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DOVER/KENT COUNTY MPO
JOINT PAC/TAC/COUNCIL MINUTES - DECEMBER 6, 2018

Council members attending:

Robin R. Christiansen, Mayor, City of Dover, Chair
Michael Petit de Mange, for Brooks Banta, President, Kent County Levy Court, Vice Chair
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
Ryan O'Donoghue for Mary Ridgeway, Division Administrator, Federal Highway Admin. (FHWA)

PAC members attending:

Michael Gumrot, Chair	Jayce Lesniewski, Vice Chair
Karen McGloughlin	Dr. Phyllis Collins
Dr. Carolyn Cohee	Shane Breakie
Lawrence Smith	Bruce Snow
Tracey Miller	Jonathan Contant
Jesse Spampinato	Chris Asay

TAC members attending:

Kris Connelly, KC Planning, Chair	David Edgell, OSPC, Vice Chair
Rob Pierce, City of Milford	Milton Melendez, Dept. of Agriculture
Patty Cannon, Div. of Small Business	Cathy Smith, DTC
Nathan Attard, DelDOT Planning	Valerie Gray, DNREC
Matt Jordan, DAFB	Jason Lyon, City of Dover

Others attending:

Josh Thomas, DelDOT Planning	Michael McConnell, DelDOT
Amanda Giutteri, DelDOT	Ernst Arndt, City of Dover
Reed Macmillan, MPO Ex. Director	James Galvin, MPO Staff
Mike Ward, MPO Staff	Helen Wiles, MPO Staff
Darien Sawicki, MPO Staff	Catherine Samardza, MPO Staff

Council, TAC and PAC members not attending:

Mayor Anthony Moyer, City of Harrington for Kent County Municipalities
Terry Garcia Crewes, Regional Administrator, Region III, Federal Transit Admin. (FTA)

Tim Riley, Kent Conservation District
Aaron Chaffinch, Town of Camden
Lee Derickson, DE Motor Transport Assoc.
Cliff Gunstra, Delmarva Central Railroad

Win Abbott, Town of Smyrna
Lindsay Donnellon, Federal Highway Admin.
Ryan Long, Federal Transit Administration
Dave Hugg/Ed Dias, City of Dover Planning

Bill Holmes (PAC alternate)

Dean Holden (PAC alternate)



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1. INTRODUCTION OF MEMBERS & GUESTS

2. PUBLIC COMMENTS

3. ACTION ITEM: Approval of Agenda

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

4. ACTION ITEM: Approval of Minutes

a) PAC / October 2018

MOTION By Mr. Gumrot to approve the October minutes. Seconded by Mr. Asay. Motion carried.

b) TAC / October 2018

Mr. Lyon noted that the reference in the October minutes to the Capital City Trail should be the Senator Bikeway.

MOTION By Mr. Lyon to approve the minutes with that correction. Seconded by Mr. Melendez. Motion carried.

c) Council / November 2018

MOTION By Mr. Petit de Mange to approve the November minutes. Seconded by Mr. Boyce. Motion carried.

5. DISCUSSION and ACTION ITEM: Draft FY19 UPWP Amendment – rollover FY18 monies

Mr. Macmillan gave a presentation detailing the FY19 UPWP Amendment as well as information regarding how the 80/20 split is applied to federal and local match. He noted that the MPO has been billing for FY19 funds at 65% FHWA/15% FTA/12% State Cash/8% Toll Credits, as set by DelDOT. However, there have been discrepancies, which he worked to eliminate. It turned out that DelDOT actually has been using an 8 decimal point variant of those percentages, which has been causing the problems in billing. The MPO will now use that 8 decimal point figure for billing.

Mr. Macmillan also noted that the FY18 rollover money was divided differently than the FY19 funds, and therefore cannot simply be rolled into the FY19 funds. The rollover money will be segregated for billing purposes as the federal and local monies are using a different 8 decimal point percentage. The MPO will use this rollover money for transportation studies to make billing the funds simpler for both the MPO and DelDOT.

There was a question concerning the high amount of FY18 rollover money, which were noted as prior years' monies added to FY18 as well as FY18 staff vacancies.



