



POB 383 / Dover, DE 19903 / <http://www.doverkentmpo.org> / (302) 387-6030 FAX: (302) 387-6032

**DOVER/KENT COUNTY MPO PUBLIC ADVISORY COMMITTEE**  
**MINUTES OF APRIL 13, 2023**

**PUBLIC ADVISORY COMMITTEE MEMBERS ATTENDING:**

<b>Dr. Phyllis B. Collins, Chair</b>	<b>Karen McGloughlin</b>	<b>Brittany Wagner</b>
<b>Dana Shelton</b>	<b>Darin Dell</b>	<b>Katie Macklin</b>
<b>Edwin Perez</b>		

**MEMBERS NOT ATTENDING:**

<b>Ian Peters, Vice-Chair</b>	<b>Bruce Snow</b>	<b>Dr. Shanita Powell</b>
<b>Gary Dodge</b>	<b>Tracey Miller</b>	<b>Travis Frey</b>

**NON-MEMBERS ATTENDING:**

<b>Marilyn J. Smith, MPO Exec. Dir</b>	<b>James Galvin, MPO Staff</b>
<b>Mike Ward, MPO Staff</b>	<b>Helen Wiles, MPO Staff</b>
<b>Malcolm Jacob, MPO Staff</b>	<b>Michelle Vinson, MPO Staff</b>
<b>Ted Foglietta, Century Engineering</b>	<b>Drew Boyce, Century Engineering</b>

**1. INTRODUCTION OF MEMBERS & GUESTS**

**2. PUBLIC COMMENTS** None

**3. ACTION ITEM: Approval of Agenda (enclosure)**

MOTION By Mr. Dell to approve the agenda. Seconded by Ms. McGloughlin  
Motion carried.

**4. ACTION ITEM: Approval of Minutes February 9, 2023 (enclosure)**

MOTION By Ms. McGloughlin to approve the minutes. Seconded by Mr. Dell  
Motion carried.

**5. ACTION ITEM: PRESENTATION AND RECOMMENDATION: McKee/Saulsbury Road Study (enclosure)/J. Galvin & Century Engineering**

Mr. Foglietta introduced the study and why the study was needed. He spoke on the research and public workshops that were done to support the study. He then introduced the three concepts. All concepts consist of two 12' travel lanes in each direction. Concept one consists of a center turn lane, no shoulders, 10' path on both sides. Concept two consists of shoulders, no center turn lane, 10' shared use on west side path and 5' sidewalk on east side. Concepts three consists of shoulders on both sides, center turn lane, 10' shared use path and 5' sidewalk on east side. There was a discussion among PAC members on which concept each liked. Ms. Smith read an email by Mr. Peters who was not able to attend but had some thoughts of the concepts.



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Motion by Ms. McGloughlin approving moving forward to Council without specifying a preferred option. Seconded by Mr. Dell. Motion carried.

**6. ACTION ITEM: PRESENTATION AND RECOMMENDATION: US 13 Sidewalk Gap Study (<https://doverkentmpo.delaware.gov/us13-sidewalks-inventory-study/>) / J. Galvin & M. Jacob**

Mr. Galvin introduced the study the City of Dover asked the MPO to conduct. The focus was identifying missing sidewalks on US13 in Dover and making recommendations. US 13 has areas that are Kent County and the state. The city currently has in place future development must include sidewalks by the developer. This study will help the city approach the state for filling in the sidewalk gaps.

MOTION By Mr. Dell to recommend to Council. Seconded by Mr. Shelton.  
Motion carried.

**7. ACTION ITEM: PRESENTATION AND RECOMMENDATION: 2022 Whisman Giordano draft audit (enclosure) / M. Smith and M. Vinson**

Ms. Smith stated that DKMPO received a "clean" audit. The full audit is available online. The only remaining challenge is completing the operations manual. All other items have been resolved.

MOTION By Mr. Shelton to recommend to Council. Seconded by Mr. Dell.  
Motion carried.

**8. ACTION ITEM: PRESENTATION AND RECOMMENDATION: FY2024 UPWP draft (<https://doverkentmpo.delaware.gov/files/2023/04/FY24-UPWP-draft.pdf>) / M. Smith**

Ms. Smith shared a slide presentation detailing the FY24 UPWP. The anticipated budget for FY24 is \$946,443.00. She presented our tasks and how much funding is available for each tasks. The office lease has been renewed with Town of Camden. Continuing projects are projects that will be finished six weeks into the fiscal year. Ms. Smith introduced the studies the MPO will be doing in FY24. She also pointed out the MPO will be working with DelDOT planning to help with some Sussex County projects. The MPO will diversify the engineering firms for projects to even out the workload.

MOTION By Ms. Macklin to recommend to Council. Seconded by Ms. McGloughlin.  
Motion carried.

**\*\*\* MEMBER REPORTS \*\*\***

• Dr. Collins wanted to thank Ms. Smith for recommending she participate in DART Reimagined. There is a survey that DART is asking for participation. • Ms. McGloughlin spoke about receiving an email on an Equity Roundtable from the MPO. She took the survey and was very impressed with the questions. • Ms. McGloughlin also noted there was a glitch in picking dates. Ms. Wiles will fix it.



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**9. Staff Reports –**

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

**a. monthly DelDOT invoice and financial reports (enclosure)**

Ms. Vinson shared that the MPO is very close to making the budget of FY23.

**9.2 Project Updates**

**a. Study updates - M. Jacob & J. Galvin**

**i. Bay Road Ped Path (enclosure)**

**ii. Dover High School Walk Zone (enclosure)**

Ms. Smith began by saying this is the background of the two projects. This is to manage time at the next PAC meeting, which will have three big studies by Century Engineering. Mr. Galvin stated the MPO was asked by Chesapeake Utilities to work out a ped path plan linking Chesapeake Utilities to the Isaac Branch trail at DelDOT. Mr. Jacob spoke about the City of Dover being concerned about the safety around the Dover High School Walk Zone. The MPO identified areas that would be hazardous or could use improvements such as sidewalks, shared use paths, crosswalks, and signals. Dr. Collins commented the MPO is doing more studies and meetings have more actions items.

**b. Current mapping projects - M. Ward**

Mr. Ward said the next map he will be working on is in Milford. Rehoboth Blvd in Milford and 10 th Street in Milford. He is also working on maps that shows urban areas in 2000, 2010 and 2020.

**c. Outreach – H. Wiles ( <https://youtu.be/nvZCFL-LshE> )**

Ms. Wiles shared her video. The video included workshops in Smyrna, Trap Shooters, Legislative Luncheon and the Dover Master Plan. Memes were shared on social media about Women in Transportation. A Current Studies page was added to the Dover Kent MPO's website. You can now find all the MPO studies have a centralized place accessible to the public.

**9.3 Correspondence, Publications, Reports, Activities – None**

**10. ADJOURN**

MOTION By Dr Collins to adjourn. Seconded by Mr. Shelton.  
Motion carried.

**NEXT MEETING: June 8, 2023**