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

**MINUTES OF OCTOBER 11, 2017**

**Technical Advisory Committee Representatives attending:**

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

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

**Sarah Coakley, DelDOT Planning Matt Jordan, Dover Air Force Base**

**Aaron Chaffinch, Town of Camden Kris Connelly, Kent County Planning**

**Jason Lyon for S. Duca, City of Dover, Public Works Lauren DeVore, DNREC**

### Milton Melendez, DE Dept. of Agriculture

### Joe Zilcosky, DE Div. Small Bs, Dev & Tourism

### Tremica Cherry for C. Smith, Delaware Transit Corporation

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### Members not attending:

### Lee Derickson, DE Motor Transport Assoc. Ed Diaz, City of Dover, Planning & Insp.

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

### Lindsay Donnellon, Federal Highway Administration

### Non-members attending:

### James Galvin, MPO Staff Kate Layton, MPO Staff

**Catherine Samardza, MPO Staff**

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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. Connelly. Motion carried.

1. ***ACTION ITEM*: Approval of Minutes – August 9, 2017**

MOTION By Mr. Chaffinch to approve the August 2017 minutes. Seconded by Ms. Cherry. Motion carried.

1. ***ACTION ITEM:* ANNUAL ELECTIONS**

Mr. Edgell noted that he thought having the representative of a local jurisdiction as Chair illustrated the collaborative nature of the MPO.

MOTION By Mr. Edgell as Chair nominating Mr. Connelly as Chair. Seconded by Mr. Chaffinch.

 Motion carried.

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

MOTION By Mr. Chaffinch nominating Mr. Edgell as Vice-Chair. Seconded by Ms. DeVore.

 Motion carried.

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

1. ***ACTION ITEM:* AMENDED FY18 UPWP (enclosure) – MPO Staff**

Ms. Samardza reviewed the changes made to the UPWP, which included FY17 funds added to the budget and adding the FY17 project, the Downtown Dover Parking Study, to the FY18 projects. She noted that Page 9 details the changes made to the FY17 calendar year and the projects that had FY17 rollover funds added.

Staff also noted that the MPO has been asked to identify cash match from local jurisdictions for the FY19 UPWP. Ms. DeVore asked that DNREC’s Statewide Idling Working Group be added to the UPWP Air Quality project. Staff will also update the list of TAC members to reflect the change in the Delaware Economic Development Office agency name and location within the Department of State.

MOTION By Ms. DeVore to recommend Council adopt the amended FY18 UPWP. Seconded by Ms. Cherry.

 Motion carried.

1. **DISCUSSION ITEM: MPO Bylaws Amendments (enclosure) – MPO Staff**

Staff reviewed the updates and changes to the Bylaws, noting that this would come back in December for action. Discussion and suggestions ensued, particularly regarding the PAC involvement, which Staff reported has been questioned by a Council member. Mr. Edgell said that he felt the PAC involvement was important, and in fact thought that the TAC could benefit from hearing the PAC comments before taking action on agenda items. Staff noted that this would mean shifting meeting dates, and TAC members had no objections. Ms. Coakley noted that, due to changes in how the UPWP is being handled, the Bylaws section regarding the date of adoption for the UPWP needed to be changed to March. Staff had questions regarding the changeover for DEDO and how it was divided into two sections. Mr. Zilcosky was asked to get the legislative language regarding this so that the MPO can see how the change affects the MPO Agreement that added DEDO to the TAC.

1. **INFORMATIONAL ITEM: Update on the search for new MPO Executive Director**

Staff reported that Council accepted the Interview Committee’s recommendation, but is not prepared to announce who that is just yet. There will be a special Council meeting on October 16 to make the selection of a new Executive Director final.

1. **Member Agency Reports:**

**City of Dover Public Works -** Mr. Lyon reported that the ADA transition plan has been presented to Dover’s City Council and will be going out to the public. The issue is non-compliance in right-of-way and sidewalks. The City needs to finish the inventory, which includes a matrix of severity, barriers, and federal requirements, by June 2018.

