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DOVER/KENT COUNTY MPO TECHNICAL ADVISORY COMMITTEE
MINUTES OF FEBRUARY 15, 2022 /VIRTUAL

TECHNICAL ADVISORY COMMITTEE REPRESENTATIVES ATTENDING:

Rob Pierce, City of Milford, Vice-Chair	Humaira Nabeela, DelDOT Planning
Marvina Cephas, DNREC AQ	Jeremy Rothwell, Town of Smyrna
Jason Stewart, Town of Camden	Cathy Smith, Delaware Transit Corporation
Milton Melendez, DE Dept. of Agriculture	Kris Connelly, Kent County Planning, Chair
Jason Lyon, City of Dover, Public Works	Lindsay Donnellon, Federal Highway Admin.(NV)

MEMBERS NOT ATTENDING:

Josh Thomas, DelDOT Planning (excused)	Dave Hugg, City of Dover
Tim Riley, Kent Conservation District	Patty Cannon, DE Div. Small Business
Matt Jordan, Dover Air Force Base	Lee Derickson, DE Motor Transpo. Assoc. (N/V)
Cliff Gunstra, Delmarva Central Railroad (N/V)	Ryan Long, Federal Transit Admin. (N/V)

NON-MEMBERS ATTENDING:

Marilyn J. Smith, MPO Staff	James Galvin, MPO Staff
Helen Wiles, MPO Staff	Michelle Vinson, MPO Staff
Mike Ward MPO Staff	Malcolm Jacob, MPO staff
Julian Swierczek, City of Dover	

1. INTRODUCTION OF MEMBERS & GUESTS

Malcolm Jacob, Dover Kent MPO's new Planner introduced himself to the TAC

2. PUBLIC COMMENTS

No public comments

3. ACTION ITEM: Approval of Agenda (enclosure)

MOTION By Mr. Melendez to approve the agenda. Seconded by Mr. Pierce.
Motion carried.

4. ACTION ITEM: Approval of Minutes October 19, 2021 (enclosure)

MOTION By Mr. Pierce to approve the agenda. Seconded by Mr. Stewart.
Motion carried.

5. ACTION ITEM: PRESENTATION AND RECOMMENDATION: TIP Amendment Form, Paratransit Validators – Statewide (T202250407 / J. Galvin (enclosure)



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J. Galvin presented the TIP Amendment to the TAC. He spoke about some questions the PAC had. Ms. C. Smith explained the validator is an electronic verification of payment, so you do not have to physically pay for the ride. Agencies pay in bulk for their clients, and this would be easier and increase efficiency. Ms. C. Smith will plan to have someone attend the April PAC meeting. Ms. C. Smith believes WILMAPCO PAC and TAC passed the amendment.

MOTION By Mr. Pierce to recommend to the MPO Council. Seconded by Mr. Stewart.
Motion carried

6. ACTION ITEM: PRESENTATION AND RECOMMENDATION: (Delaware's Safety Performance Measures / J. Galvin enclosure)

J. Galvin presented the most recent Delaware Safety Performance Measures. The Dover Kent MPO would like to adopt the sates measures.

MOTION By Mr. Pierce to recommend to the MPO Council. Seconded by Mr. Lyon.
Motion carried.

7. PRESENTATION: (2021 Whisman Giordano draft audit / M. Smith and M. Vinson)

M. Smith talked about the audit and the recommendations made by the auditors. The audit was considered a clean audit. She spoke about the items the auditors pointed out and that we already have things in place to remedy those items. An essential item is developing a financial policy, and the MPO is working on one now. It was also presented that the auditors will be at the MPO Council meeting to present to the Council formally, and all are welcome to attend.

8. MEMBER REPORTS - None

9. Staff Reports –

9.1 Progress & Financial Reports – M. Smith & M. Vinson

a. monthly DelDOT invoice and financial reports (enclosure)

M. Vinson shared the October through December financials. M. Smith shared that the MPO is working with DelDOT on streamlining the invoice process so reporting will be easier.

9.2 Project Updates, Outreach

a. Outreach updates – H. Wiles

H. Wiles spoke about the Parklet program's How-To Guide and Mini Grant application are ready for distribution to the municipalities. This will allow municipalities to purchase their own parklet and be reimbursed up to \$3000.00.

b. Study updates - J. Galvin

J. Galvin noted the Mckee/Saulsbury Road study would continue into FY2023. TID support will continue for Cheswold, South Frederica, Little Heaven and Greater Magnolia. The MPO is completing three in-house studies. Rail/Land use study for Kent Economic Partnership, East/West freight is being completed in house as the MPO felt more public outreach is needed. Bowers Beach Bike/Ped plan in the Town of



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Bowers beach and working with WRA for the portion of town borders to Route 1.

c. Current mapping projects - M. Ward

M. Ward is adding public and private owners to the Bowers Beach map. He is also working on adding utilities to the Rail Study Maps.

9.3 Correspondence, Publications, Reports, Activities

MOTION By Ms. C. Smith to adjourn the meeting. Seconded by Mr. Stewart. Motion carried.

NEXT MEETING: June 21, 2022