



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

Meeting Date: Thursday, October 19, 2023

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. Keith Callahan, Planning and Zoning Administrator, Town of Louisburg  
Mr. Jason Rogers, Assistant Planning and Inspections Director, Franklin County  
Mr. Nick Morrison, Multimodal Regional Planner, NCDOT Integrated Mobility Division (IMD)  
Mr. Sean Medlin, Town Administrator, Town of Louisburg  
Ms. Jennifer Ganser, Planning and Economic Development Director, Town of Butner  
Ms. Cheryl Hart, Planning Director, City of Oxford  
Ms. Lauren Johnson, Planning Director, City of Roxboro  
Ms. Chris Bowley, Planning Director, Person County  
Mr. Vincent Jones, County Manager, Vance County  
Mr. Mitch Fleig, Transportation Director, Person Area Transit System  
Mr. Phil Geary, Transportation Engineer, NCDOT Transportation Planning Division  
Mr. Amin Mohamadi Hezaveh, Corridor Development Engineer, NCDOT Division 5  
Mr. Joshua Kellen, District Engineer, NCDOT Division 5, District 3

**TAC Members Present:**

Ms. Emma Ruth Stewart, Town of Louisburg Councilmember & TAC Vice-Chair  
Mr. Russ May, Commissioner, Granville County  
Mr. Tom Lane, Town of Butner Councilmember & TAC Chair  
Mr. Walter Powell, Commissioner, Warren County  
Mr. Walter Gardner, Mayor, Town of Warrenton

**Kerr-Tar Staff and Others Present:**

Madeline Galliano, Regional Transportation Planner & RPO Coordinator, Kerr-Tar COG

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

The meeting began at 3:05pm and quorums were established for both committees.

**II. 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.

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

RPO Planner Madeline Galliano 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.

**IV. RPO Planner Report –**

RPO Planner Madeline Galliano began her comments by announcing that she had accepted a position with the Durham/Chapel Hill MPO and would be leaving at the end of the month. Members of the TAC/TCC thanked her for her work and wished her luck in her new position.

Members were reminded that CMAQ funding applications are now being accepted ongoing with deadlines of March 31, June 30, September 30 & December 31.

All P7.0 project submittals are due to be completed in SPOT online by October 27, 2023.

**V. Presentation and Overview of Regional Comprehensive Transportation Plan (CTP)**

Phil Geary, PE with the Transportation Planning Branch presented of a Regional CTP. NCDOT, working with the RPO, Counties, Municipalities and Community Stakeholders, will complete a Kerr-Tar Regional CTP over the next 3 years. The process starts with completing a Transportation Demand Model that takes about 15 months to complete. Once completed and adopted by local jurisdictions and the NCBOT, the document will serve as a roadmap for future projects in the region. (Presentation is attached as part of the minutes.)

**VI. Discussion Items**

**Letter of Support** – the RPO received a request for letter of support for Durham County's FY24 Reconnecting Communities and Neighborhoods (RCN) Program for the Durham to Roxboro Rail Trail Planning Study. The Durham County application is for \$500,000 to conduct a planning study, focused on the feasibility, benefits, cost, and impact of developing a non-active rail corridor into a multi-use trail. This trail will provide a bicycle and pedestrian connection between the City of Roxboro, Person County, Durham County, and the City of Durham. This study will be a joint City and County effort focused on the 18 miles of rail

corridor in Durham County and will complement a feasibility study already underway in Person County. Person County has already provided a letter and support the application. Letter approval is part of the consent agenda.

**Amended Bylaws** – Tabled at this time.

**VII. TCC Consent Agenda**

TCC Chairman Baker asked if there were any questions from the TCC regarding items on the Consent Agenda. Hearing none, Chairman Baker called for approval of the TCC Consent Agenda. Motion was made by Paylor Spruill, seconded by Lauren Johnson and carried unanimously.

**VIII. TAC Consent Agenda**

TAC Chairman Lane asked if there were any questions from the TAC regarding items on the Consent Agenda. Hearing none, Chairman Lane called for approval of the TAC Consent Agenda. Motion was made by Emma Stewart, seconded by Walter Gardner and carried unanimously.

**IX. NCDOT Board of Transportation Updates**

For information only, updates from the September and October 2023 NCDOT BOT meetings are included in the agenda package.

**X. NCDOT Division 5 Updates**

NCDOT Division 5 updates provided by Amin Mohamadi Hezaveh and are outlined in the Division 5 report included in the agenda packet.

**XI. Member Updates & Comments**

Granville County Commissioner Russ May encouraged jurisdictions with volunteer fire departments to reach out to NCDOT for more information regarding replacement/paving of aprons at volunteer fire departments. Granville County recently had two aprons replaced/paved at volunteer fire departments.

Warren County Manager Vincent Jones requested clarification regarding Warren County's project on page 4 of the NCBOT agenda Item O. Project description reads as follows: That this Project consists of a planning study that will complete transit-oriented development (TOD) planning activities near seven (7) potential passenger rail station areas along the S-Line Corridor between Henderson and Sanford. Mr. Jones stated that it should read Norlina to Sanford. RPO staff will confirm and notify Mr. Jones of solution.

Louisburg Council Member Emma Stewart announced that this is her last meeting as she has "retired" as a Louisburg City Council member. She thanked the RPO for all of the tireless dedication over the years to improving transportation in the region, especially the recognizing the importance of the 401 widening project.

TAC Chairman Tom Lane publicly congratulated Joey Hopkins as the new secretary of NCDOT. Hopkins served as NCDOT's chief operating officer. Joey served Division 5 as deputy chief engineer and held the roles of division engineer, deputy division engineer, division maintenance engineer and division operations engineer.

**XII. Public Comment Period**

There were no comments from the public.

**XIII. Adjournment**

TCC Chair Baker requests a motion to adjourn, which was made by Keith Callahan 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 Emma Stewart. All TAC members vote to adjourn. The TAC meeting adjourns.