



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 NOVEMBER 6, 2016

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

Cathy Smith for Kennard Potts, Delaware Transit Corporation

Terry Pepper, Dep. Dir., Safety & Homeland Security, for Governor Jack Markell, State of Delaware

Ralph Reeb for Drew Boyce/Shailen Bhatt, Secretary, Delaware Dept. of Transportation

Mary Ridgeway, Division Administrator, Federal Highway Admin. (FHWA)

Members not attending:

Brigid Hynes-Cherin, Regional Administrator, Region III, Federal Transit Admin. (FTA)

Non-members attending:

Rich Vetter, MPO Staff

Kate Layton, MPO Staff

James Galvin, MPO Staff

Catherine Samardza, 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. Reeb. Motion carried.

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

MOTION By Mr. Reeb to approve the minutes of September 4th. Seconded by Commissioner Eaby. Motion carried.

5. ***ACTION ITEM: Annual Elections***

Mayor Carey stepped down as chair and MPO staff ran the meeting for the annual elections.

MOTION By Commissioner Eaby nominating Mayor Carey as Chair. Seconded by Mayor Tinari. Motion carried.

MOTION By Mr. Reeb to close nominations. Seconded by Commissioner Eaby. Motion carried.

Mayor Carey was elected Chair by acclamation.

MOTION By Mayor Carey nominating Commissioner Eaby as Vice-Chair. Seconded by Ms. Smith. Motion carried.

MOTION By Commissioner Eaby to close nominations. Seconded by Mayor Carey. Motion carried.

Commissioner Eaby was elected Vice-Chair by acclamation.



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6. ACTION ITEM: FY 2014 Unified Planning Work Program Amendment – R. Vetter (enclosure)
- Route 10 Trail Study

Mr. Vetter reviewed the Route 10 Trail Study to be incorporated into the UPWP. The committee members viewed a map with the proposed and existing trails noted. Mr. Vetter reported that this study will cost about \$50,000 and was originally scheduled to be done by DeIDOT. If the MPO does the study, DeIDOT will put that funding into one of the other proposed trail segments. The money that the MPO would use for this study is “rollover” money from FY13. Both the TAC and PAC recommend approval of this amendment.

MOTION By Mr. Reeb to adopt the amendment to the UPWP. Seconded by Mr. Pepper. Motion carried.

MOTION By Commissioner Eaby approving the resolution adopting this amendment. Seconded by Ms. Smith. Motion carried.

7. ACTION ITEM: FY 2014 – 2017 Transportation Improvement Program Amendments – J. Galvin (enclosures)

Mr. Galvin reviewed the two TIP amendments that were left off the last amendment. The two projects are the Eden Hill roundabout (a state-funded project on DeIDOT right-of-way and property) and a bathroom facility at the Transit Center for the bus drivers. Staff reported that the 30 day public comment period began on October 1, and there have been no comments.

MOTION By Commissioner Eaby to adopt the amendment. Seconded by Mr. Reeb. Motion carried.

MOTION By Commissioner Eaby approving the resolution adopting the amendment. Seconded by Mr. Reeb. Motion carried.

8. ACTION ITEM: Final Update of MPO Bylaws - C. Samardza (enclosures)

Ms. Samardza reported that the TAC recommended approval of the bylaws. The PAC asked for consistency in language concerning “designee” and “appointee” regarding the Governor’s Council appointment. PAC members asked that “appointee” be used. She also reported that although DeIDOT has been making two appointments to the PAC, one of the appointments should actually be made by DTC. Consensus was that staff should draft a letter to Secretary Bhatt and Mr. Paprcka (DTC’s acting CEO) for Mayor Carey’s signature.

MOTION By Commissioner Eaby to approve the bylaws with the recommended language change. Seconded by Mr. Pepper. Motion carried.

9. Discussion Item: DeIDOT Draft FY2015-2020 Capital Transportation Program – R. Vetter (enclosure)

Mr. Vetter reviewed the distributed map, which had projects listed in order of the year they were scheduled for. He noted that the CTP public hearing was very well attended, in light of the controversy regarding the schedule change for the SR1 interchange for the Kent County sports complex. The Council members had questions and comments on several projects. Mr. Reeb asked about two Kent County projects, Irish Hill and Woodleytown Roads. Mr. Galvin reported that they were amended into the Metropolitan Transportation Plan, but were not in the TIP. Mayor Carey asked about College Road and the connector from Route 8 to Hazletville Road. Mr. Vetter said that these roads were not on this draft map because they were further out than the next six years. He also noted that this list was just a draft.



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10. Discussion Item: Garrisons Oak Park Connector Road – R. Vetter

Mr. Vetter reported that at the October TAC meeting Joseph Zilcosky of DEDO and Michael Kirkpatrick of DelDOT Planning gave a presentation regarding this potential project. The presentation included maps and a page synopsis of the history of the project, where it stands currently, the need for a connection to SR1, and a proposal for action.

