

**HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION
INTERSTATE COUNCIL
May 21, 2025**

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Interstate Council held a meeting on Wednesday, May 21, 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 1:35 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, Berkeley County Commission; Elizabeth Ricketts, City of Charles Town; Andy Blake, City of Martinsburg; Rachael Snavely, Region IX; Shawn Kiernan, MDOT; and Shawn Harbaugh, Washington County Transit.

Also present was: Michaela McDonough, HEPMPO; Deb Eckard, Washington County Dept. of Planning & Zoning; Jim Bender, City of Hagerstown; Kara Greathouse, WV FHWA; Jennifer Smith; and Chris Strovel.

MINUTES

Motion and Vote: Mr. Blake made a motion to approve the minutes of the March 19, 2025 meeting as presented. The motion was seconded by Mr. Catlett 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.

Maryland Department of Transportation (No formal action required)

- Hagerstown Regional Airport Terminal Expansion, W2025-12
 - **Changes:** Remove project (based on funding type, this project does not require inclusion in the TIP)

Maryland Transit Administration (No formal action required)

- Operating assistance – Section 5307, WT2025-02
 - **Changes:** Decrease FY2025 State funding to \$251,857 and increase FY2025 Local funding to \$681,684. Total FY2025 amount remains the same.

Washington County Engineering (No formal action required)

- Halfway Boulevard Extended Phases 1 and 2, W2018-01
 - **Change:** Project obligated
- Local Federal Aid Project, W2019-07
 - **Change:** Move FY2025 CON funding to FY2026. Add FY2027 CON funding: \$1,000,000 (\$800,000 Federal; \$200,000 Local)
- Wright Road Relocation, W2021-07

- **Change:** Move FY2025 CON funding to FY2026

FY 2025-2028 WV Transportation Improvement Program Amendments

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

Eastern Panhandle Transit Authority (No formal action required)

- Section 5339 – Buses and bus facilities infrastructure investment program, WVT2021-08
 - **Change:** Increase FY2025 funding to \$22,943,107 (\$20,418,907 Federal; \$2,524,200 Local)

West Virginia Department of Transportation (No formal action required)

- Nichols Overhead, B2021-19
 - **Change:** Increase FY2025 CON to \$525,000 (\$420,000 Federal, \$105,000 State)
- Fifth Avenue Streetscape, J2023-03
 - **Change:** Increase FY2025 CON to \$2,884,085 (\$2,307,268 Federal; \$576,817 Local)
- US 340 Signing, J 2023-05
 - **Change:** Move FY2025 CON funding to FY2028 and increase to \$4,000,000 (\$3,200,000 Federal; \$800,000 State)
- Blair Road Realignment, J2025-05
 - **Change:** Incorporate an 80/20 Federal/State split to ROW and CON phases. Phase totals remain the same.
- US 340 LTL Extension at Cloverdale Road, J2025-07
 - **Project Data:** ENG FY 2025: \$15,000 (\$12,000 Federal; \$3,000 State); CON-FY2025: \$300,000 (\$240,000 Federal; \$60,000 State)

Mr. Mullenax stated that the proposed changes were published for public comment from May 7th to 20th. No public comment was received.

Washington County Transit Asset Management Performance Measures

Ms. McDonogh explained that per FTA requirements, all Tier II locally operated transit services are required to adopt asset management performance measures which include rolling stock, facilities and equipment. Charts were provided in the agenda packets and Ms. McDonough briefly reviewed Washington County's performance targets.

-LONG RANGE TRANSPORTATION PLAN

Hagerstown Safety Action Plan

Mr. Mullenax reported that the draft plan is complete and was advertised for a 30-day public comment period. A public meeting was held at the Washington County Free Library in Hagerstown. Comments were received and are included in the Plan's appendix with accompanying responses. The final draft was presented to the City Council last evening and will be considered for final approval at its meeting next week. This document will provide the City with a Safe Streets for All compliant plan from which they may seek future implementation grants.

