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Meeting Minutes

Meeting Location	Kent 911 Center	Minutes No.	1516/KC-3
Meeting Date/Time	June 1, 2011 7:00 – 9:00 PM	Client	Delaware Department of Transportation
Issue Date	June 14, 2011	Type	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
Subject	Kent County TMT Meeting	Project	Transportation Management Team Program
Prepared By	Megan Gould	Project No	Jacobs E3X36706

Attendees	Organization	Telephone	Email Address
Robert Bracco	Civil Air Patrol	302-697-1655	bobbracco@comcast.net
William Carpenter	Carlisle of Milford Fire Company	302-422-2178	
Jim Clacher	DeIDOT/TMC	302-659-4603	jim.clacher@state.de.us
Dwayne Day	DeIDOT/TMC	302-659-4604	Dwayne.Day@state.de.us
Gene Donaldson	DeIDOT/TMC	302-659-4601	gene.donaldson@state.de.us
Glenn Gillespie	DEMA	302-659-3362	glenn.gillespie@state.de.us
Megan Gould	Jacobs	215-355-3577	megan.gould@jacobs.com
Bret Martine	Century Engineering	302-734-9188	bmartine@centuryeng.com
Gerald Nagyiski	DeIDOT/Safety	302-222-5977	gerald.nagyiski@state.de.us
Richard Schwalb	Kent Co. Fire Police Assoc.	302-653-6504	Sch573@atlanticbb.net
Robert Scott	City of Dover Police	302-736-7131	robert.scott@cj.state.de.us
Derek Voight	Jacobs	610-701-7000	derek.voight@jacobs.com
Robert Watts	Kent County 911		robert.watts@co.kent.de.us
Adam Weiser	DeIDOT/Traffic	302-659-4073	adam.weiser@state.de.us

Item	Comments	Responsible Party/Action	Date Due
1.	<p><u>Purpose</u></p> <p>This was a regularly scheduled meeting of the Kent County TMT Group (first Wednesday, every other month). Agenda items included: review of April 6, 2011 Kent County TMT Meeting Minutes, a presentation on the Route 1 ITMS Master Plan, a presentation on the Delaware Strategic Highway Safety Plan, and multiple project updates (TMT Steering Committee, Snow Emergency Plan, All-Hazard Plan for Individuals Requiring Special Transportation Assistance, Pilot Towing, Crossovers, and Incident Management Training).</p> <p>Gene Donaldson (DeIDOT) started the meeting with a round of introductions.</p>	None	None
2.	<p><u>Review of April 6, 2011 Kent County Meeting Minutes</u></p> <p>The minutes of the April 6, 2011 Kent County TMT Meeting were accepted without comment.</p>	Jacobs will finalize minutes	ASAP

