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## Meeting Minutes

<b>Meeting Location</b>	DeIDOT Administration Building, Smyrna Conference Room	<b>Minutes No.</b>	1516/KC-4
<b>Meeting Date/Time</b>	September 7, 2011 7:00 – 9:00 PM	<b>Client</b>	Delaware Department of Transportation
<b>Issue Date</b>	October 5, 2011	<b>Type</b>	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
<b>Subject</b>	Kent County TMT Meeting	<b>Project</b>	Transportation Management Team Program
<b>Prepared By</b>	Derek Voight	<b>Project No</b>	Jacobs E3X36706

Attendees	Organization	Telephone	Email Address
David Angstadt	DeIDOT - Construction	302-632-2577	dave.angstadt@state.de.us
Robert Bracco	Civil Air Patrol	302-697-1655	bobbracco@comcast.net
Dwayne Day	DeIDOT/TMC	302-659-4604	Dwayne.Day@state.de.us
Gene Donaldson	DeIDOT/TMC	302-659-4601	gene.donaldson@state.de.us
Jennifer Duval	Jacobs	610-701-7000	jennifer.duval@jacobs.com
Glenn Gillespie	DEMA	302-659-3362	glenn.gillespie@state.de.us
Gary Laing	DeIDOT Public Relations	302-760-2523	gary.laing@state.de.us
Jerry Lovell	DeIDOT - Design	302-760-2285	jerry.lovell@state.de.us
Ervin Ross	Magnolia Volunteer Fire Company	302-335-3260	eross@magnolia55.com
Richard Schwalb	Citizens Hose, Kent Co. Fire Police Assoc. 1st VP	302-653-6504	Sch573@atlanticbb.net
Robert Scott	City of Dover Police	302-736-7131	robert.scott@cj.state.de.us
Brent Van Lith	DeIDOT – Construction	302-760-2333	brent.vanlith@state.de.us
Derek Voight	Jacobs	610-701-7000	derek.voight@jacobs.com
Charles Walls	Kent Co. Fire Police Assoc.	302-335-5766	swalls315@peoplepc.com

Item	Comments	Responsible Party/Action	Date Due
1.	<p><b>Purpose</b></p> <p>This Kent County TMT Group meeting was a rescheduled meeting for the postponed August 3<sup>rd</sup> meeting (the typical schedule is the first Wednesday, every other month). Agenda items included: review of June 1, 2011 Kent County TMT Meeting Minutes, a presentation on the Carter Road project, a presentation on the US 13 Paving and Resurfacing project, 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><b>Review of June 1, 2011 Kent County Meeting Minutes</b></p> <p>The minutes of the June 1, 2011 Kent County TMT Meeting were accepted without comment.</p>	Jacobs will finalize minutes	ASAP

