

**HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION
INTERSTATE COUNCIL
January 15, 2025**

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Interstate Council held a meeting on Wednesday, January 15, 2025 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 1:30 p.m.

ROLL CALL

The following were in attendance: Elaine Bartoldson, Chairperson, EPTA Director; Jill Baker, Vice-Chairperson, Washington County Dept. of Planning & Zoning; Matt Mullenax, HEPMPO Executive Director; Pam Mohn, Washington County Dept. of Engineering; Brian Carr, WV DOH; Steve Catlett and John Hardy, Berkeley County Commission; Elizabeth Ricketts, City of Charles Town; Andy Blake, City of Martinsburg; Rachael Snavelly, Region IX; Cara Keys, Jefferson County Commission; Shawn Harbaugh, Washington County Commuter; and Shawn Kiernan, MDOT; Sean Flaherty, City of Hagerstown Councilman; and Mayor Bill McIntire, City of Hagerstown.

Also present was: Michaela McDonough, HEPMPO; Deb Eckard, Washington County Dept. of Planning & Zoning; Jim Bender, City of Hagerstown; Haylee Hyllton, Congresswoman Delaney's Office; and Chris Strovel, Senator Capito's Office.

MINUTES

Motion and Vote: Ms. Ricketts made a motion to approve the minutes of the October 16, 2024 meeting as presented. The motion was seconded by Ms. Snavelly and unanimously approved.

-TRANSPORTATION IMPROVEMENT PROGRAM

FY 2025-2028 MD Transportation Improvement Program Amendments

Ms. McDonough presented the following adjustments for the FY 2025-2028 MD TIP.

Adjustments - No formal action required

Washington County Engineering

- **Local Federal Aid Projects, W2019-07**
 - **Change:** Add \$250,000 (\$200,000 Federal; \$50,000 Local) ENG funding in FY2026

State Highway Administration

- **National Electric Vehicle Infrastructure (NEVI), W2025-09**
 - **Change:** Increase FY2024 ENG funding to \$23,000 (\$22,000 Federal; \$1,000 State); Increase FY2025 ENG funding to \$3,000 (Federal); Increase FY2026 ENG funding to \$32,000 (\$31,000 Federal; \$1,000 State); Increase FY2025 CON funding to \$459,000 (\$367,000 Federal; \$92,000 Private); Increase FY2027 CON funding to \$444,000 (\$355,000 Federal; \$89,000 Private); Increase FY2028 CON funding to \$256,000 (\$205,000 Federal; \$51,000 Private)

Federal Highway Administration

- Polly Pond Bridge, W2025-10
 - **Project Data:** CON FY2025: \$700,000 (Federal)

City of Hagerstown Engineering Department

- Hagerstown Safety Action Plan, W2025-11
 - **Project Data:** ENG FY2025: \$200,000 (\$160,000 Federal; \$40,000 Local)

Hagerstown Regional Airport

- Hagerstown Regional Airport Terminal Expansion, W2025-12
 - **Project Data:** CON FY2025: \$5,526,316 (\$5,250,000 Federal; \$155,505 Local); FY2026: \$120,811 (State)

FY 2025-2028 WV Transportation Improvement Program Amendments

Ms. McDonough presented the following adjustments for the FY 2025-2028 WV TIP.

Berkeley County

- D-5 Recall Striping, B2022-02
 - **Change:** Increase FY2025 CON funding to \$491,738 (\$344,216 Federal; \$147,522 State)
- Harlan Run Bridge, B2024-06
 - **Change:** Change Federal fund source to HWI-OFF
- WV 9 CO 1 Roundabout +1, B2025-07
 - **Change:** Change ROW Federal fund source to CRP-FLEX

Jefferson County

- Blair Road Realignment, J2025-05
 - **Change:** Add ROW phase in FY2026: \$350,000 (Federal)
- Leetown Road Intersection Improvement, J2025-06
 - **Change:** Move ROW phase from FY2025 to FY2026

