

**HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE
August 16, 2023**

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Technical Advisory Committee held a meeting on Wednesday, August 16, 2023 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 10:30 a.m.

ROLL CALL

The following were in attendance: Matt Mullenax, HEPMPO Executive Director; Pam Mohn, Washington County Division of Engineering; Rashad Pinckney, MDOT; Jennifer Wishmyer, Region IX; Jennie Brockman, Jefferson County Planning; Laura Hoffmaster, Berkeley County; Kevin Sullivan, WVDOH; Jill Baker, Washington County Dept. of Planning & Zoning; Louis Grindle, EPTA; Steve Thomas and Quentin Clapper, Franklin County; Kim Thomas, Washington County Transit; Sean Varsalona, MD SHA; Kara Greathouse, WV FHWA; Mike Spolarich (HDR); Michaela McDonough, HEPMPO; and Debra Eckard, Washington County Department of Planning & Zoning.

MINUTES

Motion and Vote: Ms. Wishmyer made a motion to approve the minutes of the May 17, 2023 meeting as presented. The motion was seconded by Ms. Baker and unanimously approved.

NEW BUSINESS

-TRANSPORTATION IMPROVEMENT PROGRAM

FY 2023-2026 WV Transportation Improvement Program Amendments [Resolution 2024-01]

Mr. Mullenax noted that the public comment period for the proposed TIP amendments ran from August 2nd to August 15th; no comments were received. Ms. McDonough presented the following adjustments and amendments for the FY 2023-2026 WV TIP.

Eastern Panhandle Transit Authority

Adjustments [No formal action required]

- Section 5339 – Buses and Bus Facilities Infrastructure Investment Program (WVT2021-08)
 - **Change:** Add RAISE funding in FY 2023: \$10,322,107 (Federal)
- Medium Duty Commuter Bus (WVT2021-09)
 - **Change:** Transfer all funding to WVT2022-01; Capital Assistance Bus Replacement
- Capital Assistance – Bus Replacements (WVT2022-01)
 - **Change:** Add \$1 million (\$800,000 Federal; \$200,000 Local) from project WVT2021-09; Medium Duty Commuter Bus Project
- Capital Assistance Section 5339 – Bus Replacement (WVT 2023-05)

- **Change:** Add \$351,281 to FY 2023
- Section 5307 Project Operating Assistance (WVT 2023-01)
 - **Change:** Add \$600,000 to FY 2023

Berkeley County

Adjustments [No formal action required]

- Nichols Overhead (B2021-19)
 - **Change:** Change Federal funding sources from STBG 50-200K to HWI-BR
- Meadow Lane Roundabout (B2022-14)
 - **Change:** Change Federal funding source from STBG 50-200k to STBG-FLEX
- Hedgesville-Welltown (B2021-17)
 - **Change:** Change Federal funding sources from STBG 50-200K to STBG-FLEX

New Projects

- Bessemer Overhead +1 (B2024-01)
 - **Project Data:** ENG – FY 2023: \$34,400 (\$27,520 Federal; \$6880 State); CON – FY 2025: \$228,600 (\$182,880 Federal; \$45,720 State)
- Butts Mill Bridge (B2024-02)
 - **Project Data:** ROW – FY 2023: \$30,000 (\$24,000 Federal; \$6,000 State)
- Arden-Nollville (B2024-03)
 - **Project Data:** CON – FY 2024: \$850,000 (\$680,000 Federal; \$170,000 State)
- Bunker Hill Mill (B2024-04)
 - **Project Data:** ENG – FY 2025: \$1,040,000 (\$832,000 Federal; \$208,000 State); ROW – FY 2025: \$300,000 (\$240,000 Federal; \$60,000 State)
- Tuscarora Creek Bridge (B2024-05)
 - **Project Data:** ENG – FY 2025: \$13,500 (\$10,800 Federal; \$2,700 State)
- Harlan Run Bridge (B2024-06)
 - **Project Data:** ENG – FY 2025: \$450,000 (\$360,000 Federal; \$90,000 State)
- New GM Access Road Bridge (B2024-07)
 - **Project Data:** ENG – FY 2025: \$50,000 (\$40,000 Federal; \$10,000 State); ROW – FY 2025: \$200,000 (\$160,000 Federal; \$40,000 State); CON – FY 2026: \$650,000 \$520,000 Federal; \$130,000 State)
- Old Mill Road Bridge (B2024-08)
 - **Project Data:** ENG – FY 2026: \$600,000 (Federal); ROW – FY 2026: \$100,000 (Federal)
- Elk Branch #3 (B2024-09)
 - **Project Data:** CON – FY 2026 \$24,570 (\$19,656 Federal; \$4,914 State)

