



# Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

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

<http://doverkentmpo.org>

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## DOVER/KENT MPO COUNCIL

### MINUTES OF MAY 4, 2011

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

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

Justin King, for Richard Maly, Mayor, Town of Camden, for Kent County Municipalities

Kennard Potts for Stephen Kingsberry, Director, Delaware Transit Corporation

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

Cleon Cauley, Acting Secretary, Delaware Dept. of Transportation

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

#### 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:

Juanita Wieczoreck, MPO Staff

Patricia Faust, DAFB

Kate Layton, MPO Staff

Donald Tinari, Town of Cheswald

James Galvin, MPO Staff

Catherine Samardza, MPO Staff

#### 1. Introduction of Members & Guests

#### 2. Public Comments

#### 3. **ACTION ITEM: Approval of Agenda**

MOTION By Mr. Pepper to approve the agenda. Seconded by Mr. Potts. Motion carried.

#### 4. **ACTION ITEM: Approval of Minutes/ March 9, 2011 (enclosure)**

MOTION By Mr. Pepper to approve the minutes. Seconded by Acting Secretary Cauley. Motion carried.

#### 5. **ACTION ITEM: Notice and Approval of Executive Committee – Closed Session to review resumes**

MOTION By Acting Secretary Cauley to approve the formal notice and scheduling of the Executive Committee in closed session. Seconded by Mr. Potts. Motion carried.

#### 6. **ACTION ITEM: Draft FY 2012-2015 Transportation Improvement Program (TIP) – J. Galvin (enclosure)**

Mr. Galvin explained that the MPO usually draws the TIP from DelDOT's Draft Capital Transportation Program (CTP). However, this year the MPO had not received a draft CTP. He based the 2012 TIP on the 2011 TIP, using the years from 2012-16. The TIP will most likely be amended in July after the Bond Bill is passed by the General Assembly.

He mentioned that the Roosevelt Ave/US13 project in the TIP was removed from the CTP. It was expected that the project would be done with the US13 paving project, but the latest information is that it will not be included in that project, which will stop at the St. Jones River. It remains to be seen how the project will move forward. Ms. Wieczoreck reported that Mr. Timpson of DelDOT Finance had not been aware the intersection was not included. She forwarded the e-mail from the manager of the paving project to Mr. Timpson, and that is where the project stands.

There was further discussion concerning the US13 pavement project, which will be coordinated with the City sewer project on US13 and will include restriping for bicycle lanes.

The North Frederica grade-separated intersection now reads "0" in funding; the 2011-2014 CTP has the project scheduled to be



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completed by 2012. Mr. Galvin informed Council that both the TAC and PAC recommended Council approve the TIP.

Mayor Carey had concerns regarding the new north-south road for the new Dover High School that was not in the TIP. He said that this road needs to be done before the school opens in September 2014. He asked that the road be added back to the TIP. Ms. Wiczoreck noted that the Route 8 Study project recommendations submitted to the TIP include this road. The project has been submitted to the TIP but has not been funded. Mr. Galvin described the project in more detail. Mayor Carey asked if this could be added to the TIP. Ms. Wiczoreck informed Council that the TIP must be fiscally constrained, and DelDOT has not indicated funding for the project. The MPO cannot include an unfunded project in the TIP. DelDOT is still working on their CTP. It all comes down to funding. The only way that the new road could be funded would be to take funding away from another project.

Acting Secretary Cauley asked that staff forward him the information on the north-south connector project. He also asked that, if this TIP is a placeholder, would the adoption process have to be done again; Mr. Galvin said yes. Ms. Wiczoreck further explained that the MPO has historically adopted the TIP early and then amend it after the Bond Bill, so that if there are issues with the Bond Bill and no amendment by September, there is an adopted TIP that can be implemented.

**MOTION** By Mr. Eaby to adopt the 2012-15 TIP. Seconded by Acting Secretary Cauley.

Before voting, Mayor Carey asked if the TIP should be amended now; Acting Secretary Cauley said he thought it would be better to do it later, with all the information necessary to have the TIP fiscally constrained. Ms. Wiczoreck said it would have to be a separate motion.

Motion carried.

**MOTION** By Mr. Eaby to amend the TIP at the appropriate time to include the north-south connector road for the new high school at Route 8.

Acting Secretary Cauley asked why the motion was made at this time, he felt it was hypothetical. Ms. Wiczoreck suggested the action be to revisit the project at the next meeting, at which time there may be more information regarding cost. Acting Secretary Cauley said that if it was on the next agenda, to attach his name to it and he would bring an update. An amendment could be made at that time. Mr. Eaby withdrew the motion. Ms. Wiczoreck said that it would make more sense for this project to be on the agenda in July for update, and for a possible amendment to the TIP in September.

### **7. ACTION ITEM: Draft FY 2012 Unified Planning Work Program (UPWP) – J. Wiczoreck (enclosure)**

Ms. Wiczoreck reviewed the projects and staff expenses in the UPWP. She noted that there was funding for an additional planner/technician. She reported that as of yet she had no confirmation from DelDOT as to the final amount available to the MPO for FY2012. She used the FY2011 totals for this UPWP; she reported that there was also old money available to be reprogrammed for FY12, but she did not yet have that total either.

