

**HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION
INTERSTATE COUNCIL
August 21, 2024**

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Interstate Council held a meeting on Wednesday, August 21, 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 Vice-Chair called the meeting to order at 1:30 p.m.

ROLL CALL

The following were in attendance: Jill Baker, Vice-Chairperson, Washington County Dept. of Planning & Zoning; Matt Mullenax, HEPMPO Executive Director; Kari Snyder, MDOT; Pam Mohn, Washington County Dept. of Engineering; John Barr, Washington County Commissioner; Brian Carr, WV DOH; Jim Barnhart and Steve Catlett, Berkeley County Commission; Elizabeth Ricketts, City of Charles Town; Andy Blake, City of Martinsburg; Andrew Eshelman, Washington County Division of Public Works; and Peter Perini, City of Hagerstown Councilman.

Also present were: Debra Eckard, Washington County Dept. of Planning & Zoning; Kara Greathouse, FHWA ;Michael Dodd, WVDOH; Kevin Sullivan, WVDOH; Jim Bender, City of Hagerstown; Meg Young, MDOT; and Chris Strovel, Senator Capito's Office.

MINUTES

Motion and Vote: Mr. Blake made a motion to approve the minutes of the May 15, 2024 meeting as presented. The motion was seconded by Mr. Barnhart and unanimously approved with Mr. Eshelman abstaining from the vote.

NEW BUSINESS

-TRANSPORTATION IMPROVEMENT PROGRAM

MDOT Model Complete Streets Initiative Presentation

Ms. Meg Young, MDOT Deputy Director of Active Transportation and Micro Mobility, provided a brief presentation on MDOT's Model Complete Street Initiative Policy update and Leadership Academy. The Complete Streets policy was updated and adopted on June 1, 2024 will become effective on January 1, 2025. This Policy applies to all MDOT projects as well as NTA, MVA, MAA, Port Authority, etc. and

The Leadership Academy is a partnership between MDOT, the SHA, and Smart Growth America and three local jurisdictions – Hagerstown, Bel Air, and Howard County. These jurisdictions chose State roadways that run through the towns that have safety issues. On the selected roadways, quick-build projects are proposed to test modification factors and safety interventions that are more focused on multi-modal users.

The City of Hagerstown's project will be on the Dual Highway in both eastbound and westbound lanes from the downtown area. A speed study has been conducted. This project is designed to improve intersections, develop high visibility crosswalks, narrow roadways to slow down traffic, and on the westbound approach speed cushions will be installed. All of these traffic calming measures will be installed in the next week or two and will be in place for approximately three months while data is being collected.

FY 2023-2026 MD Transportation Improvement Program Amendments [Resolution 2025-02]

Mr. Mullenax presented the following amendments and adjustments for the FY 2023-2026 MD TIP.

Washington County Engineering

Adjustments – No formal action required

- Eastern Boulevard widening Phase II, W2017-08
 - **Changes:** Add CON funding in FY 2027: \$647,000 (Local), FY 2028: \$1,000,000 (Local)
- Local Federal Aid Projects, W2019-07
 - **Change:** Add \$20,000 Local CON funding in FY 2026
- Wright Road Relocation, W2021-07
 - **Change:** Add CON funds in FY 2025: \$1,400,000 (State); FY 2027: \$799,000 (Local); FY 2028: \$671,000 (Local)

Maryland State Highway Administration

New Projects – Formal action required

- Bridge Replacement on I-70, W2025-07; Replacement of bridges over St. Paul Road (west and east bound)
 - **Project Data:** ENG FY 2024: \$297,000 (\$238,000 Federal; \$59,000 State); FY 2025: \$198,000 (\$159,000 Federal; \$39,000 State); CON FY 2025: \$10,080,000 (\$8,064,000 Federal; \$2,106,000 State); FY 2026: \$7,920,000 (\$6,336,000 Federal; \$1,584,000 State)
- Bridge Rehabilitation on US 40, W2025-08; Bridge rehab over Conococheague Creek near Wilson
 - **Project Data:** ENG FY 2024: \$278,000 (\$222,000 Federal; \$56,000 State); FY 2025: \$163,000 (\$130,000 Federal; \$33,000 State); ROW FY 2024: \$2,000 (Federal); FY 2025: \$2,000 Federal; CON FY 2025: \$4,986,000 (\$3,989,000 Federal; \$997,000 State); FY 2026: \$7,027,000 (\$5,622,000 Federal; \$1,405,000 State); FY 2027 \$4,986,000 (\$3,989,000 Federal; \$997,000 State)
- National Electric Vehicle Infrastructure (NEVI), W2025-09 ; Create network of electric vehicle chargers
 - **Project Data:** ENG FY 2024: \$22,000 (\$21,000 Federal; \$1,000 State); FY 2025: \$1,000 (Federal); FY 2026: \$25,000 (\$24,000 Federal; \$1,000 State); CON FY 2025: \$458,000 (\$366,000 Federal; \$92,000 Private); FY 2026: \$325,000 (\$260,000 Federal; \$65,000 Private); FY 2027: \$375,000 (\$300,000 Federal; \$75,000 Private); FY 2028: \$250,000 (\$200,000 Federal; \$50,000 Private)

