



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 MEETING MINUTES OF SEPTEMBER 5, 2012

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

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

Don Tinari, Mayor, Town of Cheswold, for Kent County Municipalities

Lauren Skiver, Executive Director, Delaware Transit Corporation

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

Brett Taylor, for Shailen Bhatt, Secretary, Delaware Dept. of Transportation

Marc Dixon for Gregory Murrill, Acting Division Administrator, Federal Highway Admin. (FHWA)

Members not attending:

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

Brigid Hynes-Cherin, Regional Administrator, Region III, Federal Transit Admin. (FTA)

Non-members attending:

Sean Saffle, Rideshare Delaware

Lisa Collins, DTC

Rich Vetter, MPO Exec. Dir.

Kate Layton, MPO staff

Winifred Way, public

Kennard Potts, DTC

James Galvin, MPO staff

Chris Kirby, MPO staff

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

Staff noted that with Mr. Eaby's absence, Item #9, MPO Bylaws and Agreements, should be tabled.

MOTION By Mr. Pepper to approve the agenda with the above change. Seconded by Mayor Tinari.
Motion carried.

4. **ACTION ITEM: Approval of Minutes / July 11, 2012**

MOTION By Mr. Pepper to approve the minutes. Seconded by Mayor Tinari. Motion carried.

5. **ACTION ITEM: FY2012-2015 TIP Amendments – J. Galvin**
 - 5.1 Scenic Byways
 - 5.2 Clarence Street Extended

Both projects were reviewed and discussed. Mr. Galvin pointed out that 2 different TIP amendment forms were used; one was older and had no narrative description but more financial information; the other had a good narrative description but did not attach financial information. He asked which one Council preferred.

MOTION By Mr. Pepper to approve both amendments as presented. Seconded by Mr. Taylor.
Motion carried.

There was further discussion about the forms. Mr. Pepper asked if photos could be included; Mr. Galvin said yes, or an illustration. Mr. Taylor asked if Air Quality conformity information was included; it was suggested that a check-list of issues that should be noted be added to the form. It was asked if an audit was required, but staff said



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that a financial audit is the responsibility of the submitting agency. Ms. Skiver asked if the match and out-year info could be added; Mr. Galvin said that could be added to the budget section.

MOTION By Mr. Taylor that the newer form including a narrative description and air quality and budget information be used for future TIP amendments. Seconded by Mr. Pepper. Motion carried.

6. ACTION ITEM: FY2013 Federal Funds Programming (CMAQ) - R. Vetter

Mr. Vetter reviewed the letter from DelDOT outlining how the federal funds would be used.

MOTION By Mr. Pepper to concur with DelDOT's use of federal monies. Seconded by Ms. Skiver. Motion carried.

7. DISCUSSION ITEM: Current Studies – R. Vetter

7.1 DTC Survey

Mr. Vetter reported that the DTC survey period came to a close on 8/31/2012. Although 1500 surveys were sent in, not all employers participated due to corporate or security policies. In the preliminary results, the biggest reasons for not using transit was: not convenient; not fast enough; more shelters and benches needed. Mr. Taylor asked if surveys had been sent to the Dover Air Force Base; it was noted that DART did not go onto the Base due to security issues. Ms. Skiver commented that paratransit buses, which are allowed on the Base, are actually more of a security risk. Ms. Collins said that the Base receives a manifest, and they "vet" the passengers. There was some discussion concerning employers and schools that did not participate. DE State University participated; DelTech and Wilmington College did not, nor did Dover Downs. There was also discussion concerning the cost of a bus ride, and the monthly pass and "stored value" discounts that did not expire. Ms. Layton will remove non-Kent County responders from the surveys and will present a written report and analysis.

7.2 Route 10 Bike Trail

The Route 10 trail is in design now, for construction in fall 2013. Mr. Taylor asked if the trail would be cantilevered off the bridge; Mr. Vetter said that no, there would be a 6' bike path over the bridge, using the existing shoulder.

7.3 Dover Bike Trail

Phase I is scheduled for design in February 2013; construction in April 2013. The trail may include benches, bus shelters and other enhancements. There will be a meeting next week to determine design details.

8. DISCUSSION ITEM: US Route 13 Corridor Study, Town of Smyrna – R.Vetter

Mr. Vetter reported that there was a 5-day design charrette for this project at the end of August. Meetings were held with stakeholders – residents, property and business owners, and open house for the public and presentation that included a "magic marker" session. The document that will be created will be similar to that created for the Dover Transit Center design book. Smyrna plans an amendment to the Comprehensive Plan for this project.

9. DISCUSSION ITEM: MPO Bylaws & Agreements – B. Eaby & MPO staff - TABLED

10. MUNICIPALITIES/KENT COUNTY REPORTS: Mayor Carey, Mayor Tinari

Cheswold: Mayor Tinari reported that Cheswold's meeting with DTC for service to the town was productive. He noted that any bus stops in Cheswold should have shelters and trash cans. The mayor also reported that the town is



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moving ahead to add public water to the last section of Cheswold. They are also looking for money to do a study for the DE Air Park to find the best possible economic benefits. The town is also holding a “Sweetheart Dinner Dance” in February to raise funds for the Air Park Study.

Dover: Mayor Carey reported that the sign ordinances were being updated, Forest Avenue was being black-topped, and Grotto Pizza will be opening a restaurant in Dover.

It was reported that the Capital School District wants the State to put in the required sidewalks at the new Dover High School. The City of Dover has no requirement for sidewalks, and the school says it’s a transportation issue and not their responsibility. Traffic lights are also an issue, and the Hazletville Road connector has been moved to 2017. Mr. Taylor asked why; Mayor Carey said he didn’t know. Mr. Vetter said that the delay was involved with Papen Farms.

There was discussion concerning the sidewalks at Dover High School; students within 2 miles of the school would not be bussed to school. Mr. Taylor said that the sidewalks would come under the Complete Streets policy, and asked if Dover had submitted a priority list for the Capital Transportation Program. Both the MPO and Dover said they were working on this; Mr. Taylor said that DelDOT was looking at the priority process and would need that information.

11. TAC Report – R. Vetter

Mr. Vetter reported that the TAC agenda had been the same as the Council agenda. He also noted that there was a quorum for the meeting. Ms. Samardza reported that she had researched Council’s question concerning two TAC members from Dover. This was done by an MPO agreement between the governing agencies. Unfortunately, there was no indication as to why it was done, only that all parties signed on to the change.

12. PAC Report – K. Layton

Ms. Layton reported that the PAC agenda was also similar to the Council agenda, with the exception of the annual elections. Mr. Meyer and Mr. Gumrot were re-elected as chair and vice chair, respectively. Beginning with the October meeting, the PAC will meet in one location – the Kent County Administrative Building – rather than travel throughout Kent County.

13. Staff Report –

13.1 Outreach Activities – K. Layton

13.2 UPWP Progress & Financial Reports – R. Vetter

13.3 Correspondence & Publications/Reports – R. Vetter

Next Meeting: November 7, 2012 – Camden Town Council Chambers

MOTION By Mr. Taylor to adjourn the meeting. Seconded by Mr. Pepper. Motion carried.