



## HOWARD COUNTY OFFICE OF TRANSPORTATION

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### TRANSIT AND PEDESTRIAN ADVISORY GROUP MINUTES

October 25, 2017 3:00 p.m.

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**Members Present:** Adam Eldridge  
Jackie Eng  
Astamay Curtis  
Bob McLaughlin  
Paul Walsky  
Jen Terrasa  
Marlene Hendler  
Phil Dulany  
David Ramsey  
Hanna Witkin  
Marian Vessels

**Staff:** Clive Graham, Executive Secretary  
John Ainsley, Recording Secretary

**Members Excused:** Jeff Specht  
John Dipaula

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#### 1. **Opening Comments** (minute 01<sup>1</sup>)

##### **Introductions** (minute 01)

Clive Graham, Office of Transportation (OoT) opened the meeting for the Transit and Pedestrian Advisory Group (TPAG) and introduced the office staff to the members. The group members introduced themselves and gave a brief background of their experience.

##### **Council Bill 20-2017** (minute 17)

Clive informed the members that the TPAG has been formed because of the recent passing of County Council Bill 20-2017. The bill required two advisory groups to be formed that would advise the Office of Transportation, and share any issues related to transportation manners. The bill requires the advisory groups to adhere to the following perimeters and were presented to the group;

- Membership Composition (groups to be represented)
- Number of required yearly meetings (four, two to be joint meetings with the Bicycle Advisory Group)

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<sup>1</sup> Minute references are to the meeting audio recording; see link to the Transportation and Pedestrian Advisory Group on the Office of Transportation webpage.

- Meetings are to be open forum and follow the Maryland Open Meetings Act
- Advisory Group Responsibilities
  - Advise and inform the OoT in Transportation matters
  - Provide additional matter expertise to the OoT
  - Provide feedback and technical assistance on the implementation of master plans and policy issues

## 2. **Public Comments** (minute 25)

There were no public comments.

## 3. **New Business** (minute 26)

### **Bylaws** (minute 26)

Clive presented a draft of bylaws for the TPAG to be reviewed and amended for adoption. There was discussion within the group regarding the following bylaw topics;

- Purpose-General Powers and Duties
- Terms of Members and Officers
- Attendance Participation- Absence and Vacancy
- Complying with the Maryland Open Meetings Act
- Requirements of Meetings and Quorum
- Recordkeeping & Advertising TPAG meetings
- Public Attendance and interaction

Clive stated he would forward today's revisions of the draft bylaws to the group prior to the next meeting for review. After considerable discussion, the group decided that the bylaw vote should be deferred to the next TPAG meeting in November.

### **Election of Officers** (minute 62)

Clive informed the TPAG that a Chair and Vice Chair will need to be nominated for vote once the bylaws have been voted on and passed. Clive requested that any member that may be interested in chairing the group to please let him know prior to the next meeting. The group decided that the vote for officers should also be deferred to the next TPAG meeting in November, after the bylaws have been put to a vote.

### **Office of Transportation** (minute 63)

Clive gave an overview of the OoT duties and current projects which included the following;

- Composition of the Office
- Key projects and work plans
- Transit Development Plan

- Upgrade of Public Transit Fleet
- Complete Streets Plan
- Walk Howard Pedestrian Plan
- Upgrade of Pedestrian Bridge over US 29

#### **Member Interests** (minute 83)

Clive asked the TPAG members of what their thoughts and interests might be included at the TPAG in future meetings.

- Jen Teresa stated that one of the main purposes of having separate advisory groups were to be able to comment on the focus of that particular groups view (BAG or TPAG) regarding future county transportation master plans.
- Another suggestion is that groups can view master plans for discussion and input while the plan is in earlier stages, prior to it being a finalized plan that is going before the council.
- It was also suggested that the TPAG should forward any summarized comments and letters of support to the Multimodal Transportation Board, to be added to the MTB next monthly agenda.

#### **Future meetings** (minute 91)

Clive informed the TPAG that county code requires that this group must meet four times a year, in which two meetings must be a joint meeting with the BAG. Clive advised the BAG group is planning to have meetings in the months of January, March, June and October to coincide with county council meetings.

TPAG members representing the Department of Aging and Howard County Schools agreed that this group would be a useful tool to forward a unified support from multiple agencies within the county to improve transportation in transit, bicycle and pedestrian plans.

The TPAG group decided that a special meeting would be in order to vote on the bylaws, election of officers and any other arisen matters. The special meeting will be held on November 29, 2017. The next regular quarterly meeting will be held in January 2018.

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#### 4. **Adjournment** (minute 108)

Mr. Graham adjourned the meeting at 4:55 pm. The next Transportation and Pedestrian Advisory Group meeting is scheduled for **November 29, 2017 at 3:00 pm.**

*Clive Graham*

11/1/17

Clive Graham  
Executive Secretary

Date



11/1/17

John Ainsley  
Recording Secretary

Date

DRAFT