



Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

(302) 387-6030 FAX: (302) 387-6032

<http://doverkentmpo.org>

DOVER/KENT MPO COUNCIL

MINUTES OF JANUARY 5, 2011

Dover/Kent MPO Council Members and /or Representatives thereof attending:

Carleton E. Carey, Sr., Mayor, City of Dover, Chairman

Kenneth Fuchs, Vice-Mayor, for Richard Maly, Mayor, Town of Camden, for Kent County Municipalities

Brad Eaby, for Brooks Banta, President, Kent County Levy Court

Cathy Smith for Stephen Kingsberry, Director, Delaware Transit Corporation

Terry Pepper for E. Olsen, Dep. Director, Safety & Homeland Security, for Gov. Jack Markell, State of Delaware

Ralph Reeb Planning Director, for Carolann Wicks, Secretary, DelDOT

Members not attending:

Letitia A. Thompson, Regional Administrator, Region III, Federal Transit Admin. (FTA)

Hassan Raza, Division Administrator, Federal Highway Admin. (FHWA)

Non-members attending:

Anna Price, FHWA

Tricia Faust, DAFB, MPO TAC

Doug Dennison, Dover Post

Kate Layton, MPO Staff

Juanita Wiczoreck, MPO Staff

James Galvin, MPO Staff

Catherine Samardza, MPO Staff

1. Introduction of Members & Guests

2. Public Comments

3. ACTION ITEM: Approval of Agenda

MOTION By Vice-Mayor Fuchs to approve the agenda. Seconded by Mr. Reeb. Motion carried.

4. ACTION ITEM: Approval of Minutes/ November 10, 2010

Mayor Carey asked that the Municipal Report be amended to read: "City Manager Tony DePrima is working on an amendment to the tax abatement ordinance to include existing buildings as an incentive to filling empty buildings in Dover."

MOTION By Mr. Eaby to adopt the minutes as amended. Seconded by Mr. Reeb. Motion carried.

5. DISCUSSION ITEM: Proposed 2012-2015 Transportation Improvement Program – MPO Staff

Materials were distributed. Staff noted that there was one new project for Kent County. This was the only project in the MPO region requiring additional funding. All projects previously in the program are still there and have funding authorized. Ms. Wiczoreck reported that the TAC and PAC were disappointed that Kent County only had one new project, while the other counties had multiple new projects.

Ms. Layton announced that the TIP Tour would take place on April 9th. She reported that the MPO is looking for a smaller vehicle that is wheel chair accessible. She was going to approach Harvest Years Senior Center about using their bus. Ms. Smith reminded staff that DART is not allowed to compete with commercial vendors. Ms. Wiczoreck pointed out that there are no other vendors using a small wheel-chair accessible bus.



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6. PRESENTATION: Delaware Population Consortium Estimate Summary: J. Galvin, MPO Staff

Mr. Galvin reported that the Population Consortium has published the approved projections through 2040 for the State and counties. He reviewed some of the projections with regard to Kent County and Dover, noting an increase in the Hispanic population. Mr. Galvin announced that the full report is on the Office of State Planning Coordination (OSPC) website, but he would be happy to send a copy to those who wanted one.

7. PRESENTATION: Draft FY 2012 Unified Planning Work Program – J Wieczoreck, MPO Staff

Ms. Wieczoreck reviewed the projects planned for FY 2012 and the estimated total cost. She explained that the Regional Transportation Plan update was being done early due to coordination problems between when the Plan is required, the model to be used and the emissions budget available. The Regional Bike Plan would be completed in this fiscal year; the FY2012 project is for implementation, activities to support education and outreach.

Ms. Wieczoreck asked Ms. Price if she knew when the transportation bill's continuing resolution would expire, but Ms. Price was not sure of the date. Ms. Wieczoreck said that she thought it was April.

Mr. Reeb thought that Environmental Justice and the Freight Plan would be included under the TIP. Ms. Smith agreed concerning EJ, noting that the DTC EJ plan was "piggy-backed" on DelDOT and MPO programs.

Ms. Wieczoreck reported that the MPO would be improving outreach overall, and examined whether or not more effort needs to be made for those with limited English proficiency. She and Ms. Layton concluded that the non-English speaking population in Kent County is not large enough to warrant extensive new measures.

There was discussion concerning DelDOT's State Rail Plan, being produced by Parsons Brinckerhoff. Ms. Wieczoreck reported that Mr. Potts (DTC) mentioned using MPO meetings for public outreach on the State Rail Plan. Mr. Reeb said that they were trying to figure out the most effective outreach for the plan.

Further discussion concerned Rail Freight and how it should be included in the UPWP. Mayor Carey agreed it could go under the TIP project, but asked if it should be a line item or not. Mr. Reeb said it did not have to be a line item; all agreed on the wording "including freight."

8. Committee Report: Data and Demographics Committee – J. Galvin, MPO Staff

Mr. Galvin reported that the D&D Committee met in November and December. The members are working on determining what is known, and what needs to be known about population changes. Members are checking to be sure that all subdivisions are considered in the data. The committee expects to be a standing committee, but will not meet every month. He said that he expects to have the process laid out clearly. Mr. Galvin announced that the committee would meet in February to look at the data. He also described the agency members of the committee, and noted that Dan Blevins of WILMAPCO was assisting the MPO.

Mr. Reeb asked that Mr. Galvin provide a write-up so that Council could clearly understand the purpose, products, process and protocol of the committee. He said that it is important to have this sort of forecast, or estimate, for air quality and school planning. Mr. Galvin noted that it was important that Michael DuRoss, from DelDOT Planning, was involved, because he runs the model.

