

**HAGERSTOWN/EASTERN PANHANDLE  
METROPOLITAN PLANNING ORGANIZATION  
INTERSTATE COUNCIL  
January 17, 2024**

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Interstate Council held a meeting on Wednesday, January 17, 2024 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; Rashad Pinckney, MDOT; John Barr, Board of County Commissioners of Washington County, MD; Jill Baker, Washington County Dept. of Planning & Zoning; Brian Carr, WV DOH; Jim Barnhart and Steve Catlett, Berkeley County Commission; Elizabeth Ricketts, City of Charles Town; Steve Stolipher, Jefferson County Commission (joined the meeting at 2:05); and Rachel Snavely, Region IX.

Also present were: Michaela McDonough, HEPMPO; Debra Eckard, Washington County Dept. of Planning & Zoning; Jim Bender, City of Hagerstown, Pam Mohn, Washington County Dept. of Engineering; Nan Mann, Senator Van Hollen's Office and Chris Strovel, Senator Capito's Office.

**MINUTES**

**Motion and Vote:** Mr. Barnhart made a motion to approve the minutes of the October 18, 2023 meeting as presented. The motion was seconded by Ms. Bartoldson 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.

**Eastern Panhandle Transit Authority**

**Adjustments** [No formal action required]

- Mobility Management Assistance – Section 5310, WVT2021-07
  - **Change:** Increase funding in FY 2023, FY 2024, FY 2025 and FY 2026 to \$37,500 (\$30,000 Federal; \$7,500 Local)
- Capital Assistance – Bus Replacement, WVT 2022-01
  - **Change:** Add FY 2024 funding \$280,800 (\$224,640 Federal; \$56,160 Local)
- 5307 Bus Replacement, WVT2024-01
  - **Project Data:** FY 2024: \$900,000 (\$720,000 Federal; \$180,000 Local)
- 5307 Operating Commuter Service, WVT 2024-02

- **Project Data:** FY 2023: \$318,000 (\$159,000 Federal; \$159,000 Local); FY 2024: \$318,000 (\$159,000 Federal; \$159,000 Local); FY 2025: \$318,000 (\$159,000 Federal; \$159,000 Local); FY 2026: \$318,000 (\$159,000 Federal; \$159,000 Local)

**Amendments** [Action required]

**Jefferson County**

- Flowing Springs Exit Lighting, J2024-10
  - **Project Data:** ENG FY 2024 \$50,000 (Federal); CON FY 2024 \$250,000 (Federal)

**Motion and Vote:** Commissioner Barr made a motion to approve the FY 2023-2026 WV TIP amendment as presented. The motion was seconded by Mr. Catlett and unanimously approved.

**Berkeley County**

**Adjustments** [No formal action required]

- US 11 TWLTL Extension, B2021-09
  - **Change:** Increase FY 2024 CON funding to \$1,450,000 (\$1,160,000 Federal; \$290,000 State)
- Hedgesville HS Bridge (GO Bond 2/3) B2021-11
  - **Change:** Obligated
- Hedgesville – Welltown, B2021-17
  - **Change:** Move NHPP CON funding from FY 2024 to FY 2023 (w/ changed amount): \$729,306 (\$583,445 Federal; \$145,861 State; Updated FY 2024 CON funding \$624,000 (\$499,200 Federal; \$124,800 State) Obligated
- Meadow Lane Traffic Signal, B2022-02
  - **Change:** Move FY 2023 CON funding to FY 2024 in the same amount
- Meadow Lane Roundabout, B2022-14
  - **Change:** Change CON federal fund source from STBG-FLEX to CMAQ
- Berkeley County Roundhouse P2, B2022-16
  - **Change:** Obligated
- Meadow Lane RR, B2022-17
  - **Change:** Obligated
- Roadway Striping (D5), B2023-04
  - **Change:** In FY 2023, remove STBG-FLEX CON funding, increase HSIP CON funding to \$1,876,700, and decrease State CON funding to \$804,300. This was an overall decrease in FY 2023 CON funding.
- D-5 Recall Striping, B2023-05
  - **Change:** Remove FY 2024 CON funding
- SF BR Inspect – D5, B2023-06
  - **Change:** Increase FY 2023 ENG funding to \$1,500,000 (\$1,200,000 Federal; \$300,000 State). Move all funding from FY 2024 to FY 2025, in larger amount, to total \$1,500,000 in FY 2025 (\$1,200,000 Federal; \$300,000 State)
- Route 11 Turning Improvements, B2023-11
  - **Change:** Change Federal fund source to CMAQ 2.5 and decrease FY 2024 CON funding to \$1,366,426 (\$1,093,141 Federal, \$273,285 State)
- D5 Roadway Departure, B2023-14
  - **Change:** Move FY 2023 CON funding to FY 2024 in the same amount