<p>3.</p>	<p><b><u>Presentation: Carter Road</u></b></p> <p>Jerry Lovell (DeIDOT – Design), the project manager of the Carter Road project, was in attendance to present the progress of the project. With many near starts over the last 10 years the project is proceeding as evidenced by the recent acquisition of the needed right-of-way. The project will be beginning in the fall of 2011 and has an estimated duration of 1 year. The improvements include widening to provide of a full travel lane, curbing, and a 5 foot shoulder in both travel directions. Sidewalks will also be constructed on at least one or both sides of the roadway depending on the section. In addition, significant stormwater management systems are being constructed as part of this project. The limits of the project are Carter Road, from Wheatleys Pond Road to Sunnyside Road.</p> <p>During construction activities the roadway will be closed and detoured for through traffic, however the road will remain open for local traffic as over 100 residents live within the project limits. Emergency responders will be provided access to and through the site during construction activities assuming that the work in progress allows it. Additionally, at the end of the daily construction activities the road will be returned to a passable condition for the safe access of both residents and emergency responders.</p> <p>Detour plans were developed for the closures associated with the construction; copies of these plans were distributed to the group. These detour plans have been attached to these meeting minutes for reference. The following questions were raised in response to the presentation:</p> <p>Richard Schwalb (Citizens Hose, Kent Co. Fire Police Assoc. 1st VP) asked if the project includes any rehabilitation for Rabbit Chase Lane. Jerry did not know off hand if the Rabbit Chase Lane was on the paving and resurfacing schedule, but it was not being considered as part of the Carter Road project.</p> <p>Richard asked if Sunnyside Road was scheduled for paving and resurfacing. Jerry said it was on the schedule and will be starting once the Carter Road project is complete.</p> <p>Richard inquired what improvements were planned for the bridge that is within the project limits on Carter Road. Jerry stated that the bridge and the parapets will both be rehabbed. Additionally, sidewalks will be added to both sides of the bridge and new guiderail will be added to the approaches.</p> <p>Glenn Gillespie (DEMA) asked if there are any plans to signalize the intersection of Carter and Sunnyside Roads. Jerry noted that this intersection was originally considered for a roundabout, however, he doesn't know of any plans currently considering signalization. There were some concerns that Walmart trucks would be using Carter Road, after discussion with Walmart they have kept their promise and don't use Carter Road. Jerry noted two other projects under</p>	<p>Jacobs will attach the detour plans to the meeting minutes</p>	<p>With the release of the meeting minutes</p>
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	<p>consideration in the area are the widening of Wheatleys Pond Road (Delaware 300) at the intersection of Carter Road, and a possible extension of Carter Road from Wheatleys Pond Road to Millington Road (Delaware 6).</p> <p>Richard asked why it was necessary to acquire the property at the corner of Sunnyside and Carter Roads. Jerry stated that this land was necessary for the widening project in order to provide shoulders and sidewalks. Typically, DeIDOT prefers to construct 8-12 foot shoulders however due to the limited right-of-way in the area they are only constructing 5 foot shoulders.</p> <p>Richard inquired if the utilities were being relocated or buried as part of the project. Jerry indicated that the utilities will be relocated. Jerry also added that there some unique applications being considered under this project such as the addition of LED streetlights.</p> <p>Richard commented that many of the turns along Carter Road are already tight for fire trucks. Jerry said that considerations were given for side street approaches as it related to both school bus and fire truck turning radii.</p>		
<p>4.</p>	<p><b><u>Presentation: US 13 Paving and Resurfacing</u></b></p> <p>Brent Van Lith (DeIDOT – Design) and David Angstadt (DeIDOT – Construction) were in attendance to present the US 13 Paving and Resurfacing project. The contractor on the project is A-DEL. The project limits along US 13 run from Scarborough Road to the St. Jones River Bridge. In addition to paving and resurfacing along US 13, the project will also be making American with Disabilities (ADA) Act improvements at intersections throughout the project limits.</p> <p>The project, which has recently been given notice to begin construction, will begin with sidewalk construction between Public Safety Blvd and Court St. This sidewalk construction will be the only construction activities that occur in daytime hours; pedestrian access will be preserved during these construction activities. The remainder of the construction activities will occur in the evening and overnight hours. Full closures of US 13 are not expected; all of the work will be completed using shifted lanes.</p> <p>The anticipated duration of the project is 365 days, however this figure does not account for weather delays which are anticipated. More details of the stages and schedule of construction were detailed in the handout provided by Brent. The handout has been attached to these meeting minutes for reference. The following questions were raised in response to the presentation:</p> <p>Dwayne Day (DeIDOT) asked if any consideration had been given to Race Weekend (October 1 weekend) at Dover Downs Raceway; the raceway is within the limits of the project. Brent shared that there is a provision in the contract which bars construction from occurring during holiday and race weekends. Further, Brent shared that this provision also allows DeIDOT Traffic to also call off construction</p>	<p>Jacobs will attach the construction schedule to the meeting minutes</p>	<p>With the release of the meeting minutes</p>

	<p>activities should they expect a busy weekend from a traffic standpoint (beach traffic, etc.) outside of these holiday weekends. Robert Scott (City of Dover Police) asked if there are any restrictions on the day of week that construction activities can occur. Brent stated that the only restriction on the contractor was that the work must occur during nighttime hours.</p> <p>Robert asked if police presence was planned for the nighttime construction activities. Robert cited problems that surfaced at the nearby waterline project which did not use police. David responded that police presence was planned to assist in the enforcement of the nighttime lane shifts within the workzones. Brent added that there are 2000 hours included in the project budget for police protection, and that additional hours would be allocated should they be needed for workzone safety.</p> <p>Richard asked which contractor is responsible for completing the paving and resurfacing sections of US 13 to the north and south of this project area. Brent replied that Diamond Materials is responsible for both of those contracts.</p> <p>In closing, Brent shared that he would be happy to return to upcoming TMT meetings to keep the group in the loop on the progress of the project.</p>		
<p>5.</p>	<p><b><u>TMT Steering Committee</u></b></p> <p>Gene reported that a TMT Steering Committee was convened 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.</p> <p>The TMT Steering Committee will be meeting every six months and the TMT groups will be kept up to date with any developments.</p>	<p>None</p>	<p>None</p>
<p>6.</p>	<p><b><u>Snow Emergency Plan</u></b></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. An internal deadline of November 1 has been set for the draft to beginning circulation within the concerned DeIDOT departments.</p>	<p>None</p>	<p>None</p>
<p>7.</p>	<p><b><u>All-Hazards Plan for Individuals Requiring Special Transportation Assistance</u></b></p> <p>Dwayne provided an update on the All Hazards Plan for Individuals Requiring Transportation Assistance. Comments from the Special Transportation Committee are in, as well as comments from DEMA. Jacobs is currently working on incorporating these comments and advancing a final draft of the plan.</p> <p>Dwayne reported that the framework developed within the plan was functioning during the evacuation called for Hurricane Irene. DeIDOT supported the evacuation needs of approximately 36-40 people and 2 pets as detailed in the plan. Glenn added that the State of Delaware in total sheltered about 370 pets as part of the</p>	<p>Jacobs to submit plan to DeIDOT</p>	<p>ASAP</p>

