

**HAGERSTOWN/EASTERN PANHANDLE  
METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE**  
May 21, 2025

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Technical Advisory Committee held a meeting on Wednesday, May 21, 2025 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; Jill Baker, Washington County Dept. of Planning & Zoning; Scott Hobbs, Washington County Dept. of Engineering; Brian Carr, WV DOH; Shawn Kiernan, MDOT; and Louis Grindle, EPTA.

Also present were: Michaela McDonough, HEPMPO; Deb Eckard, Washington County Dept. of Planning & Zoning; Sean Varsalona, MD SHA; Connor Shank, Washington County Transit; Stephen Finafrock, MTA and Ken Clohan and Ronald Kelley, WVDOH.

Due to the lack of a quorum, all items were presented for informational purposes only. Minutes of the March 19, 2025 meeting will be presented for approval at the August meeting.

**TRANSPORTATION IMPROVEMENT PROGRAM**

**FY 2025-2028 MD Transportation Improvement Program Amendments**

Mr. Mullenax stated that the proposed changes for both the MD TIP and WV TIP were published for public comment from May 7<sup>th</sup> to 20<sup>th</sup>. No public comment was received.

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)

## 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 23<sup>rd</sup> through June 23<sup>rd</sup>. 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 18<sup>th</sup> at 5:00 p.m.

- WV 9 Edwin Miller Boulevard Corridor Study – Martinsburg Police Station Community Room, June 12<sup>th</sup> at 5:00 p.m.
- WV 51 Washington Street Corridor Study – Charles Town Library in the Commissioners’ Meeting Room, June 17<sup>th</sup> 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.

#### **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.

#### **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.

#### **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 with the City of Hagerstown staff and recommend approval.

#### **-ORGANIZATIONAL ADMINISTRATION**

##### **Draft FY 2026 Unified Planning Work Program (UPWP)**

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 19<sup>th</sup> to May 20<sup>th</sup>; 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.

##### **Public Participation Plan (PPP) Update**

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 28<sup>th</sup> to May 20<sup>th</sup>, 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.

##### **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.

**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.

Mr. Kiernan announced that MDOT has released an electrical vehicle charging survey that will be open until June 13<sup>th</sup>.

**Future Meetings**

The next scheduled meeting of the Technical Advisory Committee is Wednesday, August 20, 2025 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**

Mr. Mullenax adjourned the meeting at 11:10 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "M. Mullenax".

Matt Mullenax, Executive Director

