenue Streetscape (J2023-03)
  - **Change:** Change Federal fund source from TAP-FLEX to TAP.
- US 340 Signing (J2023-05)
  - **Change:** Move FY 2023 ENG data to FY 2024.
- Jefferson Ave Turn Lane & Traffic Signal (J2024-01)
  - **Change:** Add obligated ENG funding to FY 2023: \$10,000 (\$8,000 Federal; \$2,000 State). Change Federal fund source for ROW and CON funding.
- Ridge Road-Morgan Grove (J2024-02)
  - **Change:** Add obligated ENG funding to FY 2023: \$5,000 (\$4,000 Federal; \$1,000 State). Move FY 2024 CON to FY 2023 with an increase of \$496,526 to \$896,526 (\$717,221 Federal; \$179,305 State)
- Ranson (N. Mildred) (J2024-03)
  - **Change:** Add obligated ENG funding to FY 2023: \$5,000 Federal; \$1,000 State). Move FY 2024 CON to FY 2023.
- Arsenio Albert Alvarez Memorial Bridge (J2024-05)
  - **Change:** Add obligated ENG phase to FY 2023: \$20,000 (\$16,000 Federal; \$4,000 State). Increase FY 2025 CON funding by \$96,812 to \$700,000 (\$560,000 Federal; \$140,000 State)

- Hillside Drive Roundabout (J2024-06)
  - **Change:** Add obligated ENG phase to FY 2023: \$60,000 (\$48,000 Federal; \$12,000 State). Increase FY 2025 CON funding by \$1,440,000 to \$1,500,000 (\$1,200,000 Federal; \$300,000 State).
- VA Line-Charles Town Road Mitigation (J2024-07) – New Project
  - **New Project Data:** FY 2023: \$34,920 (\$27,936 Federal; \$6,984 State)
- W Washington Street (J2024-09)
  - **New Project Data:** ENG-FY 2024: \$650,000 (\$585,000 Federal; \$65,000 State)

**FY 2023-2026 MD Transportation Improvement Program Amendments [Resolution 2024-04]**

Ms. McDonough presented the following adjustments and amendments for the FY 2023-2026 MD TIP.

**Maryland State Highway Administration**

**Amendment**

- Areawide Safety & Spot Improvements (W2023-02)
  - **Change:** Increase FY 2024 ENG by \$400,000 to \$1,800,000 (\$1,710,000 Federal; \$90,000 State). Increase FY 2024 CON by \$3,000,000 to \$10,500,000 (\$9,992,000 Federal; \$508,000 State)
- Areawide Resurfacing & Rehabilitation (W2023-03)
  - **Change:** Increase FY 2024 CON by \$4,000,000 to \$20,000,000 (\$16,000,000 Federal; \$4,000,000 State)
- Areawide Bridge Replacement & Rehabilitation (W2023-04)
  - **Change:** Increase 2024 ENG by \$2,000,000 to \$4,800,000 (\$4,560,000 Federal; \$240,000 State). Increase FY 2025 ENG by \$2,000,000 to \$4,800,000 (\$4,560,000 Federal; \$240,000 State). Increase FY 2024 CON by \$2,500,000 to \$10,000,000 (\$9,500,000 Federal; \$500,000 State). Increase FY 2025 CON by \$2,000,000 to \$7,500,000 (\$7,125,000 Federal; \$375,000 State)

**Motion and Vote:** Ms. Bartoldson made a motion to approve the FY 2023-2026 MD TIP amendments as presented. The motion was seconded by Ms. Mohn and unanimously approved.

**-LONG RANGE TRANSPORTATION PLAN**

**Regional Safety Action Plan**

Mr. Mullenax reported that staff has conducted a benchmark assessment survey with the consultants who have developed a draft survey online web map. He gave a brief demonstration of the functionality of the map. Staff and the consultants have been analyzing and identifying the high injury network for non-interstate streets that have a high number or high rate of KSI (killed or severely injured) crashes as well as intersections that have a high crash rate of KSI or a crash rate that is higher than typically expected for state averages. The study committee will meet later this month. The initial round of public outreach is tentatively scheduled from mid-November to mid-December utilizing a MetroQuest online survey. Public meetings are anticipated in March or April of 2024.