Motion and Vote: Ms. Snyder made a motion to approve the FY 2025-2028 Maryland TIP amendments as presented. The motion was seconded by Commissioner Barr and unanimously approved.

FY 2023-2026 WV Transportation Improvement Program Amendments [Resolution 2025-01]

Mr. Mullenax presented the following amendments and adjustments for the FY 2023-2026 WV TIP.

West Virginia Department of Transportation

Berkeley County

New Projects – Formal action required

- WV 9 Ridge Road Roundabout, B2025-05; Roundabout construction
 - **Project Data:** ENG – FY 2024: \$850,000 (Federal); ROW – FY 2026: \$1,500,000 (Federal); CON FY 2027: \$5,000,000 (Federal)
- WV 9 School House Drive I/S Improvements, B2025-06; Construct roadway
 - **Project Data:** ENG – FY 2025: \$850,000 (\$680,000 Federal; \$170,000 State); ROW – FY 2026: \$1,500,000 (\$1,200,000 Federal; \$300,000 State); CON – FY 2029: \$5,000,000 (\$4,000,000 Federal; \$1,000,000 State)
- WV 9 CO 1 Roundabout +1, B2025-07; Roundabout construction

- **Project Data:** ENG – FY 2025: \$1,200,000 (Federal); ROW – FY 2026: \$2,200,000 (Federal); CON – FY 2028: \$7,500,000 (Federal)

Discussion and Comments: Commissioner Catlett asked for details proposed for improvements on the WV 9 School House Drive Intersection Improvement. He expressed his opinion that there is not enough space for a roundabout and concern for the 7-Eleven store at this intersection. He stated that he sent an e-mail to the WV DOT in Charleston asking for additional information and to date has not received a reply. Commissioner Catlett realizes there are problems on the Route 9 corridor with increased traffic and improvements are needed; however, he expressed his concern with approving significant funding requests without knowing the details of the proposed projects to alleviate the problems.

Mr. Carr, in response to the proposed School House Drive Intersection Improvements, believes there will be preliminary studies to determine what improvements are more feasible for this intersection.

Mr. Blake asked if more detailed information could be requested from the WVDOH. Mr. Mullenax was not sure how far along a project needs to be before more information can be disseminated for the Board to make a meaningful decision. Ms. Greathouse suggested a possible option was for the Interstate Council approve the engineering phase of the project and table the right-of-way and construction funding of the amendment until more information can be obtained.

Mr. Carr stated that while he understands the frustration, many times a definitive answer cannot be given until the engineering phase has been started and a determination has been made to decide what would be the best solution for the specific problem.

Motion and Vote: Commissioner Catlett made a motion to approve the WV 9 CO 1 Roundabout +1 and the WV 9 Ridge Road Roundabout amendments as presented and the engineering phase of the WV 9 School House I/S Improvement project. The motion was seconded by Commissioner Barnhart and unanimously approved.

