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DOVER/KENT COUNTY MPO COUNCIL MEETING
MINUTES OF MAY 3, 2023

DOVER/KENT MPO COUNCIL MEMBERS ATTENDING:

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

Ernst Arndt, President, Board of Commissioners of Viola

John Sisson, Chief Executive Officer, Delaware Transit Corporation

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

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

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

Ryan O'Donoghue, Federal Highway Admin.

MEMBERS NOT ATTENDING:

Ken Decker, County Admin. for Terry Pepper, President, Kent County Levy Court

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

NON-MEMBERS ATTENDING:

Marilyn Smith, MPO Executive Director

Helen Wiles, MPO Staff

Michelle Vinson, MPO Staff

Drew Boyce, Century Engineering

Nikolas Reckner, Whisman Giordano

Ryan O'Donoghue, Federal Highway Admin.

James Galvin, MPO Staff

Mike Ward, MPO Staff

Malcolm Jacob, MPO Staff

Ted Foglietta, Century Engineering

Joe Giordano, Whisman Giordano

Matt Jordan, DAFB Planning

1. INTRODUCTION OF MEMBERS & GUESTS

2. PUBLIC COMMENTS - None

3. ACTION ITEM: Approval of Agenda (enclosure)

MOTION By Mr. Arndt to approve the agenda. Seconded by Mr. Sisson.

Motion carried.

4. ACTION ITEM: Approval of Minutes March 1, 2023 (enclosure)

MOTION By Mr. Sisson to approve the minutes. Seconded by Mr. Arndt.

Motion carried.

5. ACTION ITEM: 2022 draft audit (enclosure) / M. Smith and M. Vinson & Whisman Giordano • Nikolas Reckner, Joe Giordano

Recommended Approval to MPO Council by PAC and TAC



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Mr. Reckner was the auditor who performed the MPO's audit. Mr. Giordano is the managing partner, and Mr. DeFroda was the partner who oversaw the audit but could not be at the meeting. Mr. Reckner went over the audit findings with the MPO Council. Whisman Giordano issued an unmodified opinion, which is a clean opinion. That is the best you can get. He presented the balance sheet, liabilities, and statement of activities. Mr. Reckner then spoke about the management recommendation letter. Last year there were six recommendations, three have been completed, and three are still in process. Ms. Steinebach thanked Mr. Reckner for explaining everything so clearly. She asked whether an audit would be completed yearly or every other year. Mr. Reckner stated every year, but not necessarily by Whisman Giordano. Ms. Stienebach then asked whether the projects would be audited as well. Mr. Reckner said that it was not a part of the audit. Ms. Vinson noted that we work with DelDOT finance, and they audit our projects.

MOTION By Mr. Sisson to approve. Seconded by Mr. Arndt.
Motion carried.

6. ACTION ITEM: McKee/Saulsbury Road Study (enclosure) / J. Galvin & Century Engineering

Recommended Approval to MPO Council by PAC and TAC, with no preferred option

Mr. Galvin introduced Mr. Foglietta and Mr. Boyce of Century Engineering. Mr. Foglietta introduced the study and why the study was needed. He spoke on the research and public workshops 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 and no center turn lane, 10' shared use on the west side path, and a 5' sidewalk on the east side. Concept three consists of shoulders on both sides, a center turn lane, a 10' shared-use path, and a 5' sidewalk on the east side. Mr. Arndt asked if this was from North Street to Route 13. Mr. Foglietta stated yes. Ms. Steinebach asked whether the four lane concept must be throughout it. Mr. Foglietta said yes, the four lanes are needed throughout the corridor. Mr. Boyce stated POW/MIA can remain two lanes until 2052. Mr. Sisson asked about the high accident rate. Mr. Foglietta indicated volume. Mr. Sisson was concerned the 4 lanes will turn McKee into a raceway. Ms. Steinebach expressed concern wondering if the concepts would solve the problem. Ms. Steinebach asked what service year this would be in service. Mr. Boyce responded it would be based on when development comes online. Mr. Foglietta stated options one and two allows reaction to development. Mr. Sisson stated option three allows developers know where they can build up to.

MOTION By Mr. Arndt to approve. Seconded by Mr. Sisson.
Motion carried.

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

Recommended Approval to MPO Council by PAC and TAC

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 DelDOT. The city's current development must include sidewalks by the developer. Mr.



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Galvin stated some places have good sidewalks but not shared-use paths. The city doesn't typically install sidewalks on US13, usually DelDOT or developers. This study will help the city approach the state to fill the sidewalk gaps. Ms. Steinebach asked for DelDOT to put in sidewalks. It has to be ADA compliant. Did the report put in any constraints? Mr. Galvin replied he did not identify the right of way, but they did use a report the city had just completed. Ms. Steinebach then asked if there was any prioritization. That had not been done, but Mr. Galvin stated they would put it in.

MOTION By Mr. Sisson to approve with prioritization. Seconded by Mr. Arndt.
Motion carried.

8. ACTION ITEM: FY2024 UPWP draft
(<https://doverkentmpo.delaware.gov/files/2023/04/FY24-UPWP-draft.pdf>) / **M. Smith**
Recommended Approval to MPO Council by PAC and TAC

Ms. 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 was available for each task. Continuing projects 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. Steinebach to approve. Seconded by Mr. Sisson.
Motion carried.

9. ACTION ITEM: PL#1 for FY2024 / M. Smith (enclosure)

MOTION By Mr. Sisson to approve. Seconded by Mr. Arndt.
Motion carried.

10. * MEMBER REPORTS *****

Ms. Chesser announced she will be retiring on May 12, 2023, from the Office of Highway Safety. She is taking a position with Rails-to-Trail Conservancy to assist with some of their projects. Mayor Christiansen and Council wished her well.

11. Staff Reports –
11.1 Progress & Financial Reports – M. Smith & M. Vinson
a. monthly DelDOT invoice and financial reports (enclosure)
b. Discussion on July 5, 2023, Council meeting date

A discussion was held to move the meeting to accommodate July 4, 2023, holiday. It was decided to move the meeting to July 6, 2023, and move it up to 2:00 PM to adjust the time needed for the presented studies. A poll will be taken on the day of the meeting to ensure a quorum will be present.



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11.2 Project Updates

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

i. Bay Road Ped Path

Mr. Galvin stated Chesapeake Utilities asked the MPO to work out a ped path plan linking Chesapeake Utilities to the Isaac Branch trail at DelDOT.

ii. Dover High School Walk Zone Study

Mayor Christiansen asked whether the MPO had spoken to Mr. Baker from the Spoke and Spindle. He is upset about the proposed walkway. Mr. Jacob talked about the City of Dover, concerned about the safety around the Dover High School Walk Zone. The MPO identified areas that would be hazardous or could use improvements. Mr. Sisson asked if it is all sidewalks. Mr. Jacob responded some would be shared use paths. Mayor Christiansen wonders if anything can be done to keep trucks off of Mifflin Rd.

b. Current mapping projects - M. Ward

Mr. Ward mentioned the maps in Mr. Galvin and Mr. Jacob's presentation were maps he has been working on.

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. All the MPO studies have a centralized place accessible to the public. Ms. Wiles also mentioned that the MPO will be having an Equity Round Table. Everyone should receive an invitation

11.3 Correspondence, Publications, Reports, Activities

12. ADJOURN

NEXT MEETING: July 5, 2023

MOTION By Mr. Sisson to adjourn. Seconded by Mr. Arndt.
Motion carried.