**Congestion Management Process**

Mr. Mullenax noted that staff and the consultants have been reviewing INRIX data which provides travel time data to help evaluate congestion by time of day/month, direction for parallel routes, impact of

incidents on secondary roads, and reliability issues for a baseline assessment. The study committee will hold its first meeting in November.

#### **Hagerstown Safety Action Plan**

Mr. Mullenax announced that the Hagerstown City Council approved a Memorandum of Understanding (MOU) between the HEPMPO and the City of Hagerstown to utilize our general services contractor to develop its Safe Streets for All Action Plan (SS4A). The City will finance this project through its SS4A Planning Grant Award. FHWA is advising awardees that the development of the Plan will be a two-year process, which is longer than our current contract. As a result of delays beyond their control, Staff recommends granting a time extension to our contractor to finalize the SS4A Action Plan.

**Motion and Vote:** Mr. Catlett made a motion to extend the general services contract for this project. The motion was seconded by Mr. Barnhart and unanimously approved.

#### **-ORGANIZATIONAL ADMINISTRATION**

##### **MOU – Winchester-Frederick County, Virginia MPO**

Mr. Mullenax explained that the HEPMPO's 2020 Urban Area boundary extended into Frederick County, Virginia which is part of the planning area for the Win-Fred MPO. In accordance with Federal guidelines, MPOs with overlapping areas must enter into an agreement outlining planning responsibilities for those areas. The HEPMPO went through a similar process in 2013 with the Franklin County, PA MPO. A draft MOU was distributed to members which was modeled after the MOU with Franklin County. This MOU was reviewed by FHWA-MD without issue and the Win-Fred MPO's Policy Board approved the MOU on September 20<sup>th</sup>. Staff is recommending approval and signature of this MOU by the Interstate Council.

**Motion and Vote:** Mr. Byrne made a motion to approve the Memorandum of Understanding as presented. The motion was seconded by Ms. Mohn and unanimously approved.

##### **2020 Census Urban Area Boundary Adjustment**

Mr. Mullenax gave a brief presentation on the MPO's proposed urban area boundary adjustments. This is being done to make boundaries align with local planning boundaries, to incorporate local knowledge of the urban landscape, to address irregularities in the boundary shape, and is important to maintain consistency with highway functionality classifications. Mr. Mullenax briefly explained how the adjusted boundary was developed. He noted the next step is to present the draft adjustments to the WVDOT and MDOT in conjunction with the FHWA Division office for consideration. If approved, the changes would be made in December 2023 which is one year after the Census released initial urban area boundaries. The final boundary will be published by USDOT.

**Motion and Vote:** Ms. Bartoldson made a motion to approve the boundary adjustments as presented. The motion was seconded by Ms. Baker and unanimously approved.

##### **FY 2025 West Virginia Local Match Funding Request**

Mr. Mullenax reported that he gave a presentation to the Region IX Board in September (a copy of the presentation was included in the agenda packets). In West Virginia, the MPO receives its local match through assessment fees collected by Region IX. We have been utilizing unspent carryover funds to meet our budget for the past several years. Approximately 95% of the budget is spent in labor costs and consultant services with a minimal amount spent for operating and capital costs. Mr. Mullenax briefly explained the fee assessment that is collected through Region IX, which is currently 12 cents per capita for Berkeley, Jefferson and Morgan counties. This figure was established in January of 1997 and has not

changed even though the population has grown. In January 2010, the MPO unsuccessfully sought to raise the assessment to 18 cents per capita and shortly after, Morgan County reduced its contribution to 9 cents. In August of 2023, the MPO received the new planning allocations from the State of West Virginia which are significantly higher as a result of IJA infrastructure. Mr. Mullenax then explained how the WVDOT allocates its funding. In the Eastern Panhandle, the population is just under 14% of the urban population in WV.

