



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 MEETING MINUTES OF DECEMBER 8, 2010

Technical Advisory Committee Representatives attending:

Scott Koenig, City of Dover/Public Works (Chair)
Tim Riley, Kent Conservation District
Anne Marie Townshend, City of Dover, Planning & Insp.
Mary Ellen Gray for Sarah Keifer, Kent County Planning
Joe Zilcosky, DE Economic Dev. Office
Terry Reilly, Transp. Mgmt. Assoc. DE
Theon Callender for Mayor Williams, Cheswold, municipal rep.

David Edgell, Office of State Planning (Vice-chair)
Phil Wheeler, DNREC
Greg Oliver, DelDOT Planning
Cathy Smith, Delaware Transit Corporation
Tricia Faust, Dover Air Force Base

Members not attending:

Dave Hugg, Town of Smyrna
Rick Crawford, Norfolk Southern
Federal Highway Administration
Gary Norris, City of Milford

Milton Melendez, DE Dept. of Agriculture
Ryan Long, Federal Transit Admin.
Byard O'Neal, DE Motor Transport Assoc.

Non-members attending:

Phyllis Banks Collins, PAC
James Galvin, MPO Staff
Catherine Samardza, MPO Staff

Juanita Wieczoreck, MPO Staff
Kate Layton, MPO Staff

1) Introduction of Members & Guests

Ms. Phyllis Collins, the newest member of the PAC, was introduced.

2) Public Comments

3) ACTION ITEM: Approval of Agenda (Revised)

It was noted that there was a revised agenda that was distributed via e-mail.

MOTION By Ms. Townshend to approve the agenda. Seconded by Tim Riley. Motion carried.

4) ACTION ITEM: Approval of Minutes – October 13, 2010

Mr. Edgell noted that in his presentation, there were four levels of development, not five. "Out of play" is not a level.

MOTION By Mr. Edgell to approve the minutes with the above change. Seconded by Mr. Oliver. Motion carried.

5) ACTION ITEM: Proposed Revision to Transportation Improvement Program Priority Process - MPO Staff

Mr. Galvin distributed materials illustrating the revisions to the process. Two categories were added to the criteria: "Supports Complete Street" and "Supports growth management plans of the region." Ms. Wieczoreck noted that Ralph Reeb (DelDOT Planning) wants the MPO to rate problems, not projects. DelDOT is also looking at their ranking process. The TAC was reminded that the Council considered projects scoring 2.1 or higher as priority. There was discussion concerning safety projects, with concern that they would not make the cut and drop off the list. Ms. Townshend reminded everyone that safety projects would rank higher in the safety categories and that would pull up the total score.

Further discussion concerned project vs. problem. Ms. Townshend felt that a project or solution was necessary. Mr. Edgell felt that the MPO committees looked at projects with blinders on; he felt the committees need to look at fiscal issues as well, i.e., do we want to fix this at a great cost.

Mr. Scott asked what action was required. Mr. Galvin asked for adoption of the revision, or a committee could be formed to look at



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the issue more closely. Ms. Wiczoreck asked Mr. Oliver about the DelDOT Pipeline process; he reported that the Pipeline coordinator position to oversee the Capital program and manage the pipeline process was posted. Ms. Wiczoreck thought the priority process was a separate issue. Ms. Brittingham suggested going ahead with the committee. Ms. Townshend asked if more information was needed from DelDOT. Ms. Wiczoreck felt a committee was needed to look at the material. Mr. Oliver suggested looking at corridor management as well.

Ms. Gray noted that the MPO region and the State (DelDOT) have different priorities. Further discussion came to the conclusion that a committee was needed.

MOTION By Ms. Gray to form a subcommittee to look at the priority process. Seconded by Ms. Townshend.
Motion carried.

Volunteers were solicited for the committee: Ms. Gray (Kent County), Ms. Townshend (City of Dover), Ms. Smith (DTC), Ms. Brittingham (DelDOT) and Mr. Galvin.

- 6) **DISCUSSION ITEM: Proposed 2012-2015 Transportation Improvement Program – MPO Staff**
a) **Schedule**
b) **Priorities**

Materials were distributed. Staff explained that there was one new project for Kent County. This was the only project in the MPO region requiring additional funding. All projects previously in the program are still there and have funding authorized. Mr. Zilcosky asked why there was only one new project in Kent County. Ms. Wiczoreck said that she was unable to get an answer for that. There was further discussion concerning the State's lack of money. Ms. Townshend mentioned the new Capital School District high school on Route 8; the road from Route 8 to Hazletville Road is not in this budget request. Ms. Wiczoreck asked if the Mayor sent a letter to DelDOT asking for authorization. Ms. Townshend and Mr. Scott noted that this project was #3 on the priority list sent to Secretary Wicks. No action was required for this item. Members were reminded that although there is no extra money for the 2012 TIP, now is the time to submit projects.