	evacuation effort.		
8.	<p><b><u>Pilot Towing</u></b></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.</p> <p>DeIDOT is currently coordinating with DSP to gain access to E-TOW, a DelJIS 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>	None	None
9.	<p><b><u>Crossovers</u></b></p> <p>Gene reported that he is pleased with the DeIDOT response to the concern of the TMT groups surrounding the location of emergency crossovers. The internal DeIDOT group that was convened on the issue has made significant progress. Jen Duval (Jacobs) shared that review of the requests for crossovers is nearly complete and decisions regarding the crossover under consideration should be forthcoming. Jen stated that one of the issues with the movement or establishment of crossovers is that DeIDOT has to find a contract to finance the construction. In some cases if a project is not planned in the area then there is no funding mechanism to pay for the creation or movement of the crossover.</p> <p>Dwayne asked if the DeIDOT committee will be advancing a formal policy on the crossover issue. Jen shared that the decision of the group was that crossovers would be handled on a case by case basis as the circumstances surrounding each crossover are so unique that the development of an overall policy is not appropriate.</p>	DeIDOT to complete review of requests	Ongoing
10.	<p><b><u>Incident Management Training</u></b></p> <p>Gene stated that the Incident Management Training program is important to both DeIDOT and those they respond with and that DeIDOT is going to continue to support it. The revisions to the program are an on-going item and Gene will keep the TMTs up to date as developments are made.</p>	None	None
11.	<p><b><u>Open Discussion</u></b></p> <p>Gene opened the meeting to open discussion on any recent incidents or anything else that the group wanted to discuss. The following were highlights of the discussion:</p> <p>Gene shared the recent earthquake and hurricane events have shifted the focus of the Secretary of Transportation, Shailen Bhatt, to the operations side of DeIDOT's services. This will result in a host of new planning efforts bolstering future operational efforts. An example of this is an upcoming hot wash on the hurricane evacuation response within the state designed to take lessons from what did and didn't go smoothly. Gene shared with the group that the evacuation effort in advance of the storm went very well, and that decisions were being made on real-time data. The phased and coordinated approach to the evacuation greatly contributed to the</p>	None	None

	<p>overall success of the operation. To aid in the flow of evacuating traffic, tolls were lifted on Saturday at 1pm on SR-1 in Dover and Sunday at 3pm along Interstate 95. Gene also underscored that no bridges were closed during the evacuation with the exception of the Indian River Bridge, in spite of what some media outlets were reporting. Gene believes that part of the confusion surrounding the bridge closures was due to closures for flooding near or at the bridge approaches. Dwayne added that the Department of Public Health converted one of DeIDOT's buses with the ambi-bus system to an ambulance in the case that hospital evacuations became necessary. The ambi-bus system converts a typical bus seats to a system that can accept stretchers for the mass transport of those with medical needs.</p> <p>Richard noted that he thought the evacuation efforts went very smoothly and that DeIDOT did a great job managing both the phased evacuation and specific responses that occurred during the evacuation. Gene shared that he believed the new computer aided dispatch (CAD) connection that they have with 911 and Emergency Operations Centers has gone a long way to assist DeIDOT's response efforts. Also helping to bolster the field response efforts, Gene credits the Transportation Management Center's (TMC's) hiring of Dale Cook. Dale is a former maintenance yard supervisor and has a great deal of insight into the challenges relating to in-field response.</p> <p>Gary Laing (DeIDOT Public Relations) shared with the group that the upcoming Kent County Capital Transportation Plan (CTP) hearing is scheduled for Wednesday, September 14, 4-7 pm, at the DeIDOT Administration Building and encouraged interested parties to attend. He also noted the Sussex County CTP hearing which is scheduled for Thursday, September 15, 4-7pm, at the DeIDOT District Office in Georgetown.</p>		
<p>12.</p>	<p><b>Next Meeting</b></p> <p>The next meeting is scheduled for Wednesday, December 7, 7:00 pm at the Kent 911 Center (typical meeting space). This follows the typical schedule of the 1<sup>st</sup> Wednesday, every three months. 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>