

**Kerr-Tar RPO Transportation Advisory Committee & Technical Coordinating Committee**

**Meeting Minutes**

Meeting Date: Thursday, August, 22, 2024

Meeting Time: 3:00 PM – 4:00 PM

Meeting Location: Kerr-Tar COG Office, 1724 Graham Ave, Henderson NC 27536

**Pursuant to NCGS §138A-15(e): ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER**

In accordance with the State Government Ethics Act, it is the duty of every TAC member to avoid conflicts of interest. *Does any TAC member have any know conflict of interest with respect to matters coming before the TAC today?* If so, please identify the conflict and refrain from any participation in the particular matter involved.

**TCC Members Present:**

Mr. Barry Baker, Planning Director, Granville County & TCC Chair

Ms. Diane Cox, Executive Director, Kerr-Tar COG

Mr. G. Paylor Spruill, Assistant City Manager, City of Henderson

Mr. David Keilson. Transportation Engineer, NCDOT

Ms. Cheryl Hart, Planning Department, City of Oxford

Ms. Jennifer Ganser, Planning and Economic Development Director, Town of Butner

Mr. Carlton Thornton, Assistant Planning Director, Granville County

Mr. Chris Bowley, Planning Director, Person County

Ms. Crystal Smith, Interim County Manager, Warren County

Ms. Lauren Johnson, Planning Director, City of Roxboro

Mr. Mitch Fleig, Transportation Director, PATS

Ms. Charla Duncan, Director of Community & Economic Development, Warren County

Mr. Randy Cantor, Executive Director, KARTS

Mr. Phil Geary, Transportation Engineer, NCDOT Transportation Planning Division

Mr. Joshua Kellen, District Engineer, NCDOT Division 5, District 3

Mr. Tracy Parrott, Deputy Division Engineer, NCDOT Division 5

Mr. Amin Hezavah, Corridor Development Engineer, NCDOT Division 5

Mr. Ferdinand Rouse, Economic Development Director, Vance County

**TAC Members Present:**

Mr. Tom Lane, Town of Butner Councilmember & TAC Chair

Mr. Walter Powell, Commissioner, Warren County

Ms. Roxanne Brag, County Commissioner, Franklin County

Mr. Russ May, Commissioner, Granville County

Mr. Sam Seifert, Councilman, City of Henderson

Mr. Sean Medlin, Town Administrator, Town of Louisburg

**Kerr-Tar Staff:**

Ms. Diane Cox, Executive Director, Kerr-Tar COG

Mr. Ty Cheek, Senior Transportation Planner & RPO Coordinator, Kerr-Tar COG

Ms. Christa Hight, Administrative and Program Assistant

Ms. Victoria Glasscock, Regional Program Coordinator

1. **Roll Call of TCC & TAC to Establish Quorums**

The meeting began at 3:00pm and quorums were established for both committees.

1. **Call the TCC & TAC Meeting to Order**

TCC Chair Baker called the TCC meeting to order. TAC Chair Lane called the TAC meeting to order.

1. **Ethics Awareness and Conflict of Interest Reminder**

Regional Transportation Planner Ty Cheek reminded all members present of the conflict of interest requirements--Pursuant to NCGS §138A-15 (e): ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER: Does any member have any known conflict of interest with respect to any matters coming before the board today? If so, please identify the conflict and refrain from any participation in the particular matter involved. No conflicts were noted.

1. **Public Comments**

There were no comments from the public.

1. **Items for Presentation**

Regional Transportation Planner Ty Cheek gave updates on the local input point process and asked if there were any questions. Several of the committee members had questions about the process and NCDOT Deputy Division Engineer, Tracy Parrott answered questions as asked by each individual. It was suggested a training session be provided and TCC Chair Barry Baker was in agreeance. It was also suggested to reach out to other rural communities that may be having the same issues for some guidance. TCC Chair Barry Baker also wanted to remind everyone that this is a two year process and to start thinking about upcoming projects for the next cycle.

1. **TCC Consent Agenda**

Approval of 5/23/2024 Meeting Minutes

Local Input Points (LIP)

A motion to approve the TCC 5/23/24 Meeting Minutes as presented was made by Lauren Johnson and seconded by Charla Duncan. The motion carries unanimously. A motion to approve the Local Input Points (LIP) as presented was made by Lauren Johnson and seconded by Paylor Spruill. The motion carries unanimously.

1. **TAC Consent Agenda**

Approval of 5/23/2024 Meeting Minutes

Local Input Points (LIP)

A motion to approve the TAC 5/23/2024 Meeting Minutes as presented was made by Russ May and seconded by Walter Powell. The motion carries unanimously. A motion to approve the Local Input Points (LIP) as presented was made by Russ May and seconded by Walter Powell. The motion carries unanimously.

1. **NCDOT Division 5 Updates and Maintenance Reports**

Amin Mohamadi Hezaveh gave updates for area projects. (see attached sheets)

1. **Informational Items**

Regional Transportation Planner Ty Cheek gave a status on the Prioritization 7.0. He provided a chart showing funding available as of May 17, 2024. He noted the projects will be submitted by the end of the month and also noted sometime in September the Regional projects would be done and submitted by November.

Regional Transportation Planner Ty Cheek introduced the new Regional Program Coordinator Victoria Glasscock. She gave an update on the Safe Routes to School program and current projects she is working on.

Mr. Cheek reminded the board members that the CMAQ and the CRP grant applications are still open with rolling deadlines of September 30th and December 31st. He also noted The Recreational Trails Program Grant has been extended to November.

Mr. Cheek then announced two special events that will be taking place. The Fall Liter Sweep will be held from September 14ththru the 28th and the 13th Annual Bikewalk NC Transportation Summit will be held September 22nd thru the 24th.

1. **Member Updates from Around the Region/Open Discussion**

Jennifer Ganser with the Town of Butner gave an update on the Veazey road roundabout project. They have received funding and sent out RFLOI ‘s with NCDOT and received responses from 6 firms. They are currently reviewing those now and hope to have a recommendation for the town’s approval soon.

1. **Adjournment**

TCC Chair Baker requests a motion to adjourn, which was made by Charla Duncan and seconded by Lauren Johnson. All TCC members vote to adjourn. The TCC meeting adjourns.

TAC Chair Lane requests a motion to adjourn, which was made by Russ May and seconded by Sean Medlin. All TAC members vote to adjourn. The TAC meeting adjourns.

Next Regular Meeting – October 24, 2024