- Sewage Treatment Plant Bridge, B2023-15
  - Change: Increase FY 2024 ENG funds to \$300,000 Federal
- Butts Mill Bridge, B2024-02
  - Change: Increase FY 2025 CON funding to \$900,000 (\$720,000 Federal; \$180,000 State)
- Arden-Nollville, B2024-03
  - Change: Obligated
- Queen St @ Moler Ave Signal Renovation and Ped Upgrade, B2024-11
  - Change: Move FY2023 ROW and CON funding to FY 2024 in same amount and change federal fund source to CRP 50-200K POP
- US 11 @ Hatchery Road Improvements, B2024-12
  - Project Data: ENG FY 2024: \$75,000 (\$60,000 Federal; \$15,000 State); ROW FY 2025: \$100,000 (\$80,000 Federal; \$20,000 State); CON FY 2026 \$2,500,000 (Federal)
- I-81 Exit 20 SB Ramp Widening, B2024-18
  - Project Data: ROW FY 2024 \$10,000 (\$9,000 Federal; \$1,000 State); CON FY 2024 \$550,000 (\$495,000 Federal; \$55,000 State)
- Hammonds Mill Road RTL, B2024-14
  - Project Data: ENG FY 2024 \$15,000 (\$12,000 Federal; \$3,000 State); ROW FY 2024: \$10,000 (\$8,000 Federal; \$2,000 State); CON FY 2024: \$250,000 (\$200,000 Federal; \$50,000 State)
- Clarence Martin Jr Memorial Bridge, B2024-15
  - Project Data: CON FY 2024: \$1,375,628 (Federal)

## Jefferson County

### Adjustments

- Shepherdstown Bike Path, J2014-05
  - Change: Move 2023 CON funding to FY 2024 in same amount
- Ranson 5<sup>th</sup> Ave Complete Street, J2017-01
  - Change: Move all funding, in the same amount, from FY 2023 to FY 2024
- Harpers Ferry High St, J2017-03
  - Change: Move FY 2023 CON funding to FY 2024 in the same amount
- Armory Canal Trail, J2019-05.06
  - Change: Move FY 2023 ENG funding to FY 2024 in the same amount
- Evitts Creek Br/Bloomery (GO Bond 2/3), J2021-03
  - Change: Obligated
- Fifth Avenue Streetscape, J2023-03
  - Change: Move 2023 CON funding to FY 2024 in the same amount
- US 340 Signing, J2023-05
  - Change: Move FY 2024 ENG to FY 2023 in same amount and change federal fund source from CMAQ to CRP <5K POP
- Jefferson Ave Turn Lane & Traffic Signal, J2024-01
  - Change: Move FY 2023 CON funding to FY 2024 in the same amount and change federal fund source from CRP<5K POP to CMAQ
- Ridge Road – Morgan Grove, J2024-02
  - Change: Move FY 2023 CON funding to FY 2024 in the same amount and change federal fund source to STBG <5K POP

- Ranson (N Mildred), J2024-03
  - Change: Move FY 2023 CON funding to FY 2024 in the same amount and change federal fund source to STBG 5-50K POP
- VA Line – Charles Town Rd Mitigation, J2024-07
  - Change: Obligated
- Maddex Square Ped Crossing, J2024-08
  - Change: Move FY 2023 ENG funding to FY 2024 and increase to \$30,000 (Federal). Increase FY 2024 CON to \$150,000 (Federal). Change all phases federal fund source to CRP 50-200K POP
- Flowing Springs Road, J2024-11
  - Project Data: ENG FY 2024: \$5,000 (\$4,000 Federal; \$1,000 State); CON FY 2025: \$355,000 (\$284,000 Federal; \$71,000 State)

### **Maryland Highway Safety Performance Measures**

Ms. McDonough briefly reviewed the safety measures set by the State of Maryland for 2024 as follows:

- Fatalities: 490.9
- Serious Injuries: 2,146.3
- Fatality Rate: 0.827
- Serious Injury Rate: 3.590
- Non-motorized Fatalities and Serious injuries: 597.3

Mr. Mullenax explained that each year every State DOT, as part of its Highway Safety Improvement Program, must submit its highway safety targets based on five highway safety measures as listed above. He reviewed a brief power point presentation, explaining the methodology used, historic data, etc. MDOT's reports for Washington County show an increase in highway fatalities, the number of serious injuries, and the serious injury rate; however, there has been a significant decrease in non-motorized fatalities and serious injury rate from 13 to 4 since 2020.