Maryland Highway Safety Performance Measures [Resolution 2025-05]

Mr. Mullenax explained that every year the Federal Highway Administration requires all State DOTs to set annual performance targets for highway safety in five different categories, which include: number of fatalities, fatalities/100 million VMT, number of serious injuries, serious injuries/100 million VMT, and non-motorized fatalities and serious injuries. After the State DOTs set their targets which are then approved by the FHA, the MPO has 180 days to adopt the State's targets or adopt their own targets. Historically, our MPO adopts the State's targets because we are not direct recipients of Federal Highway Safety program funds. The State DOTs apply the same methodology at a regional level in case the MPO wants to adopt its own targets. This helps give the MPO, at a regional/county level, an idea of how well safety performance measures are being met.

Mr. Mullenax explained the TZD (toward zero death) methodology used by the State of Maryland, which is reviewed by FHA and approved. He further explained that FHA requires crash data to be averaged over

a five-year period in order to account for the erratic nature (such as a single weather event) of any safety data collected.

He noted that Washington County has seen a slight increase in all five categories. MDOT has several safety initiatives proposed in Washington County including one focused on US Route 40 from the intersection of I-81 and Garland Groh Boulevard to the intersection of US Route 40 and I-70. The City of Hagerstown is also working on its Safety Action Plan in an attempt to reverse this trend.

Ms. McDonough shared Maryland DOT's highway safety targets as follows: Number of fatalities: 487.9; Fatality rate: 0.819; Number of serious injuries: 2,047.7; Serious injury rate: 3.411; and non-motorized fatalities and serious injuries: 581.1.

Motion and Vote: Ms. Mohn made a motion to adopt the Maryland Safety Performance Measures as presented. The motion was seconded by Ms. Snavelly and unanimously approved.

West Virginia Highway Safety Performance Measures [Resolution 2025-06]

Ms. McDonough presented the West Virginia highway safety targets as follows: Number of fatalities: 259.2; Fatality Rate: 1.542; Number of serious injuries: 791.2; Serious injury rate: 4.6614; and non-motorized fatalities and serious injuries: 82.6.

Motion and Vote: Mr. Catlett made a motion to adopt the West Virginia Safety Performance Measures as presented. The motion was seconded by Ms. Ricketts and unanimously approved.

West Virginia Bridge and Pavement Condition Performance Measures [Resolution 2025-07]

Ms. McDonough explained that the bridge and pavement performance measures are typically updated every four years; however, the State may make adjustments to its targets every two years. Based on the recent mid-performance report, changes have been made to the baseline, two-year and four-year targets as follows: Baseline: bridges in good condition on NHS is changing from 10.4% to 10.1% and bridges in poor condition on NHS is changing from 14.1% to 14%; Two-Year: pavements in good condition on interstates (NHS) is changing from 72.0% to 74.0% and pavements in good condition on non-interstates is changing from 43.0% to 46.0%; and Four-Year: pavements in good condition on non-Interstates (NHS) is changing from 42.0% to 46.0%.

Mr. Mullenax stated that in the MPO's region in West Virginia, the National Highway System (NHS) includes Route 340, Route 9 and a small portion of WV 9 and all of US 11.

Motion and Vote: Ms. Ricketts made a motion to adopt the West Virginia Bridge and Pavement Condition Performance Measures as presented. The motion was seconded by Mr. Catlett and unanimously approved.

EPTA Asset Management Performance Measures

Ms. McDonough presented EPTA's performance targets as follows: Rolling Stock – 12-year/500K miles 93%; 10-year/350K miles 93%; 7-year/200K miles 72%; 5-year/150K miles 73%; and 4-year/100K miles 65%; Facility – Admin, Maintenance, Storage 72%; transfer center 100%; and Equipment – support vehicles 69% and maintenance and equipment 43%.

