# **DOVER/KENT MPO COUNCIL**

# **MINUTES OF MAY 3, 2017**

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

**Robin R. Christiansen, Mayor, City of Dover, Chair**

**Michael Petit de Mange, for Brooks Banta, President, Kent County Levy Court, Vice Chair**

**John Dezio for John Sisson, Executive Director, Delaware Transit Corporation**

**Terry Pepper, Dep. Dir., Safety & Homeland Security, for Gov. John Carney, State of Delaware**

**Michael DuRoss for D. Boyce, Dir. of Planning, Delaware Dept. of Transportation, for Sec’y J. Cohan**

**Dover/Kent MPO Council Members and /or Representatives thereof NOT attending:**

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

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

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

**Non-members attending:**

**Rich Vetter, MPO Staff James Galvin, 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 Mr. Petit de Mange to approve the agenda. Seconded by Mr. Pepper. Motion carried.

1. ***ACTION ITEM*: Approval of Minutes / March 1, 2017**

MOTION By Mr. Pepper to approve the minutes of March 1, 2017. Seconded by Mr. Petit de Mange.

 Motion carried.

1. ***ACTION ITEM*: FY 2018 Unified Planning Work Program (UPWP) – Rich Vetter (enclosures)**

Mr. Vetter reviewed the draft UPWP. As previously, the first six projects listed are all core projects for the MPO. The seventh project is listed as transportation studies and there is funding for the MPO to assist member agencies and municipalities with projects. Project submitted for FY18 to date include:

* Milford Parking Study
* Milford Truck Traffic Study
* Pedestrian count project for Delaware State University, to determine whether or not pedestrians are using the pedestrian crossings. This has become an annual project over the last five years.
* Freight Planning
* Transit Center Concept Plan

In regard to the Milford Truck Study, there was some discussion about WILMAPCO looking at truck routes (DE42, 45 and 47) in New Castle County. Mayor Christiansen asked if the MPO would be looking at the Perdue Plant in Milford. Mr. Galvin said it was possible, and the new hospital facility would create issues as well.

MOTION By Mr. Dezio to approve and adopt the FY18 UPWP. Seconded by Mr. Pepper.

 Motion carried.

1. ***ACTION ITEM:* FY 2018 Transportation Improvement Program (TIP) – Jim Galvin (enclosures)**

Mr. Galvin reported that there are not a lot of changes for FY18, but enough to require a new TIP. He reviewed a number of projects that will be completed in the near future. He noted that there is funding for both design and right-of-way for the Loockerman Street/Forest Street improvements, with a completion year of 2021. The South Camden Bypass connector is scheduled for completion in 2021, with the north segment further out. An extension to Crawford Carroll Boulevard, improvements at Walnut Shade Road and Peach Tree Run, and improvements on West Street from North Street to Queen Street are also in the TIP. The Scarborough Road access to the Dover Mall is also listed in the TIP. There was discussion concerning improvements to Kenton Road, which will include sidewalks and bicycle lanes.

MOTION By Mr. Petit de Mange to adopt the TIP as presented. Seconded by Mr. Dezio. Motion carried.

1. ***ACTION ITEM:* Approval of Letters to DelDOT and the City of Dover as recommended by**

**the Regional Bicycle Plan Working Group (enclosures)**

Mr. Vetter reviewed the letters recommended by the Regional Bicycle Plan Working Group and answered

 questions concerning the recommendations.

MOTION By Mr. Pepper to approve both letters. Seconded by Mr. Petit de Mange. Motion carried.

1. **DISCUSSION ITEM: Updated Functional Classification Map – Jim Galvin (enclosures)**

Mr. Galvin reviewed how the map was updated by hand after the last census, and talked about how computer applications enabled the changes to be more exact this time. He said that Josh Thomas and DelDOT developed the GIS map. The Census had identified new urban clusters, and the Data and Demographic Working Group, WILMAPCO and DelDOT developed new functional classifications for roads in the State. There were both upgrades and downgrades to the State’s roads. Road mileage in each classification had to be considered and adjusted, because each classification must conform to federal limits.

1. **DISCUSSION ITEM: Bylaws questions – Staff**

Staff reviewed the questions sent to Council and noted responses and instructions. Answers to Council questions will be brought to the next Council meeting (notes with instructions, questions and answers attached).

1. **COUNCIL MEMBER REPORTS - None**

1. **Staff Reports –**

 **11.1 Outreach Activities – Kate Layton**

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

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

 **11.4 Correspondence**

Ms. Layton reported that Jonathan Street resigned from the PAC, and that Tracey Miller is the new appointment to the PAC from the Governor’s Office.

Ms. Layton announced that the PAC voted to have its Annual Workshop at the Dover Downs Festival Buffet, and the Council Members are invited to attend. She reported on the events that the MPO had or would be participating in during the spring and summer months.

Mr. Vetter reported on the Public Workshop held for the Downtown Dover Parking Study. He noted that many people did not feel parking is a problem, but there were some who wanted a parking garage. Another workshop will be held to review the recommendations.

**Next Meeting: July 12, 2017**

MOTION By Mr. Petit de Mange to adjourn the meeting. Seconded by Mr. Pepper. Motion carried.