



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 MINUTES OF SEPTEMBER 7, 2011

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

Ann Marie Townshend for Carleton E. Carey, Sr., Mayor, City of Dover, Chairman
Justin King, for Richard Maly, Mayor, Town of Camden, for Kent County Municipalities
Sarah Keifer for Brad Eaby, for Brooks Banta, President, Kent County Levy Court
Ken Potts for Stephen Kingsberry, Director, Delaware Transit Corporation
Terry Pepper for Eliz. Olsen, Dep. Dir., Safety & Homeland Security, for Governor Jack Markell, State of Delaware
Cleon Cauley for Shailen Bhatt, Secretary, Delaware Dept. of Transportation

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:

Shailen Bhatt, DelDOT (deferred to alternate)	Ralph Reeb, DelDOT
Earle Timpson, DelDOT	Dawn Hopkins, DelDOT
Julie Wheatley, Sussex County	Don Tinari, Town of Cheswold
Tricia Faust, DAFB	Rich Vetter, Executive Director, D/KC MPO
James Galvin, D/KC MPO	Kate Layton, D/KC MPO
Catherine Samardza, D/KC MPO	

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

MOTION By Ms. Keifer to approve the agenda. Seconded by Mr. Cauley. Motion carried.

4. **ACTION ITEM: Approval of Minutes/ July 6, 2011**

MOTION By Ms.Keifer to table the action due to the fact that those in attendance were not present at the July 6 meeting. Seconded by Mr. Cauley. Motion carried.

5. **ANNUAL MEETING:**
Elections
FY 2011 Completion Report

Mr.Vetter reviewed the FY2011 Completion Report. There were no questions.

MOTION By Mr. Cauley to table the elections until the November meeting. Seconded by Mr. Potts. Motion carried.

6. **Introduction and Discussion with Secretary Shailen Bhatt, DelDOT**

Secretary Bhatt introduced himself, saying that he had been a small MPO director, and he recognized the challenges facing the D/KC MPO. He noted that there was no representative from FHWA attending the meeting.

Secretary Bhatt said that he was excited about the MPO's Regional Bicycle Plan, and felt that a meeting with Bike Delaware and representatives from the MPO and other agencies went well.

Ms. Wheatley expressed concern about the Plan in regards to Sussex County. She said that while Sussex could "buy



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in” for recreational use of bicycles, the plan included a work commute component. She felt that was a bigger challenge for Sussex. Secretary Bhatt said that he intended to bike to work. Mr. Vetter said that the Plan was intended to strike a balance, to reduce small trips to places like convenience stores. It was not expected to eliminate all vehicle trips.

There was some further discussion concerning the length in miles of commuting bicyclists and recreational bicyclists, and trips that were taken in conjunction with DART. There were no other questions for Secretary Bhatt.

7. ACTION ITEM: Regional Bicycle Plan – Rich Vetter

Mr. Vetter gave a power point presentation on the Regional Bicycle Plan. There was discussion concerning both on-road and off-road projects, and how and when they would be done. Mr. Cauley asked if there was an order to the projects; Mr. Vetter said that the projects were listed in the Plan in priority order.

Mr. Vetter noted that there were still some map corrections and final editing to be done to the Plan before publication.

MOTION By Ms. Keifer to approve the Regional Bicycle Plan. Seconded by Mr. Cauley. Motion carried.

8. ACTION ITEM: Proposed Amendment to FY 2012 UPWP – Rich Vetter (enclosure)

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. He reported that both the TAC and PAC recommend approval.

MOTION By Ms. Keifer to approve the UPWP amendments. Seconded by Mr. Cauley. Motion carried.

9. ACTION ITEM: Proposed TIP Amendments – J.Galvin

9.1 Proposed Amendment to FY 2012-2015 TIP

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.

Council members were informed that the TAC and PAC both recommended approval of the amendment.

MOTION By Ms. Keifer to approve the FY2012-2015 TIP amendments. Seconded by Mr. Cauley. Motion carried.

9.2 Proposed Amendment to FY 2011- 2014 TIP

Mr. Galvin reviewed the DNREC Trails project (descriptive materials sent to Council members previously). The amendment includes a number of statewide projects, but no major Kent County projects. 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.