No formal action required.

-LONG RANGE TRANSPORTATION PLAN

Hagerstown Safety Action Plan

Mr. Mullenax reported that a draft plan should be completed by the end of next month, which should help the City of Hagerstown in applying for a FY2025 SS4A grant. The Plan focuses, at a city-wide level, on intersections, mid-block pedestrian crossings/crashes, and speeding issues. Corridor safety studies are being completed for Antietam Street, Locust Street and Mulberry Street. The City of Hagerstown will schedule public meetings to coincide with the draft Plan's release.

US 11 Virginia Avenue Corridor Study, WV 9 Edwin Miller Boulevard Study and WV 51 Washington Street Corridor Study

Mr. Mullenax stated that the draft needs assessment is nearing completion for all three of these projects, which will be part of the final draft report. He anticipates the draft needs assessments to be sent to the MD and WV State DOTs and local partners soon for their review. The draft reports should be advertised for public comment sometime in April with public meetings to be held soon after each draft is released.

EPTA Transit Development Plan Update

Mr. Mullenax announced that the public survey closed on November 1st with approximately 200 responses. Two stakeholder meetings were held – one in Berkeley County and one in Jefferson County. Our consultants have completed the first technical memorandum on data collection and we anticipate the initial service route analysis soon. This analysis will help make route adjustments in anticipation of the new EPTA Transit Center, which should open in early 2026 in downtown Martinsburg. The draft plan will be ready later this Spring, at which time public meetings will be scheduled.

Washington County Transit Facilities Expansion Plan

Mr. Mullenax reported that the draft plan has been completed and is currently being reviewed internally. MPO staff and our consultants are assisting Washington County Transit with the quit claim process for a portion of a City-owned public alley that bisects the property. Our consultants will soon begin the lot consolidation process with WCT and the City. The final report will be presented to the Washington County Board of County Commissioners late this Spring. MPO staff is also assisting MDOT and MTA in preparing a FY2025 RAISE planning grant for engineering, design and environmental clearance. This project is eligible for 100% Federal share under the RAISE grant program. The grant application is due by January 30th.

-ORGANIZATIONAL ADMINISTRATION

Title VI Plan Update [Resolution 2025-09]

Mr. Mullenax stated that our draft Title VI Plan was developed to document efforts undertaken by the HEPMPO on a continual basis to ensure compliance with Title VI of the Civil Rights Act and related statutes regarding non-discrimination and environmental justice in the metropolitan transportation plan process as a subrecipient of Federal funds. The draft Plan was presented to the Interstate Council at its October 16th meeting and was advertised for public comment from November 15th to December 16th. No comments were received.

Motion and Vote: Ms. Snavely made a motion to approve the Title VI Plan update as presented. The motion was seconded by Ms. Mohn and unanimously approved.

FY2025 HEPMPO Project Review Selection for Federal Sub-allocated Funds in West Virginia

Mr. Mullenax explained that in 2021 a bipartisan infrastructure law was passed that created a way for Carbon Reduction Program (CRP) funds and Surface Transportation Block Grant (STBG) funds to be allocated to urban areas. As part of its STIP operating guidelines, the WVDOT suballocated CRP and STBG funds to each of the MPOs in West Virginia. In August of 2023, the Interstate Council adopted a project guideline and process for distributing these funds. Project proposals are submitted by the various counties covered under our MPO. These proposals are reviewed and deemed eligible or ineligible by the Staff, scored and circulated among the Technical Advisory Committee members for comments. The deadline for these proposals was November 1st and only one submission was received and deemed eligible.

The project that was submitted is for the installation of a traffic signal as well as crosswalks and pedestrian push button signals at the intersection of Race and Raleigh Streets. EPTA, through its work on the new transit center, is providing space to re-align the offset intersection and its geometry. Staff recommends approval of this project and its submission to WVDOT to be programmed into the STIP using suballocated CRP funding at 100% Federal share.