Jefferson County

Amendments

- Jefferson Ave Turn Lane & Traffic Signal (J2024-01)
 - **Project Data:** ROW – FY 2023: \$20,000 (\$16,000 Federal; \$4,000 State); CON – FY 2023: \$620,000 (\$496,000 Federal; \$124,000 State)
- Hillside Drive Roundabout (J2024-06)

- **Project Data:** CON – FY 2025: \$60,000 (\$48,000 Federal; \$12,000 State)

Motion and Vote: Ms. Wishmyer made a motion to recommend, to the Interstate Council, approval of the FY 2023-2026 WV TIP amendments as presented. The motion was seconded by Ms. Baker and unanimously approved.

Adjustments [No formal action required]

- Ridge Road – Morgan Grove (J2024-02)
 - **Project Data:** CON – FY 2024: \$400,000 (\$320,000 Federal; \$80,000 State)
- Ranson (North Mildred) (J2024-03)
 - **Project Data:** CON – FY 2024: \$815,513 (\$652,410 Federal; \$163,103 State)
- Charles Town South George Street Pedestrian Improvements (J2024-04)
 - **Project Data:** CON – FY 2025: \$102,246 (\$81,797 Federal; \$20,449 Local)
- Arsenio Albert Alvarez Memorial Bridge (J2024-05)
 - **Project Data:** CON – FY 2025: \$603,188 (\$482,550 Federal; \$120,638 State)

FY 2023-2026 MD Transportation Improvement Program Amendments

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

Washington County Engineering

Adjustments [No formal action required]

- Eastern Blvd Widening Phase II (W-2017-08)
 - **Change:** Add \$1 million to FY 2026 CON (Local)
- Halfway Boulevard Extended Phase 1 and Phase 2 (W2018-01)
 - **Change:** Move FY 2023 Federal CON \$3,800,000 to FY 2024
- Professional Boulevard Extended Phase 2 (W2018-02)
 - **Change:** OBLIGATED
- Local Federal Aid Projects (W2019-07)
 - **Change:** Increase FY 2023 ENG funding from \$0 to \$500,000 (\$400,000 Federal; \$100,000 Local); decrease FY 2023 CON funding from \$823,900 to \$0; increase FY 2024 ENG from \$0 to \$275,000 (\$200,000 Federal; \$75,000 Local); decrease FY 2024 CON from \$8,147,200 (\$6,582,840 Federal; \$1,564,360 Local) to \$7,564,900 (\$6,051,920 Federal; \$1,512,980 Local); increase FY 2025 CON from \$0 to \$4,788,200 (\$3,831,200 Federal; \$957,000 Local); Increase FY 2026 CON from \$0 to \$1,900,000 (\$1,520,000 Federal; \$380,000 Local)
- Wright Road Relocation (W2021-07)
 - **Changes:** Move \$1,000,000 Federal CON funds from FY 2023 to FY 2024; reduce FY 2024 Local CON funds by \$75,000 (to \$125,000); increase FY 2025 Local CON funds by \$523,000 (to \$650,000); add FY 2026 Local CON \$500,000.

