**DOVER/KENT COUNTY MPO TECHNICAL ADVISORY COMMITTEE**

**MINUTES of AUGUST 12, 2015**

**Technical Advisory Committee Representatives attending:**

**David Edgell, Office of State Planning (Vice-chair) Tim Riley, Kent Conservation District**

**Ann Marie Townshend, City of Dover, Planning & Insp. Mila Robinson, DelDOT Planning**

**Valerie Gray, DNREC Tremica Cherry for C. Smith, DE Transit Corp.**

### Milton Melendez, DE Dept. of Agriculture

### Aaron Chaffinch, Town of Camden

### Marc Dixon, Federal Highway Administration

### Members not attending:

**Mary Ellen Gray, Kent County Planning (Chair) Dave Hugg, Town of Smyrna**

### Sharon Duca, City of Dover, Public Works Joe Zilcosky, DE Economic Dev. Office

### Jennifer Vallee, Dover Air Force Base Ryan Long, Federal Transit Administration

### City of Milford Rick Crawford, Norfolk Southern

**Non members attending:**

**Lanie Thornton, DelDOT Finance Bill Geronimo, DelDOT Finance**

**Jolyon Shelton, DelDOT Finance Rich Vetter, MPO Staff**

**Kate Layton, MPO Staff James Galvin, MPO Staff**

**Catherine Samardza, MPO Staff Chris Kirby, MPO Staff**

**The meeting was called to order at 10:03 AM without a quorum and by general consensus moved to Item #7 for discussion.**

1. **Introduction of Members & Guests**
2. **Public Comments**
3. **(7) DISCUSSION ITEM: Project Prioritization Working Group (PPWG) – Jim Galvin**

Mr. Galvin reported that the PPWG developed a set of criteria, and went through the DecisionLens process of weighting those critiera. The process of scoring each project is the next step. It was noted that the public hearing for DelDOT’s FY2017 Capital Transportation Program will be held in September; the MPO prioritization will not be completed in time to have any influence on this CTP. Mr. Galvin said that the MPO will be updating its Metropolitan Transportation Plan (long range plan), and hopes to use the DecisionLens program for the MTP.

Mr. Edgell thanked Ms. Robinson for guiding the PPWG through the DecisionLens process. Mr. Vetter said that DelDOT has been good about taking projects from the MTP for the CTP in recent years. The projects have not necessarily been high on the priority list, but they were from the Plan.

Mr. Edgell said the work with DecisionLens gave insight into the DelDOT process.

1. **(8) DISCUSSION ITEM: Draft Public Participation Plan - Kate Layton**

Ms. Layton reviewed proposed changes to the MPO’s Public Participation Plan. She noted that a lot of the changes were due to federal language changes, changes in information technology, and changes in MPO procedures. She also said that she updated the terms/acronyms list, and then went through the proposed changes with the TAC members.

Suggestions included adding language to the introduction explaining why the MPO has a Public Participation Plan and to broaden the language regarding social media, the internet, and e-mail. TAC members felt that updating the document every two years was sufficient.

Regarding the PAC participation in the DelDOT/Council on Transportation public hearing for the CTP and Transportation Improvement Program (TIP), TAC members felt that should be up to the PAC as it would affect them directly.

Ms. Layton noted that although the MPO has used a “virtual tour” for the TIP outreach the last couple of years, a physical tour would be considered when there are a significant number of new projects to view. She added that the entire document would be re-paginated, due to some problems with page numbers after removing redundant and/or obsolete federal sections.

Ms. Layton asked the TAC if there were any additional agencies that should be involved, or if there were any other suggestions for outreach. TAC members felt that keeping the language broad would allow the flexibility to add elements to address any changes that might occur.

**There was now a quorum, and Mr. Edgell returned to the Action Items and order of the Agenda.**

1. ***ACTION ITEM*: Approval of Agenda**

MOTION By Ms. Townshend to approve the agenda as modified. Seconded by Mr. Riley. Motion carried.

1. ***ACTION ITEM*: Approval of Minutes – June 10, 2015**

Staff noted that clarification was needed for the minutes of June 10, Items 3 and 4. TAC members reported that the Motion and Second for Item 3 were made by Mr. Melendez and Mr. Chaffinch; Item 4 was confirmed as Mr. Chaffinch and Mr. Melendez.

MOTION By Ms. V. Gray to approve the minutes as amended. Seconded by Mr. Chaffinch. Motion carried.

1. ***ACTION ITEM*: FY 2016 CONGESTION MITIGATION and AIR QUALITY (CMAQ) Project Request**

**- Bill Geronimo, DelDOT Finance**

Mr. Geronimo reviewed the materials detailing the projects for which CMAQ funds are being proposed. Mr. Edgell noted that while there was financial information, there were no details concerning bicycle and pedestrian projects; Mr. Geronimo said that he would send that to the MPO as soon as he received it.

MOTION By Ms. Townshend to recommend that Council concur with DelDOT’s use of CMAQ funding.

Seconded by Mr. Riley. Motion carried.

Ms. Townshend noted that in the past she had concerns about the CMAQ projects, but felt that using the funding for expanding

non-single occupant vehicle transit was moving in a good direction.

