**DOVER/KENT COUNTY MPO**

**TECHNICAL ADVISORY COMMITTEE and PUBLIC ADVISORY COMMITTEE**

**JOINT MEETING**

**MINUTES OF DECEMBER 13, 2017**

**PAC MEMBERS ATTENDING:**

**Michael Gumrot, Chair Jayce Lesniewski, Vice Chair Tracy Miller**

**Dr. Phyllis Collins Dr. Carolyn Cohee Chris Asay**

**Bruce Snow Jonathan Contant Shane Breakie**

**TAC MEMBERS ATTENDING:**

**Kris Connelly, Kent County Plng, Chair David Edgell, Office of State Planning, Vice Chair**

**Lauren DeVore, DNREC Cathy Smith, DE Transit Corporation**

**Rob Pierce, City of Milford Milton Melendez, Dept. of Agriculture**

**Jason Lyon, City of Dover Public Works Aaron Chaffinch, Town of Camden**

**Josh Thomas, DelDOT Planning**

**MEMBERS NOT ATTENDING:**

**PAC: Karen McGloughlin / Earle Dempsey / Jesse Spampinato / Dr. Carlton Cannon, Jr.**

### TAC: Win Abbott, Town of Smyrna / Joe Zilcosky, DE Div of Small Bs Dev & Tourism / Matt Jordan, DAFB

### Lindsay Donnellon, FHWA /Lee Derickson, DE Motor Transport Assoc. /

### Ryan Long, Federal Transit Administration

### NON-MEMBERS ATTENDING:

**Kathy Harris, DNREC Reed Macmillan, MPO Executive Director**

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

**Catherine Samardza, MPO Staff Mayor Robin Christiansen, Dover, MPO Council Chair**

1. **Introduction of Members & Guests**
2. **Public Comments**
3. **Introduction of Reed Macmillan, MPO Executive Director**
4. ***ACTION ITEM*: Approval of Agenda**

MOTION By Mr. Chaffinch (TAC) to approve the agenda. Seconded by Dr. Collins (PAC).

Motion carried.

1. ***ACTION ITEM*: Approval of TAC Minutes – October 11, 2017**

MOTION By Mr. Chaffinch to approve the October TAC minutes. Seconded by Mr. Pierce. Motion carried

1. ***ACTION ITEM:* Approval of PAC Minutes – October 24, 2017**

MOTION By Ms. Miller to approve the October PAC minutes. Seconded by Mr. Snow. Motion carried.

1. ***ACTION ITEM:*  FY18 UPWP Amendment – new project (enclosure) – MPO Staff**

Staff reviewed the amendment to the FY18 UPWP, which included the addition of Bank Lane to the list of Transportation Studies. It was reported that the Nemours Institute made a grant of $10,000 to the MPO to initiate the project, which will study the potential for bicycle lanes between Governors Avenue and The Green.

It was noted that the highlighted sections of the UPWP were to align the FY18 UPWP language with what will be required for FY19 and the Indirect Cost Allocation Plan required by federal regulation.

Mr. Macmillan briefly explained the difference between direct and indirect costs that must be separated out in the UPWP budget in the future.

1. **PAC:**

MOTION by Mr. Asay to approve the FY18 UPWP amendment as presented. Seconded by Dr. Cohee.

Motion carried.

1. **TAC:**

MOTION by Mr. Chaffinch to approve the FY18 UPWP amendment as presented. Seconded by Mr. Melendez. Motion carried.

1. ***ACTION ITEM:* MPO Bylaws Amendments – MPO Staff**

Staff briefly reviewed the changes to the Bylaws, which had been presented to the Committees at prior meetings. Mr. Breakie asked about the change to the UPWP approval cycle in the Bylaws, and Mr. Thomas answered that it was so that all three MPOs are on the same schedule.

Ms. Samardza noted that one change not in the draft Bylaws that she would present to Council is in regard to the Municipal Representative to the Council and the ability to appoint a PAC member. She would like to use the word “may” rather than “shall” due to the fact that often the municipalities don’t have a lot of staff or volunteers available to them.

1. **PAC:**

MOTION By Mr. Snow to recommend Council approve the Bylaws as amended and with the staff recommendation regarding the Municipal Representative’s PAC appointment. Seconded by

Ms. Miller. Motion carried.

1. **TAC:**

MOTION by Mr. Pierce to recommend Council approve the Bylaws with the amendments recommended by Staff. Seconded by Mr. Chaffinch. Motion carried.

1. **PRESENTATION: DNREC’s ELECTRIC VEHICLES AND CHARGING STATION**

**REBATE PROGRAMS – Kathleen Harris, DNREC**

Ms. Harris gave a PowerPoint presentation and distributed handouts regarding these programs. She noted that these programs are a result of the Greenhouse Gas Initiative working group. Executive Order 41 directed state agencies to reduce greenhouse gas emissions 30% by the year 2030. The presentation included statistics, history and information regarding national initiatives. The programs are open to individuals and municipalities, residents or businesses. The different rebates are offered for clean vehicles, electric charging stations and heavy duty vehicles. Ms. Harris reported that workplace charging programs are the most common because these stations are Level 2 and take about 4 hours to charge a vehicle. Home stations require vehicles to be plugged in all day.

Mr. Snow asked about the cost of Level 2 chargers. Ms. Harris said that the box itself is from $350-500, but the cost of the network is $3,000. Dr. Collins asked about the cost to the user. DNREC charges $1 per hour, and more after 5 hours of charging. State fleet vehicles are free.

There was some discussion concerning faster charging stations (DC stations), Tesla installations and stations that are being installed in Sussex County at the beach areas. It was noted that at a DC station a vehicle can be charged 80% in 30 minutes. It was also mentioned that these stations charge per kilowatt rather than by the hour.