<p>3.</p>	<p><u>Presentation: Route 1 ITMS Master Plan</u></p> <p>Bret Martine (Century Engineering) presented the Route 1 Integrated Transportation Management System (ITMS) Master Plan which was developed for DeIDOT in November 2010. Century Engineering developed this plan after identifying a lack of Intelligent Transportation System (ITS) continuity on the segment of Route 1 in central and southern Kent County approaching the Delaware Beaches. Examining the ITS coverage gaps, Century Engineering developed preliminary estimates and compiled them into an ITS corridor plan providing the needed coverage, connectivity and redundancy along Route 1 from the DeIDOT Administration Building to SR 30 in Milford, DE. Bret provided an overview map (attached to these minutes) displaying the limits of various completed, ongoing and programmed projects; additionally, existing and proposed locations of ITS assets are also identified. Blue segments represent DeIDOT projects that are completed, ongoing or programmed. Yellow segments represent the “gaps” in both ITS coverage and fiber backbone connectivity. These gaps were estimated by Century Engineering for fiber backbone connectivity and ITS asset deployment as detailed on the map. This plan provides both Gene and the DeIDOT Fiber Committee a point from which to plan and program future ITS projects as funding becomes available.</p> <p>Both the blue and yellow segments on the map have fiscal years (FYs) associated with them, it is important to note that these FYs were associated with these projects at the November 2010 draft date and may have changed since then. Bret also noted that due to funding constraints the planned rollout of the yellow projects doesn't follow a logical north (Dover) to south (Milford) approach that would be ideal to achieve connectivity back to the TMC. Temporary communication solutions may be utilized until the fiber backbone is installed throughout the entire section under consideration.</p> <p>Each outlined project area includes a full compliment of ITS assets, including (where appropriate): fiber backbone for data communications, CCTV to monitor current roadway conditions, roadway weather information systems (RWIS) to track weather conditions, radar detection to collect roadway metrics, variable message signs (VMS) to provide traveler information, and variable speed limit (VSL) signs for changing speed limits based on volume and weather conditions.</p> <p>The largest project with the most significant impacts along this segment of Route 1 is the Little Heaven Grade Separated Intersection project. The project will require significant detour route planning for both the emergency services and general traffic management. Century Engineering will continue to work with the Kent County TMT on these detours so that emergency responders are aware of potential closures in this area during construction. Bret noted that Century Engineering has held some public meetings on the project and outreach to local emergency responders in the immediate project area has already begun.</p>		
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<p>The floor was opened up to questions from the group:</p> <p>Adam Weiser (DeIDOT/Traffic) asked if there was any consideration for deployment of a VMS on US 113 prior to SR 1. Bret noted that ITS additions to US 133 were not considered as part of this plan, but this could be added as an extension to the future ITS deployment sections.</p> <p>Jim Clacher (DeIDOT/TMC) asked if there were plans to improve the northbound on-ramp from US 113 to SR 1 to provide a longer acceleration lane? Bret noted that as part of the estimated ITS deployment there is not, but Adam mentioned the potential for improvements on this ramp through safety money under future projects.</p> <p>Glenn Gillespie (DEMA) asked if there was a more definitive date for the start of SR 30 Interchange project than FY 2012 and what the estimated duration is. The start date currently stands as is. The project is set for 3 phases and no definitive timeframe can be provided at this time, but it can be expected to take longer than a year. The detours in this area will be coordinated with the emergency responders to make sure they are aware of the work zone closures and detours. This information will also be communicated with Sussex County as the project is close to the county border and bordering fire companies respond across county lines. Bret noted that this project is being designed in-house by DeIDOT and an update could potentially be arranged through John Gains. Adam said that he would reach out to John Gains to see if someone would be available to speak at an upcoming TMT meeting on the status of the project.</p> <p>Glenn inquired on the possibility of an overpass for North Tenth Street at the High School. This has not been discussed, but traffic patterns will be adjusted in this area to help eliminate congestion as well as signal timings in this vicinity adjusted to maintain traffic flow. Bret added that the goal for the corridor is to eliminate the high volume at-grade intersections for safety reasons so the North Tenth Street interchange could be a project coming in the future.</p> <p>Bret noted that the entire corridor is being planned to have VSL signs similar to those found on I-495. Gene added that VSL signs will be a part of every major roadway project from this point forward.</p> <p>Glenn asked if the Little Heaven Grade Separated Intersection project is still set for FY 2015 or if it has been moved up. The start of this project stands as is and would only be moved up if funding became available sooner. At this time the priorities of DeIDOT's budget are in question with a new Secretary of Transportation being appointed in the near future. Gene explained that these large projects are all part of the Capital Transportation Program, meaning the funds are all dependent on the federal budget (and hence the reauthorization of federal funds) and the priorities of the Secretary. Currently, the transportation reauthorization is in front of Congress making Delaware's construction plans largely dependent on what the approved reauthorization contains. With so much currently</p>	<p>Adam to check into SR 30 project update</p>	<p>Prior to next Kent TMT Meeting</p>
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	<p>unknown at both the state and federal levels it makes it difficult for DeIDOT to say which projects will move forward and which ones will be delayed. With the mixed signals on the reauthorization it is also difficult for states to plan their budgets prior to the passage of the reauthorization. Gene suggested that a topic for a future TMT meeting may be a discussion on the current projects scheduled for Delaware based on their funding level.</p> <p>Glenn asked if it was likely that the SR 30 Interchange (noted as FY 2012 start) would be delayed based on the reauthorization bill. It was noted that the SR 30 Interchange is probably too close to the start of construction to be impacted.</p> <p>Gene noted that the Indian River Bridge project currently underway requires massive state resources and therefore may impact other planned projects. The funding problem that the states are facing is somewhat tied to the reduced revenues collected from federal gas taxes. Vehicle efficiency gains and decreasing demand for \$4/gallon fuel are both key contributors to the reduction in funds that can be allocated to highway projects. The United States Department of Transportation (USDOT) is currently investigating other ways of collecting roadway user fees rather than simply through the federal gas tax. Glenn inquired if this meant more tollbooths would be coming in the future. Gene responded that it is difficult to toll a facility that is already constructed so this was unlikely to happen along existing facilities.</p> <p>William Carpenter (Chief, Carlisle of Milford Fire Company) asked what crossovers will be impacted or closed by these upcoming Route 1 construction projects. Adam shared that every construction project has a Traffic Management Plan (TMP) which lays out a set of strategies for managing the work zone impacts of a project. As part of the TMP, an Incident Action Plan is developed that documents detour routes and work zone procedures during construction. DeIDOT and its contractors will continue to work with the emergency response community as TMPs and Incident Action Plans are developed for each project outlined in the Route 1 ITMS Master Plan to be sure the impacts of the project are clearly understood.</p> <p>Glenn asked when the North Frederica Interchange will be complete. Adam said that it would be open in a couple of weeks but that construction would be ongoing at the interchange. Gene noted that when complete the interchange will feature a similar compliment of ITS assets as the DE 9 Interchange.</p>		
<p>4.</p>	<p><u>Presentation: Delaware Strategic Highway Safety Plan</u></p> <p>Adam Weiser (DeIDOT) presented the Delaware Strategic Highway Safety Plan (DSHSP) to the group. The DSHSP was developed through coordination with a core stakeholder group including National Highway Transportation Safety Administration, Federal Highway Administration, DeIDOT, Delaware Office of Highway Safety, Delaware State Police, Delaware Office of Emergency Medical Services, and the Delaware Department of Justice. The DSHSP’s mission statement is “Toward Zero Deaths.” The plan aims</p>		