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

Mr. Mullenax stated that all three draft plans are complete and will be available for a 30-day public comment period from May 23rd through June 23rd. A public meeting will be held in each County as follows with a virtual option also available:

- US 11 Virginia Avenue Corridor Study – Washington County Free Library in Hagerstown, June 18th at 5:00 p.m.
- WV 9 Edwin Miller Boulevard Corridor Study – Martinsburg Police Station Community Room, June 12th at 5:00 p.m.
- WV 51 Washington Street Corridor Study – Charles Town Library in the Commissioners' Meeting Room, June 17th at 5:00 p.m.

The assessments summarize existing conditions, proposed safety countermeasures and potential funding strategies for each corridor. Mr. Mullenax briefly reviewed the alternatives for each corridor as well as implementation options.

EPTA Transit Development Plan Update

Mr. Mullenax stated that two public meetings were held last month regarding proposed route changes for inclusion in EPTA's new five-year Transit Development Plan. There is currently an online survey available for citizens to review and provide comment. Maps of EPTA's existing and proposed fixed-route network were included in the agenda packets. Our consultants are in the process of finishing the draft Plan which will be presented to EPTA's Board of Directors at its June meeting.

Washington County Transit Facilities Expansion Plan

Mr. Mullenax reported that the Hagerstown City Council approved Washington County's quit claim request for the section of the public alley that bisects the project site; this request will become effective tomorrow. The quit claim was necessary to ensure the feasibility of expanding the existing facility at its current location to meet future needs. The draft plan has been completed and will be presented to the Washington County Board of County Commissioners sometime in June. A FY2025 BUILD planning grant for engineering, design and environmental studies was applied for by MTA on behalf of WCT and should be awarded next month.

Long Range Transportation Plan Update

Mr. Mullenax explained that Federal law requires the MPO's Long Range Transportation Plan to be updated by July 1, 2027. Staff has met with the consultants and has developed a scope of work for the new update. The draft scope of work's budget totals \$366,000; \$166,000 to be expended in FY 2026 and \$200,000 to be expended in FY2027. The final plan update will be presented to the Interstate Council in May 2027. The Technical Advisory Committee will help oversee development of the Plan update. A project kick-off meeting will be scheduled with the consultant soon. Staff has reviewed the scope of work and recommends approval by the Interstate Council.

Motion and Vote: Ms. Baker made a motion to approve the scope of work contingent upon approval of the FY2026 Unified Planning Work Program (UPWP). The motion was seconded by Mr. Kiernan and unanimously approved.

US 11 Winchester Avenue Corridor Study

Mr. Mullenax stated this corridor was identified in the Regional Safety Action Plan for further safety evaluation. The proposed study will be designed using the City's Gateway Vision Plan and by further

refining effective safety countermeasures and innovative solutions to reduce crashes and severe injuries. The study will assess the Winchester Avenue Corridor between the intersections of King Street and Berry Street and along King Street to South Queen Street. Staff have reviewed the scope of work and recommends approval.

Motion and Vote: Mr. Blake made a motion to approve the scope of work contingent upon approval of the FY2026 UPWP. The motion was seconded by Mr. Catlett and unanimously approved.

WV 9 Bicycle Path Connection Feasibility Study

Mr. Mullenax noted that one of the highest priorities identified in the Regional Bicycle & Pedestrian Plan was the evaluation of potential connections from the WV 9 Bicycle Path's eastern terminus at Currie Road to the Ranson and Charles Town areas. The goal of this study is to enhance the safety, accessibility and connectivity of the bicycle path network and to promote active transportation and recreational opportunities. Staff have reviewed the scope of work and recommend approval.

Motion and Vote: Ms. Baker made a motion to approve the scope of work contingent upon approval of the FY2026 UPWP. The motion was seconded by Ms. Ricketts and unanimously approved.

Locust and Mulberry Streets Signal Evaluation Plan

Mr. Mullenax explained that the evaluation of the 13 City-owned traffic signals on Locust and Mulberry Streets in Hagerstown has been identified in the City's Safety Action Plan. Traffic signal warrant studies will identify areas where traffic signals can be removed and replaced with stop signs. The Plan findings will guide the implementation of effective traffic management solutions to ensure safer and more efficient traffic flow on these corridors. Staff have reviewed the scope of work and recommend approval.