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a) **PAC**

MOTION By Mr. Gumrot to recommend Council adopt the FY19 UPWP amendment as presented. Seconded by Dr. Collins. Motion carried.

b) **TAC**

MOTION By Mr. Pierce to recommend Council adopt the FY19 UPWP amendment as presented. Seconded by Mr. Melendez. Motion carried.

c) **Council**

MOTION By Mr. Pepper to adopt the FY19UPWP amendment as presented. Seconded by Mr. Sisson. Motion carried.

6. ***** MEMBER REPORTS *****

a) **PAC members**

(NOTE: Mr. Asay made a complaint, and due to the detailed nature of his statement, it is included here in its entirety, which is not the usual format for MPO minutes.)

Mr. Asay said: I want to share with the group my frustration and difficulty with the process and results with one of the recent studies undertaken – Bank Lane Bike Study. Change in leadership and staff at MPO level and City level but communication breakdown in the process of creating the study and executing the study such that the subcommittee was left out of the process and another complication, in creating the (MPO's) Regional Bicycle Plan committee (it was) formed and once the plan is done disbanded, no standing committee to support staff in creating these studies. I am on both and the result is the study more complex that what is called for in the Bike Plan and the contractor failed to contact (Dover's) Bicycle and Pedestrian Subcommittee as specified in the RFP and it wasn't until this week that the Bike and Ped committee had a chance to look at what was going on because they *(the MPO and Consultant)* had the public workshop and recommendations and there was even breakdown of communication there, not notified of public workshop until 2 days ago so the recommendations up for review weren't seen by the committee *(Dover's Bicycle & Pedestrian Subcommittee)*. For one thing the study to me was way over priced at a \$50,000.00 contract for a simple four-block long bike path. At a meeting with DE Bike Council last week a presentation for a feasibility study, same kind of thing but much larger project, their bill came in at \$17,000.00, so the high cost of the study *(Bank Lane)* that should have been a simple project alarms me and the results are recommendations far more complex and expensive than what we would want in this project. Bank Lane ranked very low in priority in comparison to many other projects that we were hoping to get pushed forward in the MPO Plan so that \$50,000 could have gone to something with a much larger impact on improving bicycling in the City and County.



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Staff noted that the MPO's Regional Bicycle Plan was updated by a working group, and was not a formal, standing subcommittee. Mayor Christiansen directed MPO staff to report to him regarding this issue.

(NOTE: Mr. Macmillan responded to Mayor Christiansen in a detailed written report, including support documents, on 12/18/18.)

Mr. Gumrot asked about intersection work at Killen's Pond Road and De 14, asking if anything was being done there. He also noted that there are accidents at this angled intersection, and a garage on the corner is selling used cars that are blocking a clear view of oncoming traffic. He asked how this business fits into DelDOT's plans for the intersection.

Ms. Miller noted that there are more children walking to school near the Camden Fire Hall, but there is no crosswalk east from the Fire Hall, only a north-south crosswalk.

Mr. Attard said he would ask about both issues for them.

b) TAC members – NONE

c) Council members

Mr. Sisson reported that DART service changes would be implemented on December 9, 2018. Changes will affect the 107 Luther Village route, the 210 Sussex County Bayhealth Campus route, and the 307 and 400 routes in Lewes.

7. Staff Reports –

7.1 Progress & Financial Reports – MPO Staff

**7.2 Other Project Updates/Activities – MPO Staff
Calendar Year 2019 meeting dates**

Mr. Macmillan took the opportunity to note that MPO projects are studies, not construction projects.

Mr. Galvin gave brief updates on Bank Lane, the Milford Parking Study and the Delaware State University Pedestrian Counts. He noted that the pedestrian counts were completed both during a football game weekend as well as a weekday with good weather.

Staff reviewed the 2019 Calendar year meeting dates, noting that the PAC meeting would be held after the TAC meeting in January due to conflicts for PAC members with the earlier date.

7.3 Correspondence, Publications/Reports/Outreach – MPO Staff

Ms. Wiles distributed copies of the top 5 logo competition entries, noting that the top logo had the most public votes. Council members chose to abide by the public vote; however, they asked if the logo could be adjusted slightly so that "Dover" and "Kent County" were equal in impact. Ms. Wiles said she would talk to the artist and ask him to make that change.



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8. ADJOURN

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

**NEXT MEETINGS: TAC – Tuesday, February 12, 2019
PAC – Thursday, February 21, 2019
Council – Wednesday, March 6, 2019**