

**Morgantown Monongalia
Metropolitan Planning Organization Policy Board
October 18, 2018 minutes**

Members Present:

Chairman Mike Kelly-Board of Education, Vice-chair Jennifer Selin-City of Morgantown, Treasurer Mayor Patricia Lewis-Granville, Mayor Bill Kawecki-City of Morgantown, Chris Kinsey-WV DOH, Dominick Claudio-Star City, Commissioner Edward Hawkins-Monongalia County, Ron Justice-WVU, Commissioner Sean Sikora-Monongalia County

MPO Director: Bill Austin

Members Absent:

Delegate Joe Statler-Blacksville, Commissioner Tom Bloom-Monongalia County, Dave Bruffy-Mountain Line, Councilperson Ryan Wallace -City of Morgantown, Councilperson Janice Goodwin-City of Westover

1. Call to Order

With a quorum present, Chairman Kelly called the Policy Board meeting to order at 6:00 PM.

2. Public Comment Period

Anthony Sellaro, a residence in the Suncrest Area, talked about the Collins Ferry Rd/University Ave intersection project. He noted that all the business owners in the intersection area are against installing a round-about at that intersection, as proposed by the WV DOH. He said it will hurt the business and the university will lose parking spaces. He noted that one issue in that area is traffic back-up on Pocahontas Ave.

Mr. Sellaro said that the Huntington Bank is willing to sell a part of its property currently used as its drive through. He suggested that the DOH buy that piece of the property and create a new Collins Ferry entrance road by building a T-intersection with the University Ave near the current Huntington Bank drive-through parking lot. This option also includes closing the current entrance to Collins Ferry Rd from University Ave and closing the Collins Ferry Rd access to Pocahontas Ave and Devon Rd. He said that this option will create a safer and more efficient travel environment for cars, school buses, trucks, and pedestrians. He said this option is supported by the affected community and business owners.

Chairman Kelly thanked Mr. Sellaro for his presentation.

3. Approval of Minutes

Chairperson Mike Kelly noted that the minutes of the last meeting were included in the agenda packet. Dominick Claudio moved to approve the minutes as presented, seconded by Commissioner Sean Sikora with no discussion, the motion was unanimously approved.

4. Committee Reports

a. Citizens Advisory Committee

Bill Rice, Chairman of the CAC, noted that the CAC recommended approval of the Morgantown Industrial Park Access Study Transportation Plan Amendment, Public Involvement policy Amendment, and Bicycle and Pedestrian Plan UPWP Amendment. Mr. Rice noted that the Industrial Park Access study had very successful community participation, and the study recommended an additional access to the

industrial park. Mr. Rice noted that two guests attended the CAC meeting. He encouraged community participation in the transportation planning process.

b. Finance Report

Treasurer Mayor Lewis noted the financial report as follows:

-- Beginning balance in August \$ 28,738.49 with expenditures of \$ 17,548.51 and one deposits of \$17,320.73, leaving a balance of \$28,510.71 at the beginning of September.

-- Beginning balance in September 28,510.71 with expenditures of \$ 18,971.39 and one deposit of \$ 25,483.59, leaving a balance of \$ 35,022.91.

Mr. Justice moved to accept the Finance Report as presented; seconded by Dominick Claudio. With no discussion, the motion unanimously passed.

c. Executive Directors Report

Mr. Austin noted that the two guests at the CAC meeting are working on a transportation equity project with the MPO. The purpose of the project is to improve public participation to the transportation planning process, especially for the disadvantaged population in the area.

Mr. Austin noted that the Morgantown Industrial Park Access Study had two public meetings. The first public meeting was held at the Westover City Hall; the second meeting was held jointly with the CAC meeting. Mr. Austin noted that nothing in the report conflicted with what we heard from the public meeting.

Mr. Austin noted that the agenda package includes a letter to the Division of Highway. The letter is documentation of administrative adjustments to be made in the MPO's TIP. Mr. Austin then read the proposed adjustments specified in the letter. Mayor Kawecki asked about the scope of Greenbag Rd Right-of-way purchase. Mr. Austin noted that the scope has been finalized, but it will be in the area of the Mississippi Ave intersection, the Dorsey Ave intersection, and the Greenbag Rd intersection. Mayor Kawecki asked if the Collins Ferry project is the one that connects to the trail to the new Suncrest elementary school. Mr. Austin noted that it is.

