# **DOVER/KENT MPO COUNCIL**

**MINUTES of NOVEMBER 1, 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**

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

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

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

**Drew Boyce, Dir. of Planning, Delaware Dept. of Transportation, for Secretary Jennifer Cohan**

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

**Members not attending:**

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

**Non-members attending:**

**Reed Macmillan, MPO Executive Director James Galvin, MPO staff**

**Matt Jordan, DAFB/MPO TAC Kate Layton, MPO staff**

**Catherine Samardza, MPO staff**

1. **Introduction of Members & Guests**
2. **Public Comments**
3. **Introduction of new MPO Executive Director**

Mayor Christiansen introduced Mr. Macmillan to the Council members and staff. He told Council he was honored to be the new executive director of the MPO, and gave a brief overview of what he would be working on. He also said that he would like to sit with each Council member individually in the next couple of months.

1. ***ACTION ITEM*: Approval of Agenda (enclosure)**

MOTION By Mr. Petit de Mange to approve the agenda. Seconded by Mr. Sisson. Motion carried.

1. ***ACTION ITEM*: Approval of Minutes / September 13, September 27, October 18, 2017 (enclosures)**

MOTION By Mr. Pepper to approve the minutes for all three meetings. Seconded by Ms. Fenske.

 Motion carried.

1. ***ACTION ITEM:* ANNUAL ELECTIONS – Chair and Vice-Chair**

MOTION By Mr. Sisson nominating Mayor Christiansen as Chair. Seconded by Mr. Petit de Mange.

 Motion carried.

MOTION By Mr. Pepper to close nominations. Seconded by Mr. Boyce. Motion carried.

Mayor Christiansen was elected Chair by acclamation.

MOTION By Mr. Pepper nominating Mr. Petit de Mange as Vice-Chair. Seconded by Mr. Boyce.

 Motion carried.

MOTION By Mr. Sisson to close nominations. Seconded by Mr. Boyce. Motion carried.

Mr. Petit de Mange was elected Vice-Chair by acclamation.

1. ***ACTION ITEM:* FY 2018 UPWP AND PL AGREEMENT AMENDMENT (enclosures) – Staff**

Staff reviewed the changes in the FY2018 UPWP and PL Agreement. These changes included moving forward the Downtown Dover Parking Study from FY2017, rolling forward FY17 funds, changing Norfolk Southern to the new rail operator, Delmarva Central Railroad and adding Mr. Macmillan as executive director.

MOTION By Mr. Petit de Mange to approve the UPWP and PL Agreement amendments. Seconded by Mr.

 Sisson. Motion carried.

1. **DISCUSSION ITEM – 2018 CALENDAR – MEETING SCHEDULE (enclosure) - Staff**

Council reviewed the dates for the Council meetings and amended the November 7 date to November 14. Staff noted that the TAC and PAC dates would be discussed with the committee members at the December 13 joint meeting.

MOTION By Mr. Sisson to approve the Council meeting dates as discussed and amended. Seconded

 By Mr. Pepper. Motion carried.

1. **COUNCIL MEMBER REPORTS**
2. **STAFF REPORTS**

 **10.1 Outreach Activities – Kate Layton**

 **10.2 Other MPO Projects & Updates – James Galvin**

**10.3 UPWP Progress & Financial Reports (enclosures) – Staff**

Ms. Layton reported that the PAC and TAC will hold a joint meeting in December. This is a result of the TAC Chair and members noting that they would like to hear what the PAC recommends on action items before recommendations go to Council. Mayor Christiansen noted that a joint meeting of TAC, PAC and Council could be considered. He also noted that Council appreciates the PAC members’ contribution to the MPO. Ms. Layton said she would work to schedule a joint meeting early in 2018.

She also reported that she assisted Restoring Central Dover in preparing two grant applications. One grant is for the Downtown Dover Partnership for an inflatable movie screen for outdoor movies at the Plaza. The other is a “do it yourself fix it” station that will have tools for bicycle repair and will be installed next to the air pump at the Dover Library. The station will be affixed to a concrete pad.

Ms. Layton also announced that the MPO is 25 years old this year. Mayor Christiansen asked that a press release noting MPO accomplishments be prepared, adding that it was important that the public know about the MPO.

Mr. Galvin reported that he is working on Request For Proposals (RFPs) for the Bank Lane Study and the Milford Parking Study. A draft report for the Dover Parking Study is expected at the end of 2017. He also announced that the MPO is hosting the Winter Freight Working Group meeting on December 5 at the Duncan Center.

**Next Meeting: January 10, 2018**

MOTION By Ms. Fenske to adjourn the meeting. Seconded by Mr. Sisson. Motion carried.