- 7) **PRESENTATION: Delaware Population Consortium Estimate Summary: J. Galvin, MPO Staff**

Mr. Galvin reported that the Population Consortium has published the approved projections through 2040 for the State and counties. He reviewed some of the projections with regard to Kent County and Dover and offered to send the summary to those who would like a copy.

- 8) **PRESENTATION: Draft FY 2012 Unified Planning Work Program – J Wiczoreck, MPO Staff**

Ms. Wiczoreck reviewed the projects planned for FY2012 and the estimated total cost. She explained that the Regional Transportation Plan update was being done early due to coordination problems between when the Plan is required, the model to be used and the emissions budget available. She also noted that the financial process was changed as the result of a determination by FHWA ruled that DelDOT could not provide in-kind services for the match. DelDOT would be billed for cash, and she would be asking Kent County and the City of Dover for cash as well.

- 9) **Committee Report: Data and Demographics Committee – M. Gray, Kent County**

Ms. Gray reported that the initial Data and Demographics Committee meeting was well-attended. The Committee is moving forward with Scenario 4, the preferred scenario previously presented to the TAC. The TAZ numbers are being normalized with the subdivision numbers. The Committee anticipates a few more meeting before finalizing all the numbers. She also reported that Michael DuRoss of DelDOT Planning and Dan Blevins from WILMAPCO were both helpful. Mr. Galvin added that the minutes from the meeting and the agenda for the next meeting on December 21st.

- 10) **Member Agency Reports:**

City of Dover: Planning – Ms. Townshend reported that Dover is working with the Capital School District and DelDOT to ensure the new high school will not create traffic problems. Ms. Townshend also said that Ms. Wiczoreck should contact the City as soon as possible about cash contributions to the UPWP, as they are working on the budget now.



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Public Works – NO REPORT

Kent County: Planning - Ms. Gray both said that Ms. Wieczorek should contact Kent County as soon as possible about cash contributions to the UPWP, as they are working on the budget now.

Soil Conservation - Mr. Riley reported that the stormwater program will be strictly enforced in regards to agricultural properties. The Chesapeake Bay is an issue in this area. Regulations require a stormwater pond even if only an equipment shed is built. The FSA and EPA are involved and the State will be required to enforce the regulations. He stated that he believed this would be detrimental to the future of agriculture in Delaware.

Milford; Smyrna; Other Municipalities – NO REPORTS

Dover Air Force Base – Ms. Faust announced that there is a new procedure at the Air Base. Background checks are required to enter the base, and everyone must stop at the visitor's center.

TMA DE – Ms. Reilly reported that Roger Roy is retiring as the TMA's Sussex Bicycle coordinator. TMA is looking for volunteers for the Bay for Bikes event, which will be held at a DTC facility.

Delaware Motor Transport Association; Federal Highway Administration - NO REPORTS

Federal Transit Administration; Norfolk Southern – NO REPORTS

State of Delaware: DelDOT Planning – Mr. Oliver reported that with limited funding, prioritization was going to get tougher. He announced that Maria Andaya is no longer working with the Scenic Byways program. Bobbie Geier is now an Assistant Director in Planning; Marco Boyce replaces Ms. Geier in her old position.

DTC – Ms. Smith announced the next service change will be on December 5th. The Transit Hub will open on December 13. There will be a public relations event. She reported that Greyhound Bus Lines wants to install a trailer at the transit center.

DNREC – Mr. Wheeler reported that there will be a new emissions model, MOVES, by March 2012. The emissions budget won't be completed that soon. Ms. Wieczorek asked about the possibility of Delaware's Air Quality status being changed from moderate to serious; Mr. Wheeler said that the 3 year average is at or below standard, so it looks good that status will not be changed.

Agriculture – NO REPORT

State Planning – NO REPORT

DEDO - Mr. Zilcosky reported that Perdue headquarters is moving from Salisbury, MD to Sussex County. He anticipates 150 high paying jobs for Delaware. They are also moving into dog food processing, which should be another 30 jobs.

11) Staff Report –

11.1 Outreach Activities – J. Wieczorek

Staff asked if committee members would prefer to receive newsletters and data books in hard copy or electronic form. All members present asked for electronic distribution.

11.2 Transportation Studies – J. Galvin

Mr. Galvin reported that Renaissance Planning Group will be presenting a workshop on form-based codes in the spring. The MPO is working with Cheswold to create a downtown area plan.

11.3 Regional Bicycle Plan – J. Wieczorek

Ms. Wieczorek reported that the Bicycle committee has been made aware of Air Base issues with bikes.

11.4 UPWP Progress & Financial Reports – J. Wieczorek (enclosure)

Ms. Wieczorek distributed handouts detailing the 2010 final financial figures.

11.5 Correspondence & Publications/Reports – J. Wieczorek

Ms. Wieczorek reported that the Central Delaware Chamber of Commerce submitted a list of project recommendations.

12. Next Meeting: February 9, 2011

MOTION By Mr. Riley to adjourn the meeting. Seconded by Ms. Callender. Motion carried.