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

**MINUTES OF OCTOBER 12, 2016**

**Technical Advisory Committee Representatives attending:**

**Mary Ellen Gray, Kent County Planning (Chair) Aaron Chaffinch, Town of Camden**

**David Edgell, Office of State Planning (Vice-chair) Tim Riley, Kent Conservation District**

**Win Abbott, Town of Smyrna Rob Pierce, City of Milford**

**Bill Cook for A. Townshend, City of Dover, Plng & Insp. Bruce Allen, DelDOT Planning**

**Jason Lyon for S. Duca, City of Dover, Public Works Valerie Gray, DNREC**

### Cathy Smith, Delaware Transit Corporation Joe Zilcosky, DE Economic Dev. Office

### Milton Melendez, DE Dept. of Agriculture Matt Jordan, Dover Air Force Base

### Lindsay Donnellon, Federal Highway Administration

**Members not attending:**

### Lee Derickson, DE Motor Transport Assoc.

### Ryan Long, Federal Transit Administration Rick Crawford, Norfolk Southern

**Non-members attending:**

**Harita Kandarpa, DNREC John Paradee, Baird Mandalas Brockstedt**

**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**

MOTION By Mr. Chaffinch to approve the agenda. Seconded by Mr. Zilcosky. Motion carried.

1. ***ACTION ITEM*: Approval of Minutes – August 10, 2016**

MOTION By Mr. Abbot to approve the minutes. Seconded by Mr. Zilcosky. Motion carried.

1. ***ACTION ITEM*:**  **Annual Elections**

Staff conducted the elections.

MOTION By Mr. Riley nominating Mary Ellen Gray as Chair. Seconded by Mr. Chaffinch. Motion

 carried.

MOTION By Mr. Chaffinch to close nominations. Seconded by Mr. Zilcosky. Motion carried.

Ms. Gray was re-elected Chair by acclamation.

MOTION By Ms. ME Gray nominating Mr. Edgell as Vice-chair. Seconded by Mr. Chaffinch.

 Motion carried.

MOTION By Mr. Riley to close nominations. Seconded by Mr. Chaffinch. Motion carried.

Mr. Edgell was re-elected Vice-chair by acclamation.

1. ***ACTION ITEM:* MPO Title VI/Environmental Justice Policy - Jim Galvin**

Mr. Galvin reviewed the Policy, which the TAC reviewed at earlier meetings. He noted that Council had requested an amendment to the document regarding the complaint and appeals process. Language has been added that refers appeals to FHWA or FTA. He noted that this Policy is a federal requirement.

MOTION By Ms. V. Gray to recommend Council adopt the TitleVI/Environmental Justice Policy.

 Seconded by Mr. Melendez. Motion carried.

1. **DISCUSSION ITEM: Long Range Transportation Plan Project Prioritization - Jim Galvin**

Mr. Galvin reviewed the materials sent to the TAC members. The list of projects is a new, updated list developed from recommendations from member agencies including Kent County and the City of Dover as well as the Central Delaware Chamber of Commerce. The list also includes projects from the existing list that have not yet moved forward. Projects that have been moved to the Capital Transportation Plan or completed have been removed from the draft project list for the long range plan (Metropolitan Transportation Plan, or MTP). He noted that the new list does not use the full amount of funding estimated to be available in the future. This leaves room to amend the project list in the future.

This project list was ranked by DecisionLens using the criteria developed by the MPO Prioritization Process Working Group, which has previously been reviewed by the TAC.

There was discussion concerning the projects on the list. Staff noted that DelDOT does use this list when developing the CTP each year.

The draft MTP will be on the December agenda for action, with the expectation that Council will adopt the MTP in January 2017.

There was further discussion concerning how the projected funding is estimated, as well as discussion concerning the proposed Camden Bypass.

Ms. ME Gray thanked Mr. Galvin for his work on the project list. Mr. Galvin noted that the Priority Process Working Group is considering some changes to the criteria, but they are minor and may not change the priority order of the projects.

Mr. Paradee again asked that the MPO look at the scoring for the proposed dedicated exit from SR1 to the Dover Mall to see if it could be ranked higher. He felt that DelDOT’s feasibility study does not take into consideration that the road not only provided economic benefits for the Dover Mall stores, it also would relieve congestion on Route 13 and improve circulation at the entrance and enhance traffic safety. He felt that the MPO should review the project again with those criteria in mind, and said that the City of Dover, the Central DE Chamber of Commerce and Kent Economic Development Office all want this project moved forward.

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

Ms. Layton gave a PowerPoint presentation that summarized the survey responses. She reported that the surveys were distributed on-line and physically through presentations to municipalities and Kent County and a variety of events. 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. She reviewed the answers to the questions in the interviews, and noted the percentages involved in the most common answers. The most common reason for not using transit is that “it takes too long.”

There was some discussion concerning the responses to the question of support for a gas tax increase, with 44.52% of those responding not in favor. The possibility of an odometer tax is being studied now. Mr. Allen said that, with more efficient vehicles, the Transportation Trust Fund is experiencing flat growth and no increase is expected.

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

1. **Member Agency Reports:**

**Kent Conservation District –** Mr. Riley reported that Kent Conservation District has been given notice to leave the DelDOT campus as of June, 2019. There is an offer on a new building in the greater Dover area.

**DelDOT Planning** – Mr. Allen reported that DelDOT will be updating Statewide aerial photos in November, then move on to geoprocessing. DelDOT is working with JMT to update the Long Range Plan. It is being re-organized to be more user-friendly.

**DTC -**  Ms. Smith reported that December 11, 2016 will be the change-of-service date. There is a new #302 inter-county route beginning on November 7 and will serve Dover, Smyrna and the western part of Middletown (Amazon), Glasgow and the Newark train station. The route is based on commuter-needs. DTC is working with DAFB to resolve security issues for service to the Base.

**DNREC –** Ms. V. Gray reported that DNREC’s Clean Transportation Program is developing alternate fuel infrastructure. Locations are on the DNREC website. Mr. Edgell asked if the refueling sites would be open to the public; Ms. Gray said maybe, right now it is focused on heavy duty fleet needs. In addition there is a Department of Energy link to DNREC charge stations.

**State Planning** – Mr. Edgell reported that the Office of State Planning annual report would be on the website soon, possibly next week. GIS data will also be available.

1. **Staff Reports:**

**10.1 Outreach Activities – Kate Layton**

**10.2 UPWP Progress & Financial Reports – Rich Vetter**

**10.3 Committee and Council schedule Calendar Year 2017**

Ms. Layton reported on her outreach activities, including bicycle and air quality events. She informed the TAC members that the newsletter has gone out.

Mr. Vetter reported on the status of the Dover Parking Study and Garrison Oak Traffic Study. He also reported that there have been three (3) meetings of the Regional Bicycle Plan Working Group. The Group is considering using DecisionLens to develop criteria weighting and project rankings.

Staff distributed the draft 2017 committee meeting schedule, asking the TAC members to contact the office if any conflicts were found that would involve a majority of the TAC. The schedule will also go to the PAC and Council for review before becoming final.

1. **Next Meeting: December 14, 2016**

MOTION By Mr. Zilcosky to adjourn the meeting. Seconded by Mr. Chaffinch. Motion carried.