There was further discussion concerning state electric or hybrid vehicles. Ms. Smith noted that DTC’s paratransit vehicles are switching to propane and many staff vehicles are hybrid. In addition, there are 10 buses in Wilmington and 6 in Dover that are hybrid.

There was also discussion concerning how long vehicle batteries last and the different kinds of batteries being used by the different manufacturers. Ms. Harris noted that the rebates for buying an electric vehicle are $2,500-$3,500 and the cars cost around $45,000. There is hope that the costs come down as more manufacturers get on board.

Mr. Breakie said that new legislation may be needed to enact regulation on the public fuel side to set pricing.

Ms. Harris reported that electric and hybrid vehicles can reduce greenhouse gas initiatives in the local sector. She also noted that Royal Farms and WaWa stores are installing charging stations in Delaware and Maryland. Royal Farms received a DNREC grant for infrastructure.

1. **DISCUSSION ITEM: DATA & DEMOGRAPHICS COMMITTEE (enclosures) – James Galvin**

Mr. Galvin reported that in October the Population Consortium adopted new population and job estimates through 2050. The work was performed by the University of Delaware’s Center for Applied Demography and Survey Research (CADSR) through a contract with DelDOT.

The information presented to the Committees included Kent County data and, for the first time, projections for Kent County municipalities. Mr. Galvin noted that the larger communities’ populations were indicated as more stable in the estimates. He also said that seasonal populations for the counties is available on the Office of State Planning and Coordination (OSPC) website.

Mr. Galvin said that the MPO Data and Demographic Working Group will be convened again in 2018. He asked for volunteers to reconstitute the group, noting that several long-term members have left for positions outside the MPO area.

1. **DISCUSSION ITEM: TAC/PAC Meeting Calendar and Future Joint TAC/PAC/Council meeting**

Mr. Edgell noted that his idea was that, since public outreach is important, it would be better if the TAC knew what the PAC had to say or what questions the PAC members were asking to spur TAC discussion. Mr. Gumrot said that the PAC members are not reluctant to make comments, they all care about where we are and where we’re going. There was considerable discussion regarding the calendar. Eventually, it was decided to move the PAC meetings to the second Thursday evening of the even months, and the TAC meetings would be the second Tuesday morning of the even months.

***NOTE: After this information was e-mailed to everyone, conflicts were discovered. It was decided to stay with February 8 and 13th, and discuss it further at those meetings.***

1. **TAC REPORTS**

Camden – Mr. Chaffinch reported that Grotto’s Pizza is moving ahead with construction.

DTC – Ms. Smith announced Kent County service changes as of December 17. The schedule is still being tweaked. In May there will be additional service changes in Kent and Sussex counties. She noted there is a Park and Ride at the Frederica interchange that is popular with people commuting to Sussex County.

Kent County – Mr. Connelly reported that the County is nearing the end of the first draft of the Comprehensive Plan. Story Maps are on the County website, and a public workshop and comment period will be held.

1. **PAC REPORTS**

Mr. Asay reported that Dover has been named a “Bike Friendly Community” by the national League of American Bicyclists. In 2013, Dover received an honorable mention and has worked on the recommendations received at that time to reach the new status.

Mr. Breakie reported that Chesapeake Natural Gas will move into its new campus in March, and there will be a natural gas filling station open to the public.

Mayor Christiansen thanked the TAC and PAC members for their work, and said he was looking forward to working closely with them to make Dover an easy place to live. He said that transportation should be sensible but also keep up with growth.

Mr. Snow noted that he believed that projects should be fiscally constrained and agencies should be prudent stewards of the funding available to the State. He also asked what has been happening to “merge” lanes, and said he had noticed that with the advent of bicycle lanes, “merge” lanes have disappeared. Dr. Cohee reported that federal studies indicate that merge lanes have been used inconsistently and are dangerous. Mr. Snow said he understands that the State has little control over federal requirements and must conform with federal regulations.

Mr. Thomas reported that the majority of Delaware’s capital program used federal money and had to go through an approval and coordination process.

Mr. Gumrot mentioned that the MPO project prioritization process is now closer to DelDOT in priority listing now. He also noted that safety is a serious issue, but DelDOT’s prioritization gives safety 30% in ranking projects. He felt that the State had come a long way in 10 years, and prioritization is now more data driven.

Mr. Galvin noted that the Camden Bypass project is now listed highest for Kent County, and it is a “place holder” in DelDOT’s CTP for 2020. Mr. Chaffinch replied that US13 will have to be widened first.

Ms. Miller asked how DelDOT decides on crosswalks, and Mr. Thomas said that they look at the number of accidents, and then look for upcoming projects to “tag” on to. Mr. Galvin said that the first step would be to let the MPO know about an issue so it can be forwarded to DelDOT. An issue should be described in an e-mail and sent to the MPO. Mr. Thomas said it would then go to the Traffic Section, but warned that sometimes the answer might not be what you want. He said documentation is a good idea.

1. **Staff Reports:**

**14.1 Outreach Activities – Kate Layton**

**14.2 UPWP Progress & Financial Report**

**14.3 Other Correspondence**

Ms. Layton reported that the most recent newsletter has been sent out. She will also be publishing an annual report.

Mr. Macmillan told the Committee members that his office is always open, and further noted that he works from about 7:45 AM to 4 PM, Ms. Layton and Mr. Galvin from about 9 AM to 5 PM, and Ms. Samardza from 10 AM to 6 PM, so there is always someone in the office. He also said that he will stay late to go over anything someone needs to discuss with him.

1. **Next Meeting: February 2018 – PAC February 8 / TAC February 13**

MOTION By Mr. Chaffinch to adjourn the meeting. Seconded by Ms. Miller. Meeting adjourned.