**Motion and Vote:** Mr. Barnhart made a motion to approve the adoption of the MD Highway Safety Performance Measures as presented. The motion was seconded by Commissioner Barr and unanimously approved.

### **West Virginia Highway Safety Performance Measures**

Ms. McDonough reviewed the safety measures set by the State of West Virginia for 2024 as follows:

- Fatalities: 262.7
- Serious Injuries: 791.2
- Fatality Rate: 1.682
- Serious Injury Rate: 5.03
- Non-motorized Fatalities and Serious Injuries: 86.0

Mr. Mullenax explained that the State of West Virginia recently approved a new Strategic Highway Safety Plan, which has changed the methodology for calculating targets. The five-year averages in Berkeley and Jefferson Counties together identify a troubling trend in the number of fatalities, serious injuries, and bicycle and pedestrian injuries compared to the targets.

**Motion and Vote:** Mr. Catlett made a motion to approve the adoption of the WV Highway Safety Performance Measures as presented. The motion was seconded by Mr. Barnhart and unanimously approved.

### **Eastern Panhandle Transit Authority Asset Management Performance Measures**

Ms. McDonough shared the following 2024 targets for EPTA's asset management performance measures:

- Rolling Stock:
  - 12-year/500K miles 95%
  - 10-year/350K miles 89%
  - 7-year/200K miles 75%
  - 5-year/150K miles 73%
  - 4-year/100K miles 79%
- Facility
  - Administration, Maintenance, Storage 75%
  - Transfer Center 100%
- Equipment
  - Support Vehicles 40%
  - Maintenance-Equipment 35%

### **Eastern Panhandle Transit Authority Transit Safety Performance Measures**

Ms. McDonough presented the following 2024 targets for EPTA's transit safety performance measures:

- Bus Service
  - Fatalities – 0
  - Fatalities (per 700K VRM) – 0
  - Injuries – 2
  - Injuries (per 700K VRM) – 2
  - Safety Events – 2
  - Safety Events (per 700K VRM) – 2
  - System Reliability (VRM/Failures) – Major Failures: >80,000 miles; Minor Failures: >3,200 miles
- Demand Response Service
  - Fatalities – 0
  - Fatalities (per 700K VRM) – 0
  - Injuries – 1
  - Injuries (per 700K VRM) – 1
  - Safety Events – 1
  - Safety Events (per 700K VRM) – 1
  - System Reliability (VRM/Failures) – Major Failures: >80,000 miles; Minor Failures: >3,200 miles

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

#### **Regional Safety Action Plan**

Mr. Mullenax reported that the public survey ran from November 15<sup>th</sup> to December 15<sup>th</sup> with 574 responses. Staff spearheaded a publicity campaign and was very pleased with the public input received. Public comments are being reviewed and incorporated into the prioritization model. Our consultants have developed a draft high injury network to determine where the most fatalities and serious injuries are occurring over the region. They are also scoring the initial results as well as reviewing the crash profiles. A meeting will be held in February with the study committee to review all results. A draft plan is expected for release in March with public meetings occurring in each of the three counties in April. We are anticipating approval of the Plan by the Interstate Council at the May 15<sup>th</sup> meeting.

#### **Congestion Management Process**

Mr. Mullenax noted that an initial study committee meeting was held. The consultants are acquiring various travel time and signal analytics data for the region. Priority corridors are being identified, congestion cause assessments are underway, and a strategy toolbox is being developed. The next meeting with the study committee will be held in February.

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

Mr. Mullenax announced that a kick-off meeting was held with City of Hagerstown staff and its consulting team. MPO staff have been acquiring prior studies, traffic signal data, crash reports, pavement condition information, and traffic volumes. The consultants will be conducting a benchmark assessment with City staff in the near future.

#### **-ORGANIZATIONAL ADMINISTRATION**

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

Mr. Mullenax reported that Region IX Planning & Development Council approved the West Virginia Census adjustment at its December 11<sup>th</sup> meeting. With this adjustment, the MPO will be able to ensure that all new Federal planning funding will be matched in FY 2025.

