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DOVER/KENT COUNTY MPO COUNCIL MEETING
MINUTES OF MAY 18, 2022

DOVER/KENT MPO COUNCIL MEMBERS ATTENDING:

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

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

Pamela Steinebach, Dir. of Planning, DE Dept. of Transportation, for Secretary Nicole Majeski

Cathy Smith for John Sisson, Chief Executive Officer, Delaware Transit Corporation (N/V)

Ryan ODonoghue for Doug Atkin, Division Administrator, Federal Highway Admin. (FHWA)(N/V)

MEMBERS NOT ATTENDING:

Joanne Masten, for Terry Pepper, President, Kent County Levy Court, Vice Chair

Kimberly Chesser, Dir. DE Office of Hwy Safety DSHS, for Governor John Carney, State of DE

Terry Garcia Crewes, Regional Administrator, Region III, Federal Transit Admin. (FTA)(N/V)

NON-MEMBERS ATTENDING:

Marilyn Smith, MPO Executive Director

James Galvin, MPO Staff

Mike Ward, MPO Staff

Michelle Vinson, MPO Staff

Humaira Nabeela, DelDOT Planning

1. INTRODUCTION OF MEMBERS & GUESTS

2. PUBLIC COMMENTS

Mayor Christiansen thanked members for their patience and flexibility in rescheduling the meeting due to unforeseen circumstances.

3. ACTION ITEM: Approval of Agenda (enclosure)

MOTION By Mayor Frazier to approve the agenda. Seconded by Ms. Steinebach. Motion carried.

4. ACTION ITEM: Approval of Minutes March 2, 2022 (enclosure)

MOTION By Mayor Frazier to approve the minutes. Seconded by Ms. Steinebach. Motion carried.

5. ACTION ITEM: PRESENTATION: TIP Amendment Form, Automated-Dynamic Paratransit Scheduling-SW_Dover_Kent (T2021050402) / J. Galvin (enclosure)

Mr. Galvin spoke about the Automated-Dynamic Paratransit Scheduling amendment. DART is researching updating the scheduling system used for Paratransit to improve customer care and efficiency



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Motion By Mayor Frazier to approve the TIP Amendment. Seconded by Ms. Steinebach.

6. ACTION ITEM: PRESENTATION: FY2023 – 2027 TIP / J. Galvin (enclosure)

Mr. Galvin presented the FY 2023 – 2027 TIP to Council. He spoke about what is new and any changes and additions made to the TIP

Motion By Mayor Frazier to approve the FY 2023-2027 TIP. Seconded by Ms. Steinebach.

7. ACTION ITEM: PRESENTATION: PAC Bylaws Amendment / M. Smith & H.Wiles (enclosure)

Ms. Smith presented PAC Bylaws changes to Council. One change was verbiage to state that PAC members must be a resident of Kent County. She recommended the MPO be able to nominate up to four additional members to the PAC, to fill the needs of the community. It was also presented that a quorum is defined as a majority of the currently appointed PAC members.

Motion By Mayor Frazier to approve the PAC Bylaws Amendment. Seconded by Ms. Steinebach.

8. ACTION ITEM: PRESENTATION: FY2023 UPWP draft / M. Smith (enclosure)

Ms. Smith presented FY2023 UPWP. She spoke about the amount of money allocated to the MPO and the projects they will be working on for FY2023. Several projects will be done in-house by the staff of the MPO.

Motion By Mayor Frazier to approve the FY2023 UPWP. Seconded by Ms. Steinebach.

9. ACTION ITEM: PRESENTATION: PL#1 for FY2023 / M. Smith (enclosure)

Ms. Smith stated that PL#1 is the legal and budgetary companion to the UPWP.

Motion By Mayor Frazier to approve PL#1 for FY2023. Seconded by Ms. Steinebach.

10. * MEMBER REPORTS *****

Ms. Smith spoke about Mayor Frazier retiring. Mayor Arndt was recommended as a new Council member, and Ms. Smith contacted him, and he accepted.

Motion By Mayor Frazier to approve Mayor Arndt for Council. Seconded by Ms. Steinebach.

Motion By Mayor Frazier to waive discussion of staff reports. Seconded by Ms. Steinebach.

11. Staff Reports –



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- 11.1 Progress & Financial Reports – M. Smith & M. Vinson**
 - a. monthly DelDOT invoice and financial reports (enclosure)**
- 11.2 Project Updates, Outreach**
 - a. Public Outreach update – H. Wiles (enclosure)**
 - b. Study updates - J. Galvin**
 - c. Current mapping projects - M. Ward**
- 11.3 Correspondence, Publications, Reports, Activities**

12. ADJOURN

MOTION By Mayor Frazier to adjourn. Seconded by Ms. Steinebach. Motion carried.

NEXT MEETING: July 6, 2022