



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 COUNTY MPO TECHNICAL ADVISORY COMMITTEE MINUTES OF JUNE 8, 2011

Technical Advisory Committee Representatives attending:

Scott Koenig, City of Dover/Public Works (Chair)

Janet Vinc for Dave Hugg, Town of Smyrna

Michael Albert for AM Townshend, City of Dover, Planning & Insp.

Mary Ellen Gray for Sarah Keifer, Kent County Planning

Joe Zilcosky, DE Economic Dev. Office

Tricia Faust, Dover Air Force Base

Tim Riley, Kent Conservation District

Karen Brittingham for Greg Oliver, DelDOT Planning

Phil Wheeler, DNREC

Cathy Smith, Delaware Transit Corporation

Members not attending:

David Edgell, Office of State Planning (Vice-chair)

Rick Crawford, Norfolk Southern

Marc Dixon, Federal Highway Administration

Gary Norris, City of Milford

Donald Tinari, for Cheswold, municipal rep.

Terry Reilly, Transp. Mgmt. Assoc. DE

Ryan Long, Federal Transit Admin.

Byard O'Neal, DE Motor Transport Assoc.

Milton Melendez, DE Dept. of Agriculture

Non-members attending:

Julie Wheatley, Sussex County

Jim Galvin, MPO Staff

Ben Johnson, MPO Staff

Arthur Wicks, MPO Staff

Juanita Wieczoreck, MPO Staff

Kate Layton, MPO Staff

Michael Tholstrup, MPO Staff

- 1) **Introduction of Members & Guests**
 - 1.1 **Introduction of new Executive Director – removed pending Council approval**
- 2) **Public Comments**
- 3) ***ACTION ITEM: Approval of Agenda***

Item 1.1 was removed pending Council approval. Mr. Galvin asked that Item 7 be amended to include 7.1, a discussion of the Data and Demographics Committee procedures, including quorum.

MOTION By Karen Brittingham to approve the agenda as amended. Seconded by Ms. Gray. Motion carried.

- 4) ***ACTION ITEM: Approval of Minutes – April 13, 2011***

MOTION By Ms. Gray to approve the minutes. Seconded by Ms. Smith. Motion carried with three abstentions due to absence at the April meeting.

- 5) ***ACTION ITEM: Draft Population Projections: 2010 to 2040 – J. Galvin and M. Gray***

Mr. Galvin reported that the enclosed materials were developed by the Data & Demographics Committee based on Census materials and the control totals from the Population Consortium. The D&D Committee will meet to update the projections yearly. The Committee recommended that the TAC forward the materials to the Council for adoption. TAC members had question concerning the methodology, which Mr. Galvin answered. Mr. Albert asked if there was a report explaining the spread sheet. Ms. Gray said that Mr. Johnson was working on documenting the methodology and that it would be available if wanted.

MOTION By Ms. Brittingham to recommend that Council adopt the projections based on the D&D Committee's recommendation, with the understanding that they will be updated yearly. Seconded by Ms. Gray. Motion carried.

- 6) ***PRESENTATION: Dover/Kent County MPO Bicycle Plan – J. Wieczoreck***

Ms. Wieczoreck gave a Power Point presentation that reviewed the overview and recommendations included in the Plan. She also distributed copies of the presentation. The Plan includes recommendations for both policy and infrastructure. The recommendations are prioritized in order. The Plan, which extends to 2030, also includes strategies and performance measures. Ms. Wieczoreck noted that the toughest element to address was enforcement, as the MPO has no relationship with enforcement agencies. The Plan will be updated in an ongoing process with the long-range Regional Transportation Plan.



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Mr. Wheeler asked where the funds for projects would come from, and if recommended projects would be included in the Transportation Improvement Program (TIP). Ms. Wiczoreck said that projects would be included in the TIP, but financial issues are a State problem. She noted that there are two programs to fund bicycle improvements – Transportation Enhancement and CMAQ. She felt that MPO members needed to work with legislators and USDOT to make bicycle programs a priority. Ms. Wiczoreck also reported that, since the Governor has signed the Complete Streets Policy, some recommendations will be included as standard in new projects. The draft plan will be sent to TAC members in August, with final approval by the Council in September.

7) **Committee Report: Data and Demographics Committee - M.E. Gray, J. Galvin**

Mr. Galvin reported that now that the population figures will be forwarded to Council for approval, the Committee will be working on employment projections. The Committee is starting with statewide figures developed by Dan Blevins from WILMAPCO. These will be reviewed and updated by the Committee and sent to the TAC for the August meeting.

