



# 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 MARCH 3, 2010

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

Charlotte Klauder for 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  
Kennard Potts for Stephen Kingsberry, Director, Delaware Transit Corporation  
Ralph Reeb for Carolann Wicks, Secretary, DelDOT

#### 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:

Mayor Donald Tinari, Cheswold	Brenda Gardels, DelDOT
Tricia Faust, DAFB	Juanita Wiczoreck, MPO Staff
Kate Layton, MPO Staff	James Galvin, MPO Staff
Catherine Samardza, MPO Staff	

The meeting was called to order at 3 PM without a quorum.

1. Introduction of Members & Guests
2. Public Comments

At this time a quorum was present.

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

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

#### 4. ***ACTION ITEM:*** Approval of Minutes/January 6, 2010

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

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

Ms. Layton explained that there were some additional changes to the Public Participation Plan since the January meeting. These changes were for clarification. The Plan was published for a 45-day comment period, and there were no comments from the public. The PAC recommended that Council adopt the updated Plan.

MOTION By Mr. Reeb to adopt the updated Public Participation Plan. Seconded by Mr. Eaby. Motion carried.

#### 6. ***ACTION ITEM:*** Proposed Project List for the FY 2011-2014 Transportation Improvement Program (TIP)

Mr. Galvin reviewed his memo to the Council summarizing the proposed project list. He summarized the changes in the projects, which were mostly minor changes to scope or financing. There were also some administrative changes requested by DelDOT that did not require an amendment to the TIP, as the monies involved were less than 20% of the project budget. Several projects were changes in construction year. There was some discussion and Ms. Gardels and Mr. Reeb answered questions.

MOTION By Mr. Eaby to approve the project list for the FY2011-2014 TIP. Seconded by Mr. Reeb. Motion carried.



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## 7. **DISCUSSION: FY 2011 Unified Planning Work Program – J. Wieczoreck**

Ms. Wieczoreck reviewed the proposed UPWP. She reported that the figures are based on the same amount of federal funding as last year. She noted that it is unknown at this time how much money is left from the 2009 budget to move forward, particularly in light of the SAFETEA-LU rescission that comes due this year. She also reported that the MPO would be requesting a match from local governments. Ms. Wieczoreck also gave an overview of the projects in the program.

## 8. **Municipalities Report**

Ms. Klaunder reported that the Camden municipal elections were held, and that Richard Maly is now Mayor of Camden.

There was discussion concerning Mayor Mooney's position as chair of the Council. Ms. Wieczoreck noted that positions on the council are linked to municipalities and agencies, not individuals. Consensus was that it would be unfair to Mayor-elect Maly to have to chair the Council before he became familiar with the MPO and its duties.

**MOTION** By Mr. Potts that Mayor Carey, as vice-chair of the Council, assume the duties of the Chair until the next regularly scheduled election. Seconded by Mr. Reeb. Motion carried.

Ms. Wieczoreck said that she would check federal regulations and the bylaws to see if there were any guidance on the situation.

Mayor Tinari reported that with the recent elections Cheswold Town Council has three vacancies. The seated members declined to run again, and there were no challengers. The Board of Elections said that there was no precedent, and recommended that Cheswold rewrite the Town charter. Mayor Carey suggested they check with their attorney; he believed Roberts Rules indicate that the seated members must retain their positions.

## 9. **TAC Report – J. Wieczoreck**

Cathy Smith of DTC will give a presentation on paratransit service costs and policy at the next TAC meeting.

## 10. **PAC Report – K. Layton**

The February PAC meeting was to be held at Clayton Town Hall. However, the building was locked when MPO staff arrived, and no one could be contacted to resolve the problem. The meeting was moved to the Smyrna Diner. Ms. Wieczoreck said that she would be putting money in the 2011 UPWP budget to pay for meeting space for PAC meetings.

The PAC still has three vacancies to fill.

## 11. **Project Update:**

- 11.1 **Public Outreach – K. Layton**
- 11.2 **Public Education – K. Layton**
- 11.3 **Transportation Studies – J. Galvin**
- 11.4 **Regional Bicycle Plan – J. Wieczoreck**
- 11.5 **Follow-up: Committee Membership and meeting attendance – K. Layton, J. Wieczoreck**

MPO Staff updated Council members concerning ongoing and upcoming projects and events.

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

- 12.1 **UPWP and Financial Reports**
- 12.2 **Correspondence**

**Next Meeting: May 5, 2010 – Camden Town Council Chambers**

**MOTION** By Mr. Reeb to adjourn the meeting. Seconded by Mr. Eaby. Motion carried.