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

**MINUTES OF AUGUST 25, 2015**

**PUBLIC ADVISORY COMMITTEE MEMBERS ATTENDING:**

**Michael Gumrot, Chair Jayce Lesniewski, Vice Chair Chris Asay**

**Carolyn Cohee Jonathan Contant Carol Giesecke**

**Karen McGloughlin Jonathan Street Dr. Carlton Cannon**

**MEMBERS NOT ATTENDING:**

**Earle Dempsey Dwight Meyer**

**Jeremy Tucker/Kevin Yingling James Webster Phyllis B. Collins**

**NON-MEMBERS ATTENDING:**

**Joseph Catalbi, Camden James Wood, Camden**

**Rich Vetter, MPO Staff James Galvin, MPO Staff**

**Kate Layton, MPO Staff Catherine Samardza, MPO Staff**

**1. INTRODUCTION OF MEMBERS & GUESTS**

**2. PUBLIC COMMENTS**

Mr. Wood and Mr. Catalbi introduced themselves as residents of Camden. They were interested in any information available concerning the Camden Bypass plans. Mr. Vetter explained that the Bypass project has been added to the Camden Comprehensive Plan, but there are no final plans available. Listing the project in the Comprehensive Plan enabled DelDOT to allocate money for design of the project in fiscal year 2017. Although there is a 2009 draft alignment available, it is simply an aerial photo with lines drawn onto the map. There was some further discussion concerning the area of the bypass, including the Redner’s intersection and traffic light, and extending next to Camden’s Town Hall and south behind the industrial park. Mr. Vetter said that staff would send the available map to both Mr. Wood and Mr. Catalbi.

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

MOTION By Mr. Asay to approve the agenda. Seconded by Ms. Cohee. Motion carried.

**4. *ACTION ITEM:* Approval of Minutes, June 23, 2015 (enclosure)**

MOTION By Mr. Asay to approve the June minutes. Seconded by Mr. Street. Motion carried.

**5. *ACTION ITEM:* Annual PAC officer elections (chair, vice chair)**

Mr. Gumrot stepped down as Chair and Ms. Layton conducted the elections.

MOTION By Mr. Asay nominating Mr. Gumrot as chair. Seconded by Ms. Cohee. Motion carried.

MOTION By Ms. Geisecke to close nominations. Seconded by Mr.Asay. Motion carried.

Mr. Gumrot was elected Chair by acclamation.

MOTION By Mr. Asay nominating Mr. Lesniewski as Vice-Chair. Seconded by Mr. Street. Motion carried.

MOTION By Ms. Geisecke closing nominations. Seconded by Mr. Gumrot. Motion carried.

Mr. Lesniewski was elected Vice-Chair by acclamation.

**6. *ACTION ITEM*: FY 2016 CMAQ Project Request – R. Vetter**

Mr. Vetter reviewed DelDOT’s proposed use of CMAQ funds, referring to materials provided by DelDOT. There were questions concerning funding that were not covered in the documents provided; Mr. Vetter suggested contacting Gene Donaldson’s ITMS section at DelDOT. Ms. Cohee asked if she could do that, and Mr. Vetter answered that she could. Discussion on this issue noted that it seemed to be left vague on purpose, but PAC members wanted it to be clearer. Ms. McGloughlin asked if funding carried over to the next fiscal year; Mr. Vetter said not necessarily.

MOTION By Mr. Asay to recommend Council concur with DelDOT’s proposed CMAQ projects. Seconded by

Mr. Lesniewski. Motion carried.

**7. *ACTION ITEM*: FY 2016-2019 Transportation Improvement Program (TIP) Amendments -- J. Galvin**

Mr. Galvin reviewed the three TIP amendments sent to the PAC. 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.

2) Walnut Shade Road – US 13 to Peachtree Run Road – improvements

This is a new project, funding for PE in FY2019

3) 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.

There was some discussion concerning minor changes to the TIP that did not trigger a formal amendment to the TIP, which must agree with DelDOT’s Capital Transportation Program (CTP). There was discussion concerning the three projects and the changes being proposed by DelDOT.

MOTION By Ms. Cohee to recommend Council adopt the three amendments as presented. Seconded by Ms. Geisecke.

 Motion carried.

Mr. Vetter said that the amendment removing the Glenwood Avenue project would be presented at the next meeting.

**8. DISCUSSION ITEM: Project Prioritization Working Group (PPWG) – J. Galvin**

Mr. Galvin noted that the prioritization process would be used for not only the TIP, but for the MPO’s 30-year long range plan (Metropolitan Transportation Plan). He reported that the PPWG, mostly comprised of TAC members, developed a set of criteria using DecisionLens. The second step was weighting the criteria through pairwise comparisons. The process of scoring each project is the next step. He noted that scoring is being done by MPO staff, then will go to the Working Group, the TAC and PAC and finally to the Council. Mr. Galvin said that at the October meeting the PAC will be able to review the scoring and make a recommendation to Council.

There was discussion concerning the process, and particularly DecisionLens and DelDOT’s priorities. It was noted that the MPO’s version of DecisionLens would not change how DelDOT goes through the process. Mr. Vetter said the new process would be useful for MPO initiated projects in the long range transportation plan. Mr. Asay noted that the criteria should be open to public scrutiny. He also asked if the MPO priority list would have any impact on DelDOT. Mr. Vetter said not now, but in future the MPO hopes to change that by adding the MPO input developed through the DecisionLens process.