7.1 **Committee procedures and quorum**

Mr. Galvin reported that the D&D Committee members discussed formal procedures for the Committee. They agreed that using the MPO's procedures for the TAC and PAC committees made sense, but felt that the quorum should be set at three rather than a simple majority. This was due to the fact that a number of the larger municipalities invited to participate, chose not to attend the meetings. A quorum of three would enable the committee to complete its business in a timely manner. Ms. Brittingham felt very strongly that the quorum should be four; she believed that a quorum of three gave no incentive to the members to attend the meetings. There was some discussion on the matter, with Ms. Brittingham saying that a quorum of three would "come back to haunt us." Mr. Koenig suggested taking the committee meetings to the towns, similar to the PAC "road show."

MOTION By Ms. Brittingham that the Data & Demographics Committee quorum be four (4) and that staff be required to contact three members of member municipalities to notify them of the meetings. Seconded by Mr. Wheeler. Motion carried with one abstention.

8) **Committee Report: Priority Process Working Group - J. Galvin**

Mr. Galvin reported that the Priority Process Working Group met on June 1, 2011. In addition to Mr. Galvin and the MPO interns, attendees included:

Karen Brittingham / Ralph Reeb / Cathy Smith / Mike Strange / Mike Gumrot (PAC)

Others invited did not attend the meeting. The Working Group is developing a two-tier process and will present it to the TAC when finished. The group expects to meet a handful of times, finishing up in August.

9) **Member Agency Reports:**

City of Dover: Planning / Public Works – NO REPORTS

Kent County: Planning / Soil Conservation

Milford; Smyrna; Other Municipalities – NO REPORTS

Dover Air Force Base – Ms. Faust reported that the St. Jones Bank Stabilization Project is under construction. The DART bus stop signs are up and the regular buses stop outside the entrance gate. Paratransit buses are still allowed on base.

TMA DE; Delaware Motor Transport Association – NO REPORTS

Federal Highway Administration; Federal Transit Administration; Norfolk Southern – NO REPORTS

State of Delaware: DelDOT Planning /

DTC - Ms. Smith reported that there is no finalized service change at this time. Only the Resort service has been implemented. Due to complaints from Wilmington concerning the changes on Shipley Street and Rodney Square, the Governor has become involved. The changes were due to volume of traffic and safety concerns, but it has become a political issue. The delay is costing money in regards to the union drivers. Ms. Smith said that she hoped a resolution would be forthcoming when the new Secretary of Transportation is in place.

DNREC – Mr. Wheeler reported that Delaware has had two days of ozone exceedances, although not in Kent County. The new standard is 67-70 parts of ozone per billion. He said it will be a challenge to meet the new standard, which takes effect in July 2011.

DEDO – Mr. Zilcosky reported that the Governor's Conference on Entrepreneurship will be held on June 10th at the Chase Center on the Riverfront in Wilmington.

Agriculture / Statewide Planning – NO REPORTS



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10) Staff Report –

10.1 Outreach Activities – K. Layton

Ms. Layton reported that the website is almost completed. It will be redirected from “.org” to a “.gov” address. The work has been accomplished through the help of Christine Karpovage of GIC. GIC provides free assistance to state and local agencies. Mr. Wheeler asked that Ms. Layton link the website to the ozone forecast site.

The MPO will be participating in Kent County’s Safe Summer Day on July 11, working with the Nemours Foundation on a health and safety trail. The MPO will also be represented at the Wyoming Peach Festival, Harrington Heritage Day and the Amish Bike Tour.

The annual PAC workshop will take place on June 21 at Dover Downs Festival Buffet.

Ms. Layton also reported that she is working on the next edition of the Data Book with the assistance of Arthur Wicks, MPO intern. The new book will have a different format allowing for larger maps, more analysis and comparison with previous years’ data.

10.2 Transportation Studies – J. Galvin

Mr. Galvin reported that the TAZ delineations will be submitted to Census in two weeks. Mr. Wicks is working on the Data Book and maps for the Bike Plan. Mr. Tholstrup is summarizing the priority process meeting, and Mr. Johnson is working on the 2040 employment projections for the Data and Demographics Committee. Mr. Johnson will be leaving the MPO sometime in August, when he will be moving to Pennsylvania.

Ms. Wiczoreck reported that the MPO will be working with Cheswold on developing a plan for a town center. The old town hall has been abandoned, and the Town would like to take this opportunity to address issues with Route 42 and plan for the future of Delaware Air Park and possible passenger rail service. This project has been delayed due to internal problems in the town’s Government.

Mr. Galvin has completed the application for a TCSP grant. The \$350,000 grant would be used for a TIA/Stormwater Management Plan for the Transit Center area.

10.3 UPWP Progress & Financial Reports – J. Wiczoreck

Ms. Wiczoreck reported that there will probably be an August amendment to the UPWP, pending information from DeIDOT.

10.4 Correspondence & Publications/Reports – J. Wiczoreck

11. Next Meeting: August 10, 2011

MOTION By Ms. Brittingham to adjourn the meeting. Seconded by Ms. Vinc. Motion carried.