Motion and Vote: Ms. Mohn made a motion to approve the scope of work contingent upon approval of the FY2026 UPWP. The motion was seconded by Ms. Baker and unanimously approved.

-ORGANIZATIONAL ADMINISTRATION

Draft FY 2026 Unified Planning Work Program (UPWP) [Resolution 2025-13]

Mr. Mullenax presented the FY 2026 Unified Planning Work Program which contains the proposed budget and work program for the upcoming fiscal year. The draft UPWP was advertised for public comment from April 19th to May 20th; no public comments were received. The draft was also posted online and hard copies were placed in the region's three County-seat libraries. The draft is identical to the one presented at the March meeting.

Ms. Baker explained there are four main categories in the UPWP: operating costs, capital costs, consulting services, and labor costs. Labor costs include a 3.5% salary increase for staff, which is on par with local government increases. Capital costs are basically the same as last year and include all software expenses, such as the TIP software, TransCad, Esri, etc. and replacement of two laptops for staff. Ms. Baker stated that the consolidated funds are not the maximum amounts allocated due to constraints on local match funding. The proposed budget for FY2026 is approximately \$800,000.

Motion and Vote: Ms. Mohn made a motion to approve the FY2026 UPWP as presented. The motion was seconded by Mr. Catlett and unanimously approved.

Public Participation Plan (PPP) Update [Resolution 2025-14]

Mr. Mullenax noted that our current PPP was approved in May 2022 and recommends review of our procedures every three years. All dates, photos, websites and Federal legislation references have been updated; no other changes are proposed. The draft PPP was advertised for public comment from March

28th to May 20th, was posted online and hard copies were placed in the region's three County-seat libraries. No public comments were received. The draft is identical to the one presented at the March meeting.

Motion and Vote: Ms. Baker made a motion to approve the Public Participation Plan as presented. The motion was seconded by Mr. Blake and unanimously approved.

Financial Status Update

Ms. Baker presented a summary of expenditures for the third quarter of FY2025. Approximately \$200,000 was expended with the majority of costs being associated with our special studies as well as the TIP. We are currently on task and on budget for this fiscal year.

Director's Report

Mr. Mullenax gave a brief report on the following:

- Participation in numerous meetings and events including the following: MDOT's Transportation Trails State Plan, WVDOT's Safety Management Task Force, Berkeley County's Comprehensive Plan Update, Berkeley County Development Authority's Government Affairs and Infrastructure Committee, the National Association of MPOs and the Region IX Planning and Development Council.
- Preparations for the opening of TAP and FLAP grant requests as well as BUILD grants in the Fall.

Staff Report

Ms. McDonough gave a brief report on the following:

- Creation of a web experience to support EPTA's TDP survey – configured to be supported on large screen as well as mobile devices.
- Submission of GTFS for EPTA and WCT to the Esri Transit Initiative.
- Supporting Region IX's mapping for project tracking.

EXECUTIVE SESSION

Ms. Baker made a motion to adjourn to Executive Session at 2:22 p.m. The motion was seconded by Ms. Mohn and so ordered by the Chairman.

Ms. Mohn made a motion to adjourn Executive Session at 2:25 p.m. The motion was seconded by Ms. Baker and so ordered by the Chairman.

Motion and Vote: Ms. Baker made a motion to approve a 3 ½ % increase in salary for Mr. Mullenax in FY 2026 based on his outstanding achievements and stellar work ethic. The motion was seconded by Ms. Ricketts and unanimously approved.

OTHER BUSINESS

Public Comment

Ms. Baker announced that the State Highway Administration will be closing the US Route 40/National Pike bridge over the Conococheague Creek in Washington County for approximately 18 months. This closure will occur on or about June 9th; no formal closure date has been announced. The detour will be Interstate 70 from the Clear Spring exit to the Williamsport exit.

Future Meetings

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

-ADJOURNMENT

Ms. Baker made a motion to adjourn the meeting at 2:33 p.m. The motion was seconded by Mr. Blake and so ordered by the Chairman.

Respectfully submitted,



Elaine Bartoldson, Chairperson