1. ***ACTION ITEM:* FY 2016 - 2019 TIP Amendments - Jim Galvin (enclosures)**

Mr. Galvin explained that although the MPO Council adopted the FY2016-2019 TIP in May, action by the General Assembly at the end of June resulted in changes to DelDOT’s CTP, and subsequently changes to the MPO’s TIP.

The three amendments presented for action are:

1. US13 Walnut Shade Road to Lochmeath Way – southern half of US13 expansion

Funding was added to this project - $250,000 for PE in an out-year.

1. Walnut Shade Road – US 13 to Peachtree Run Road – improvements

This is a new project, funding for PE in FY2019

1. Camden Bypass – South Street to Rising Sun Road – new alignment

Money was added to this project in FY2019 for the southern portion

Mr. Galvin reported that the MPO was informed that the Smyrna project for Glenwood Avenue is being dropped at the Town’s request. No amendment form has been supplied to the MPO for this project yet. He also noted that buses added in the May CTP were switched out to smaller buses.

Ms. Townshend said that none of these changes were alarming, as long as Smyrna is okay with the Glenwood Avenue being dropped. Mr. Vetter said that other than the four projects discussed, all other changes to the CTP and TIP were minor and did not require a formal amendment.

There was some discussion concerning the Glenwood Avenue amendment; consensus was that the TAC was in favor of the amendment as long as Council received the amendment form for its September meeting.

MOTION By Ms. Townshend to recommend Council adopt all three amendments. Seconded by Mr. Chaffinch.

 Motion carried.

1. **Member Agency Reports:**

**City of Dover: Planning –** Ms. Townshend reported that the Dover Downtown Development district is working to restore Central Dover and implement code enforcement and demolition of derelict homes. The Steering Committee is committed to helping people who invest in the area. NCALL is taking the lead, providing $750,000 over five years for hiring an implementation manager and a community coordinator. **Kent Conservation District –** Mr. Riley reported that KCD has received 21st Century funding for projects that the State is unable to complete due to loss of staff. As things stand, there is a 12-14 year waiting list, which is why DNREC has contracted with Kent Conservation.

**State of Delaware: DelDOT Planning /**

**DTC –** Ms. Cherry reported that DTC’s Origin/Destination Study is underway. Surveyors are being trained and by September will be on buses with transit riders.

**DNREC –** Ms. V Gray reported that DNREC received a $2.2M grant for clean vehicles and fuel alternatives. The money will fund Point of Sale rebates for fully electric vehicles. An RFP for insfrastructure grants has gone out for propane fuel and electric vehicle charging stations in Sussex County. There was discussion concerning existing charging stations in the State, including two at the Smyrna Rest Area. There is currently no charge for using the stations, and some are sponsored by Chargepoint, an EV company (electric charge). In addition, federal law prohibits fees for charging stations on the interstate system (I-95).

**Agriculture –** Mr. Melendez reported that the agency has worked with the country of Chile to send produce to Delaware during the winter seasons. In January onions and garlic will be shipped. The produce is comparable to what comes from California and Mexico. The Secretary of Agriculture is encouraging Delaware producers to send produce to Chile during their winter season. Shipment will be by boat. Retail outlets that have been met with include Costco, Metro and Shoprite, but no Kent County stores. Ms. Townshend noted Produce Junction is expected to open in the former Comp USA building. Mr. Melendez asked her to send him the contact information for the company.

**Statewide Planning –** Mr. Edgell reported that the Office is working on the State Strategies update, and expect to have new maps this week. He said he would like to have the MPO’s opinion on the new maps.

1. **Staff Report:**

**10.1 Outreach Activities – Kate Layton**

Ms. Layton reported on the events the MPO participated in during August, and those scheduled in the upcoming weeks. She also noted that she was working on the next newsletter and that the MPO was part of the Transportation and Greenspace Subcommittee of the Central Dover Redevelopment Committee. She would be comparing information from the MPO’s Bicycle and Pedestrian Plan with a map from the Redevelopment Committee. The Air Quality Partnership Committee would be meeting at WILMAPCO next week. The committee is working on “Tropo” skits to bring to the schools to educate students regarding air quality issues. The MPO website is being updated to be more efficient and available through electronic devices other than a computer. Mr. Edgell said that he was looking for the Smyrna Corridor Plan and could not find it, and suggested that there be a “Publications Page” that would be the “go to” page for viewers.

**10.2 UPWP Progress & Financial Reports – Rich Vetter**

 Mr. Vetter reported that about $100,000 remains from the FY15 budget; that money will be rolled over to FY16, and

 and the MPO will make another call for projects from Kent County municipalities and member agencies. Mr. Edgell suggested

 that staff suggest to the municipalities that the MPO could assist with their Comprehensive Plans. Mr. Galvin asked if it was

 the “season” for Comprehensive Plan updates; Mr. Edgell said the dates were “rolling” all the time. He suggested targeting

 municipalities a year ahead of their update deadline. Mr. Galvin suggested encouraging the municipalities to include the MPO

 long range transportation plan. There was discussion concerning the League of Local Governments, and asking its help in

 outreach to the Kent County municipalities.. Mr. Vetter asked about Kenton; Mr. Edgell responded that Martin Wollanston at

 the University of Delaware should be asked about that. He also noted that small towns have trouble keeping people engaged.

1. **Next Meeting: October 14, 2015**

MOTION By Ms. Townshend to adjourn the meeting. Seconded by Mr. Chaffinsh. Motion carried.