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**DOVER/KENT COUNTY MPO TECHNICAL ADVISORY COMMITTEE**  
**MINUTES OF APRIL 18, 2023**

**TECHNICAL ADVISORY COMMITTEE REPRESENTATIVES ATTENDING:**

<b>Rob Pierce, City of Milford, Vice-Chair</b>	<b>Josh Thomas, Office of State Planning</b>
<b>Jeremy Rothwell, Town of Smyrna</b>	<b>Jolyon Shelton, DNREC</b>
<b>Cathy Smith, Delaware Transit Corporation</b>	<b>Milton Melendez, DE Dept. of Agriculture</b>
<b>Mary Ellen Gray, City of Dover, Planning</b>	<b>Harold Scott Jr., Town of Camden</b>
<b>Anastasia Jackson, DE Div. Small Business</b>	<b>Matt Jordan, Dover Air Force Base</b>
<b>Jason Lyon, City of Dover Public Work</b>	<b>Milton Melendez, DE Dept of Agriculture</b>
<b>Cooper Bowers for Humaira Nabeela, DelDOT Planning</b>	

**MEMBERS NOT ATTENDING:**

<b>Kris Connelly, Kent County Planning, Chair</b>	<b>Abigail Lowe, Federal Transit Admin.(N/V)</b>
<b>Tim Riley, Kent Conservation District</b>	<b>Enos Han, Federal Highway Admin (N/V)</b>
<b>Cliff Gunstra, Delmarva Central Railroad(N/V)</b>	
<b>Lee Derrickson, DE Motor Transport Assoc.(N/V)</b>	

**NON-MEMBERS ATTENDING:**

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

- 1. INTRODUCTION OF MEMBERS & GUESTS**
- 2. PUBLIC COMMENTS - NONE**
- 3. ACTION ITEM: Approval of Agenda (enclosure)**

MOTION By Mr. Thomas to approve the agenda. Seconded by Mr. Lyon  
Motion carried.

- 4. ACTION ITEM: Approval of Minutes February 14, 2023 (enclosure)**

MOTION By Ms. C. Smith to approve the minutes. Seconded by Ms. Jackson  
Motion carried.

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



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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. Mr. Pierce asked about the total right of way. Mr. Foglietta stated each concept would require different, which is why three concepts were done. Mr. Lyon asked about how this will affect the overpass. Mr. Foglietta explained the study stopped just before the overpass. Concept two consists of shoulders, no center turn lane, 10' shared use on west side path and 5' sidewalk on east side. Mr. Pierce asked if there was any thought to limit left-hand turns. Mr. Foglietta said that has not been decided yet and could be tweaked. Concept three consists of shoulders on both sides, center turn lane, 10' shared use path and 5' sidewalk on east side. Mr. Thomas asked if planning level costs will be in final report. Mr. Foglietta stated they will be. Ms. Jackson asked about how the construction affects local business. Mr. Foglietta stated all businesses will not lose access, but maintenance and traffic will be a big issue to accommodate.

MOTION by Mr. Thomas to recommend to Council. Seconded by Mr. Lyon.  
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. US13 has areas that are Kent County and DeIDOT. The city currently has in place future development must include sidewalks by the developer. Mr. Galvin stated some areas have acceptable sidewalks but not shared use paths. The City doesn't typically install sidewalks on US13, usually DeIDOT or developers. This study will help the city approach the state for filling in the sidewalk gaps.

MOTION By Mr. Lyon to recommend to Council. Seconded by Ms. Gray.  
Motion carried.

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

Ms. M. 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. Mr. Lyon asked was there a deadline to complete the operations manual. Ms. M. Smith stated the MPO was not starting from scratch and would like completed before next audit.

MOTION By Ms. Gray to recommend to Council. Seconded by Mr. Scott Jr.  
Motion carried.

**8. ACTION ITEM: PRESENTATION AND RECOMMENDATION: FY2024 UPWP draft**



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<https://doverkentmpo.delaware.gov/files/2023/04/FY24-UPWP-draft.pdf> / M. Smith

Ms. M. Smith shared a slide presentation detailing the FY24 UPWP. The anticipated budget for FY24 is \$946,433.00. She presented tasks and how much funding is available for each task. The office lease has been renewed with the Town of Camden. Continuing projects are projects that will be finished six weeks into the fiscal year. Ms. M. 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. Ms. C. Smith asked about a Sussex County MPO. Mr. Thomas pointed out criteria changed for the hop, skip and jump reduced which cause loss of area. Mr. Thomas said kudos on spending money and doing studies.

MOTION By Mr. Thomas to recommend to Council. Seconded by Ms. Gray.  
Motion carried.

## 9. \*\*\* MEMBER REPORTS \*\*\*

Mr. Pierce stated Milford adopted their SE TID Plan in April and are now starting to implement it. Mr. Pierce said this puts two functioning TIDs in Sussex Account. Ms. C. Smith talked about DART Reimagined. She thanked those who have helped. DART accomplished a lot and you can look on the website for the State of System Report.

## 10. Staff Reports –

### 10.1 Progress & Financial Reports – M. Smith & M. Vinson

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

### 10.2 Project Updates

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

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

##### ii. Dover High School Walk Zone Study (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. Mr. Pierce asked if the MPO will be looking at the Regional Bike Plan. Mr. Galvin stated within the next couple of years enough projects will be done that we will the revisit. He would like to see it put on a regular schedule.

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



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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 show urban areas in 2000, 2010 and 2020.

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

Ms. Wiles shared a 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**

**10. ADJOURN**  
**NEXT June 13, 2023**