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DOVER/KENT COUNTY MPO PUBLIC ADVISORY COMMITTEE
MINUTES OF JUNE 10, 2020

PUBLIC ADVISORY COMMITTEE MEMBERS ATTENDING:

Jayce Lesniewski, Vice Chair	Chris Asay	Dr. Carolyn Cohee
Dr. Phyllis B. Collins	Jonathan Contant	Karen McGloughlin
Tracey Miller	Jesse Spampinato	

MEMBERS NOT ATTENDING:

Michael Gumrot, Chair	Jeremy Mullen	Bruce Snow
Bill Holmes (alternate, City of Dover)		

NON-MEMBERS ATTENDING:

Mayor James Frazier, Magnolia, MPO Council	
Reed Macmillan, MPO Staff	Helen Wiles, MPO Staff
James Galvin, MPO Staff	Catherine Samardza, MPO Staff

Due to COVID-19 protocols, this was a virtual meeting.

1. INTRODUCTION OF MEMBERS & GUESTS
2. PUBLIC COMMENTS
3. *ACTION ITEM: Approval of Agenda*

MOTION By Mr. Asay to approve the agenda. Seconded by Dr. Collins. Motion carried.

4. *ACTION ITEM: Approval of Minutes, February 2020*

Dr. Cohee noted some typos in the minutes, which she had also sent to staff via e-mail. These problems were corrected in the electronic form.

MOTION By Mr. Contant to approve the minutes as corrected. Seconded by Mr. Spampinato. Motion carried.

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

Staff noted that the amendment to the bylaws was necessary to allow for virtual meetings, both for the current public health protocols and any future emergency conditions.



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MOTION By Mr. Asay to recommend Council adopt the changes to the Bylaws. Seconded by Ms. Miller. Motion carried.

Ms. McGloughlin asked if this would carry through even when in-person meetings were possible. Ms. Wiles noted that the MPO had been allowing call-in participation for some time now, and that would continue even when in-person meetings resumed.

6. ACTION ITEM: Amendment to Public Participation Plan (PPP) allowing for Virtual Meetings and Workshops (enclosure) / Helen Wiles

Ms. Wiles noted that the PPP also required amending due to the public health protocols.

MOTION By Dr. Collins to recommend Council approve the change to the PPP. Seconded By Ms. McGloughlin. Motion carried.

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

Mr. Galvin gave a Powerpoint presentation detailing the history and process for developing the MPO's criteria for Decision Lens, noting the working group members who updated the criteria. He reviewed the criteria, and also explained how the program develops the priority ranking of projects. The presentation was seen on-line by the members participating in the meeting.

MOTION By Ms. Miller to recommend Council adopt the new criteria. Seconded by Mr. Contant. Motion carried.

Mr. Galvin reported that the TAC would be reviewing this information on June 16, and the Council would take action on July 8th. The calendar for the MTP update anticipates public outreach and committee review in the fall, with final adoption by Council in January 2021.

Mr. Lesniewski extended his congratulations to the Prioritization Working Group. He felt the process was well-thought out and well done.

8. * MEMBER REPORTS *****

9. Staff Reports –

- 8.1 Progress & Financial Reports – MPO Staff (enclosure)**
- 8.2 Other Project Updates/Activities – MPO Staff**
- 8.3 Correspondence, Publications/Reports/Outreach**

Mr. Macmillan reported that June 30th marks the end of the MPO's fiscal year. Final accounting is due



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in September, at which time any remaining money would be rolled over to FY21.

He also noted that there will be a special PAC meeting in July to amend the FY21 UPWP, to roll over remaining Transportation Studies funds. This is necessary so that the consultants on the open projects can continue work through the summer, rather than waiting until January 2021. The consultants will have to suspend work in July until the UPWP amendment and PL Agreement are approved and processed through DelDOT.

Mr. Galvin reported that one of the projects being held is the Dover Bike and Pedestrian Plan update. Although it is almost done, the City asked to delay the public outreach due to the COVID-19 issues for public gatherings. The other projects continuing in FY21 were always expected to carry over from FY20: the Kent County East/West Freight study will go out to March 2021; the Harrington Intermodal Rail Freight study has some issues to resolve before going out for public review; and the Air Freight Terminal study is still ongoing.

The Magnolia study was completed and a presentation made to Mayor Frazier and the Town Council. The Town has plans to move forward with some of the recommendations. Mayor Frazier agreed and thanked the MPO for the assistance.

Ms. Wiles reported that the MPO published a package of activities for kids to do while at home. She also said that 5 draft chapters for the MTP were on the website for review, and a video summary of Chapter 1. The final report for the Magnolia study will be posted on the website soon.

It was noted that the projects being compiled for the MTP will be processed and ranked through Decision Lens, but the priority list will change when DelDOT puts everything through Decision Lens along with New Castle and Sussex projects.

There was some discussion concerning the draft chapters and whether they should be edited for typographical errors before being out for public comment. Mr. Macmillan explained that he wanted the chapters out for comments as soon as possible and thought any comments on editing could be handled in a 2nd draft.

Mr. Macmillan suggested Monday, July 6 for the PAC special meeting to amend the UPWP. The TAC meeting would be July 7, and the Council will meet on July 8th for its scheduled meeting.

10. ADJOURN

MOTION By Mr. Asay to adjourn the meeting. Seconded by Mr. Contant. Motion carried.

NEXT REGULAR MEETING: August 13, 2020