



# Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

(302) 760-2713 FAX: (302) 739-6340

<http://doverkentmpo.org>

---

## DOVER/KENT MPO COUNCIL

### MINUTES OF NOVEMBER 4, 2009

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

**Robert Mooney, Mayor, Town of Camden, for Kent County Municipalities, Chairman**  
**Carleton E. Carey, Sr., Mayor, City of Dover, Vice-Chairman**  
**Brad Eaby, for Brooks Banta, President, Kent County Levy Court**  
**Wayne Henderson for Stephen Kingsberry, Director, Delaware Transit Corporation**  
**Ralph Reeb for Carolann Wicks, Secretary, DeIDOT**

#### Members not attending:

**Elizabeth Olsen, DE Dept. of Safety & Homeland Security, for Governor Markell, State of Delaware**  
**Letitia A. Thompson, Regional Administrator, Region III, Federal Transit Admin. (FTA)**  
**Hassan Raza, Division Administrator, Federal Highway Admin. (FHWA)**

#### Non-members attending:

**Bill Osborne, TMA DE, TAC member**  
**Kate Layton, MPO Staff**  
**Catherine Samardza, MPO Staff**  
**Juanita Wieczorek, MPO Staff**  
**Jim Galvin, MPO Staff**

The meeting was held in the Council Chambers of Camden's Town Hall.

#### **1. Introduction of Members & Guests**

#### **2. Public Comments**

#### **3. ACTION ITEM: Approval of Agenda**

MOTION By Mr. Eaby to approve the agenda. Seconded by Mayor Carey. Motion carried.

#### **4. ACTION ITEM: Approval of Minutes/September 2, 2009**

MOTION By Mr. Eaby to approve the minutes. Seconded by Mayor Carey. Motion carried.

#### **5. ACTION ITEM: Proposed Changes to the Public Participation Plan - K. Layton**

Ms. Layton reported on the ongoing review of the Public Participation Plan. She noted the PAC suggestions that were distributed to Council members in the meeting materials, and presented additional suggestions that were suggested at the October 27 PAC meeting:

1. Change the wording of the public service announcement to encourage comments from the walking, biking and driving public;
2. Investigate the cost of radio advertising, and the City of Dover's Verizon channel, which could be an in-kind service from the City.

The PAC recommended Council approve the draft with the changes for public comments. Mayor Mooney suggested a survey be distributed to solicit public comment. He also suggested that staff reach out to the Division of Labor and Vocational Rehabilitation to get their input.



# Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

(302) 760-2713 FAX: (302) 739-6340

<http://doverkentmpo.org>

**MOTION** By Mr. Eaby to approve the draft Public Participation Plan for a 45-day comment period on the proposed modifications to the Plan. Seconded by Mr. Reeb.

Before the vote, Mr. Reeb suggested that staff explain in the outreach materials exactly what the Plan is and what the MPO will be doing with it. He also suggested an annual assessment rather than every two years. Ms. Wiczorek said she would check the federal legislation to see what the requirements for assessment are.

Motion carried

## **6. DISCUSSION ITEM: Update Status of Kent County Projects**

Mr. Reeb gave updates of Kent County projects and answered questions. Mr. Reeb suggested that, given all the confusion, the MPO update the priority list on an ongoing basis, and send an updated list to DelDOT in the spring.

## **7. ACTION ITEM: Final FY 2009 Financial Report – J. Wiczorek**

Ms. Wiczorek reviewed the final report. She also updated the council on changes to the system required by FHWA. DelDOT will have to provide a cash match instead of all in-kind services. Ms. Wiczorek also noted that if the SAFETEA-LU rescission goes into effect, the MPO will lose 1/3 of its yearly funding.

**MOTION** By Mr. Eaby to accept the final report. Seconded by Mr. Reeb. Motion carried.

## **8. Municipalities Report – R. Mooney, Others – NO REPORTS**

## **9. TAC Report – J. Wiczorek**

Mr. Osborne noted that the sign in the building entry has the MPO name incorrectly.

## **10. PAC Report – K. Layton**

Ms. Layton reported on the PAC's October 27<sup>th</sup> meeting. As noted above, they recommended changes to the Public Participation Plan and forwarded the document to Council. Jennifer Baldwin of DelDOT gave a review of the Complete Streets policy. Ms. Layton also noted that per discussions with DelDOT a Mifflin Road memorial for Richard Ornauer at the mini-roundabout is unlikely to happen. There is no location at the site that does not have safety or visibility issues. The PAC is going ahead with a plaque for the office, and will make the presentation at the December meeting. Mrs. Rexene Ornauer will be invited.

## **11. Project Update:**

- 11.1 Public Outreach – K. Layton**
- 11.2 Public Education – K. Layton**

Ms. Layton reported that the new website is online – but is still read-only. Ms. Layton gave a brief report on the Walkable Communities Workshop held in Smyrna. She also reported that the MPO newsletter would be finished in November.

## **11.3 Transportation Studies – J. Galvin**

Mr. Galvin reported on his trip to Savannah, Georgia, where he gave a presentation at the AMPO conference. He also reported that although the MPO applied for a Smart Growth implementation grant, it was not one of the



# Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

(302) 760-2713 FAX: (302) 739-6340

<http://doverkentmpo.org>

---

grantees. All the partners in this project (CDC, Ag, HUD) will be reviewing the proposals again to find more opportunities to provide assistance to non-grantees.

The MPO has purchased the Community VIZ software to use with Transportation Investment Districts. Sussex County used the program in 100 acre grids; Kent County may not use the same scale.

Ms. Wieczorek reported that the MPO may work with Dover on the Transit Center charrette.

## **11.4 Regional Bicycle Plan – J. Wieczorek**

Ms. Wieczorek reported that the first meeting for the Regional Bicycle Plan was scheduled to be held on November 19<sup>th</sup>. Seventy-five thousand dollars is in the Plan funding for consultant services. She is looking for a consultant to pull all the information together after it has been collected by the MPO and member agencies. She hopes to be able to work with municipalities to develop their bicycle plans as part of the regional plan.

Ms. Wieczorek also reported that the Central Delaware Chamber of Commerce Transportation Committee is meeting again to discuss priority issues. They hope to expand ideas, such as “project development for College Road,” as opposed to just “College Road.” The Chamber is working to have their priorities compatible with the City. The Chamber suggested they may be able to work with businesses to provide easements for Right-of-Way for pedestrian projects.

Ms. Layton reported that the Regional Transportation Plan Executive Summary will be sent out soon. She asked Council members to contact her if additional copies were needed. Mayor Mooney and Mayor Carey both asked for extra copies.

## **12. Executive Director’s Report**

### **12.1 UPWP and Financial Reports**

### **12.2 Correspondence**

Ms. Wieczorek reported that she received letters from FHWA approving the TIP and STIP.

**Next Meeting: January 6, 2010 – Camden Town Council Chambers**

**MOTION** By Mayor Carey to adjourn the meeting. Seconded by Mr. Reeb. Motion Carried.