Mr. Zilcosky felt strongly that tenants for the park would be easier to find if the connector road was built, or at least being designed. The issue is funding, and the fact that currently the number of trips generated by the park do not warrant a new road.

There was considerable discussion at the TAC meeting, but the consensus was that this project will be costly and that there has not been enough discussion between the City of Dover, Kent County and DelDOT, the parties to the Memorandum of Agreement that resulted in the creation of the park. Mr. Reeb noted that the original agreement calls for an access management plan that has never been done. It was noted during the discussion that DelDOT owns the development rights on the Cartanza property south of the industrial park. The proposed road would also connect the Civil Air Terminal to Garrison Oak.

11. Discussion Item: Project Prioritization Process (new projects) – J. Galvin

Mr. Galvin gave a brief overview of the Prioritization Working Group. Although the group began a while ago, DelDOT's continuing evaluation of Decision Lens has delayed implementation of a new process. The MPO will reconvene the Working Group and move forward to develop rankings for the new projects using the standards in place. These projects need to be amended into the Metropolitan Transportation Plan and the TIP. The North Dover and Route 8 projects have been separated out into individual components rather than one large project each. The Camden Bypass is new, and Camden will be adding the project into their Comprehensive Plan. DelDOT has put a new project into the CTP – widening US13 from Puncheon Run to Woodside. Mr. Galvin proposed that he would score the projects and then bring them to the Working Group for review and possible changes. The prioritized list would then go to the TAC, PAC and Council for review in December and January, leading to an amended MTP in the spring of 2014. He felt that using the old process would allow the new projects to be evaluated equally with the projects in the existing list.

Mr. Galvin felt that when a new process is eventually implemented, the entire list would be reviewed. Mr. Reeb said that the process needed to have a clear connection between the Land Use Plan and how the system should perform. He felt that problems should be identified first, then projects, or solutions, developed.

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

Mayor Carey reported that Dick's Sporting Goods is now open. A Green Turtle restaurant will be opening next to the old Lonestar building; a 7-11 will open next to Kirby and Holloway; and a Red Robin and a Panera will go into the old Uno's space. There is a contract on the old Berry Van Lines property, and several businesses, including an Outback Steakhouse, are scheduled to go into the old WalMart building.

Mayor Tinari reported that Cheswold is updating the Town's landuse and zoning ordinances. The Town has also had a preliminary meeting with DelDOT concerning the annexation of Delaware Air Park.

Commissioner Eaby reported that the County is looking at contributing a parcel of land to the West Dover Connector. Levy Court has developed storm water management districts, and developments can elect to have the County manage their storm water ponds. It will cost \$25.00 per year, per person. Other services, such as grass cutting, will also be available. The County is considering developing these services for the smaller municipalities as well.

The County will now send out bills for Home Owners Associations (HOAs), similar to how New Castle County



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handles it. There is still no enforcement authority, and the County is looking at that as well.

The County is also looking at remedial sewer projects, because of the environmental issues if septic systems fail.

Mr. Reeb asked if the storm water management districts would be considered a utility; Commissioner Eaby said it would be more like a trash district.

13. TAC Report – R. Vetter

Mr. Vetter reported that Mary Ellen Gray and Dave Edgell were re-elected as TAC Chair and Vice-Chair, respectively. He also announced that Gary Norris, Milford's TAC representative, has retired and a new TAC representative is needed.

There was some further discussion concerning the TAC's comments about Garrison Oak and access to US13 and SR1.

14. PAC Report – K. Layton

Ms. Layton reported that the Governor's Office appointed Jonathan Street of Becker Morgan to the PAC. The TAC requested clarification, wondering if this was a conflict of interest. Mr. Reeb noted that there are safeguards in place, for the MPO, WILMAPCO and the Council on Transportation. Ms. Layton noted that she felt that it was advantageous for the PAC to have Mr. Street, because he is an engineer and familiar with transit and transportation issues.

15. Staff Report –

15.1 Outreach Activities – K. Layton

Ms. Layton reported that the fall Newsletter was sent out, and she is now working on the winter newsletter. Staff is working on updating the TIP Tour videos, noting when projects are completed or moved to the next phase. She also reported that she attended the AMPO conference in Portland, Oregon. The city is a national model for walking and biking. Bike racks were everywhere, even at the airport.

15.2 UPWP Progress & Financial Reports – R. Vetter

15.3 Other MPO Projects & Updates – R. Vetter

Mr. Vetter reported that the pedestrian counts for Delaware State University were completed. A meeting would be held later in the week to look at the results. The cost estimate and concept plan for Airport Road in Milford has been completed.

Ms. Smith was asked if DTC could give Kent County Levy Court a presentation on the changes proposed for service and fares. Ms. Smith said yes; e-mails would be used to schedule this.

Next Meeting: January 8, 2014

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