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

**MINUTES OF OCTOBER 2016**

**PUBLIC ADVISORY COMMITTEE MEMBERS attending:**

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

**Dr. Carlton Cannon, Jr. Dr. Phyllis B. Collins Bruce Snow**

**Jonathan Contant Karen McGloughlin (alt/Dover)**

**Members not attending:**

**Jesse Spampinato Jonathan Street Kevin Yingling (alt/KCLC)**

**Dr. Carolyn Cohee Earle Dempsey**

**Non-members attending:**

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

**Catherine Samardza, MPO Staff**

**1. INTRODUCTION OF MEMBERS & GUESTS**

**2. PUBLIC COMMENTS**

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

MOTION By Ms. McGloughlin to approve the agenda. Seconded by Dr. Cannon. Motion carried.

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

MOTION By Mr. Lesniewski to approve the August minutes. Seconded by Mr. Contant. Motion carried.

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

Staff conducted the elections.

Dr. Cannon made a motion nominating Dr. Collins. The motion failed for lack of a second, as Dr. Collins was not present at the time and it was unknown whether or not she wished to be nominated.

MOTION By Mr. Lesniewski nominating Mr. Gumrot as Chair. Seconded by Dr. Cannon. Motion carried.

MOTION By Mr. Gumrot to close nominations. Seconded by Mr. Snow. Motion carried.

Mr. Gumrot was elected Chair by acclamation.

MOTION By Mr. Asay nominating Mr. Lesniewski as Vice-chair. Seconded by Mr. Gumrot. Motion carried.

MOTION By Mr. Gumrot to close nominations. Seconded by Mr. Contant. Motion carried.

Mr. Lesniewski was elected Vice-chair by acclamation.

**6. *ACTION ITEM*: MPO Title VI/Environmental Justice Policy**

Mr. Vetter reminded PAC members that this document has been reviewed by the Committee previously. He noted that there is new language on Page 17, requested by Council to clarify the complaint process.

MOTION By Mr. Asay to recommend Council adopt the Policy. Seconded by Ms. McGloughlin.

 Motion carried.

**7. *ACTION ITEM:* December PAC Meeting Date**

Ms. Layton asked the Committee to decide when the December meeting would be held, as the normally scheduled day would run into the holiday week. After some discussion, it was decided to move the meeting to Wednesday, December 14 at 6 PM.

MOTION By Jonathan Contant to schedule the December meeting on Wednesday, December 14.

 Seconded by Mr. Snow. Motion carried.

**8. DISCUSSION ITEM: Long Range Transportation Plan Project Prioritization**

Mr. Vetter reviewed the draft Metropolitan Transportation Plan (MTP), noting that it is a 20-year look at transportation issues in the State. The MPO solicits projects from the municipalities, Kent County and the public, which are then prioritized in the Plan. DelDOT reviews the list when developing the Capital Transportation Program (CTP). Of 41 projects in the last MTP, seven are in design or construction, and four are in the new draft CTP.

There was some discussion concerning projects and how they ranked, and Mr. Vetter explained that although the MPO prioritizes the project list, DelDOT re-prioritizes in relationship to funding and statewide projects. Some projects may be constructed by developers, and some may be included in the Hazard Elimination Program (HEP) or the Highway Safety Improvement Program (HSIP).

DelDOT uses DecisionLens to prioritize projects based on data driven criteria. The MPO developed its own criteria for use with the DecisionLens program for the Transportation Improvement Program (TIP) to have some consistency with DelDOT. This will be the first time the program will be used for the MTP prioritization.

Mr. Vetter reviewed the table distributed to the PAC members, which illustrated how the criteria are weighted in DecisionLens and how the projects ranked. Projects will stay on the list until funding is allocated or the project is under construction. A project may be removed from the list if the municipality that submitted it decides it is no longer needed.

**9. PRESENTATION:Long Range Transportation Plan Public Survey Summary - Kate Layton**

Ms. Layton reviewed the public outreach for the MTP, which included a survey. She gave a PowerPoint presentation that summarized the survey responses. She reported that the surveys were distributed online and on paper. She additionally gave presentations to municipalities and to Kent County. There were 322 responses, although only 292 were filled out completely. She said that the presentation was a synopsis of highlights, and that total responses give the MPO a variety of opinions to review and quantify.

The majority of the respondents had lived in central Delaware for 15 years, and both live and work in Delaware. About 15% work in the state but do not live here. Sixty-nine percent (69%) drive alone, ten percent (10%) travel by bus, and eight percent (8%) car pool. The most common travel time to work is 21-45 minutes. The most common reason for not using transit is that “it takes too long.”

Other highlights from the survey responses, included suggestions for transit options (trolley, Uber, Lyft, rail), the desire for more bicycle racks, and bus service continuing through the evening hours. The transit responses were shared with Cathy Smith of the DE Transit Corporation at the October 11 TAC meeting.

The survey included questions regarding funding, including possible increases in the gas tax and license and registration fees. The majority of responders were not in favor of those solutions.

The survey and response analysis will be an appendix to the MTP.

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

**11. Staff Reports –**

**11.1 Progress & Financial Reports – Rich Vetter**

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

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

**11.4 2017 Meeting Schedule**

Mr. Vetter gave progress reports on the Dover Parking Study, the Garrison Oak Feasibility Study, and the Regional Bicycle Plan update.

Ms. Layton reported that John Grady, a Dover PAC appointee, resigned from the committee. Dwight Meyer, a long-time PAC member, retired. Mr. Meyer’s place was required to be someone involved in agribusiness, and it took a while to find a replacement. Bruce Snow is the new agribusiness PAC member, appointed by the County.

The PAC members discussed the 2017 meeting schedule, and consensus was to decide on the December meeting date right away.

MOTION By Mr. Snow to hold the December 2017 meeting on December 13, same day as the TAC, at the

 usual time of 6:00 PM. Seconded by Mr. Asay. Motion carried.

**12. ADJOURN**

MOTION By Mr. Snow to adjourn the meeting. Seconded by Ms. McGloughlin. Motion carried.