-LONG RANGE TRANSPORTATION PLAN

Mr. Mullenax reported that during FY 2023, the MPO completed its first Regional Freight Plan, a Regional Bicycle and Pedestrian Plan update and designed a new up-to-date web site. Six public meetings were

held in June for the regional plans. He also noted that the FY 2024 Unified Planning Work Program was approved by both the FHWA and FTA.

Regional Safety Action Plan

Mr. Mullenax reported that staff held a kick-off meeting with our consultants and have begun acquiring crash data, equity data, traffic volumes and pavement data. Staff will be working with the Interstate Council as well as the State DOTs and FHWA staff as the Plan's Advisory Committee to help guide development of the Plan and finally its approval in May 2024. The first Committee meeting will be held next month and the first phase of public outreach is anticipated later this Fall.

Congestion Management Process

Mr. Mullenax explained that staff will hold a kick-off meeting with our consultants later this month. We have begun collecting and analyzing congestion data to establish baseline congestion conditions and trends. A Study Committee consisting of local government representatives, State DOTs, FHWA and other partner agencies will be selected with its first meeting to be held in October. The first phase of public outreach is anticipated in December.

I-81 WV Transportation Systems Management & Operations [TSMO] Plan

Mr. Mullenax stated that staff is waiting for the Notice to Proceed from WVDOT Traffic Division. The project will be managed by the MPO and will be funded by WVDOT. An initial study advisory committee has been formed and data collection continues.

-ORGANIZATIONAL ADMINISTRATION

FY 2023 Self-Certification [Resolution 2024-02]

Mr. Mullenax explained this self-certification is required each year for the MPO to certify that our metropolitan transportation planning process conforms to all applicable Federal regulations. The letter has already been signed by the Secretary of both West Virginia and Maryland DOTs. Staff recommends approval by the Interstate Council.

Motion and Vote: Mr. Clapper made a motion to recommend to the Interstate Council approval of the FY 2023 Self Certification as presented. The motion was seconded by Ms. Brockman and unanimously approved.

Bylaws Revision

Mr. Mullenax presented two minor amendments to the HEPMPO Bylaws, distributed to Interstate Council members ten days in advance of this meeting per the current Bylaw requirements. The first change is regarding the length of appointment of an ISC member and terms for reappointment. There is no explicit language regarding the number of terms to be served or reappointments. Language is being added to specify that members can be reappointed as follows:

- Page 2 - Article II – Membership, Section A, 7th paragraph “Each member shall be appointed for a term of two (2) years with eligibility for reappointment”.

The second proposed change deals with membership on the Technical Committee. When the MPO was first formed in 1997/1998, language was included that each position on the Interstate Council shall

appoint one (1) voting member on the Technical Committee. Over time, that process has changed and the MPO Coordinator (Executive Director) has worked with local governments to have representatives appointed. Language is being proposed as follows:

- Delete: Article IV – Committees, Section B: Technical Committee: “Each position on the Interstate Council shall appoint one (1) voting member on the Technical Committee”.
- Replace with: “Each voting member of the Technical Committee shall be representatives of the governments or agencies outlined in Article II, Section B and shall be appointed by the MPO Coordinator through a consultative process.”

Motion and Vote: Ms. Brockman made a motion to recommend to the Interstate Council approval of the revisions to the Bylaws as presented. The motion was seconded by Ms. Baker and unanimously approved.

West Virginia Carbon Reduction Program and West Virginia Surface Transportation Block Grant

Mr. Mullenax stated that MPOs in West Virginia are strongly encouraged to select projects as soon as possible that have suballocated funds in order to prevent any lapses. In consideration of the Carbon Reduction Program funding suballocated, staff has reviewed potential projects that are eligible for 100% Federal cost-share. Staff has identified the US 11/Winchester Avenue/Addition Street crossing for Rapid Rectangular Flashing Beacon (RRFB) installation. This project was identified in our Regional Bicycle and Pedestrian Plan is supported by recent efforts of WVDOT District 5.

