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

**MINUTES OF FEBRUARY 21, 2019**

**PUBLIC ADVISORY COMMITTEE MEMBERS attending:**

**Michael Gumrot, Chair Jayce Lesniewski, Vice Chair Chris Asay**

**Shane Breakie Dr. Carolyn Cohee Dr. Phyllis B. Collins**

**Jonathan Contant Karen McGloughlin Tracey Miller**

**Bruce Snow Jesse Spampinato Lawrence Smith**

**Members not attending:**

**Dean Holden (alternate) Bill Holmes (alternate)**

**Non-members attending:**

**Nate Attard, DelDOT Planning Reed Macmillan, MPO Executive Director**

**James Galvin, MPO Staff Helen Wiles, MPO Staff**

**Mike Ward, MPO Staff Catherine Samardza, MPO Staff**

**1. INTRODUCTION OF MEMBERS & GUESTS**

**2. PUBLIC COMMENTS**

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

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

**4. *ACTION ITEM:* Approval of Minutes, December 6, 2018**

MOTION By Dr. Collins to approve the minutes. Seconded by Ms. Miller. Motion carried.

**5. *PRESENTATION & ACTION ITEM:* Draft FY20 Unified Planning Work Program (UPWP)**

**It was noted that an update of the presentation previously sent to the PAC members would be sent out via e-mail.**

Mr. Macmillan reviewed the UPWP and 7 basic tasks, noting the total cost of the program. Of the 20% required match, DelDOT would provide 10% in cash, and the remaining 10% would be provided in cash or documented in-kind-service (third party donations). He expected to have this 10% covered through the 8th task, Transportation Studies. He noted that the MPO had solicited study proposals from the member agencies and Kent County municipalities. The proposals had been prioritized by staff using the MPO version of DecisionLens. Mr. Macmillan also reiterated that a 10% cash contribution to a proposed study would automatically push the study to a higher priority. For those sponsors that cannot contribute cash, in-kind service would be required in the same 10% match. He noted that for the past few years, federal approval allowed State toll credits to be used to make up the 10% local match, but that option is no longer available. The MPO budge for FY20 after a federal recission is $573,812.26; the actual cash budget (less in-kind match hours) is $516,431.03. The FY18 rollover money, which was added to FY19 but has not yet been made available by DelDOT, will be moved to FY20 for use in Transportation Studies and is separate from the FY20 federal allocation.

There was discussion concerning the 11 projects submitted to the MPO, five of which are from DelDOT. There was also discussion and clarification for the “in-kind service” match, and how that would be documented. Mr. Macmillan said that he hoped to have some further guidance from DelDOT and FHWA in April regarding documentation.

MOTION By Mr. Snow to recommend Council approve the budget as presented. Seconded by Ms.

McGloughlin. Motion carried.

**6. *PRESENTATION & ACTION ITEM:* D/KC MPO Job Class Specifications and**

**Performance Evaluation Incentives**

Mr. Macmillan gave a presentation outlining MPO job titles and salaries and described how salary increases have been determined in the past: cost of living increase when allocated to State employees by Legislature; MPO research to keep the MPO salaries competitive with State, County and municipal members. Mr. Macmillan noted as part of his SWOT (Strengths, Weaknesses, Opportunities and Threats) that the MPO has not had a formal policy for personnel issues, rather using the State policy as a reference. He has written and implemented an MPO policy for personnel that includes annual evaluations and would like to expand that by offering a financial incentive for employees whose evaluations warrant it. His presentation noted the categories that are evaluated, the points each could merit, and what increase % would be tied to the point system. There were questions concerning whether the MPO budget could sustain these increases, and Mr. Macmillan responded that it could, even if all employees were awarded the 3% top increase. He also noted that the base salary ranges for the MPO positions are in line with the MPO partner agencies, and that for the last couple of years, the Governor has allocated a specific increase for all State employees “across the board” rather than a percentage or cost of living increase. There were questions concerning job descriptions and specifications, which were not extensively detailed in the presentation (but are available if requested). PAC consensus was that this was a good idea, although further discussion indicated that PAC members did not think a cost of living increase should be ruled out, and possibly re-evaluated in the future.

MOTION By Mr. Snow to recommend Council approve the Job Class specifications and salary incentives,

noting that since employees are not at maximum salaries, this could be re-evaluated in future. Seconded by Ms. McGloughlin, noting further that cost of living increases should remain in play.

Motion carried.

