# **DOVER/KENT MPO COUNCIL MEETING**

**MINUTES OF JANUARY 10, 2018**

**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 Dezio for 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:**

**Matt Jordan, MPO TAC, DAFB Jeff Hall, Levy Court candidate**

**Reed Macmillan, 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. Pepper to approve the agenda. Seconded by Mr. Petit de Mange. Motion carried.

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

MOTION By Mr. Petit de Mange to approve the November 2017 minutes. Seconded by Mr. Dezio.

 Motion carried.

1. ***ACTION ITEM:* FY 2018 UPWP AMENDMENT (enclosure) – Staff**

Staff noted that most of the changes in the UPWP were to bring the language in line with what will be required for FY19. One additional project, Bank Lane, was added to Transportation Studies.

* **TAC and PAC recommendations –** Both TAC and PAC recommended Council adopt the amended UPWP.

MOTION By Ms. Fenske to adopt the FY18 UPWP as amended. Seconded by Mr. Boyce. Motion carried.

1. ***ACTION ITEM:* BYLAWS AMENDMENTS (enclosure) – Staff**

Staff noted that one further change was suggested regarding the Municipal Representative’s PAC appointment. Instead of using “shall appoint,” staff would like to substitute “may appoint.”

MOTION By Mr. Dezio to include Staff’s recommendation to the bylaws as noted above. Seconded by

Mr. Pepper. Motion carried.

* **TAC and PAC recommendations –** Staff reported that the TAC and PAC recommended adoption

of the bylaws as written and including the additional staff suggestion.

MOTION By Mr. Petit de Mange to adopt the bylaws as presented and amended above. Seconded by Ms.

 Fenske. Motion carried.

1. **PRESENTATION/DISCUSSION – MPO Healthcare options – R. Macmillan**

Mr. Macmillan presented the MPO’s health care costs and options in regards to the MPO’s FY19 Unified Planning Work Program. Issues included negotiating a higher salary in lieu of health care, and whether or not the MPO should cover family members in the future. It was noted that the MPO has the same Highmark Plan as WILMAPCO, which does cover family members.

Council indicated that negotiating salary in lieu of health care coverage was acceptable. However, Mr. Petit de Mange expressed concern that the MPO employees do not contribute to the cost of health care and said that it sounded like a “gold-plated plan” to him. After further discussion, staff was tasked to compare insurance plans, costs and employee contributions between the MPO member agencies.

MOTION By Mr. Petit de Mange to compare the insurance costs between the MPO, Camden, Dover, Kent

 County and the State. Seconded by Mr. Pepper. Motion carried.

1. **PRESENTATION – Indirect Cost Allocation Plan (ICAP) - R. Macmillan**

Mr. Macmillan gave a presentation explaining the history of the federal requirement for an ICAP and detailing the methodology and how it would affect the MPO budget. He used the FY17 UPWP figures as example. Mr. Macmillan noted that DelDOT had encouraged the MPO to sign an agreement using the 10% de minimus rate for its ICAP for FY18 (which was subsequently waived by FHWA). However, applying the 10% de minimus to FY17 indicated a considerable shortfall, caused by the ICAP maximum of $25,000 for projects. Since the ICAP rate is negotiated every year, Mr. Macmillan recommended a rate of 17%. There was discussion concerning identifying direct and indirect costs and what DelDOT’s part in developing and negotiating the rate of indirect cost with the federal agency.

1. **COUNCIL MEMBER REPORTS**

Mr. Boyce reported that the Brecknock Park connection between the multi use trail and WDC will be a new bridge across Fork Branch that will tie into the Park. Construction will begin in March and George and Lynch is the contractor. He also reported that that the Milford SR1/Northeast Front Street project is scheduled for an early spring start. He noted that this project has received a lot of public comment from Milford residents.

Mr. Pepper reported that comments about the roundabout on Route 10 have been good, but not comments about the one in Bicentennial Village. Mayor Christiansen noted that the fire trucks, trash trucks and snow plows have problems negotiating the roundabout. Mr. Boyce noted that the roundabouts replacing rural crossroads is now a typical improvement that will be seen more and more.

1. **STAFF REPORTS**
	1. **Outreach Activities – Kate Layton**
	2. **TAC/PAC Calendar for 2018 – Staff**
	3. **Other MPO Projects & Updates – Reed Macmillan, James Galvin**
	4. **MPO Assessment and Action Plan – Reed Macmillan**
	5. **UPWP Progress & Financial Reports (enclosure) – Reed Macmillan**

Ms. Layton reported on the upcoming events that the MPO will participate in, beginning with the 55+ Expo, followed by the Milford Bug and Bud Festival and Dover Days.

Mr. Galvin referenced the demographics package sent to the TAC and PAC (Ms. Samardza noted that she had not sent it with the Council mailing, but would send it out via e-mail). Mr. Galvin reported that for the first time the information included Kent County and municipal projects out to 2050. He also reported that he has asked both the TAC and PAC for volunteers for the Data and Demographics Working Group, but has not had any response.

Langan Engineering has completed the draft Downtown Dover Parking Study. MPO staff is reviewing the report before forwarding it to the City of Dover in February.

Mr. Galvin also attended the WILMAPCO’s Congestion Management Subcommittee meeting. Software developed by the University of Maryland for the congestion management performance measures required by federal regulation was demonstrated. He said he would like to work with the program to see if it can work for the MPO.

Mr. Macmillan distributed his SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) of the MPO. He noted that the document contains recommendations were included where necessary.

**Next Meeting: March 7, 2018**

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