



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 AUGUST 10, 2011/Amended October 12, 2011

Technical Advisory Committee Representatives attending:

Scott Koenig, City of Dover/Public Works (Chair)
Michael Albert for AM Townshend, City of Dover, Planning & Insp.
Phil Wheeler, DNREC
Greg Oliver, DelDOT Planning
Mary Ellen Gray for Sarah Keifer, KC Planning
Cathy Smith, Delaware Transit Corporation
Marc Dixon, Federal Highway Administration
Byard O'Neal, DE Motor Transport Assoc.
Terry Reilly, Transp. Mgmt. Assoc. DE

Members not attending:

David Edgell, Office of State Planning (Vice-chair)
Tim Riley, Kent Conservation District
Joe Zilcosky, DE Economic Dev. Office
Milton Melendez, DE Dept. of Agriculture
Ryan Long, Federal Transit Admin.

Gary Norris, City of Milford
Dave Hugg, Town of Smyrna
Tricia Faust, Dover Air Force Base
Rick Crawford, Norfolk Southern
Donald Tinari, for Cheswold, municipal rep.

Non-members attending:

Brittan Smith, DAFB
Bill Geronimo, DelDOT
Rich Vetter, MPO Staff
Kate Layton, MPO Staff
Arthur Wicks, MPO Staff

Earle Timpson, DelDOT
Kimberly Jefferson, DelDOT
James Galvin, MPO Staff
Catherine Samardza, MPO Staff
Michael Tholstrup, MPO Staff

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

Mr. Galvin noted that there was a typo in Item 8.1. It should read FY2011-2014 TIP.

MOTION By Mr. Oliver to approve the agenda with the above correction. Seconded by Ms. Smith. Motion carried.

- 4) ***ACTION ITEM:* Approval of Minutes – June 8, 2011**

MOTION By Mr. Wheeler to approve the minutes of 6/8/11. Seconded by Ms. Gray. Motion carried.

- 5) ***ACTION ITEM:* Annual Meeting**

At this time Mr. Koenig stepped down as chair and Mr. Vetter became chair for the elections.

5.1 Elections

Mr. Koenig announced that he would not be able to serve as chair due to increased responsibilities at the City of Dover. He asked for volunteers to step up for nomination. Ms. Gray said she would be willing to serve as chair.

MOTION By Mr. Albert nominating Ms. Gray as Chair. Seconded by Mr. Oliver. Motion carried.

MOTION By Mr. Albert closing nominations. Seconded by Mr. Wheeler. Motion carried.



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Ms. Gray was elected TAC Chair by acclamation.

MOTION By Mr. Wheeler nominating Mr. Edgell as Vice Chair. Seconded by Ms. Gray. Motion carried.

MOTION By Mr. Wheeler closing nominations. Seconded by Ms. Gray. Motion carried.

Mr. Edgell was elected TAC Vice Chair by acclamation.

5.2 Completion Report – No questions or comments

6) **ACTION ITEM: Dover/Kent County MPO Bicycle Plan – Rich Vetter**

Mr. Vetter reminded TAC members that Ms. Wiczoreck gave a presentation on the Bike Plan at the June meeting. He noted that the 30 day public comment period would be over on August 19th, and the Plan would go to Council for final approval. He reported that Dover Air Force Base submitted an additional project, which would be reviewed by the Bike Plan Working Group on August 25th. They would also review any other comments submitted regarding the Plan. Ms. Gray asked if the project submitted by DAFB was a new path; Mr. Vetter said that it was a new off-road path along SR1 between the two entrance gates to the Base.

MOTION By Mr. Oliver to recommend that Council approve the Regional Bicycle Plan and asking that a copy of all comments be sent to TAC members. Seconded by Mr. Wheeler. Motion carried.

7) **ACTION ITEM: Proposed Amendment to FY2012 UPWP – Rich Vetter**

Mr. Vetter reviewed the additional projects proposed for the UPWP: Cheswold Town Center Consultant Services; Kent County Transportation Improvement District Consultant (subarea plans in growth zone); additional funding to cover increases in staff benefits and operating costs.

MOTION By Ms. Smith to recommend Council approve the UPWP amendment as presented. Seconded by Ms. Gray. Motion carried.

8) **ACTION ITEM: Proposed Amendment to FY2012 – 2015 TIP – Jim Galvin, Earle Timpson, DelDOT**

Mr. Galvin reviewed the projects added to the CTP that required an FY2012 amendment (materials sent to TAC previously). He explained that the TIP had been developed based on FY11 CTP figures in the absence of a draft FY12 CTP from DelDOT. Four projects being added are:

- 1) SR8/Hazletville Road connector (new high school) – (\$250K for preliminary engineering; construction in 2015);
- 2) SR1/SR30 grade separated intersection – new project (included in Sussex County projects in FY11 CTP);
- 3) Dover Maintenance Building (\$200K increase);
- 4) Bus Parking/Transit facilities – new project

Mr. Galvin also noted that there were changes to statewide programs that needed to be amended into the TIP as well.

Mr. Oliver asked if there was financial information to go with these descriptions. Mr. Galvin asked Mr. Timpson and Mr. Geronimo (DelDOT finance) to answer these questions. The SR1/SR30 project is being advanced due to fatalities at the intersection. The statewide programs are being increased due to an expected FY2013 budget increase. The money will go to paving, intersection and bridge projects. There were some questions from TAC members to clarify the financial aspect of the amendments.

