**DOVER/KENT COUNTY MPO COUNCIL**

**MINUTES OF JULY 8, 2020**

**Dover/Kent MPO Council Members attending:**

**Robin R. Christiansen, Mayor, City of Dover, Chair**

**James Frazier, Mayor, Town of Magnolia for Kent County Municipalities**

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

**Marc Cote, Dir. of Planning, Delaware Dept. of Transportation, for Secretary Jennifer Cohan**

**Doug Atkin, Division Administrator, Federal Highway Admin. (FHWA)**

**Members not attending:**

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

**Michael Petit de Mange, for Brooks Banta, President, Kent County Levy Court, Vice Chair**

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

**Non-members attending:**

**Art Jenkins, DelDOT Finance Amanda Giuttari, DelDOT Finance**

**Josh Thomas, DelDOT Planning Bill Brockenbrough, DelDOT**

**Daniel Tartt (affiliation unidentified) Reed Macmillan, MPO Staff**

**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 (enclosure)**

MOTION By Mayor Frazier to approve the agenda. Seconded by Mr. Sisson. Motion carried.

**4. *ACTION ITEM:* Approval of Minutes, March 2020 (enclosure)**

MOTION By Mayor Frazier to approve the March 2020 minutes. Seconded by Mr. Sisson. Motion

 carried with one abstention.

**5. *ACTION ITEM:* Amendment to Bylaws allowing for Virtual Meetings/Workshops (enclosure)**

Staff noted that these changes were necessary due to the protocols for the COVID-19 pandemic.

MOTION By Mr. Cote to adopt the amendment to the Bylaws. Seconded by Mayor Frazier.

 Motion carried.

**6. *ACTION ITEM:* Amendment to Public Participation Plan allowing for Virtual Meetings**

 **And Workshops / Helen Wiles (enclosure)**

Ms. Wiles reported that the change to the PPP was necessary to agree with the Bylaws and to comply with COVID-19 requirements.

MOTION By Mr. Cote to adopt the amendment to the Public Participation Plan. Seconded by Mr. Sisson.

 Motion carried.

**7. *ACTION ITEM:* Decision Lens Process for Innovation 2045 MTP (enclosure) / James Galvin**

Mr. Galvin gave a PowerPoint presentation describing the history, methodology and changes to the MPO Decision Lens criteria. Mr. Cote expressed concern over the Environmental Justice/Title 6 criteria; this currently only addresses “no negative impact.” Discussion among Council members noted that sometimes a project would actually assist a low income or minority community. It was suggested that the criteria be rephrased to include scoring for a positive impact on such a community. Mr. Galvin said he would make that change.

There was also discussion concerning the criteria on the functional classification of roads. Mr. Cote though there could be an addition step in the criteria, if a road is close to standard. Mr. Galvin wasn’t sure if the MPO could make that call. Mr. Macmillan noted that this could be looked at. He questioned how that might affect DelDOT. Mr. Cote didn’t think there would be any conflict.

Language clarifying the criteria for EJ/Title 6 communities was discussed. “Adverse disproportionate impact in an area of racial or low income minorities” and “socially adverse impact” was discussed.

MOTION By Mr. Sisson approving adoption of the Decision Lens criteria with the amended language for the functional road classification and EJ/Title 6 communities discussed above. Seconded by Mayor Frazier. Motion carried.

*NOTE: attached to file – documentation of the above changes*

**8. *ACTION ITEM:* Amendment to the FY21 UPWP – rollover monies (enclosures) / R. Macmillan**

Mr. Macmillan reported that in order for the contracted consultants to continue work on the projects from FY20 that were continued into FY21, the remaining FY20 (from FY18) funds in Transportation Studies would be rolled over into FY21. The remaining Operations funds from FY20 would be rolled over at a later date, probably in September when the End-of-Year report was finalized.

MOTION By Mr. Cote to approve the FY21 UPWP amendment allowing the remaining FY18 funds used

 for FY20 Transportation Planning Studies to be rolled over into the FY21 UPWP. Seconded

 by Mayor Frazier. Motion carried.

**9. \*\*\* MEMBER REPORTS \*\*\* - None**

**10. Staff Reports –**

**10.1 Progress & Financial Reports – MPO Staff (enclosure)**

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

**10.3 Correspondence, Publications/Reports/Outreach**

Mr. Macmillan reported that MPO staff is working with DelDOT to verify the amount of Transportation Planning Studies funds to be rolled over. The amended UPWP PL Agreement will then be finalized and signed.

The MTP update is moving forward. Five chapters have been written by staff and edited for grammar, clarity and punctuation through Grammarly.

Mr. Galvin reported briefly on the four FY20 projects moving forward to FY21. The Dover Bicycle and Pedestrian Plan update was delayed at the request of the City Manager. She asked that the Public Workshop be postponed at the onset of the COVID-19 pandemic. The other projects are the Kent County East-West Freight Corridor study, the Dover Air Cargo Ramp Freight study, and the Harrington Rail Intermodal study. The last three projects are expected to finish up spring and summer 2021.

**10. ADJOURN**

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

**NEXT MEETING: September 2, 2020**