Adjustments – No formal action required

- US 11 TWLTL Extension, B2021-09
 - **Changes:** Increase FY 2024 CON to \$1,725,451 (\$1,380,361 Federal; \$345,090 State) and obligate project
- Meadow Lane Traffic Signal, B2022-02
 - **Changes:** Increase FY 2024 CON to \$1,668,388 (\$1,334,711 Federal; \$333,677 State)
- Meadow Lane Roundabout, B2022-14:
 - **Changes:** Project obligated
- Martinsburg North Queen Street, B2022-18
 - **Changes:** Move FY 2023 CON funding to FY 2024 and obligate project
- Specks Run Road Traffic Signal, B2023-07
 - **Changes:** Increase FY 2024 CON to \$621,567 (\$497,253 Federal; \$124,314 State); change federal fund source to CMAQ and obligate project
- Route 11 Turning Improvements, B2023-11
 - **Changes:** Project obligated
- DS Roadway Departure, B2023-14
 - **Changes:** Move FY 2024 CON funding to FY 2025
- Bessemer Overhead +1, B2024-01
 - **Changes:** Move FY 2025 CON funding to FY 2024, increase to \$407,358 (\$325,886 Federal; \$81,472 State) and obligate project
- Queen Street at Moler Avenue Signal Renovation and Ped Upgrade, B2024-11
 - **Changes:** Increase FY 2024 CON funding to \$607,733 (Federal); Remove ROW phase and obligate project
- US 11 at Hatchery Road Improvements, B2024-12
 - **Changes:** Split FY 2026 CON funding to 80/20 share: \$2,500,000 (\$2,000,000 Federal; \$500,000 State)
- I-81 Exit 20 SB Ramp Widening, B2024-13
 - **Changes:** Remove ROW phase and obligate project

- Hammonds Mill Road RTL, B2024-14
 - **Changes:** Change ENG phase federal fund type to CMAQ and change ROW federal fund type to STBG-FLEX
- DS Guardrail Project, B2024-17
 - **Changes:** Project obligated
- Roadway Striping (DS), B2025-01
 - **Changes:** Add CON funding in FY 2027: \$1,320,424 (\$739,437 Federal; \$580,987 State) and in FY 2028: \$1,320,424 (\$739,437 Federal; \$580,987 State)
- D5 Recall Striping, B2025-02
 - **Changes:** Add CON funding in FY 2027: \$281,303 (\$196,912 Federal; \$84,391 State) and in FY 2028: \$267,908 (\$187,535 Federal; \$80,373 State)
- SF BR Inspect – D5, B2025-03
 - **Changes:** Add CON funding in FY 2027: \$900,000 (\$720,000 Federal; \$180,000 State) and in FY 2028: \$900,000 (\$720,000 Federal; \$180,000 State)

New Project

- Winchester Avenue RRFB, B2025-04
 - **Project Data:** CON – FY 2025: \$50,000 (Federal)

Jefferson County

Adjustments – No formal action required

- W Washington Street, J2021-05
 - **Changes:** Obligate project
- Ridge Road Morgan Grove, J2024-02
 - **Changes:** Change CON federal fund source to STBG-FLEX and obligate project
- Ranson (North Mildred), J2024-03
 - **Changes:** Change CON federal fund source to STBG <5K Pop
- Maddex Square Ped Crossing, J2024-08
 - **Changes:** Change ENG and CON federal fund source to CMAQ, Split all phases to 80/20. Decrease FY 2024 CON funding. Obligate project as is: ENG – FY 2024: \$10,000 (\$8,000 Federal; \$2,000 State); ROW – FY 2024: \$10,000 (\$8,000 Federal; \$2,000 State); CON – FY 2024: \$148,912 (\$119,133 Federal; \$29,779 State)
- W Washington Street, J2024-09
 - **Changes:** Change ENG federal fund source to HSIP and obligate project
- Flowing Springs Exit Lighting, J2024-10
 - **Changes:** Increase FY 2024 CON funding to \$399,439 (Federal) and obligate project
- Flowing Springs Road, J2024-11
 - **Changes:** Increase FY 2025 CON funding to \$495,000 (\$396,000 Federal; \$99,000 State)

New Project

- Congress-Lawrence I/S, J2025-01; Design/Build ADA ramps
 - **Project Data:** CON – FY 2025: \$273,784 (\$219,027 Federal; \$54,767 Local)
- Charles Town Augustine Ave Phase II, J2025-02' Design plan bike/ped path
 - **Project Data:** CON – FY 2025: \$350,000 (\$280,000 Federal; \$70,000 Local)

Eastern Panhandle Transit Authority

- Capital Assistance – Bus Replacement, WVT2022-01: Capital funds for bus replacement
 - **Changes:** Move FY 2024 funding to FY 2025
- 5307 Bus Replacement, WVT2024-01
 - **Changes:** Move FY 2024 funding to FY 2025
- Operating Assistance – Section 5307, WVT2025-01
 - **Changes:** Move FY 2024 funding to FY 2025 and increase to \$6,321,280 (\$3,160,640 Federal; \$3,160,640 Local)

