



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 JANUARY 4, 2012

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

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

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

Kennard Potts, Delaware Transit Corporation

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

Don Tinari, Town of Cheswold

Members not attending:

Cleon Cauley, for Shailen Bhatt, Secretary, Delaware Dept. of Transportation

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

Hassan Raza, Division Administrator, Federal Highway Admin. (FHWA)

Non-members attending:

Tricia Gavin Faust, DAFB

Kate Layton, MPO

Chris Kirby, MPO

Rich Vetter, MPO Executive Director

James Galvin, MPO

Catherine Samardza, MPO

1. Introduction of Members & Guests

2. Public Comments

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/ July 6, 2011

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

5. ACTION ITEM: ANNUAL MEETING - Elections

Mayor Carey stepped down as Chair and Mr. Vetter ran the elections with assistance from Ms. Samardza.

MOTION By Mr. Eaby to nominate Mayor Carey as Chair. Seconded by Mr. Potts. Motion carried.

MOTION By Mr. Potts to close the nominations. Seconded by Mr. Pepper. Motion carried.

Mayor Carey was elected Chair by acclamation.

MOTION By Mayor Carey nominating Mr. Eaby as Vice-Chair. Seconded by Mr. Potts. Motion carried.

MOTION By Mr. Potts to close the nominations. Seconded by Mr. Pepper. Motion carried.

Mr. Eaby was elected Vice-Chair by acclamation.

6. WORKING GROUP REPORT: Bike Trail Studies – Silver Lake to Isaacs Branch Connector - Rich Vetter

Mr. Vetter reported that the Bike Trail Working Group met to discuss the bike trails that were presented to Council at the November meeting. Property owners as well as the state, county and city agencies involved were invited to the meeting. Unfortunately, none of the property owners attended, and will be contacted again for individual meetings. Mr. Vetter



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reviewed the maps and reported that the Working Group suggests starting with a trail that would not require any right-of-way acquisition. Mr. Vetter answered questions from the Council concerning the different options presented.

7. DISCUSSION ITEM: MPO Transportation Studies – Rich Vetter

7.1 Transportation Improvement District Study

This study is still on hold.

7.2 Cheswold Town Center

Cheswold has a new administration and is moving forward with the Town Center study. MPO staff will attend the next Planning Commission meeting on January 12, 2012. The town is hoping to develop a town center that includes employment and transportation and is pedestrian friendly.

7.3 DTC Studies

MPO staff is working with DTC staff to develop a survey to identify why more people aren't using transit. The top 25 employers will be the survey target, hoping to identify barriers to transit ridership.

7.4 Route 10 Bike Trail

This trail is Number 4 in the Regional Bike Plan. A main issue is crossing Route 10 and the St. Jones River bridge, and how to handle bike and pedestrian traffic. There are several routes being considered. Due to cost issues, second bridge is not possible, but some sort of cantilever structure off the existing bridge could be. Mr. Eaby asked if concrete barriers to protect pedestrians were being considered; Mr. Vetter said it would depend on the structural capacity of the existing bridge.

7.5 Regional Transportation Plan Update

Due to the change in federal air quality modeling requirements, the Plan update does not have to start until FY2013.

8. DISCUSSION ITEM: Potential Projects – Rich Vetter

8.1 Comprehensive Plans – Hartly, Woodside, Kenton

Mr. Vetter reported that Dave Edgell of the Office of State Planning Coordination asked the MPO to assist with the transportation element of the Comprehensive Plans for these three small municipalities. Hartly is currently reorganizing, but is interested. There has been no response from Woodside. Kenton is ready to move forward.

8.2 Tub Mill Road/Church Hill Road (enclosure)

MPO Staff met with DelDOT to discuss moving this project, which is in the Regional Transportation Plan, into the FY13 UPWP. A planning study will be done next fiscal year to look at road improvements. Mr. Galvin reported that the IG Burton car dealership wants an entrance to the back of their facility from Tub Mill Pond Road.