<p>to eliminate fatalities on Delaware’s roadways through a multi-agency approach that utilizes education, enforcement, engineering, and emergency service strategies. Their vision statement states that the goal of the DSHSP is to reduce the rate of fatalities to 1.0 per 100 million vehicle miles traveled per year by 2018.</p> <p>The DSHSP uses regional, state and local crash data to establish 11 statewide emphasis areas which aim to make Delaware’s roadways safer. The emphasis areas are:</p> <ol style="list-style-type: none"> 1. Reducing the frequency and severity of roadway departure crashes. 2. Curbing aggressive driving. 3. Increasing seatbelt usage. 4. Reducing impaired driving. 5. Improving the design and operation of highway intersections. 6. Making walking and street crossing safer. 7. Improving motorcycle safety and increasing motorcycle awareness. 8. Sustaining proficiency in older drivers. 9. Making heavy vehicle travel safer. 10. Designing safer work zones. 11. Improving traffic records. <p>The emphasis areas were prioritized based on crash data (listed in priority order).</p> <p>For additional information regarding the DSHSP please see the DSHSP presentation uploaded to the TMT website.</p> <p>The following questions were raised by the group in response to the DSHSP presentation:</p> <p>Dwayne Day (DeIDOT) noted that the impaired driver fatalities seemed to cluster around a day of week/time of day and asked if it similar clustering was noted in heavy vehicle and older driver fatalities. Adam said the middle of the day was trending for truck crashes and some days did appear to be more common than others. Adam noted that the same was true for older driver fatalities as they do more driving in the middle of the day when other demographics are typically at work.</p> <p>Glenn asked what types are fatalities were considered within the analysis (including pedestrians, bicycles, auto, etc). Glenn also asked if weather conditions were looked at for causes of crashes. Adam noted that all roadway fatalities were considered regardless of mode. Wet weather was identified as a contributing factor in crashes and was typically associated with roadway departure fatalities. This link has created a focus on the deployment of skid resistant pavements in areas where the roadway conditions suggest wet weather road departure crashes are likely.</p> <p>Glenn asked if there was a legislative outreach component being considered in the outreach associated with this plan. Adam said they are trying to get the word to everyone that could have a stake in</p>		
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	<p>helping achieve the mission of the <i>Towards Zero Deaths</i> and would be eager to present the group’s findings to Legislative Hall or a subcommittee that would be interested.</p> <p>Glenn also asked if the Fire Service was considered part of their core group of DSHSP stakeholders. They were not identified as part of the federal mandate of SAFETEA-LU, only emergency medical providers were called out. However, Adam agreed that the more ground level responders that they can get involved the better. It was suggested that William Tobin be considered for participation in the DSHSP outreach efforts to the Fire Service.</p>		
5.	<p><u>TMT Steering Committee</u></p> <p>Gene reported that a TMT Steering Committee was convened on April 18th. The TMT Steering Committee is comprised of the management level of the TMT member agencies. The committee will be instrumental in planning the future topics and focus for the TMT program on a statewide level. In the recent meeting, one development was the decision for DeIDOT to work through the Delaware State Fire School to coordinate better with the Fire Service.</p> <p>The TMT Steering Committee will be meeting every six months.</p>	None	None
6.	<p><u>Snow Emergency Plan</u></p> <p>Gene provided an update on the Snow Emergency Plan (SEP) that is being developed to document the general operation of DeIDOT during a snow emergency. DeIDOT learned a lot during last year’s major snow storms. The SEP outlines snow operations based on different levels of snowfall, including a snow emergency. Gene stressed that the SEP is a DeIDOT document. At this point it has only been circulated around the traffic department, and still needs to be reviewed internally by other DeIDOT departments before it is accepted.</p> <p>Gene is working on a separate effort with DVFA to address snow operations which support the 62 fire departments around the state. Initial feedback indicates that an all-hazards standard operating procedure (SOP) needs to be developed between the Fire Service and DeIDOT. While the SEP will address snow operations specifically, the all-hazards SOP will be similar although more general to address the SOP of various events. From these meetings, Rich Toulson and Bif Newnam will be disseminating the information out to the fire houses. Additionally, the TMTs will be kept in the loop on these developments.</p>	None	None
7.	<p><u>All-Hazards Plan for Individuals Requiring Special Transportation Assistance</u></p> <p>Dwayne provided an update on the All Hazards Plan for Individuals Requiring Transportation Assistance. The plan provides guidelines on evacuating individuals without private transportation or who have a need that prevents them from evacuating themselves. The</p>	Jacobs to submit plan to DeIDOT	ASAP