- Section 5339 Buses and Bus Facilities Infrastructure Investment Program, WVT2021-08
 - **Changes:** Move all funding from FY 2023 to FY 2025: \$22,027,107 (\$19,686,107 Federal; \$2,341,000 Local)
- Mobility Management Assistance – Section 5310, WVT 2021-07
 - **Changes:** Increase funding in FY 2025: \$40,000 (\$32,000 Federal; \$8,000 Local); FY 2026: \$40,000 (\$32,000 Federal; \$8,000 Local); Add funding in FY 2027: \$40,000 (\$32,000 Federal; \$8,000 State)
- Capital Assistance – Preventative Maintenance, WVT2025-02
 - **Changes:** Add funding in FY 2025: \$742,532 (\$594,025 Federal; \$148,507 Local)
- Capital Assistance – Miscellaneous Equipment, WVT2025-03
 - **Changes:** Add funding in FY 2025: \$91,945 (\$73,556 Federal; \$18,389 Local)

-LONG RANGE TRANSPORTATION PLAN

Hagerstown Safe Streets and Roads for All Action Plan

Mr. Mullenax reported that our consultants have completed the initial crash analysis and key findings report which he presented in a power point presentation. It was noted that approximately 4 fatalities on non-interstate roadways occur each year with another 19 crashes on average resulting in severe injuries. An in-person workshop was held on August 14th with participation from the City's Department of Public Works, Washington County Public Schools, Hagerstown Fire Department, and the State Highway Administration. Consultants are finalizing a draft of the City high injury network for review and we are preparing for the first round of public outreach. An on-line MetroQuest survey will be released in early September for 30 days.

US 11 Virginia Avenue Corridor Study

Mr. Mullenax stated that a corridor study is being conducted on US Route 11 (Virginia Avenue) between Governor Lane Boulevard and Armstrong Avenue. This corridor was identified on the high injury network of our Regional Safety Action Plan as well as MDOT's Pedestrian Safety Action Plan and Vulnerable Road Users Assessment. A kick-off meeting has been scheduled for September. SHA's District 6 has provided information on potential development in the area and the consultants have secured the most recent year's crash data.

A handout that includes high level recommendations through this corridor as well as the Edwin Miller Boulevard and West Washington Street corridors citing potential countermeasures based on crash history was distributed in the agenda packets.

WV 9 Edwin Miller Boulevard Study

Mr. Mullenax noted that a kick-off meeting has been scheduled for September. The consultant is working with WVDOT to secure the most recent crash data.

WV 51 West Washington Street Corridor Study

Mr. Mullenax announced that a kick-off meeting has been scheduled for September. The consultant is working with WVDOT to secure the most recent crash data. Staff has been in contact with the City of Charles Town to discuss the possibility of pursuing a SS4A implementation grant in the Spring of 2025 based on this study's recommendations.

EPTA Transit Development Plan Update

Mr. Mullenax explained that this project will provide the blueprint for revised service routes at EPTA's new location in downtown Martinsburg. A kick-off meeting was held with our consultants. EPTA has provided all initial transit data as requested and the consultant will now begin working on a marketing and service analysis. We anticipate the initial public outreach to begin in November.

Washington County Transit Facilities Expansion Plan

Mr. Mullenax noted that Washington County Transit is proposing to expand its facilities which is comprised of two parcels separated by an alley owned by the City of Hagerstown. This project will focus on assessing the current facility space needs and develop a feasible concept facility design. Our consultants are

reviewing redevelopment and zoning requirements with the City of Hagerstown as well as working on an Environmental Screening and facility data collection.

-ORGANIZATIONAL ADMINISTRATION

Title VI Plan Update

Mr. Mullenax explained that our Title VI Plan must be updated every three years. He announced that a kick-off meeting was held with our consultants to review the project schedule, census data needs and supporting information. A meeting will be held in the near future with the State DOTs to review our process alongside their State plans. We anticipate a first draft to be ready in October.