Mr. Mullenax then presented a new fee assessment proposal with four parts as follows:

- Utilize new 2020 census numbers
- Increase fee assessment to meet new Federal allocation. This will leave no Federal money on the table and eliminate use of local carryover to make budget.
- Eliminate fee assessment from Morgan County (not in the MPO's urban boundary).
- Increase would not take effect until July 1, 2024 as part of FY 2025 budget.

The MPO is proposing a 10 cent per capita increase from 12 cents to 22 cents per capita. This increase would provide approximately \$22,000 in local matching funds which would allow the MPO to match the Federal monies that are eligible to us. This would provide an additional \$157,100 in West Virginia transportation planning funds. These funds would go into consultant services for West Virginia projects only.

**Motion and Vote:** Mr. Barnhart made a motion to approve the draft proposal and authorize staff to proceed. The motion was seconded by Mr. Catlett and unanimously approved.

#### **FY2024 HEPMPO Project Review Selection for Federal Sub-Allocated Funds in West Virginia Update**

Mr. Mullenax stated that the request for project proposals for the Carbon Reduction sub-allocation and STBG 50-200K sub-allocation funds went out on September 1<sup>st</sup>. The deadline to submit project proposals is November 1<sup>st</sup>. Staff will be reviewing submissions with the TAC and will recommend projects to the Interstate Council for selection consideration in January.

#### **Interstate Council Alternate Designation**

Mr. Mullenax explained that the HEPMPO's By-laws provide the ability and process for Interstate Council members to appoint an alternate to serve on the Council in their stead. Mayor Kevin Knowles of the City of Martinsburg has requested, in writing, that Mr. Andy Blake serve as his alternate following Mr. Baldwin's retirement effective on October 28<sup>th</sup>.

**Motion and Vote:** Mr. Catlett made a motion to approve the appointment of Mr. Andy Blake to serve as Mayor Knowles' alternate on the Interstate Council. The motion was seconded by Mr. Barnhart and unanimously approved.

#### **Financial Status Update**

Ms. Baker noted that the first quarter of FY 2024 ended on September 30<sup>th</sup>. The majority of expenses have been administrative costs, salaries and day-to-day operations. No invoices for special studies have been received to date.

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

Mr. Mullenax gave a brief report on the following:

- On September 7<sup>th</sup>, staff, the City of Martinsburg and WVDOT held a public meeting for the Vulnerable Road User assessment.
- Staff worked with MDOT, TSO and SHA to submit a Dual Highway Reconnecting Communities Grant. If approved, this grant will be used to make improvements for vehicular and pedestrian safety on the Dual Highway in Hagerstown.
- The MDOT Tour was held in Hagerstown at the Safety Training Center. MPO staff made presentations on I-81, TSMO, active transportation issues and freight movement in the area.
- Work continues on the EPTA Transfer Center to get plans reviewed and obtain permits. This project should go out to bid in December.
- Staff anticipates presenting a draft RFP for our General Services Planning Contract in January, receiving bids in February and to present a recommendation to the Interstate Council in March.
- Officer elections will be held in January. There are no term limits for the Chairman or Vice-Chairman; however, the By-laws state that each must be from a different State.

### Staff Report

Ms. McDonough presented the following update:

- Work continues on EPTA's GTFS data
- A presentation was made at the Eastern Panhandle GIS Conference
- Successfully updated 2022 crash data to include both West Virginia and Maryland 2022 crashes
- Supports MPO's special studies projects

### OTHER BUSINESS

#### Interstate Council Member Recognition of Service

Mr. Cerrone presented Mr. Baldwin with a plaque for his many years of dedicated service to the MPO. Mr. Mullenax noted that Mr. Baldwin has served on the ISC for 22 years and as the Chairman on several occasions.

#### Public Comment

There were no public comments.

#### Future Meetings

The next scheduled meeting of the Interstate Council is Wednesday, January 17, 2024 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.

#### -ADJOURNMENT

Ms. Baker made a motion to adjourn the meeting at 2:55 pm. The motion was seconded by Ms. Bartoldson and so ordered by the Chairman.

Respectfully submitted,

  
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 Kevin Cerrone, Chairman