**Milford –** Mr. Pierce reported that Milford’s 10-year Comprehensive Plan Update is wrapping up. It has been a year-long process expected to be complete at the end of the calendar year.

**Smyrna –** Mr. Abbott reported that Smyrna will amend the Comprehensive Plan to extend the Growth Zone one mile north to the Route 1 interchange. The area includes a commercial parcel. Smyrna is also working on a multi-modal bicycle path connecting the School and North Main Street. Three parcels are involved, owned by the school, the Town and a private property. There is a house on the property, but the owners will consider a 20’ right of way or driveway. The path will be about a half-mile loop in an area that has a lot of bicycle and foot traffic despite having no shoulder along the road.

**Kent Conservation District –** Mr. Riley reported that KCD will hold the 18th Annual Barn Dance, which is a benefit event. The cost is $25 per couple, and will be held at the Harrington Fire Hall. To date, the event has raised $174,574. He also reported that there is a lot of development activity, despite the new stormwater regulations, which they hope will be in place by the end of the calendar year. Mr. Edgell asked how this was working; Mr. Riley said that the original regulations are back in place. The objection to the previous regulation changes was because the law referenced technical documents, and it was determined that everything needed to be included in the regulations.

**State of Delaware:**

**DTC –** Ms. Cherry reported that the next service change will take place on December 17. In Kent County there will be new stops along Webbs Lane.

**DNREC –** Ms. DeVore reported that efforts moving forward with $9.7M from the Volkswagen settlement. There will be 3 categories eligible for funds from the environmental mitigation trust:

* 2.0 liter vehicles
* 3.0 liter vehicles
* Consumer Protection Fund (buy-back)

DNREC has 60 days from the October 2 Trust Date to process the State application for funding.

The second program would include updates for vehicle inspection and maintenance (House Bill 246) .

There will be at least four public workshops. VW money may also be available for bus retrofit, but nothing is settled yet.

 **State Planning –** Mr. Edgell reported that OSP has hired a new planner, Tricia Arndt. They are considering establishing a planner for each county and cross training staff for more efficiency. The annual report will be out by the end of the week. The focus is on master plans, demographics and trends. Growth has rebounded from the recession, and development is ramping back up. Sussex County has the most residential growth. Household size is decreasing, which means more houses. There was some discussion concerning population growth due to influx/migration as opposed to natural growth (births), projected population and household growth and average age of the population. It was noted that if developers target senior citizens, services such as transit will need to be addressed. Mr. Galvin said that it would be a benefit if Comprehensive Plan updates identified critical transportation infrastructure needs, because that would affect the region’s long range Metropolitan Transportation Plan and annual Transportation Improvement Plan.

**Div. of Small Bs, Dev & Tourism –** Mr. Zilcosky reported that the Delaware Economic Development Office is now included in the DE Division of State as the Division of Small Business, Development and Tourism. It is a smaller group, and a public/private partnership. A CEO is expected to be in place by the end of the calendar year. Programs will be the same as those handled by DEDO. He noted that there could be a different TAC representative appointed. The location for the office is the same, and the staff is still in place to help businesses. There is no website as yet.

1. **Staff Reports:**

**10.1 Outreach Activities – Kate Layton**

**10.2 UPWP Progress & Financial Report**

**10.3 Other Correspondence**

Ms. Layton reported that she attended a League of Local Governments meeting and noted that the MPO’s municipal representatives could be contacted with local issues to bring to the MPO. The next newsletter will be going out soon, and she will be participating in DelDOT Bike/Ped education events as well as Restoring Central Dover activities. In particular, she is working with the Transportation and Green Space Working Group on grant applications.

1. **Next Meeting: December 13, 2017**

**Staff will discuss a joint meeting with the PAC for December 13, to further discuss coordination between the committees.**

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