**9. DISCUSSION ITEM: Draft Public Participation Plan update -- K. Layton (enclosure)**

Ms. Layton noted that the Public Participation Plan comes up for review every two (2) years. She reported that many of the changes are updates of federal language, and that the TAC had reviewed the draft and made some suggestions. Ms. Layton then went through the document, inviting discussion on highlighted sections.

There was discussion concerning the use of social media and the different formats available. The consensus of the PAC was to keep the meetings at a central Kent County location, and all thought that the Kent County Administration Building was a good place for the meetings. There was discussion concerning the PAC role in developing the TIP, and member involvement in the Council on Transportation public hearing for DelDOT’s CTP in conjunction with the MPO TIP. Members felt that there needed to be some way to get the MPO input into the DelDOT CTP. Mr. Galvin noted that with the new priority process, the MPO hoped to be able to influence DelDOT’s decision-making process. Ms. McGloughlin felt that removing the PAC involvement in the COT/CTP process was counterproductive to becoming more involved. Mr. Street felt that one discussion wasn’t going to bring the PAC members up to speed on this issue, and felt that it should be an ongoing discussion. There was discussion concerning the wording of this section, to keep the option open for the PAC to be involved. Ms. McGloughlin asked if the PAC participates directly in the development of the TIP: Mr. Vetter noted that the PAC reviews the TIP as it is developed.

It was noted that dissemination of MPO publications is handled through the website and via e-mail. Ms. Layton sends out hardcopies as requested. Ms. Layton noted that the annual TIP tour has been virtual for the last couple of years, but as new projects are added to the TIP, it could be an actual physical tour again at some point. She said that the virtual TIP tour information is updated on a regular basis. Mr. Asay said that more detailed diagrams on the website would be helpful. Mr. Galvin said that the MPO isn’t always given that information, especially if a project has not been designed yet.

Ms. Layton reported that the website is being updated, and will be compatible with smart phones and tablets. The entire Public Participation Plan will be repaginated once final changes are made, and she will check with Marc Dixon of Federal Highways on whether or not redundant information may be removed. Mr. Asay noted that there is no title to Appendix A, which is definitions.

Ms. Layton asked if PAC members were satisfied with the MPO “tag lines.” Ms. McGloughlin asked if the MPO had a hashtag, and suggested one could be developed. Mr. Gumrot asked what that was, and Ms. McGloughlin said that hashtags are a sorting tool in Twitter. Mr. Contant asked about the MPO videos on Youtube. Ms. Layton said that she is working on a solution to the problem of Youtube being blocked by State agencies, so that even MPO members cannot view the TIP Tour video.

She also reported that the TAC recommended keeping language broad, to encompass any changes that may be made between review of the Plan. PAC members agreed. Mr. Contant asked about legislators reposting MPO info, as they do for DelDOT (road closures, etc.). Ms. Layton noted that the MPO is a “free standing” agency, and it might be better not to be at the whim of the legislators. Mr. Contant said he understood, and meant that the legislators could post MPO information the way they do DelDOT information. He felt that a lot of people follow the legislators’ pages. Ms. McGloughlin said it could be a matter of reaching out to the legislators to educate them as to what the MPO has to offer. PAC members also suggested creating a resume´, annual report or a “highlights” document that could be shared.

**10. \*\*\* MEMBER REPORTS \*\*\***

Ms. Cohee commented on DelDOT’s plans for the Thompsonville traffic light. She said that she lives in the area, and the wait to get on US113 at the traffic light can be up to six (6) songs on the radio. She said that the area east of Route 1 will be “land locked” and that people are already complaining about the detour plan. She believes that someone is going to get killed with the new traffic pattern. She also said that DelDOT’s public notice provided no data to support this, and that she feels it is just another way to create back-up in traffic. She believes there should be a public meeting to discuss this, and that it will add an hour round trip for residents to get across the highway. She asked if the PAC could help get word out to farmers and those residents in the area that have no internet or cable – there is no signal available. Mr. Gumrot asked if Representative Peterman could help. Mr. Vetter said that the MPO itself could not approach legislators directly. Mr. Street said that something should be done. Mr. Contant asked about mobile signal lights, and Ms. Cohee said an advanced warning light would be good, too, but nothing has been proposed. This detour condition will last from September 14, 2015 through December 2016. Ms. Cohee said that DelDOT is aware that this is a problem, but there is no data to support anything else. Mr. Gumrot said that he would call Representative Peterman, and noted that from “May to September, you’re not getting out” (due to beach traffic). Ms. Cohee said that the detour plan is not preventing Tub Mill Road west/east traffic, just east/west. She also said it is a scary perspective, and someone will be hurt or killed.

**11. Staff Reports –**

**11.1 Progress & Financial Reports – Rich Vetter (enclosures)**

**11.2 Other Project Updates/Activities – MPO Staff**

**11.3 Correspondence, Publications/Reports/Outreach – K. Layton**

Mr. Vetter reported on the funds remaining in FY15 that would be moved forward to FY16. He said that about $104,000 is left, and that staff is looking for uses for that money. The MPO will be contacting the municipalities for suggestions.

Ms. Layton reported that she was preparing MPO informational notebooks for the new members. She is in the process of updating the materials, including updating the acronyms list. She also reported on the summer events that the MPO is participating in, and that she is working on the MPO newsletter. In addition, she has been asked to assist the Delaware American Planning Association (APA) with their newsletter.

Ms. Layton announced that the COT/CTP meeting would be held at the Camden Town Hall meeting room on September 1st from 4-7 PM and invited the PAC members to attend.

**12. ADJOURN**

MOTION By Mr. Asay to adjourn the meeting. Seconded by Ms. Cohee. Motion carried.

**Next meeting, October 27, 2014, Kent County Levy Court Building**