



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 MAY 8, 2013 MEETING

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
Cathy Smith for Lauren Skiver, Executive Director, Delaware Transit Corporation
Terry Pepper, Dep. Dir., Safety & Homeland Security, for Governor Jack Markell, State of Delaware
Drew Boyce, for Shailen Bhatt, Secretary, Delaware Dept. of Transportation
Marc Dixon for Mary Ridgeway, Division Administrator, Federal Highway Admin. (FHWA)

Members not attending:

Don Tinari, Mayor, Town of Cheswold, for Kent County Municipalities
Brigid Hynes-Cherin, Regional Administrator, Region III, Federal Transit Admin. (FTA)

Non-members attending:

Rich Vetter, MPO Staff	Tricia Faust, DAFB, TAC
James Galvin, MPO Staff	Kate Layton, MPO Staff
Catherine Samardza, MPO Staff	Chris Kirby, MPO Staff

1. Introduction of Members & Guests

2. Public Comments

3. **ACTION ITEM: Approval of Agenda (enclosure)**

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

4. **ACTION ITEM: Approval of Minutes / March 6, 2013 (enclosure)**

MOTION By Commissioner Eaby to approve the minutes of March 6, 2013. Seconded by Mr. Boyce. Motion carried.

5. **ACTION ITEM: FY2013-2016 Transportation Improvement Program Amendment**

- R. Vetter (enclosure)
- Paving & Rehabilitation

This amendment has been submitted by DelDOT, to take advantage of escheat money that was allocated to the agency. There was some discussion concerning the funding and how it would be used. The Council members asked that a list of the projects be distributed to them when available. Mr. Boyce said he would send it to the MPO staff.

MOTION By Commissioner Eaby to adopt the amendment to the FY2013-2016 TIP and distribute the list of projects to the MPO Council. Seconded by Mr. Pepper. Motion carried.

6. **ACTION ITEM: FY2014 Unified Planning Work Program – R. Vetter (enclosure)**

Mr. Vetter reviewed the UPWP, noting that the draft document had been distributed to the committees in February. The first 6 tasks in the program are the same every year, covering the TIP, the committee, subcommittee and



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council meetings, public outreach – the basic management of the office and the MPO mandates. This year the Metropolitan Transportation Plan will not have to be updated. There are several Planning Studies in the work program, including Bike/Ped studies, assistance to municipalities for comprehensive plan updates and other issues, and working with DE State University on pedestrian counts and managing the student pedestrian flow across US13.

Mr. Boyce noted that the Kent County Transportation Improvement District Study would be able to move forward, because DelDOT would be adopting the authorizing regulations on May 10th, 2013.

There was some further discussion concerning individual studies. Mr. Boyce noted that DelDOT is working with WILMAPCO on the public involvement process using GIS and census information to identify populations where English is not the primary language. He asked if the MPO could help with this; Mr. Vetter said the MPO would be happy to work on this project.

MOTION By Ms. Smith to approve the FY2014 UPWP. Seconded by Commissioner Eaby. Motion carried.

Following the action approving the UPWP, there was some discussion concerning the new Dover High School on Route 8. It was reported that the sidewalk study was focusing on Route 8 between the high school and Mifflin Road. There will be a pedestrian-activated signal east of the main entrance. The exact location and source of funding has yet to be determined. The Capital School District want the missing pieces of sidewalk to be completed before the school opens in fall 2014.

7. ACTION ITEM: FY2014-2017 Transportation Improvement Program – J. Galvin (enclosure)

Mr. Galvin reviewed the projects in the FY2014-2017 TIP, which have not changed since the draft distributed in March. He noted that there is not much new in DelDOT's Capital Transportation Program. The FY2013 amendments would be carried forward into the FY2014 TIP. Mr. Boyce noted that the quantity of projects is limited by DelDOT's financial constraints.

MOTION By Mr. Pepper to approve the FY2014-2017 TIP. Seconded by Commissioner Eaby. Motion carried.