Motion and Vote: Mr. Blake made a motion to approve this project for submission to WVDOT to be programmed into the STIP using suballocated CRP funds at 100% Federal share. The motion was seconded by Ms. Baker and unanimously approved.

Financial Status Update

Ms. Baker stated that the second quarter of our FY2025 budget year has recently ended. Approximately \$221,000 has been expended with the majority of costs being associated with our special studies (\$185,480) and the remaining expenditures for administrative costs.

Director's Report

Mr. Mullenax gave a brief report on the following:

- The City of Martinsburg was awarded a \$20.8 million RAISE grant (100% Federal share) for the Martinsburg Greenway Trail. MPO Staff worked with the City, WVDOT, Berkeley County Commission, CEC, AECOM, Region 9 and Senator Capito's office in preparing this grant application. This project will provide seven new miles of trails, pedestrian crossings, remove and rehabilitate dilapidated structures and stabilize the Tuscarora Creek banks. Mr. Blake noted that a kick-off meeting is scheduled for January 31st to determine who will be administering the grant.
- MPO staff worked with WVDOT on a Railroad Crossing Elimination (RCE) grant which was awarded in the amount of \$1.44 million. This project is located at Apple Harvest Drive on WV 45, east of the Foxcroft Avenue intersection.
- MPO staff supported the City of Martinsburg in applying for a SS4A grant which was awarded in the amount of \$552,000. In addition to funding a Safety Action Plan, the grant also includes two safety demonstration projects at Winchester Avenue/Addition Street and Tennessee Avenue/Martin Street intersections.
- MPO staff in conjunction with WVDOT will be submitting a RAISE grant application for the Harpers Ferry Accessibility project. The application includes Armory Canal Trail, High Street and Washington Street sidewalks and resurfacing projects throughout major routes in Bolivar and Harpers Ferry.
- Staff will be working with the WVDOT on a PROTECT grant application for the replacement of the Old Mill Road Bridge in Martinsburg.
- Staff attended MDOT's US40 Pedestrian Safety Action Plan Corridor Public Meeting held on January 13th at Eastern Elementary School in Hagerstown. One of the highlighted efforts is the MPO's work on getting new pedestrian signals installed at five intersections in downtown

Hagerstown. MDOT will hold a public meeting on the initial recommendations sometime this summer.

- Last month, staff gave an organizational overview presentation at Leadership Washington County during local Government Day. Staff will be making a similar presentation at the Jefferson County Development Authority Board of Directors' meeting.
- The City of Charles Town will be hosting a community input meeting on January 29th to discuss the draft WV51 Design Study.

Staff Report

Ms. McDonough gave a brief report on the following:

- Crash data has been received from the 2023 Maryland analysis which will be incorporated into the Regional Safety Action Plan. She discussed the methodology used in calculating the updated fatality rates.
- The new TIP software will provide a new public facing tool that will be made available for members. She provided a demonstration of the software.

Public Comment

No citizens were present.

Future Meetings

The next scheduled meeting of the Interstate Council is Wednesday, March 19, 2025 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

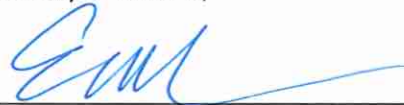
Mr. Mullenax explained that the Bylaws require that an election of officers will be held each January. The Chair and Vice-Chair cannot be from the same state; there are no term limits.

Motion and Vote: Mr. Catlett nominated Elaine Bartoldson to remain as the Chair and Jill Baker to remain as the Vice-Chair. The motion was seconded by Mr. Blake. No objections were made and no other candidates were put forth, therefore, the motion carries by acclamation.

-ADJOURNMENT

Ms. Baker made a motion to adjourn the meeting at 2:51 p.m. The motion was seconded by Mr. Catlett and so ordered by the Chair.

Respectfully submitted,



Elaine Bartoldson, Chairperson