



# 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 COUNTY MPO TECHNICAL ADVISORY COMMITTEE MINUTES OF AUGUST 8, 2012

### Technical Advisory Committee Representatives attending:

Mary Ellen Gray, Kent County Planning (Chair)  
Tim Riley, Kent Conservation District  
Janelle Cornwell for AM Townshend, City of Dover  
Michael Kirkpatrick for K. Brittingham, DelDOT Planning  
Cathy Smith, Delaware Transit Corporation

David Edgell, OSPC (Vice-chair)  
Mike Tholstrup for D. Hugg, Town of Smyrna  
Justin Morgan for Marc Dixon, FHWA

### Members not attending:

Gary Norris, City of Milford  
Milton Melendez, DE Dept. of Agriculture  
Sharon Duca, City of Dover, Public Works  
Byard O'Neal, DE Motor Transport Assoc.  
Rick Crawford, Norfolk Southern

Municipal Representative - vacant  
Tricia Faust, Dover Air Force Base  
Phil Wheeler, DNREC  
Joe Zilcosky, DE Economic Dev. Office  
Ryan Long, Federal Transit Admin.

### Non-members attending:

Kristen Conway, Century Engineering  
Rich Vetter, MPO Executive Director  
James Galvin, MPO Staff  
Chris Kirby, MPO Staff

Mayor Tinari, Town of Cheswold  
Catherine Samardza, MPO Staff  
Kate Layton, MPO Staff

The meeting was called to order at approximately 10:08 AM without a quorum.

- 1) **Introduction of Members & Guests**
- 2) **Public Comments**
- 3) ***ACTION ITEM:* Approval of Agenda**

By consensus it was agreed to add a discussion of the quorum of the committee to the agenda.

- 4) ***ACTION ITEM:* Approval of Minutes – February 8, 2012 and June 13, 2012 - TABLED**
- 5) ***ACTION ITEM:* FY2012-2015 TIP Amendments – J. Galvin**
  - 5.1 Scenic Byways
  - 5.2 Clarence Street Extended

Mr. Galvin reviewed both amendments. The Scenic Byways project is new; the Clarence Street project had been in the TIP, then removed, and has been added back in once funding was established. There was some discussion as to what the Clarence Street project would entail, and community involvement in the process.

Mr. Galvin also asked the TAC members to look at the TIP amendment forms for both projects, as they were slightly different. One was more narrative-based, the other had a funding chart attached. Consensus was that the narrative form with a funding chart was the desired approach.

Consensus was to recommend Council approve both amendments.



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### 6) **ACTION ITEM: FY2013 Federal Funds Programming (CMAQ) – R. Vetter**

Mr. Vetter reviewed the letter from DelDOT outlining the use of federal funds. DelDOT needs the MPO's concurrence with how the CMAQ (Congestion Mitigation Air Quality) funds will be used. The TAC reviewed the letter and the projects listed for CMAQ money. There was also some discussion as to who at DelDOT makes the decision as to which projects are scheduled; Mr. Kirkpatrick said that he thought that person would be Earle Timpson in Finance. Mr. Edgell thought that all the agencies should be part of that discussion, to get everyone talking about the benefits/cost ratio of the projects. Ms. Smith said there was a template for the process, used recently to apply for a DNREC grant. She said that Mike DuRoss at DelDOT helped with the modeling for the grant.

The consensus of the TAC was to forward the letter to Council recommending concurrence with DelDOT's use of federal funds as outlined in their letter to the MPO.

### 7) **Discussion Item: Route 10 and City of Dover Bike Trails – R. Vetter**

Mr. Vetter noted that the Capital City Bike Trail is in design with construction scheduled for next spring (FY13). He also noted that the Route 10 trail would be in design soon.

### 8) **Discussion Item: US Route 13 Corridor Study (Town of Smyrna) – R. Vetter**

Mr. Vetter reported that a charrette would be held from August 20-24<sup>th</sup> for the three and a half mile stretch on US13 in Smyrna. The MPO and Town of Smyrna have met with stakeholders, and expect the charrette to bring out residents of the area for their input. Mr. Tholstrup said that the Town would be meeting with New Castle County soon.

### 8A) **Discussion Item: Quorum (added by consensus)**

TAC members and staff discussed attendance at the meetings and the issue of having a quorum. It was suggested that staff should look at how the City of Dover does its meetings and send out "meeting requests." Mr. Edgell suggested research be done to determine which members are really required at all times. Mr. Vetter suggested that every member have an alternate appointed, who would be able to attend meetings when the primary appointee is unavailable.

### 9) **Member Agency Reports:**

**Town of Cheswold** – Mayor Tinari reported that an arrangement had been made concerning the Town's debt and litigation costs, and there was now money in the bank, and they could implement their Comprehensive Plan and plan for the future. Cheswold is very concerned regarding safety for bicycles and buggies, and how best to protect them and educate drivers and bicyclists. Cheswold is also interested in having bus service in town and has met with Ms. Smith.

**Federal Highway Administration** – Mr. Morgan introduced himself as an intern with FHWA. He said that this was only the second MPO meeting he has attended.

**Kent Conservation District** – Mr. Riley reported that the drainage improvement program has received "21<sup>st</sup> Century" and community funding. They have been working with KCLC Comm. Buckson to help a community (no developer involved) that has flooding homes and roads. They have developed a plan to address the problems, and KCLC will fund the project. There are concerns that, if the County steps in to do this, developers may just "walk away" from communities in the future, expecting the County to fix it. They are working on setting parameters, to only address real problems. Ms. Gray noted that Comm. Buckson has not spoke to the other commissioners about this, and that funding will be a problem. There was further discussion concerning the community's Home Owners



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Association and whether or not there was a bank involved. TAC members also discussed the roads, and the State and County bonds on the roads that developers are required to improve. Once the bond is called, the road must be finished. DelDOT is the lead on this; once the road is improved, DelDOT takes on the maintenance. Mr. Riley noted that KCD also has a list of abandoned properties. Ms. Gray noted that many HOAs are only limping along; many lots are not built, there are few homeowners and no money. The community is barely maintained and it generates complaints.

**State of Delaware: DelDOT Planning** – Mr. Kirkpatrick reported that DelDOT is currently searching for a Planning director. There is also an internal reorganization of Planning being done.

**DTC** – Ms. Smith noted that DTC met with Cheswold regarding bus service. The NCC service change took place on July 15<sup>th</sup> – there are complaints and compliments. The service was moved away from Rodney Square and is now a couple of blocks away. She noted that a Transportation Enhancement Project on the site received funding because of transit – and when the project was finished, they wanted the transit moved. There are ongoing issues with the new location, complicated by other construction projects in the area. Ms. Smith then reported that the Kent County service is doing well; weekend service is needed at the Super WalMart.

**Statewide Planning** – Mr. Edgell reported that OSPC's annual report would be out in October.

### 10) Staff Report –

10.1 Outreach Activities – Kate Layton

10.2 UPWP Progress & Financial Reports – R. Vetter

10.3 Correspondence & Publications/Reports – Rich Vetter

### 11) Next Meeting: October 10, 2012

The meeting was adjourned informally.