MOTION By Mr. Oliver to recommend Council approve all FY2012-15 TIP amendments as presented. Seconded by Ms. Gray. Motion carried.



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8.1 ACTION ITEM: Proposed Amendment to FY2011-2014 TIP

Mr. Galvin reviewed the DNREC Trails project (descriptive materials sent to TAC members previously). The funding for this project was transferred from DNREC to DelDOT, requiring an amendment. TAC members noted that there did not seem to be any Kent County projects in the project descriptions. Mr. Timpson said that the amendment covered a number of statewide projects, and there would be work in Kent County. He also said that the funding for the trails was based on a formula and approved by FHWA. DNREC wrote a program that was twice as large as originally funded; FHWA approved it, and the additional amount triggered the amendment process. This amendment must be approved before 9/30/11, the end of the federal fiscal year.

Mr. Timpson also announced that there was another amendment that needed to be approved before 9/30/11, for statewide planning and research funds (SPR). However, he had no further information on this amendment.

MOTION By Ms. Gray to recommend Council approve the DNREC Trails FY2011 amendment. Seconded by Mr. Wheeler. Motion carried.

The TAC declined to take any action on the proposed SPR amendment. Mr. Koenig suggested the TAC should send someone to the Council meeting to express the TAC's dissatisfaction with the lack of notice and information on amendments proposed for approval.

9) ACTION ITEM: DelDOT letter suggesting Federal Fund Programming - DelDOT

Mr. Vetter reviewed the proposed use of federal funds, including Congestion Mitigation and Air Quality (CMAQ) funds. There were questions concerning these projects, which were answered by Mr. Timpson. These projects are statewide and are not prioritized by the MPO.

MOTION By Mr. Oliver to recommend Council concur with DelDOT's use of federal funds. Seconded by Ms. Gray. Motion carried.

10) Committee Report: Data and Demographics Committee – Mary Ellen Gray, Chair

Ms. Gray deferred to Mr. Galvin for the update. He reported that the last meeting of the subcommittee was July 14th and they are nearing the end of the work. He expects the committee to review the employment projections at the August meeting, for review by the TAC at their October meeting. The original schedule was for TAC review at this meeting, but developing the projections took more time than expected and caused a delay.

11) Committee Report: Priority Process Working Group - Jim Galvin

Mr. Galvin reported that the last meeting was well attended. There was a lot of input, and some controversial discussion. Ultimately, the group envisions a 3-step process. A written description and a flow chart will be sent to the working group members for their next meeting in about 2 weeks. They expect to have the process in place in the fall for the next TIP.

12) Member Agency Reports:

City of Dover: Planning / Public Works – NO REPORTS

Kent County: Planning / Soil Conservation – NO REPORTS

Milford; Smyrna; Other Municipalities – NO REPORTS

Dover Air Force Base – NO REPORT

TMA DE/Delaware Motor Transport Association – NO REPORTS

Federal Highway Administration/Federal Transit Administration

Norfolk Southern – NO REPORT

State of Delaware: DelDOT Planning/ Agriculture / Statewide Planning / DEDO – NO REPORTS

DTC Ms. Smith reported that the next public hearing for proposed service changes would be in September. She also noted that the second phase of the transit center had been short-listed, but that was all she knew. Mr. Galvin said that an RFP had been sent to three contractors; DTC was waiting for their response. Ms. Smith noted that the super-Walmart in Cheswold was moving forward and would open soon. Ms. Gray reported that there was a difference of opinion between the County and



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Walmart on the opening date; certain major road improvements would need to be in place before the County approved the project completion. Mr. Wheeler asked if the DART buses would stop inside the WalMart complex; Ms. Smith said that a stop was being constructed on Route 13. She also noted that northbound stop in the complex would be possible, but south bound would be difficult.

DNREC – Mr. Wheeler reported that DNREC expects the EPA to approve the 2009 Ozone Attainment budget. It required an extension, but will demonstrate 3 clean years of data. He also reported that DNREC is not ready for the MOVES model and will possibly have problems with conformity analysis. Mike DuRoss of DelDOT is working on an ozone model for all three counties using the MOVES model to compare with the budget. Mr. Wheeler expects to have answers later this fall, at the September Ozone Conformity Working Group meeting. In particular, the D/KC MPO Regional Transportation Plan update will require conformity analysis.

13) **Staff Report –**

13.1 **Outreach Activities – Kate Layton**

Ms. Layton reported on events the MPO would be participating in, and the newsletter and data book being readied for publication. She noted that Mr. Wicks was a huge help in preparing the data book.

13.2 **Transportation Studies – Rich Vetter**

Mr. Vetter reported that the town of Cheswold is very interested in developing a downtown center and will be working with the MPO on this project. He expects it to be a 3-4 month study. The MPO will meet with Kent County and DelDOT to develop a study of TIDs (Transportation Improvement Districts). The study would probably go through the end of FY2012. Ms. Gray said that she would be happy if the study could cover even half of the TIDs.

Mr. Galvin reported that the Downtown Dover Partnership has received \$3M in state grant money to move forward with North Street improvements, acquire the Collegian site, and other projects in Dover.

13.3 **UPWP Progress & Financial Reports – Rich Vetter (enclosure)**

13.4 **Correspondence & Publications/Reports – Rich Vetter**

14) **Next Meeting: October 12, 2011**

MOTION By Mr. Wheeler to adjourn the meeting. Seconded by Mr. Oliver. Motion carried.