	<p>transportation of these individuals is the responsibility of DeIDOT in the event of emergency evacuation. DeIDOT worked with the Department of Health among others to develop this plan.</p> <p>Jacobs is nearly complete with the current draft and should be forwarding it to DeIDOT early next week for their approval before it returns to the committee for final sign off.</p>		
<p>8.</p>	<p><u>Pilot Towing</u></p> <p>Derek Voight (Jacobs) reported that the Pilot Towing Program is being developed by DeIDOT as a joint venture to share in DSP's responsibility of towing abandoned vehicles from Delaware's Highways. Developed with close guidance from DSP, the Pilot Towing Program mirrors the DSP process for stickering and towing vehicles which may be abandoned, immediate roadway hazards, or disabled. The program enjoys broad support within both DSP and DeIDOT and the intent is to quickly expand the program from the pilot area (along I-95, I-495 in New Castle County) to the major roadways throughout the state.</p> <p>The program has been designed to make use of a computer aided dispatch (CAD) connection that was recently established between the DeIDOT Transportation Management Center (TMC) and RECOM, KENTCOM and Kent Center. Additionally, DeIDOT is currently coordinating with DSP to gain access to E-TOW, a DeIJS program. This program will allow DeIDOT to enter and track the tows in the same system as DSP reducing the communications burden between the agencies.</p>	<p>None</p>	<p>None</p>
<p>9.</p>	<p><u>Crossovers</u></p> <p>Gene reported that he understands crossovers are an item of significant importance to the TMT groups. Due to this need, Gene is setting up an internal DeIDOT meeting to reach consensus on how crossovers are handled statewide. The DeIDOT Chief Engineer, Natalie Barnhart, will be part of this group due to the significance of the issue. The internal meeting will be held June 28th and the outcome of that meeting will be shared with the TMT group. Gene said this will all be discussed internally first, but it must be understood that there are federal guidelines that must be followed when utilizing crossovers along a highway and the process will likely involve compromise from all involved parties.</p> <p>William added that the construction on Route 1 closed crossovers and there are some locations where the turning radii for existing crossovers are not adequate for their ladder truck. William also added that some subdivision entrances are being constructed with entrances that are too narrow for fire trucks to make the right turn into without using additional mainline lanes for the turning maneuver. He would like to see these issues addressed within DeIDOT. Gene added that he recently met with the Department of Education as bus drivers are also voicing some concern over the turning radii of subdivision entrances.</p>	<p>DeIDOT to meet internally 6/28</p>	<p>Ongoing</p>

	<p>in place where the temporary above ground sewer main crosses roads.</p> <p>Gene noted that there is a US 13 paving project out to bid that would last approximately 1 year. Once more is known on the specific impacts and duration of this project the TMT will be briefed.</p> <p>Gerald noted that the Carter Road (K137) Sunnyside Road to Wheatleys Pond Road would be a good project presentation for an upcoming TMT meeting. Gerald will follow up on the Carter Road project and keep Jacobs in the loop. Adam also suggested the widening of SR 300 as good topic for upcoming meetings; Adam will investigate who to contact regarding this project.</p>	<p>Gerald to follow up with Jacobs on Carter Road project; Adam will determine contact for SR 300</p>	<p>Prior to next Kent TMT meeting</p>
<p>12.</p>	<p><u>Next Meeting</u></p> <p>The next meeting is scheduled for Wednesday, August 3, 7:00 pm at the Kent 911 Center. This follows the typical schedule of the 1st Wednesday, every other month. Jacobs will send out a meeting announcement with the release of this meeting's minutes.</p>	<p>Jacobs send meeting notice</p>	<p>With the release of minutes</p>



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