MOTION By Ms. Keifer to approve the FY2012-2015 TIP amendments. Seconded by Mr. Cauley. Motion



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carried.

10. ACTION ITEM: DelDOT letter suggesting Federal Fund Programming – Rich Vetter

Mr. Vetter reviewed the proposed use of federal funds, including Congestion Mitigation and Air Quality (CMAQ) funds. He reported that the TAC and PAC recommended concurrence with the use of federal funds.

MOTION By Mr. Pepper to concur with DelDOT's use of these federal funds. Seconded by Mr. King.
Motion carried.

11. REPORTS: Data and Demographics Subcommittee Report – J. Galvin Priority Process Working Group – J. Galvin

Mr. Galvin reported that the subcommittee was working on the employment projections out to 2040. He said it was a more cumbersome process than expected, and that the numbers did not agree with the numbers Mr. Ed Ratledge produced for the Population Consortium. When the discrepancies are resolved, the projections will be sent to the committees and Council for review and action in October and November.

Mr. Galvin reported that meetings of the Priority Process Working group have been postponed pending review of a new software program DelDOT was testing. When there is more information regarding the software, there will be further meetings of the working group.

12. Municipalities Report – Councilman King, Mayor Carey

Camden – No report

Cheswold – Mayor Tinari reported that the town is working with Mr. Vetter regarding a plan for the town. He said that they have annexation requests, but no plan. He felt that Cheswold needed direction, a plan to put business, residence and industrial development where they belong. The zoning ordinances are old; when the town's comprehensive plan is approved, they will be reviewing the ordinances.

Dover – Ms. Townshend reported that the Downtown Dover Partnership received \$3M that will be used on North Street corridor improvements. She also reported that there are issues with the property owners adjacent to the planned Hazletville Road-Route 8 connector road for Capital School District's new high school. The high school is scheduled to open in 2014, and the City is meeting monthly with DelDOT and the school district to address traffic concerns. Mr. Anthony DePrima retired from the position of City Manager in June; the search for his replacement is now closed, and Mr. Scott Koenig is acting City Manager.

Ms. Keifer reported that Kent County is working on a Memorandum of Agreement for work on the Transportation Improvement Districts (TIDs) in the growth area. The MPO and DelDOT are both involved in that project.

13. TAC Report

Mr. Vetter reported that Ms. Mary Ellen Gray (Kent County Planning) was elected Chair at the TAC's annual meeting in August. Mr. Dave Edgell (Office of State Planning Coordination) was elected Vice-Chair.

14. PAC Report

Ms. Layton reported that Mr. Dwight Meyer and Mr. Michael Gumrot were re-elected as Chair and Vice Chair, respectively, at the PAC's annual meeting in August.

15. Project Update:

- 15.1 Public Outreach –**
- 15.2 Public Education –**

Mr. Vetter read Ms. Layton's report of events the MPO has or will be involved in:



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Scenic Byways Workshop / DeIDOT
Walkable Communities Workshop / Camden-Wyoming and Caesar Rodney School District
Harrington Heritage Day
Bike Summit
Amish Country Bike Tour

The MPO website is up and running.

15.3 Transportation Studies - Transportation Improvement Districts – Rich Vetter Cheswold Town Center – Rich Vetter Delaware Transit Center Data – Rich Vetter

Mr. Vetter reported that MPO work on the County TIDs is awaiting signature on the MOA.

Mr. Vetter will be attending Cheswold's Town Council meeting on September 8, 2011 to talk about the proposed plan. He anticipates that it would be 3-4 month study and will consider land use regulations and the town center area.

Mr. Vetter reported that the MPO is working with DTC on Recovery and Data Collection on five Park and Rides in Kent County, a Limited English Proficiency Study for maps and brochures, and to identify locations they would be needed, and a survey of age-restricted (55+) communities to identify transit needs.

16. Executive Director's Report

16.1 UPWP and Financial Reports

16.2 Correspondence

Next Meeting: November 9, 2011 – Camden Town Council Chambers

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