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

**MINUTES OF OCTOBER 24, 2017**

**PUBLIC ADVISORY COMMITTEE MEMBERS attending:**

**Michael Gumrot, Chair Jayce Lesniewski, Vice Chair Dr. Carlton Cannon, Jr.**

**Shane Breakie (alt. Dean Holden) Dr. Carolyn Cohee Jonathan Contant**

**Earle Dempsey Karen McGloughlin Jesse Spampinato**

**Tracey Miller Bruce Snow**

**MEMBERS NOT ATTENDING:**

**Chris Asay Dr. Phyllis B. Collins**

**NON-MEMBERS ATTENDING:**

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

**Catherine Samardza, MPO Staff**

**1. INTRODUCTION OF MEMBERS & GUESTS**

**2. PUBLIC COMMENTS**

Mr. Gumrot and Mr. Snow reported on their attendance at the September Council meeting to ask for information regarding the Federal Funding request on the August agenda. It was noted that Mayor Christiansen, Council chair, expressed appreciation for the PAC members’ service, because they are all volunteers. However, Mr. Gumrot said that they (DelDOT) needs to send somebody to the PAC meetings to explain such requests. Ms. Miller and Mr. Breakie further expressed their concerns regarding DelDOT not bothering to send anyone to the PAC meetings.

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

MOTION By Ms. Miller to approve the agenda. Seconded by Mr. Dempsey. Motion carried.

**4. *ACTION ITEM:* Approval of Minutes, August 22, 2017**

MOTION By Mr. Dempsey to approve the minutes.

Before there was a second, Ms. McGloughlin had questions about the Downtown Dover Parking Study and when it would be finished (December 2017). She wanted to know why it couldn’t be published sooner, and Mr. Galvin explained that approval to publish the Study recommendations was up to Dover’s City Council. Ms. McGloughlin also expressed concern that comments at the public workshop weren’t being recorded. It was noted that a public workshop is not a hearing, and while someone was probably making note of the comments, an actual recording was not normally part of the procedure.

Ms. Miller had questions about the Freight Plan, wanting to know when money would be budgeted for it. She noted that widening Route 13 would benefit freight traffic

Ms. Miller seconded Mr. Dempsey’s motion to approve the minutes. Motion carried.

**6. *ACTION ITEM:* Amended FY 2018 Unified Planning Work Program (UPWP)**

Staff explained that the FY18 UPWP was being amended to reflect the extension of the fiscal year as directed by FHWA, and to add the money left from the FY17 budget.

MOTION By Mr. Dempsey to recommend Council adopt the amended UPWP. Seconded by Mr. Snow.

 Motion carried.

**7. DISCUSSION ITEM:MPO Bylaws Updates and Changes – Staff**

Staff reported that most of the changes in the Bylaws were to reflect current procedures or to clarify language regarding appointments. It was noted that the Council Municipal Representative does not currently appoint a PAC member, and Council is considering adding that appointment authority. It was also reported that the TAC expressed an interest in hearing the PAC input on agenda items before the TAC votes. That would require either flipping the TAC and PAC meeting dates, or possibly just changing one committee schedule.

PAC consensus was that the members were interested in having a joint meeting with the TAC to discuss this further. Since both committees are scheduled to meet on December 13, staff will contact the TAC members to see if their meeting could be changed to later in the day. PAC members agreed that 5 PM was the earliest they would be able to meet. Staff will notify both committees if a joint meeting will occur.

There was some further discussion regarding the agribusiness member of the PAC as appointed by the County.

Staff noted that the PAC Bylaws, which are in addition to the MPO Bylaws, would be reviewed for changes after the MPO Bylaws are adopted. There was a question as to whether or not PAC Bylaws would actually be needed, but it was decided to discuss that further after a comparison with the MPO Bylaws.

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

Staff reported that Douglas Reed Macmillan was hired as the new MPO executive director. Mr. Macmillan will be with the MPO as of October 30.

**9. \*\*\* MEMBER REPORTS \*\*\***

Mr. Spampinato noted that the power outages experienced in Dover recently were not the responsibility of the Delaware Electric Coop. He also reported that legislation has been drafted to include fines when Miss Utility is not called before construction or excavation.

Mr. Breakie reported that the Chesapeake Utilities building is going to be listed for sale – the company is moving out to a new building.

Other members noted traffic back-ups at Little Heaven and Five Points during the past week. There was also discussion concerning the traffic light at DE 14, and the condition of the roadway at Walker Road and State Street.

There will be a Sustainable Communities summit at Del Tech in Dover on November 27. Environmental issues will be discussed. Mr. Snow noted that there is no maintenance funding for tax ditches, and there are flooding issues.

**10. Staff Reports –**

**10.1 Progress & Financial Reports – MPO Staff**

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

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

Ms. Layton reported that Mary Ridgeway, FHWA’s Division Administrator for Delaware, is back from a rotation in Washington, DC. She also reported that the City of Dover had appointed a PAC alternate, who then changed his mind about the appointment. She has been representing the MPO for Air Quality outreach at events with Restoring Central Dover such as Healthy Kids Day and Bike Rodeos.

Ms. Miller asked if there was any outreach to the public schools regarding pollution. Ms. Layton said that the Air Quality Partnership has been trying to get into the schools with projects such as Tropo activity books and a presentation by Tropo illustrating the air quality index. The Partnership has reached out to the Department of Education to try to add this to the 5th grade curriculum. Ms. Miller said she could help with getting this into the Caesar Rodney schools.

**11. ADJOURN**

MOTION By Mr. Dempsey to adjourn the meeting. Seconded by Mr. Spampinato. Motion carried.

**\*\*Next Meeting – December 13, 2017**