# **DOVER/KENT MPO COUNCIL**

# **MINUTES OF MAY 4, 2016**

**Dover/Kent MPO Council Members and /or Representatives thereof attending:**

**Brad Eaby, for Brooks Banta, President, Kent County Levy Court, Chairman**

**Robin Christiansen, Mayor, City of Dover**

**Amanda Marlow for Justin King, Mayor, Town of Camden for Kent County Municipalities**

**Cathy Smith for John Sisson, Executive Director, Delaware Transit Corporation**

**Drew Boyce, Director of Planning, Delaware Dept. of Transportation, for Secretary Jennifer Cohan**

**Marc Dixon for Mary Ridgeway, Division Administrator, Federal Highway Admin. (FHWA)**

**Members not attending:**

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

**Terry Garcia Crewes, Regional Administrator, Region III, Federal Transit Admin. (FTA)**

**Non-members attending:**

**Don Tinari, Council member, Town of Cheswold Matt Jordan, DAFB TAC member**

**Andrea Kreiner, Consultant Rich Vetter, MPO Staff**

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

**Catherine Samardza, MPO Staff**

**The meeting was called to order at approximately 3:05 PM.**

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

MOTION By Mayor Christiansen to approve the agenda. Seconded by Mr. Boyce. Motion carried.

1. ***ACTION ITEM*: Approval of Minutes / March 2, 2016 (enclosure)**

MOTION By Mayor Christiansen to approve the minutes of March 2, 2016. Seconded by Ms. Smith.

 Motion carried with one abstention.

1. ***ACTION ITEM*: FY 2017 Unified Planning Work Program – Rich Vetter (enclosure)**

Mr. Vetter referred Council members to the one-page summary that accompanied the draft UPWP document. He reported that the budget does not yet reflect funding that will go to the Salisbury-Wicomico MPO. Regarding the UPWP project, the first six are repeated every year and support 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 change from year to year. The projects may include Bicycle/Pedestrian studies for municipalities, as well as technical and comprehensive plan assistance for municipalities. Assistance can be either financial or staff time. Projects for the City of Dover include a parking study that will identify the threshold for a parking garage, and a “mini” traffic impact study for the Garrison Oak Industrial Park.

The MPO will be updating the Regional Bicycle Plan, suggested by Mr. Chris Asay (PAC member). Andrea Kreiner, who facilitated the original Plan, will be the consultant on this project. He expects it will be about 12 months, from July 2016 to July 2017. Mr. Boyce mentioned the Statewide Bicycle Plan, noting that local projects could feed into that Plan.

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.

There was some discussion concerning the projects. In particular, Commissioner Eaby asked about the McKee/Salisbury Road turning issues that were brought to Council in March from Mr. Joseph Wutka, Chair of the Central Delaware Chamber Transportation Committee. Mr. Vetter said that it has been added to the RTP. He also noted that Mr. Wutka did a cost estimate, but there is no specific plan. Mayor Christiansen said that the City of Dover has concerns about the entrance at Emerald Pointe and has made a request for signalization there. He added that they need traffic counts done for the AM and PM traffic congestion as well as for the McKee and Scarborough intersections. Mr. Boyce said that the request was forwarded to DelDOT’s Traffic Studies, and there is a month turn around on those requests. There was further discussion regarding this intersection and the potential problems when the West Dover Connector is completed. Commissioner Eaby asked if this area is in the 20-year plan, and Mr. Vetter noted that Saulsbury Road from College Road to North Street is included in the RTP update.

MOTION By Mayor Christiansen to adopt the FY2017 UPWP. Seconded by Mr. Boyce. Motion carried.

1. ***ACTION ITEM*: Public Participation Plan Update - Kate Layton (enclosure)**

Ms. Layton reported that the PAC recommends Council approve publication of the draft Plan for a public comment period. She noted that the TAC and PAC have both seen the document twice, and reviewed all changes. The section concerning the Transportation Improvement Program (TIP) was amended to clarify the PAC’s role, and federal language was updated and edited to remove redundancies. Ms. Layton worked with Mr. Marc Dixon of FHWA on the federal elements of the Plan.

There was some discussion concerning the use of hash tags/social media. Commissioner Eaby suggested removing the “/” from “D/KC MPO” for hash tag use.

MOTION By Mr. Boyce to release the draft Public Participation Plan for public comment. Seconded by

 Ms. Smith. Motion carried.

