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

**MINUTES OF APRIL 26, 2016**

**PUBLIC ADVISORY COMMITTEE MEMBERS ATTENDING:**

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

**Dr. Carlton Cannon Dr. Carolyn Cohee Phyllis B. Collins**

**Jonathan Contant John Grady Jesse Spampinato**

**Dr. Carol Geisecke**

**MEMBERS NOT ATTENDING:**

**Kevin Yingling (alt) Jonathan Street Earle Dempsey**

**Karen McGloughlin (alt) Dwight Meyer**

**NON-MEMBERS ATTENDING:**

**Rich Vetter, MPO staff Kate Layton, MPO Staff**

**James Galvin, MPO staff Catherine Samardza, MPO Staff**

**The meeting was called to order by Mr. Lesniewski in lieu of Mr. Gumrot, who arrived later.**

**1. INTRODUCTION OF MEMBERS & GUESTS**

**2. PUBLIC COMMENTS**

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

MOTION By Dr. Cohee to approve the agenda. Seconded by Dr. Geisecke. Motion carried.

**4. *ACTION ITEM:* Approval of Minutes, February 23, 2016**

MOTION By Mr. Asay to approve the February minutes. Seconded by Dr. Cohee. Motion carried.

**5. *ACTION ITEM:* FY 2017 Unified Planning Work Program (UPWP) -Rich Vetter**

Mr. Vetter referred the PAC members to the one-page summary that accompanied the draft UPWP document. He noted that of the eight projects, the first six were repeated every year and supported ongoing MPO tasks. The remaining two projects are *Updating the Regional Transportation Plan* and *Transportation Studies*. The MPO expects a draft Plan sometime after the scheduled June 8 workshop, in late summer or early fall. Mr. Vetter noted that Transportation Studies includes Bicycle/Pedestrian studies for municipalities, as well as technical and comprehensive plan assistance for municipalities. Assistance can be either financial or staff time. The MPO budget allocation is expected to be between $550,000 - $600,000.

MPO staff has solicited project suggestions from PAC and TAC members, municipalities and Kent County.

The MPO will be updating the Regional Bicycle Plan, suggested by Mr. Asay. Mr. Vetter is waiting to hear from Andrea Kreiner, the consultant (who also facilitated the original Plan) as to the scope of the project. He expects is will be about 12 months, from July 2016 to July 2017.

The City of Dover has submitted a downtown Dover parking study (the last was completed in 2004) and a “mini” traffic impact study for the Garrison Oak Industrial Park.

Mr. Vetter said that the “Freight Study” included is only a place-holder. DelDOT is very interested in projects supporting freight because there is federal money available for freight planning, but there is no specific project at this time. Mr. Galvin noted that the money available is for freight improvements specifically.

The MPO will also be involved in traffic counts, to develop an extension of WILMAPCO’s existing New Castle County data for congestion management at major intersections.

MOTION By Mr. Asay to recommend Council adopt the UPWP. Seconded by Dr. Geisecke. Motion carried.

**6. *ACTION ITEM:* June 21 PAC Workshop Dinner location**

Ms. Layton presented information on possible restaurant locations for the June PAC Annual Workshop. After discussion, it was agreed that the Dover Downs Festival Buffet was again where the Workshop Dinner should be held.

MOTION By Dr. Geisecke to hold the Annual Workshop Dinner at the Dover Downs Festival Buffet. Seconded by Mr. Spampinato. Motion carried.

Ms. Layton then asked the PAC members what topic they would like the workshop to cover. There was discussion

concerning DART service. Staff noted that DART/DTC would have more to report on after the

Origination/Destination Study is finalized. Mr. Galvin reported that DNREC has identified sea level rise issues in

Kent and Sussex counties, and further noted that the Little Creek Comprehensive Plan addresses issues caused in

the town by rising water. Dr. Cohee noted that Route 9 floods as well. After further discussion, it was decided that Ms. Layton should try to get someone from DNREC to make a presentation on sea level rise issues. If no one is available for the June Workshop, she would contact DTC/DART.

**7. \*\*\* MEMBER REPORTS \*\*\***

Members discussed the TIP Tour, which all agreed was very informative and well-planned.

Mr. Spampinato asked if the cost analysis breakdowns for projects in the draft long-range plan included utilities. Mr. Vetter said that the MPO is not usually involved at that level, but that some cost projections are more detailed than others and would include utilities. He also noted that the costs are figured per mile and based on historic estimates.

Dr. Geisecke announced that this was her last meeting as a member of the PAC. She is resigning her appointment because she is retiring. Ms. Layton noted that she has been in touch with DTC about a replacement for Dr. Geisecke.

**8. Staff Reports –**

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

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

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

Mr. Vetter reported that the MPO will have funds remaining from FY 2016. The MPO will request that those funds be rolled forward into the FY2017 budget allocation.

Mr. Galvin reported that the MPO Data and Demographics Working Group met to determine the population distribution throughout the Traffic Analysis Zones (TAZs) in Kent County.

Mr. Vetter reported that he spoke to DelDOT about the Hazlettville/Wyoming Mill Road issues that were discussed at the April PAC meeting. DelDOT will be doing a study of the intersection, because accidents have increased over the last year. Dr. Cohee asked what was needed to trigger a study, and Mr. Vetter responded that DelDOT has been responsive when the MPO makes the request. Dr. Cohee said she believes that the Sports Complex construction north of Thompsonville road is already causing problems at Thompsonville Road; there have been 12 accidents since September 2015. There was further discussion concerning accidents on Route 1.

Mr. Grady reported an error in the February minutes, which noted Mr. Dempsey as absent when he was in attendance. Staff responded that it had already been discussed with Mr. Dempsey and the minutes would be corrected before made available to the public.

Ms. Layton reported on the MPO participation in Milford’s Bug and Bud Festival and Old Dover Days. She also reported that she has been giving presentations to municipalities and Kent County Levy Court regarding the Metropolitan Transportation Plan (also known as the Regional Transportation Plan). There is also a survey available online and in hard copy for residents to provide public input to the MPO. Since mid-March Ms. Layton has received 131 completed surveys.

Ms. Layton also noted that there are PAC vacancies. Of particular concern is the fact that Mr. Meyer wishes to retire, and he fulfills the MPO PAC requirement of an agribusiness person as a member.

Dr. Cohee asked if the MPO is coordinating with Milford on their re-shaping of the downtown Milford area. Mr. Vetter said that Milford has not reached out to the MPO for assistance. While it is a federal requirement that the MPO reach out to the municipalities, the municipalities are not required to have the MPO participate in all projects.

Ms. Layton noted that the MPO will be participating in the Bike to Work Day on May 18th.

**9. ADJOURN**

MOTION By Dr. Cannon to adjourn the meeting. Seconded by Dr. Cohee. Motion carried.