9. Municipalities Report – Vice-mayor Fuchs, Mayor Carey

Vice Mayor Fuchs reported that the proposed Camden Redner's is on hold due to financing issues. Mayor Carey had nothing new to report.



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10. TAC Report – J. Wiczoreck

Ms. Wiczoreck reported that the TAC members were extremely disappointed with the lack of new projects in the TIP. They have formed an ad hoc committee to look at how projects move ahead, and will piggyback on DelDOT's review of the priority process. The TAC is concerned that the State is not backing up the policy of encouraging investments in areas 1 & 2.

11. PAC Report – K. Layton

Ms. Layton reported that Dave Campbell, of DTC, attended the December PAC meeting to report on the Delmarva Rail Study and to clear up any misconceptions. Some members were still unhappy with the cost of the project and have asked for periodic reports. She also reported that there are still two open PAC appointments. She asked that if anyone knows of any candidates, to please contact her.

12. Project Update:

12.1 Public Outreach – K. Layton

12.2 Public Education – K. Layton

Ms. Layton reported that the Data Book would print as soon as she updated some of the maps. She also noted that the MPO would host the TIP Tour in April, and participate in a number of events throughout the spring.

Ms. Layton gave an update on the MPO website. She is working with Greg Hughes from the DE Government Information Center to update both the Website and the program that supports it. Mr. Hughes also works with the municipalities, and the assistance to the MPO is free, as an in-kind service.

The MPO hopes to work with interested municipalities to present Walkable Communities Workshops this spring. Ms. Layton has talked to Mayor Maly in Camden about this, and she hopes to tie into the Safe Routes to Schools program for a town-wide event. Mr. Reeb noted that Sara Coakley, the Safe Routes to School coordinator, would be back to work soon.

12.3 Transportation Studies – J. Galvin

Mr. Galvin reported that the Dover Transit Center Neighborhood Plan is being finalized. An appendix will contain recommendations for some DDP properties (Acme, Collegian, CMoores, and Harry Louie). The Plan will then be presented to the City of Dover and distributed.

The MPO is planning a form-based code discussion to be led by Clarence Eng from Renaissance Planning. It will be open to all DE planners. Mr. Reeb asked Mr. Galvin to have Mr. Eng prepare a 5-minute presentation on what it is, what it's good for, and any downside. He asked that it be brief – no more than 5 PowerPoint slides. Mr. Galvin noted that he would want to take this to the municipalities also.

Work with Cheswold on a Town Center has not yet begun. The plan is to do a similar look at the town as with the Dover Transit Center Neighborhood Plan. Mr. Reeb asked that the entire Airpark area is incorporated into any plan. He also noted that it would cost \$500,000 to move electric lines underground by the railroad tracks. Mr. Galvin said that he the MPO was asked to look at the mid-county area – Cheswold to Smyrna. A lot is going on there and needs analysis. It may be able to be incorporated with the Cheswold study either by a consultant or in-house. Mr. Reeb said that it would be a huge undertaking and suggested an MOU between entities and a steering committee of elected and appointed officials, mayors and school districts. He suggested hiring a facilitator. He said that DelDOT did this with a project and has the process laid out. He felt the cost was inexpensive compared to the value. Mr. Galvin asked for the name of the staff person involved, and Mr. Reeb said they could



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talk more after the meeting. There was some further discussion on the process. Ms. Wieczoreck asked who the facilitator was, and Mr. Reeb said it was Erica Rush.

12.4 Regional Bicycle Plan – J. Wieczoreck

Ms. Wieczoreck reported that the working group was reviewing the first draft chapters from the consultant, Andrea Kreiner. She noted that she appreciated Ms. Kreiner's time and expertise. The group next meets on January 25 to review projects, the priority process and policies on facilities and education. There are questions concerning enforcement, and Ms. Kreiner is researching that. Since bicycle riders in Kent County do not reach a critical mass, there is no expectation of a commitment of resources. Mr. Reeb suggested Bike Check points, with materials on how to ride a bike on the roads in different languages. Ms. Wieczoreck said that was covered in education. Mr. Reeb suggested the newspapers as an opportunity for education.

13. Executive Director's Report

13.1 UPWP and Financial Reports

Ms. Wieczoreck distributed the final report reviewed the information. She noted that for FY2012, health insurance costs for 4 employees would run about \$40,000. Staff has been working on this with State legislators, but so far the MPO has had no luck in being added to the State health insurance. Ms. Wieczoreck also reported that the MPO was under budget on most items, but went over on computer support and in-house printing. The printing budget overrun is due to the fact that since the color printer is available, the MPO has taken advantage of the ability to create more attractive materials quickly. There was some discussion concerning monies carried forward, and local match.

Ms. Wieczoreck announced to the Council that she would be retiring at the end of June 2011. She said that she would be happy to help find her replacement if they so wished. Mayor Carey asked that she put together a process to see which way the MPO needs to go. It was decided and announced that the Executive Committee would meet to discuss the issue the first week of February.

13.2 Correspondence

Ms. Wieczoreck reported on correspondence received from AMPO concerning Congressional legislation. The House is in the process of trying to change the multiyear funding and budgetary "firewalls." The MPO cannot lobby against this because it receives federal funds. She could, however, forward the e-mails to Council members for their information. Mr. Reeb said that he would find it helpful if Council would ask MPO staff to explain how this legislation would affect Delaware, and what it means. Mayor Carey and the other members agreed and asked for a briefing on this issue.

Next Meeting: March 2, 2011 – Camden Town Council Chambers

MOTION By Mr. Reeb to adjourn the meeting. Seconded by Vice-Mayor Fuchs. Motion carried.