1. **COUNCIL MEMBER REPORTS**

DE Transit Corporation: Ms. Smith reported that DTC is implementing a resort season pilot program, Route 202. The bus will leave the boardwalk every 30 minutes from 10 AM to 10 PM and will travel from downtown Rehoboth up to the retail area of Route 1. The regular resort service, Routes 201 and 203, will begin on May 26. After Labor Day, only the Route 202 will continue service. DTC has also made changes to routes in Middletown, Smyrna and Milford. Ms. Smith noted that no public comments were received from the Kent and Sussex counties public hearings. The next transit changes will be in December, after the Origin/Destination Study results have been evaluated and presented to the public in July or August.

Dover Air Force Base is making changes to the Visitors Center Parking lot to accommodate bus service to the Base. There was discussion concerning a streamlined service for US13, and the likelihood of night service being cut back.

City of Dover: Mayor Christiansen reported that Dover will celebrate 300 years in 2017.

Kent County Levy Court: Commissioner Eaby reported that Levy Court amended an ordinance concerning the bond issuance for the Sports Complex. This was required because of a change in the bond rating. The Kent County Recreation Center will have a ribbon cutting ceremony on June 4 at 9:00 AM.

DelDOT: Mr. Boyce reported that there is ongoing construction throughout Kent County. He noted that the Little Heaven project is particularly long-term, taking 20 years to acquire all the Right-of-Way required. Mr. Boyce said that DelDOT is developing on the FY2018-2023 CTP and working with MPO staff to select projects from the MTP that will hopefully evolve into the TIP. In addition, DelDOT has applied for a $90M grant for the “fast lane” for a project up north. If Delaware receives the grant, it would allow DelDOT to use federal monies for additional projects. He also thanked DAFB for the efforts towards a Joint Use Agreement.

1. **TAC Report – Rich Vetter - None**
2. **PAC Report – Kate Layton**

Ms. Layton reported that the PAC members again chose Dover Downs Festival Buffet as the site of the annual workshop. The PAC asked for a presentation on the topic sea-level rise.

Dr. Carol Geisecke, appointed by DTC, has resigned from the PAC. Ms. Smith said that DTC has a candidate, but the person has not accepted to date.

Ms. Layton reported that Dwight Meyer, the PAC Agribusiness member, wants to retire. Mr. Meyer is assisting in finding his replacement, since a member representing the agriculture community is required in the MPO Agreements and bylaws.

1. **Staff Reports –**

 **10.1 Outreach Activities – Kate Layton**

 **10.2 UPWP Progress & Financial Reports – Rich Vetter (enclosure)**

 **10.3 Other MPO Projects & Updates – Rich Vetter**

Ms. Layton reported on the MPO participation in Dover Days and Milford’s Bug and Bud Festival. Other events will occur throughout the spring and summer.

Outreach for the RTP is ongoing. There is a survey, available electronically or in paper copy. To date, there have been 138 responses. Ms. Layton is also giving presentations on the Plan to local governments. She reported that there has been a lot of comments asking for passenger rail, and requests for a direct Harrington-to-Milford bus route. In addition, residents in Milford and Smyrna would like to see in-town bus service.

The MPO TIP Tour was very successful, and Mike Simmons from DelDOT was a great guide. Ms. Layton expressed her thanks to DART for loaning the MPO the bus for the tour.

Mr. Vetter reported that there will be money from FY16 to rollover to the FY17 budget. The Capital Gateway Study is finishing up, and the Senator Bikeway is in design.

Other Discussion/Announcements:

Cheswold Council member Mr. Tinari (formerly mayor) thanked everyone who attended his retirement celebration. However, he has agreed to stay on the Council, and because he feels the MPO serves an important function, he will continue to attend the MPO meetings.

Mr. Tinari also reported that in old town Cheswold, there is no public water. When there is a fire, the fire company is limited to 1200 feet of hose and calling on the Town of Smyrna’s fire company for the water truck. At a recent fire, the Smyrna water truck was not available and the house burned to the ground. Fortunately, no one was home and there were no injuries. No other homes were destroyed, but the heat from the fire melted plastic across the street. Cheswold would like to get public water to this area, but it is estimated at $2M, and there is no money for the project.

Staff noted that Mr. Dixon was leaving FHWA. Mr. Dixon announced that he is moving to the Federal Rail Administration. Council members thanked Mr. Dixon for his assistance during his time with FHWA.

Next Meeting: July 6, 2016

MOTION By Mayor Christiansen to adjourn the meeting. Seconded by Mr. Boyce. Motion carried.