FY 2025 Unified Planning Work Program Revision [Resolution 2025-03]

Mr. Mullenax stated that the Unified Planning Work Program (UPWP) contains the budget and work programs for the MPO's fiscal year. He noted that our new TIP software came in under budget; therefore, staff is proposing to move funds previously allocated to the new software in the amount of \$15,000 to the Washington County Transit Facilities Plan. This change would allow the consultant to pursue a lot consolidation process with the City of Hagerstown to aid in the redevelopment plan for the transit center. The proposed revision was advertised for public comment from August 7th to August 20th; no public comments were received.

Motion and Vote: Commissioner Barr made a motion to approve the proposed revision to the UPWP as presented. The motion was seconded by Mr. Blake and unanimously approved.

FY 2025 HEPMPO Project Selection Announcement for Federal Suballocated Funds in West Virginia

Mr. Mullenax noted that the winter 2025 project selection process for suballocated Federal funds will open on September 3rd. Application submittals will be accepted beginning September 13th and will end on November 1st. The project selection criteria will be identical to last year's criteria. Project submissions must be located within the West Virginia Urban Area versus the MPO's planning area which includes all of Berkeley and Jefferson counties. Mr. Mullenax highlighted the urban area on a map.

Financial Status Update

Ms. Baker stated the financial statement that was distributed covers the 4th quarter of FY 2024. The MPO had a slight surplus of funding last year. All projects were completed on-time and on-budget. The majority of funds were spent in the Special Studies category. The Administrative category was approximately \$24,000 over budget; however, the bottom line was still under budget.

Director's Report

Mr. Mullenax gave a brief report on the following:

- A kick-off meeting was held in August with the new TIP software vendor (EcoInteractive). We have begun transitioning all information to a new public portal.
- The MPO hosted the WV IJJA Hub and WVDOT grants workshop which led to discussions on current and future projects.
- Discussions have been held with MDOT and MTA about pursuing a 2025 RAISE grant for engineering, design and NEPA for the WCT Facility Plan. This project would be eligible for 100% federal funding.
- The Martinsburg Greenway RAISE grant was not selected; however, it was highly rated and as such will be automatically rolled over into the FY 25 application process for review by the Senior Review Team. Staff is working with the City of Martinsburg and the WVDOT on application edits and resubmission strategies.
- The EPTA Transit Center held its groundbreaking ceremony in June and a Community Open House was hosted in July. The Notice to Proceed will be issued to the general contractor on August 26th.
- MDOT and the MPO submitted a CRP grant for Federal funding to add pedestrian signals to the following intersections in the City of Hagerstown: Washington Street and Mulberry Avenue; Washington Street and Prospect Street; Washington Street and Locust Street; Franklin Street and Mulberry Avenue; and Franklin Street and Locust Street. These intersections were all recommended in the City's BPPAP.

- Staff has been working with Region IX to get an earmark awarded for the Shepherdstown Path project. A local match was secured from the Governor's Office. All paperwork has been submitted and the project should be going out to bid soon.
- MDOT has made its final selections of the critical urban and critical rural freight corridors based on the MPO's recommendations from the 2023 Regional Freight Plan.
- Staff is providing assistance to the City of Martinsburg on its FY24 SS4A demonstration/planning grant. If successful, this will be the first SS4A demonstration grant awarded in West Virginia.
- Staff is assisting WVDOT on its Railroad Crossing Elimination Planning grant for the Winchester and Western railroad crossing on Apple Harvest Drive. The grant is due on September 23rd. Letters of support will be solicited by staff from the City of Martinsburg, Berkeley County, EPTA and Region IX.

Ms. Snyder noted that the MDOT tour for Washington County is scheduled on Thursday, October 17th at 10 a.m. The location is yet to be determined. A full list of tour dates and locations will be posted on the MDOT CTP landing page.

Mr. Eshleman stated that during the MACO conference, I-81 construction funding is being pulled back. Design is approximately 65% completed and is being paused at this time.

OTHER BUSINESS

Public Comment

No citizens were present.

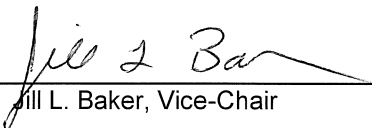
Future Meetings

The next scheduled meeting of the Interstate Council is Wednesday, October 16, 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. Ricketts made a motion to adjourn the meeting at 3:10 p.m. The motion was seconded by Mr. Blake and so ordered by the Vice-Chair.

Respectfully submitted,



Jill L. Baker, Vice-Chair