In consideration of the STBG funding and WVDOT STIP Operating Guidelines, staff has identified Hammonds Mill Road/CR901 (between Little Georgetown Road and Vineyard Road) for a safety design study. This project was identified in our Regional Traffic Safety Study for high-level run-off road crashes and moderate level for wet condition, angle-turn and peak hour crashes. Staff is recommending both of these projects be forwarded to WVDOT for funding.

Motion and Vote: Ms. Baker made a motion to recommend to the Interstate Council these projects to WVDOT for consideration to use suballocated funding. The motion was seconded by Ms. Wishmyer and unanimously approved.

HEPMPO Project Selection Guidelines for Federal Suballocated Funds in West Virginia

Mr. Mullenax announced that WVDOT’s STIP Operating Guidelines require that “Each MPO policy board must adopt an internal process for the selection of the projects that will be proposed...”. Moving forward with CRP, STBG and Tiered project selections, staff has drafted a set of selection guidelines that include Project Scoring and Selection details as well as Federal code and guidance. After the guidelines are approved, staff will begin working on developing an on-line project submission form and announce project application deadlines.

Motion and Vote: Ms. Baker made a motion to recommend to the Interstate Council approval of the Project Selection Guidelines as presented. The motion was seconded by Ms. Mohn and unanimously approved.

Financial Status Update

Ms. Baker explained that approximately \$217,000 was spent during the 4th quarter of FY 2023 with a total of approximately \$536,000 spent during FY 2023. The majority of funds were spent in Special Studies, Long Range Planning and Administration.

Director's Report

Mr. Mullenax gave a brief report on the following:

- The project for the ETPA Transit Center has been fully funded using a RAISE grant. Plans have been submitted to the City of Martinsburg for review. The project should go out to bid by the end of September.
- The MDOT tour will be held in Washington County on October 5th at 10 am at the Washington County Public Safety Training Center.
- The MPO helped secure technical assistance from the WVLTAP to complete a sidewalk assessment in Shepherdstown.
- On September 7th, a public meeting for the Vulnerable Road Users group will be held at the Martinsburg Police Station on Race Street. Staff provided review for the WVDOT District 6 VRU meeting last month.
- Staff attended the Preliminary Field Review (PFR) for the West Washington Street sidewalk project in Bolivar.
- Mr. Mullenax made a presentation on 2020 Census issues at the WVPTA Conference and regional transit issues at the MWCOG TPB meeting.
- A draft MOU between the HEPMPO and the Win-Fred MPO will be presented at our October meeting.
- Preliminary information has been received that shows, as a result of the increase in population and as a result of the new Federal transportation bill, the MPO will receive an increase in consolidated funding in FY 2025 of approximately \$140,000 in West Virginia. Therefore, a per capita fee increase will be needed to meet the local match. Our current local match, assessed thru Region 9, has not been raised since 1997. The increased funding will be used for special studies in West Virginia.
- In preparing our UPWP for FY 2025, we will be discussing the funding ratio split between Maryland and West Virginia.

Staff Report

Ms. McDonough presented the following update:

- Work has been completed on the Washington County Transit GTFS data set on Google.
- Work continues on EPTA's GTFS data
- A presentation will be made at the Eastern Panhandle GIS Conference
- Mapping of the 2022 pedestrian crashes has been completed which will be used for future plans.
- Work continues with the consultant to create a high injury network to use in the upcoming Safety Action Plan.

OTHER BUSINESS

Public Comment

There were no public comments.


Future Meetings

The next scheduled meeting of the Technical Advisory Committee is Wednesday, , 2023 at 10:30 a.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 11:30 a.m. The motion was seconded by Ms. Wishmyer and so ordered by Mr. Mullenax.

Respectfully submitted,



Matthew Mullenax, Executive Director

