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DOVER/KENT COUNTY MPO TECHNICAL ADVISORY COMMITTEE
MINUTES OF FEBRUARY 18, 2025

TECHNICAL ADVISORY COMMITTEE REPRESENTATIVES ATTENDING:

Rob Pierce, City of Milford, Chair	Tina Merrill, DNREC AQ
Jason Lyon, City of Dover Public Work	Josh Thomas, Office of State Planning
Cooper Bowers, DelDOT Planning	Jason Berry, Kent County Planning
Jeremy Rothwell, Town of Smyrna, Vice Chair	Cliff Grunstra, Delmarva Central Railroad(N/V)
Tremica Cherry-Wall for Cathy Smith, Delaware Transit Corporation	

MEMBERS NOT ATTENDING:

Anastasia Jackson, DE Div. Small Business	Harold Scott Jr., Town of Camden
Matt Jordan, Dover Air Force Base	Vacant, City of Dover, Planning
Tim Riley, Kent Conservation District	Milton Melendez, DE Dept of Agriculture
Enos Han, Federal Highway Admin (N/V)	Vacant, Federal Transit Admin. (N/V)
Lee Derrickson, DE Motor Transport Assoc. (N/V)	

NON-MEMBERS ATTENDING:

Marilyn J. Smith, MPO Staff	Michael Petit de Mange, MPO Staff
Mike Ward, MPO Staff	Helen Wiles, MPO Staff
Malcolm Jacob, MPO Staff	Michelle Vinson, MPO Staff
Pamela Keeney, DNREC AQ	Leah Kacanda, WRA
Barbara Mosier, Kittleson	

1. INTRODUCTION OF MEMBERS & GUESTS

2. PUBLIC COMMENTS

3. ACTION ITEM: Approval of Agenda (enclosure)

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

4. ACTION ITEM: Approval of Minutes December 17, 2024 (enclosure)

MOTION By Mr. Rothwell to approve the minutes. Second by Mr. Lyon.
Motion carried.

5. ACTION ITEM: TIP Amendment: DTC Kent County Operations / M. Smith (enclosure)

MOTION By Mr. Thomas to recommend to the council. Second by Ms. Cherry-Wall.
Motion carried.

6. ACTION ITEM: TIP Amendment: DelDOT has requested that the TIP be amended to



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reflect the finalization of DelDOT's FY25 operating budget and anticipated revenue adjustments to the CTP to maintain fiscal constraint / M. Smith (enclosure)

MOTION By Mr. Rothwell to recommend to the council. Second by Mr. Lyon.
Motion carried.

7. ACTION ITEM: SR1 & SR9 Improvements / B. Mosier, Kittleson & Associates, M. Smith

Ms. Mosier from Kittleson presented the study. This was explained as a technical study, requiring no public meetings or surveys. Kittleson did reach out to site operations for their input. She presented the challenges of the study area, including acceleration speeds, truck sizes, and traffic counts. She also presented two possible solutions: increasing the acceleration lane and associated costs. Mr. Rothwell asked about the useful life of the property. Ms. Mosier stated the property owner was asked, and it will be in the next few years, but even after the property's resources are depleted, it will be used as a staging ground in Kent County. Mr. Pierce noted the deceleration lane should be considered if a construction project is undertaken.

MOTION By Mr. Thomas to recommend to the council. Second by Mr. Lyon.
Motion carried.

8. ACTION ITEM: Dover Municipal Freight Plan / L. Kacanda, Whitman, Requardt & Associates, M. Smith

Ms. Smith introduced this project, stating that it is a DelDOT initiative driven by the Delaware Statewide Freight Plan. The plan was presented to the City of Dover at their council meeting and received favorable endorsement. Ms. Kacanda from WRA presented and spoke about the challenges faced by the City of Dover, including the fact that the East/West Truck route goes through Downtown Dover. Dover has multiple projects underway, including the Dover Air Force Base joint use agreement, the Garrison Oak facility, which has been leased in its entirety, and the Downtown Dover Master Plan. All these things were taken into consideration. WRA recommends developing regulations (Best practices) to help with truck parking. Mr. Rothwell asked about truck parking requirements for flex space buildings. Mr. Bowers suggested restriping based on need. Ms. Kacanda suggested tie the number of spaces to the number of docks. Improve communication between government agencies regarding freight-related development and transportation projects. Improve communication with local freight operators. Work on the Garrison Oak connector begins FY25 with preliminary engineering. Mr. Rothwell stated he would be interested in some Best Practices examples as the Town of Smyrna has similar issues.

MOTION By Mr. Lyon to recommend to the council. Second by Mr. Rothwell.
Motion carried.

9. ***MEMBER REPORTS***** - None**

10. Staff Reports –



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10.1 Financial & Administration– M. Smith & M. Vinson

a. monthly DelDOT invoice and financial reports (enclosure)

Ms. Vinson shared the financial reports and said the Audit is almost complete and should be shared soon at an upcoming meeting. Ms. Smith said the FY26 UPWP will be shared at the next TAC meeting.

10.2 Studies & Maps – M. Jacob, M. Petit de Mange, M. Ward

Mr. Jacob talked about the Little Creek workshop. The MPO had a good turnout and plenty of good feedback. There is a challenge of speeding through the town. The MPO is trying to help with finding solutions. The maps of the sidewalks are complete, and he is working on the analysis part of the study. Mr. Petit de Mange shared that the Council passed MTP, available on the MPO's website. He also shared he is working on the Town of Camden's sidewalk gap study as well as a study for the Town of Clayton on Wheatley's Pond Road. Mr. Ward shared that he worked on the maps for Little Creek and Camden and is also working on expanded rail maps for Sussex County.

10.3 Outreach and Environmental Justice/Title VI – H. Wiles

Ms. Wiles shared that the MPO will be presenting a former PAC member with PAC emeritus status at the next Council meeting. She shared the MPO is still tweaking the MPO VR for Think Like A Planner. She also shared we would be having a roundtable and to mark your calendars.

10.4 Correspondence, Publications, Reports, Activities

a. Resolution honoring Mr. Gumrot

b. Administrative Modifications (enclosure)

11. ADJOURN:

MOTION By Mr. Thomas to Adjourn. Second by Mr. Lyon.
Motion carried.

NEXT MEETING: April 15, 2025 @ 10:00 AM