



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 MINUTES OF AUGUST 14, 2013

Technical Advisory Committee Representatives attending:

Mary Ellen Gray, Kent County Planning (Chair)
Michael Kirkpatrick, DelDOT Planning
Sharon Duca, City of Dover, Public Works
Cathy Smith, Delaware Transit Corporation
Milton Melendez, DE Dept. of Agriculture

David Edgell, Office of State Planning (Vice-chair)
Gary Norris, City of Milford
Phil Wheeler, DNREC
Joe Zilcosky, DE Economic Dev. Office
Marc Dixon, Federal Highway Administration

Members not attending:

Justin King, Town of Camden
Rick Crawford, Norfolk Southern
Ann Marie Townshend, City of Dover, Planning & Insp.
Tim Riley, Kent Conservation District

Tricia Faust, Dover Air Force Base
Ryan Long, Federal Transit Admin.
Dave Hugg, Town of Smyrna

Non-members attending:

Bill Geronimo, DelDOT Finance
Rich Vetter, MPO Exec. Director
Kate Layton, MPO Staff
Catherine Samardza, MPO Staff

Julie Wheatley, Sussex County
James Galvin, MPO Staff
Chris Kirby, MPO Staff

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

MOTION By Mr. Wheeler to approve the agenda. Seconded by Mr. Kirkpatrick. Motion carried.

- 4) ***ACTION ITEM: Approval of Minutes – June 12, 2013***

MOTION By Mr. Kirkpatrick to approve the minutes of June 12, 2013. Seconded by Mr. Zilcosky. Motion carried.

- 5) ***ACTION ITEM: DelDOT Suggested CMAQ (Federally Funded) Projects – B. Geronimo, DelDOT Finance***

Mr. Geronimo reviewed the projects that DelDOT referenced in this letter. The MPO only has concurrence authority with the CMAQ funding. Bridges, bike/pedestrian projects, Intelligent Transportation Management Systems and DTC equipment are on the list. TAC members asked for a complete list of the projects, and Mr. Geronimo said he would forward that information to MPO Staff for distribution.

Mr. Geronimo also discussed projects in the FY14 Statewide Transportation Improvement Program. He noted that there were few changes from last year, due to financial constraints. DelDOT has purchased Decision Lens, a computer program that will prioritize projects with more emphasis on a “needs” basis – conditions, safety, cost urgency.

MOTION By Mr. Edgell recommending that Council concur with DelDOT’s use of CMAQ funds and that the list of Bicycle/pedestrian and ITS CMAQ projects be provided. Seconded by Mr. Melendez. Motion carried.



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6) **ACTION ITEM: FY 2014 Unified Planning Work Program Amendment – R. Vetter**

Mr. Vetter reviewed the UPWP amendment. The amendment adds a separate project for Route 13 Access Management Plan for Smyrna and adjusts the totals for in-kind match funds from local governments.

MOTION By Mr. Kirkpatrick to recommend that Council approve the UPWP amendment. Seconded by Mr. Zilcosky. Motion carried.

7) **ACTION ITEM: FY 2014 – 2017 Transportation Improvement Program Amendment – J. Galvin**

Mr. Galvin reviewed the eight changes to the TIP based on changes to DelDOT's STIP. He noted that there are no big changes, but that the bridges, which are usually listed together, were separated out. The eight total amendments listed include 6 bridges, transit facility parking, and new buses for Route 120. Other amendments are minor administrative modifications.

There was discussion concerning other projects and the timing in the CTP. There was also discussion concerning the industrial park at Garrison Oak in Dover. It was noted that the project is in the MPO's long range plan (Metropolitan Transportation Plan). It was suggested that the City of Dover and DEDO talk to Drew Boyce at DelDOT about this project.

MOTION By Mr. Kirkpatrick to recommend Council approve the amendments to the TIP. Seconded by Ms. Duca. Motion carried.

8) **Discussion Item: U.S. 13 Access Management Plan, Town of Smyrna – R. Vetter**

Mr. Vetter displayed aerial boards of the project area. There was discussion concerning approved developments in the area, and possible routes to provide US13 access to those developments. Mr. Wheeler asked how the coordination between Smyrna and New Castle County worked, since Smyrna is in both Kent and New Castle counties, but within the MPO area, not WILMAPCO. It was believed to be handled with a Memorandum of Understanding, and it was asked that the document be located.

9) **Discussion Item: Updated Draft MPO Bylaws – C. Samardza (enclosure)**

Ms. Samardza reviewed the history of update of the MPO bylaws. TAC members felt that a minimum attendance for the TAC similar to the PAC requirement (4 meeting a year) should also be set. There was also concern about members that never attend (Norfolk Southern, FTA), but were assured that those agencies are non-voting members; when voting members do not attend, it has been MPO practice to contact them. Staff will draft language to add to the TAC section of the bylaws for review by the committees and Council.

10) **Member Agency Reports:**

City of Dover - Ms. Duca reported that Dover's street program should be completed this fall. The City is working with DelDOT on the water tank issue at the Garrison Technical Park.

State of Delaware:

DelDOT Planning – Mr. Kirkpatrick reported that DelDOT worked with DNREC to identify vulnerable assets that may be affected by a rise in sea level. Delaware has 485 miles of roads including 85 bridges that would need to be raised at a cost of \$1.5B. This is extrapolated out to the year 2100, at a cost of \$16M a year. Kent County has the least amount of bridges and roads affected in the State.

DTC – Ms. Smith reported that DTC will present a plan to the Governor to redesign transit service. Public outreach and informational meetings will take place in September, public hearings in October and November. The plan includes fixed route improvements and paratransit reforms, and proposed fare increases. She noted that there have been no fare increases since 1989.

DNREC – Mr. Wheeler reported that there would be a Kent County workshop for the California Low Emission Vehicle (LEV) standards; a public hearing will be held on September 25th. He said that all of the standards except the zero emission vehicle were already adopted for 2014. He expects that the Secretary will sign the new



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regulations in December. Mr. Wheeler said that the California regulations help ensure cleaner cars. EPA's Tier 3 standards are not out yet; he also said that Tier 3 and the California standards are different. Although one standard for all 50 states would be nice, Delaware is going with the stricter standards. There was discussion concerning electric/battery cars, and that there is no infrastructure to support these cars in Delaware.

Statewide Planning – Mr. Edgell reported that OSP's annual report to the governor will be available on October 15th. The report includes demographic trends; housing is picking up in Sussex and Kent counties, and has gone down in New Castle County. The report will be available on OSP's website.

DEDO – Mr. Zilcosky reported that the Port of Wilmington has signed a 15 year agreement with Dole. He also announced that the Kent Economic Summit would be held on September 24th at DeITech.

11) Staff Report:

11.1 Outreach Activities – K. Layton

Ms. Layton reported on the Kent Kids activities and the PAC Workshop. The PAC invited Delaware State University to speak at the workshop to discuss the University's long range plans. She asked Ms. Smith if she was willing to be interviewed for the next MPO newsletter, and Ms. Smith agreed. The Virtual TIP Tour is now available on the website. Ms. Layton also reported that the next bike summit would be called "Heels and Wheels" to include pedestrian issues, and would be held in the spring of 2014 in Newark.

11.2 UPWP Progress & Financial Reports – R. Vetter

12) Next Meeting: October 9, 2013

MOTION By Mr. Wheeler to adjourn. Seconded by Mr. Zilcosky. Motion carried.