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

Mr. Mullenax stated that in August 2023, the Interstate Council approved a policy to create mini-grants within the West Virginia funding portion as a result of new funding programs in IJJA. Project proposals were due on November 1<sup>st</sup>. One submission was deemed eligible for a grant -- the West Congress and South Lawrence Street Intersection Improvement Project submitted by the City of Charles Town. The Town is proposing to use CRP funds in the amount of approximately \$219,027. The City has committed to provide a cash match of \$54,757 to cover the 20% match obligation.

**Motion and Vote:** Mr. Catlett made a motion to approve the project to be programmed by the State. The motion was seconded by Commissioner Barr and unanimously approved with Ms. Ricketts abstaining from the vote.

#### **General Services Contract (FY2025-FY2027)**

Mr. Mullenax reported that our current general services contract with Michael Baker ends on June 30, 2024. Staff is proposing that the base contract timeline be changed from two years to three years. A draft RFP has been reviewed and approved by the Washington County Purchasing Department. An Evaluation Committee will be formed and comprised of the State DOTs, transit providers, and local staff. Staff will advertise the RFP on or about February 1<sup>st</sup>. We anticipate bringing a recommendation for award of the general services contract during the May 15<sup>th</sup> meeting.

**Motion and Vote:** Commissioner Barr made a motion to approve the RFP as presented. The motion was seconded by Ms. Baker and unanimously approved.

### **Financial Status Update**

Ms. Baker stated that the first quarter income summary and expenditures were included in the agenda packets. A total of approximately \$72,590 were spent during the first quarter with the majority of funds expended for special studies, mass transit, and GIS tasks. During the second quarter, we spent approximately \$139,865 which included \$71,356 for special studies.

### **Director's Report**

Mr. Mullenax gave a brief report on the following:

- Staff is working with the WVDOT and the City of Martinsburg to complete the FY2024 RAISE grant for the Martinsburg Greenway Trails project.
- Staff assisted the WVDOT on the FY2023 Harpers Ferry Accessibility NSFLTP (National Significant Federal Lands and Tribal Lands) program grant.
- Staff coordinated visits from MDOT's Discretionary Grant team with the City of Hagerstown and Washington County last October.
- A field/scoping meeting was held last week for the Paw Paw/C&O Canal Bicycle Connector Study. Funding will be provided using a FLAP grant.
- The EPTA Transit Center will be going out to bid on Friday, January 19<sup>th</sup> with a pre-bid meeting on January 30<sup>th</sup>. Bids will be due March 4<sup>th</sup>.
- Staff will be assisting the WVDOT in hosting a public outreach meeting on the NEVI Plan on February 29<sup>th</sup> from 4 to 7 pm at the Martinsburg Police Department.
- The final Federal rule on the new Greenhouse Gas performance measures was published late in November 2023. The rule requires MPOs to establish 4-year emissions reduction targets. The State DOTs must establish their targets by February 1<sup>st</sup>.
- A draft of the FY 2025 UPWP and budget will be presented at the March meeting.
- The draft FY 2025 - FY 2028 TIP will be presented at the May meeting.

### **Staff Report**

Ms. McDonough presented the following update:

- The EPTA GTFS data has been completed and is now live on Google. Ms. McDonough presented a brief overview of the map. She is working on getting the map on APPLE.
- A Data Dashboard comprised of points that public participants placed on the mapping portion of the survey for the Congestion Management Process and the Safety Action Plan has been created. These points are showing areas of congestion and safety concerns.
- Staff has begun working with the City of Charles Town on an ADA Transition Plan.

### **OTHER BUSINESS**

#### **Public Comment**

There were no public comments.

#### **Future Meetings**

The next scheduled meeting of the Interstate Council is Wednesday, March 20, 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.

**Election of Officers**

Mr. Cerrone explained that at the beginning of each year the Interstate Council elects a Chair and Vice-Chair from among its members. The Chair and the Vice-Chair must be from opposite states.


**Nomination:** Mr. Catlett nominated Ms. Bartoldson as Chair. Ms. Bartoldson accepted the nomination. The nomination was seconded by Mr. Barnhart and unanimously approved.

**Nomination:** Commissioner Barr nominated Ms. Baker as Vice-Chair. Ms. Baker accepted the nomination. The nomination was seconded by Mr. Barnhart and unanimously approved.

**-ADJOURNMENT**

The Chairman adjourned the meeting at 2:55 p.m.

Respectfully submitted,

  
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Kevin Cerrone, Chairman