5. Morgantown Industrial Park Access Study Transportation Plan Amendment

Mr. Austin noted that an executive summary of the report on the industrial park access study has been included in the agenda package. The purpose of the study is to determine if there is significant transportation need to enhance access to the site. The Study recommends that the Urban Area Transportation Plan be amended to include additional access to the Industrial Park with an additional study being needed to identify a preferred alternative. The CAC and the TTAC recommended adoption of the reports recommendation, that the Metropolitan Transportation Plan be amended to include additional access to the Morgantown Industrial Park.

Mr. Justice moved to adopt the report recommendation; seconded by Commissioner Sikora. With no discussion, the motion unanimously passed.

6. Public Involvement Policy Amendment

Mr. Austin noted that the MPO's Public Involvement Policy was reviewed as part of Mountain Line Transits triennial review by the Federal Transit Administration. During the conduct of the review it was recommended that the MPO add three items to the Public Involvement Policy. Those items were

- Specify that public meetings will be held in convenient locations and at convenient times for the public.
- Specify that the public involvement activities would include the use of graphic presentations.
- Specify that the MPO will periodically review the policy to ensure that the policy is adequate.

The CAC and the TTAC unanimously recommended that the Policy Board adopt the revised policy.

Mr. Justice moved to adopt the proposed Public Involvement Policy amendments; seconded by Commissioner Sikora. With no discussion, the motion unanimously passed

7. Bicycle and Pedestrian Plan UPWP Amendment

Mr. Austin noted that the Bicycle and Pedestrian Plan consultant selection committee has recommended that Alta Consulting in partnership with Stantec be selected to prepare the MPO's Bicycle and Pedestrian Plan. The City of Morgantown, WVU, Monongalia County, and Westover participated in the consultant selection process and have agreed to fund the Study. Each entity has had an opportunity to review the Scope of Work for the project. The consulting team initially proposed to perform the Study for \$290,000. MPO Staff worked to cut the price to \$265,606 as requested by WV DOH and FHWA. The work for the project will be conducted over two fiscal years. The TTAC and the CAC recommend amending the FY 2018-19 UPWP to include \$165,606 for the Bicycle and Pedestrian Study in this fiscal year with another \$100,000 to be programmed in the upcoming year. A full scope of work for the project is included with the agenda. Mayor Kawecki moved to approve the Bicycle and Pedestrian Plan UPWP Amendment seconded by Vice-chair Selin. With no discussion, the motion unanimously passed

8. Authorization for MPO line of credit application and establishment of a line of credit

Mr. Austin noted that over the last several years delays in reimbursements for the MPO's expenses have created situations where the MPO has had cash flow issues. These issues have led to the MPO delaying payment to consulting firms on several occasions. The MPO has also missed payroll on two occasions because of these issues. This issue was discussed with the MPO's officers and a representative of the Monongalia County Commission. The group recommended that the MPO look into acquiring a line of credit to ensure the MPO's financial stability. We have discussed the possibility of the creation of a line of credit for the MPO with United Bank, home of the MPO's checking account. United Bank is willing to work with us to create a \$30,000 line of credit to ensure the MPO's financial stability. This amount is well above the MPO's average reimbursement request from the State and it is about equal to two months payroll and recurring expenses. The interest rate we have discussed with them is prime plus one half percent.

The MPO staff is requesting that the Policy Board formally authorize the Executive Director to apply for a line of credit of up to \$30,000 and if the application is approved to enter into an agreement for the credit line. This action will require an approved resolution by the Policy Board authorizing the Executive Director to complete the application and to ask for the creation of the Credit Line. It is also suggested that the Board direct the Executive Director to consult with the Chairman and the Treasurer before using the Credit Line.

Chairman Kelly noted that the credit line increase does not mean that the MPO needs to borrow money to operate. It only increases the MPO's borrowing capacity in emergency situations.

Mayor Kawecki asked about the cost of increasing the credit line. Mr. Austin noted that there is no cost to MPO if the MPO do not use the money.

Mayor Kawecki moved to approve the authorization for MPO line of credit application and establishment of a line of credit; seconded by Commissioner Sikora. With no discussion, the motion unanimously passed

9. Other Business

Commissioner Sikora noted that the contract of the pedestrian and bicycle study does not mention gathering information from the county. Mr. Austin noted that collecting information from the county is assumed in the contract, because the MPO uses the county GIS database for data collection.

11. Meeting Adjournment

Meeting adjourned at 6:54 PM.