9. DISCUSSION ITEM: Review of MPO Bylaws – R. Vetter

Staff reviewed the two documents (the MPO Bylaws and the WILMAPCO bylaws), reporting that they had been edited to reflect the MPO in reference to name, members, and current practices. Ms. Samardza noted that WILMAPCO's bylaws were written in more accessible language. She also asked Council members to note the highlighted sections, as those were areas that needed direction from Council. Mr. Eaby asked that both copies be forwarded to him electronically for his review.

10. COMMITTEE REPORTS:

Data and Demographics Committee Report – J. Galvin

Mr. Galvin reported that the projections approved by Council in November were sent to Mike DuRoss at DelDOT for modeling. He also reported that the Delaware Population Consortium approved Ed Ratledge's new projections, and the Data and Demographics subcommittee would begin meeting in February. Mary Ellen Gray, the TAC representative for



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Kent County Planning, will again be chair of the subcommittee.

Priority Process Working Group – J. Galvin

Mr. Galvin reported that letters went out to the County and municipalities asking them to nominate problems, rather than projects, for the Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP). Responses are due back mid-January. DelDOT and the MPO will work to determine the solutions, or projects. The steps of the process will be:

- Identify problems
- MPO staff do a NEPA scan
- List of problems to DelDOT
- Environmental and Engineering review
- DelDOT sends solutions/projects to TAC, PAC and Council for prioritization

Mr. Galvin noted that “No Build” must be included in the solutions. The MPO will be nominating projects to the TIP.

The Priority Process Working Group has been on hold as DelDOT reviews Decision Lens. Mr. Galvin said that whether Decision Lens is used or not, the MPO had formed the Working Group to develop new criteria. Decision Lens used 6 criteria from DelDOT’s mission statement – which more or less summarized the MPO’s 12 criteria to 6. The Working Group recommends limited the criteria to these 6. Mr. Galvin said he expected to bring the criteria to the Committees and Council at the next round of meetings in February and March.

11. MUNICIPALITIES REPORTS:

Mr. Vetter reported that nomination forms for the Municipal representatives to the TAC and Council were sent out in October 2011 for a response by November 18. In addition to the forms, Ms. Layton attended a League of Local Governments meeting to ask for nominations. Cheswold was the only municipality that returned the nomination form for the new two-year term. Mr. Don Tinari was their nominated representative to either the Council or TAC. Council welcomed Mr. Tinari as the new municipal representative to the Council.

Staff has contacted Camden’s Mayor Maly, the previous Council representative, to ask if the Town is interested in being the TAC representative.

12. TAC Report – R. Vetter

Mr. Vetter reported that the TAC met on December 7 and elected Mary Ellen Gray as the new Chair. Dave Edgell is again Vice-Chair. Sharon Duca replaces Scott Koenig as Dover’s Public Works representative.

13. PAC Report – K. Layton

Ms. Layton reported that the PAC now has a full complement of representatives. In December Kent County Levy Court appointed Edmund Maron and Kevin Yingling to the PAC, with Robert Book as alternate.

Ms. Layton also reported that the PAC has serious concerns regarding the Route 10 improvements and bike trail proposal.

14. Project Updates:

15.1 Public Outreach – K. Layton

15.2 Public Education – K. Layton

Ms. Layton reported that she would be giving two Walkable Community Workshop presentations. The full workshops have not been getting a lot of public turnout, so she has developed a shorter program that does not involve a “walk about.”



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The Air Quality Partnership will sponsor the ozone season kick off on April 21 at the Delaware Nature Society Earth Day event.

16. Executive Director's Report

16.1 UPWP and Financial Reports

16.2 Correspondence

Ms. Layton reported that PAC member Horace Cook's wife passed away.

Mr. Vetter announced that the Surface Transportation bill proposed in the House eliminates small MPOs.

Next Meeting: March 7 – Camden Town Council Chambers

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