Acting Secretary Cauley asked if the MPO usually had these figures from DelDOT by now; Ms. Wiczoreck said yes, particularly as the PL Agreement must be in place by July 1, based on the state fiscal year. Mr. Potts asked what would happen if the money was not there; Ms. Wiczoreck said that the UPWP and the agreement would be amended. Ms. Wiczoreck informed Council that the FY12 UPWP could be accomplished on funding from the federal FY2011 allocation alone.

There was further discussion concerning approving the UPWP without financial information; Ms. Wiczoreck suggested approving the UPWP pending answers from DelDOT Finance.

**MOTION** By Mr. Eaby to approve the UPWP pending final financial information from DelDOT. Seconded by Mr. Potts. Motion carried with one abstention.

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

Mr. Galvin reviewed the history of the Data & Demographics Committee formation, and noted the invited members (Dover, Milford, Harrington, Cheswold, State of DE and Kent County). It is a standing subcommittee of the TAC.



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Mr. Galvin reported that the committee will have a formalized process that would be presented to the Council at their next meeting. He also reported that not all of those invited attended meetings, although some responded with information via e-mail.

Ben Johnson, MPO staff, has developed the population and household projections using the Population Consortium control totals and information from the committee members. The household and population projections would be presented at the July meeting. Employment projections would be developed in the next two months and be presented to Council in September.

### **9. Municipalities Report – Councilman King, Mayor Carey**

Mr. King reported that Camden's Town Council passed a balanced budget at the last meeting. He said there was a large turnout of citizens, and feedback was more positive than expected.

Mayor Carey reported that work on a water line would take place at night on US13. Another project, on Division Street, would require a week of shutdown, working 24/7. This project was originally scheduled at Easter time, but was postponed until schools are out. There will also be a new water line going in at Bayard Avenue and the alleys off of Loockerman Street.

### **10. TAC Report – J. Wiecezreck**

Ms. Wiecezreck reported that the TAC had concerns about the TIP and UPWP, due to the timing of document distribution prior to meetings. She said that this has been worked out.

### **11. PAC Report – K. Layton**

Ms. Layton reported that the PAC was given a presentation on the State Rail Plan by Mr. Potts and Dave Campbell of DTC, and Bobbie Geier of DelDOT. The presentation was part of the public outreach on the plan. WBOC sent a reporter, and the meeting made the 10 PM news. The PAC's annual workshop will take place on June 21. No topic has been chosen yet.

### **12. Project Update:**

#### **12.1 Public Outreach – K. Layton**

#### **12.2 Public Education – K. Layton**

Ms. Layton reported that the website is nearly finished, and staff training will begin next week. The website is expected to "go live" later in May. Ms. Wiecezreck said that staff expects to post the materials for future meetings on the website.

Ms. Layton reported that this was a busy time for outreach. The MPO has or will participate in the 55+ Expo, the TIP Tour, Earth Day, the Bug & Bud Festival, Dover Days, and events throughout the summer. In the fall, the 3<sup>rd</sup> Bike Summit will take place.

#### **12.3 Transportation Studies – J. Galvin**

Mr. Galvin reported that the project priority process is being reviewed by a TAC working group. Ralph Reeb of DelDOT had suggested that project development be based on solving problems rather than projects. Also, the Governor signed off on the State Strategies for Spending on April 1.

The MPO is part of the working group for the Central Kent County Study. The study is looking at Messina Hill Road and US13, and whether or not a new road is needed or increasing capacity of existing roads.

The MPO is working with the Town of Cheswold to develop a town center study. The Town is interested in moving the town hall and center away from Route 42. Town Council is currently meeting in a temporary mobile building. The town has two state highways, a railroad and an airport.

#### **12.4 Regional Bicycle Plan – J. Wiecezreck**



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Ms. Wieczoreck reported that maps are going to be added to the draft plan, and after the May 24<sup>th</sup> meeting it should be finalized to go to the Committees and Council. She hoped to have it completed by July.

### **13. Executive Director's Report**

#### **13.1 UPWP and Financial Reports**

#### **13.2 Correspondence**

Ms. Wieczoreck reported that 8 resumes have been submitted for the executive director position. She hoped that everything would be in place for a June start date.

Arthur Wicks and Michael Tholstrup have been hired as summer interns.

Ms. Wieczoreck is working with TAC members on match documentation.

Ms. Wieczoreck also reported that she had heard there would be an effort to merge the state's two MPOs. Acting Secretary Cauley said it had been suggested, but that it was not an option.

Ms. Wieczoreck further stated that there is a need to conserve resources, and she was investigating the possibility of being part of Kent County. She said that small MPOs don't usually stand alone. She is in the preliminary stages of contacting other small MPOs to see how they work. She also said that if the MPO combined with another agency, an additional planner may not be needed. Acting Secretary Cauley said it sounded interesting and indicated he would like to learn more.

### **Next Meeting: July 6, 2011 – Camden Town Council Chambers**

**MOTION** By Mr. Potts to adjourn the meeting. Seconded by Acting Secretary Cauley. Motion carried.