



DOVER/KENT MPO COUNCIL MEETING

MINUTES OF NOVEMBER 7, 2012

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

Carleton E. Carey, Sr., Mayor, City of Dover, Chairman
Don Tinari, Mayor, Town of Cheswold, for Kent County Municipalities
Brad Eaby, for Brooks Banta, President, Kent County Levy Court
Catherine Smith for Lauren Skiver, Executive Director, Delaware Transit Corporation

Members not attending:

Eliz. Olsen, Dep. Dir., Safety & Homeland Security, for Governor Jack Markell, State of Delaware
Brett Taylor, for Shailen Bhatt, Secretary, Delaware Dept. of Transportation
Brigid Hynes-Cherin, Regional Administrator, Region III, Federal Transit Admin. (FTA)
Marc Dixon for Gregory Murrill, Acting Division Administrator, Federal Highway Admin. (FHWA)

- 1. Introduction of Members & Guests**
- 2. Public Comments**
- 3. ACTION ITEM: Approval of Agenda**

MOTION By Commissioner Eaby to approve the agenda. Seconded by Mayor Tinari. Motion carried.

- 4. ACTION ITEM: Approval of Minutes/ September 5, 2012**

MOTION By Commissioner Eaby to approve the minutes. Seconded by Mayor Tinari. Motion carried.

- 5. ACTION ITEM: Annual Elections**

Mayor Carey stepped down and Mr. Vetter ran the meeting for the elections.

MOTION By Ms. Smith nominating Mayor Carey as chair. Seconded by Commissioner Eaby.

MOTION By Commissioner Eaby to close the nominations. Seconded by Ms. Smith. Motion carried.

Mayor Carey was elected chair by acclamation.

MOTION By Ms. Smith nominating Commissioner Eaby as vice-chair. Seconded by Mayor Tinari.
Motion carried.

MOTION By Ms. Smith to close the nominations. Seconded by Mayor Tinari. Motion carried.

Commissioner Eaby was elected vice-chair by acclamation.

- 6. ACTION ITEM: FY2012-2015 TIP Amendment – R. Vetter**
- Addition of column for FY2016 funding

Mr. Vetter noted that this amendment was necessary because the MPO is not doing a new (FY2013-16) TIP this



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year, but FY2016 funding must be added to the FY12-15 TIP. As per instructions from FHWA, staff added an FY16 column and copied DelDOT's CTP list and funding list information. Council members had some comments concerning typographical errors. Mr. Vetter reported that comments from the TAC concerning formatting, updates or other problems have been incorporated into the document.

MOTION By Commissioner Eaby to adopt the TIP amendment. Seconded by Ms. Smith. Motion carried.

7. ACTION ITEM: MPO Public Participation Plan – K. Layton

Ms. Layton reviewed the document, noting the changes that have been made based on consultation with Marc Dixon of FHWA and review by the PAC, TAC and Council. She asked that Council approve the draft document for a 45-day public comment period. Ms. Smith noted that "Livable Delaware" is no longer current. The correct program is "State Strategies for Policy and Spending."

MOTION By Commissioner Eaby to approve the Public Participation Plan for a 45-day public comment period. Seconded by Ms. Smith. Motion carried.

8. DISCUSSION ITEM: Metropolitan Transportation Plan (MTP, formerly RTP) Update – J. Galvin

8.1 Status of the RTP

8.2 Projects Prioritization

Mr. Galvin reviewed the materials distributed to Council. He reported that most of the work rewriting the text would be completed later this week. The MTP will be on the MPO website for public comments. Staff expects it will be back to Council for final review in January.

The prioritization process has been the subject of discussion and working group meetings for awhile, with the goal of changing the process and criteria. When the MPO solicited new projects from members, only Kent County responded. The question was whether or not to start over with the entire list plus new projects for ranking, or use the old criteria and fit the new projects into the existing list. The TAC felt the old criteria should be used, then use the next 4 years to develop a new prioritization process and criteria. There was discussion concerning the fiscal constraints for the next several years, while DelDOT works on reducing its debt.

Staff noted that public outreach would include a workshop on November 14 and presentations for Camden, Harrington and Dover. In response to questions on particular projects, Mr. Vetter reminded Council that projects must be in the MTP for DelDOT to be able to use federal monies.

The draft plan, updated with comments, will go to the TAC and PAC in December and to Council in January.

9. DISCUSSION ITEM: US Route 13 Corridor Study, Town of Smyrna – R. Vetter

Mr. Vetter reported that the draft report had been delivered to the Town of Smyrna. He gave a summary of the process, including the public involvement. The report will go to the Smyrna Planning and Zoning Commission and then to the Town Council, for adoption in the spring. Mr. Galvin noted that the projects from this study will be incorporated into Smyrna's comprehensive plan.

10. DISCUSSION ITEM: MPO Bylaws & Agreements – MPO Staff

After a short discussion, Council directed staff to review the bylaws again and make recommendations at the January meeting.

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

Mayor Tinari reported that they are revitalizing "old town" Cheswold, bringing public water into the area. This



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will also make it easier for the fire company to get water. The town is working with the fire marshal and will apply for a grant for infrastructure, since this is a safety issue.

Mayor Carey reported that a public hearing was held on October 8 to discuss renaming Division Street for Dr. Martin Luther King. The recommendations will go to the council in November 13 for review. The City received a grant to purchase a generator for City Hall; there has been no emergency back up power until now. A special election to fill Councilwoman Sophia Russell's position will be held on November 27. Mr. Galvin said that he had been impressed with the City's quick response to problems related to "Sandy." Mayor Carey said the City was fortunate that there were no injuries and few outages.

12. TAC Report – R. Vetter

Mr. Vetter reported that the October TAC meeting had almost total attendance of its members. He also reported that Mr. Bill Brockenbrough of DelDOT gave a presentation to both the TAC and PAC on the changes to the TIS policy (Traffic Impact Study).

13. PAC Report – K. Layton

Ms. Layton reported that the PAC enjoyed Mr. Brockenbrough's presentation, and in general the committee likes presentations like that. She also reported that there are two vacancies on the PAC; one from the Governor's Office and one from the County. She suggested that alternates should be considered as well. The PAC is now meeting at the Kent County Administrative Building on a regular basis, and the next meeting is December 18th.

14. Staff Report –

14.1 Outreach Activities – K. Layton

14.2 UPWP Progress & Financial Reports – R. Vetter

14.3 Discussion of January 2013 meeting date and 2013 calendar

After discussing the 2013 schedule, Council agreed to meet on January 9, 2013 and July 10, 2013 rather than the first Wednesday of those months due to holiday issues.

Next Meeting: January 9, 2013

MOTION By Commissioner Eaby to adjourn the meeting. Seconded by Ms. Smith. Motion carried.