8. ACTION ITEM: Data & Demographics Subcommittee – J. Galvin (enclosures) - Population, Household and Employment Projections

Mr. Galvin reviewed the methodology used to update the projections. He went over the figures, noting that the subcommittee felt the process was very solid, and the projections came in very close to the Delaware Population Consortium control totals.

MOTION By Commissioner Eaby to approve and adopt the projections. Seconded by Mr. Boyce. Motion carried.

9. DISCUSSION ITEM: Draft MPO Bylaws – MPO Staff (enclosure)

Ms. Samardza reviewed the previous changes and new questions with Council members. There was a discussion concerning the audit requirement in the bylaws; it was suggested that the language should be amended to indicate compliance with current federal requirements. Ms. Samardza said she would edit the bylaws, and the next draft would be sent out for review via e-mail.

10. MUNICIPALITIES/KENT COUNTY REPORTS: Mayor Carey, Comm. Eaby



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Commissioner Eaby announced that Kent County passed their 2014 budget, with no tax increase. A new sawmill has been approved on Sharon Hill Road. The mill will be working on railroad ties.

Mayor Carey announced that Dover's Green has been declared a national monument. Two council members were sworn in at the last meeting to 4-year terms; one was immediately deployed with his National Guard unit. The library has seen a 17% increase in program attendance; 700 new library cards have been issued. The Police Department now has a full staff of 93; new officers are required to have certification or 6 years of experience. Luther Village is building 48 more units behind Target; there are now 100 units. They expect a total of 524 when the development is completed. Dover passed a "Safe Community Ordinance" allowing nuisance tenants in rental properties to be removed. This situation was brought to attention recently when an individual who had been jailed for two years returned to the property, and the police began getting calls right away. Attendance for Dover Days was 33,000 people according to a newspaper report. A new roadway is being built at the Garrison Tract; there have been 3 inquiries for space since work began.

Mr. Boyce reported that Delaware has moved up from the 10th most bicycle-friendly state to the 5th. Work will soon begin on the Capital City Trail. There will be a Delmarva Freight Summit at the New Castle County Chamber of Commerce on June 26th. DelDOT will adopt new subdivision regulations, and execute a new MOU with the counties.

Ms. Faust reported on the new agreement with Dover Air Force Base for the Civil Air Terminal. The Department of Defense is reviewing the new master agreement. DEDO will take the lead on a Request for Proposal for work at the CAT, a wetlands assessment has been done, and the Army Corps of Engineers is reviewing the potential build footprint. The wetlands acreage will be reduced with mitigation. Ms. Faust added that there is a lot of support for this project and the new master agreement from the Wing Commander.

11. TAC Report – R. Vetter

Mr. Vetter reported that the vacant municipality position on the TAC has been filled; Justin King of Camden's Town Council will be the new representative. He will be filling the position for the remainder of the term, left vacant since a change in Camden's leadership after the last mayoral election.

12. PAC Report – K. Layton

Ms. Layton reported that there are still two (2) open seats on the PAC, one of them a Governor's appointee. A resume has been sent to the Governor's office, and she hopes to be discussing the position with them later this week.

The PAC workshop will be on June 25th; the PAC has invited Delaware State University to speak on their master plan and how it will affect transportation in the area. She invited the Council members to come to the workshop as well.

13. Staff Report –

13.1 Outreach Activities – K. Layton

Ms. Layton announced that the MPO newsletter would be e-mail only in the future, with hard copies by request and available at events.

She reported on the status of the Data Book, and reviewed both events the MPO has participated in, and those in the future. She noted that partnering with other agencies enabled the MPO to get a larger booth or table, and



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pulled a bigger audience for all the agencies involved.

Ms. Layton gave a demonstration of the virtual video TIP Tour. Discussion included suggestions for a summary page for projects that would include cost and status updates.

13.2 UPWP Progress & Financial Reports – R. Vetter (enclosure)

Mr. Vetter reported that there is currently 10-15% of funding remaining; anything left at the end of the fiscal year will carryover to FY2014 monies.

13.3 Other MPO Projects & Updates – R.Vetter

Next Meeting: July 10, 2013

MOTION By Commissioner Eaby to adjourn the meeting. Seconded by Mr. Boyce. Motion carried.