**7. \*\*\* MEMBER REPORTS \*\*\***

Ms. McGloughlin reported that at a meeting of the State Council on Persons with Disabilities there had been a briefing by DelDOT regarding sidewalks. She recommended that the PAC have Jim Pappas of DelDOT give this briefing to the committee as she believed it to be germane to pedestrian safety issues. Mr. Attard said he would reach out to Mr. Pappas.

Mr. Gumrot noted that his questions regarding Route 14 and Killens Pond had been answered by Mr. Attard in an e-mail. Safety improvements are “in the works.” Mr. Gumrot said that it was important that PAC members continue to be “eyes” for the MPO and bring these issues to the meetings. Mr. Attard added a verbal report of the information he had previously sent, noting that a “pork chop” island is not defining the traffic lanes, there is a stop sign in place of the previous “yield,” bicycle facilities have been added and signage has been upgraded to current standards.

Ms. Miller reported that there is no crosswalk on Camden Wyoming Boulevard at the firehall and the sidewalk is not ADA compliant. She further commented that the Camden Bypass will change the nature of the traffic in the area, but an interim solution is needed. It was suggested that Aaron Chaffinch, Camden Town Manager, be contacted. Ms. Miller also reported that there are three schools on one side of the Boulevard. Mr. Attard reported that while ADA is mandated, it is unfunded and there is no dedicated money for ADA improvements.

Dr. Collins reported that townhouses are planned for the area behind the Post Office and near the elementary school on the Boulevard. Ms. Miller said there would be young children walking and riding bicycles to school here. It was also noted that the middle school is 250 students over-capacity, and the high school is also over capacity.

There was discussion concerning the townhouses planned for the property adjacent to the post office, and that “Mr. B’s” Route 10 (State Street Extended intersection) is being rebuilt. There was some discussion concerning a fence in front of the property.

Ms. McGloughlin wanted to know who should be contacted about a ditch in Brecknock Park with no sidewalk next to it. She was informed that Jeremy Shepard at Kent County Parks and Recreation is the person who should be contacted.

There was also some discussion concerning the Kent County Comprehensive Plan and the zoning changes that would be required for the planned employment center. There will be a public workshop to develop the idea further. Mr. Attard also said that the Rout 14 Overpass in Milford should be open by Memorial Day, with all work completed by the fall. There will be a longer acceleration lane for merging.

**8. Staff Reports –**

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

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

**8.3 Correspondence, Publications/Reports/Outreach**

Mr. Galvin reported on the status of the Transportation Improvement Program, noting that the Performance Measures previously adopted by the MPO, along with a Transit Asset Management Plan by DART/DTC, will be incorporated into the TIP. The TAMP has no actual targets, it lays out a plan for managing inventory and facilities. The TAMP will go to Council for adoption in March.

The Bank Lane draft plan will be finalized by mid-March. The Milford Parking Study draft plan was approved by Milford and will also be finalized by mid-March. Mr. Macmillan expects to formally present the final plans to City Councils or appropriate committees.

The DE State University Pedestrian Counts – the third set done since 2014 – are finishing up for a final report to the DSU provost.

Work on the Harrington Comprehensive Plan was delayed but is now moving forward.

Ms. Wiles reported that the MPO has ordered two new signs for MPO use at events. The new signs are easy to set up and pack into light-weight carrying cases. She also reported that the Public Participation Plan is being reviewed and edited and should come to the PAC for review in April. The MPO also has plans to record the committee meetings and publish them on the website.

Ms. Wiles also talked about MAPITT – Mobility Asset Public Issues Transportation Tracker. This is an interactive application that will allow the public to identify problems they encounter on Delaware roads and sidewalks. The location of a problem can be identified on an interactive map, and a description of the issue can be typed in, or the application will allow uploads of photographs. MPO staff will then ensure that the information gets to the correct agency or division for resolution. The program is expected to go on line over the next month or two.

Mr. Ward gave a presentation on the interactive map the MPO has developed for its website. He reported that Mr. Macmillan had given him a challenge, to map all the studies and projects listed in plans and documents (TIP, MTP, Regional Bicycle Plan, etc.) and to make the map interactive, easy to understand and navigate. While creating the map, Mr. Ward noted that there are some anomalies – in some cases, different projects with the same name, in others, the same project with different names. He worked to reconcile these issues in the map.

**9. ADJOURN**

MOTION By Ms. Miller to adjourn the meeting. Seconded by Dr. Cohee. Motion carried.

**THE NEXT MEETING IS SCHEDULED FOR THURSDAY, APRIL 11, 2019.**