



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

DOVER/KENT COUNTY MPO TECHNICAL ADVISORY COMMITTEE
MINUTES OF AUGUST 15, 2023

TECHNICAL ADVISORY COMMITTEE REPRESENTATIVES ATTENDING:

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

MEMBERS NOT ATTENDING:

Tim Riley, Kent Conservation District	James Coverdale, DNREC
Cliff Grunstra, Delmarva Central Railroad(N/V)	Vacant, Federal Transit Admin.(N/V)
Lee Derrickson, DE Motor Transport Assoc.(N/V)	Enos Han, Federal Highway 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
Jesse Lindenberg, Kent County Planning	Stephanie Johnson, DelDOT
Garth Jones, Chesapeake Utilities	

1. INTRODUCTION OF MEMBERS & GUESTS

2. PUBLIC COMMENTS - None

3. ACTION ITEM: Approval of Agenda (enclosure)

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

4. ACTION ITEM: Approval of Minutes June 13, 2023 (enclosure)

MOTION By Mr. Lyon to approve the minutes. Seconded by Mr. Jordan
Motion carried.

5. ACTION ITEM: PRESENTATION: DelDOT Equity Tool

(<https://storymaps.arcgis.com/stories/ac95bc35b5ee4bba85a7b0e5dd78e715>) / Jim Pappas, P.E. and Stephanie J. Johnson of Transportation Resiliency & Sustainability

Ms. Johnson gave the presentation. The story map was created in ESRI. Every map was designed to be interactive, shared, and stand on its own. Ms. Johnson is with DelDOT, and her department was created two years ago. Justice 40 was enacted on a federal level, which directs forty percent of federal money to serve Equity Focus Areas (disadvantaged communities). The federal government has many tools to help



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states define equity-focused areas. DelDOT felt they could use the tool and improve the information based on local knowledge. Mr. Lyon commented that this is a really cool tool. He asked if it could be used for state loan or grant utilization. Mr. Berry asked about age analysis and made the point that manufactured houses were not necessarily an equity focus. Ms. Wiles asked about including Amish. Ms. Johnson stated this equity tool is not transportation-based, it is population and demographics-based. Mr. Rothwell spoke about census tracts around Newark that are student housing and are very affluent. Ms. Johnson said they noted student housing and apartments. Mr. Pierce asked if municipalities notice something that should be noted, how should they communicate that. Ms. Johnson said you can click on the interactive data and make a note. Mr. Galvin asked since this was put together for IJJA, will it become part of Decision Lens. Ms. Johnson said they are just rolling this out, but a COT action would be required.

6. ACTION ITEM: PRESENTATION AND RECOMMENDATION: Bay Road Study
(<https://doverkentmpo.delaware.gov/files/2023/07/Bay-Road-Pedestrian-Path-and-Walking-Trail-Study-Draft-6.2023.pdf>) / Malcolm Jacob, James Galvin (enclosure)

Mr. Jacob introduced the study. The study aimed to find the current pedestrian network within a half-mile radius around Bay Road. Find the gaps and recommend how to connect the network of walkways. One of the challenges is getting from the east side of Bay Road to the west side of Bay Road. Mr. Galvin pointed out some of the recommendations of the study. Mr. Jordan commented that the VA medical care recently renovated some of the Blue Hen Corporate Center to serve veteran medical care and services to accommodate the Delmarva Peninsula as the VA Center in Elsmere is overused. Mr. Berry noted dangerous spots in Blue Hen Parking lot and wondered about the barriers between the hotel and Blue Hen. He also stated the great connections behind the new DSWA facility. He would like to see sidewalks to the school without losing the tree line. Ms. Gray asked about funding sources. Mr. Jones stated it was a good report and Chesapeake utilities are very supportive to see it move forward.

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

7. ACTION ITEM: PRESENTATION AND RECOMMENDATION: Public Participation Plan
(<https://doverkentmpo.delaware.gov/files/2023/07/PPP-first-draft-2023-revised.docx>) /Helen Wiles

Ms. Wiles gave a brief presentation on the Public Participation Plan. It is a blueprint for public engagement and a handbook for the PAC. It outlines how we can get every voice heard. This is an update and changes include vision and goals, social media policy, and more about equity. TAC can help by following on all social media, and sharing that content. Come out to media events, share news with friend and colleagues, and offer comments when items are open for public comment.

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

8. ACTION ITEM: PRESENTATION AND RECOMMENDATION: Revising Criteria for



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Decision Lens / Jim Galvin (enclosure)

Mr. Galvin gave a brief presentation. Decision Lens criteria are how the MPO prioritizes projects for the MTP. Mr. Galvin asked for people to join a working group to review and update existing criteria for the upcoming MTP. The next step will be a meeting to begin the process, then Mr. Galvin will set up comparisons.

***** MEMBER REPORTS *****

Ms. C. Smith DART is working on a draft of DART Reimagined. August 29 open period for public comment. Public Meetings are September 12, 13, 19, 20 and 26. September 19 is Kent County, and September 26 is virtual.

9. Staff Reports –

9.1 Progress & Financial Reports (enclosure) – M. Smith & M. Vinson

FY23 Budget closed.

9.2 Project Updates

a. Study Updates – M. Jacob & J. Galvin

Currently working on a project for Milford and a project for Cheswold. Working with DelDOT on a statewide project. This is the first time for this MPO. Working with new consultants on Downtown Dover study and the statewide studies. Mr. Galvin is also concentrating on the Operations Manual.

b. Current Mapping Projects – M. Ward

Mike is working on Milford project and Cheswold parking as well as truck parking for City of Dover. Ms. M. Smith asked about parcels indicated on truck parking. Ms. Gray said the properties can be removed. Mr. Berry commented that the GIS information for the county should be current to February 2023. They are working on updating to the current date.

9.2 Outreach Update – H. Wiles (<https://sway.office.com/IIJANCu243CNit0I?ref=Link>)

MPO has been at CDCC leadership awards. We do have a new project to be announced soon.

9.3 Correspondence, Publications, Reports, Activities

a. STIP FY24 Federal Funding Letter (enclosure)

b. FY25-30 CTP Meeting Notice

10. ADJOURN

MOTION By M. Gray to approve adjourn. Seconded by Mr. Jordan
Motion carried.



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NEXT MEETING: October 17, 2023