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## Meeting Minutes

<b>Meeting Location</b>	Minquas Fire Company	<b>Minutes No.</b>	1516/NNC-4
<b>Meeting Date/Time</b>	July 18, 2011 7:00 – 8:30 PM	<b>Client</b>	Delaware Department of Transportation
<b>Issue Date</b>	July 26, 2011	<b>Type</b>	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
<b>Subject</b>	North New Castle TMT Meeting	<b>Project</b>	Transportation Management Team Program
<b>Prepared By</b>	Megan Gould	<b>Project No</b>	Jacobs E3X36706

Attendees	Organization	Phone	Email
Brian Andrews	State Fire Police - NCC	302-834-8494	rescue_ranger@verizon.net
John Brown	Newport Police Dept	302-995-1411	HenryBrown@csis.state.de.us
Jim Clacher	DeIDOT/TMC	302-659-4603	jim.clacher@state.de.us
Bob Coyle	NCC - 911 Communications	302-395-8212	rjcoyle@co.new-castle.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
Christopher Duke	AECOM	302-468-5882	christopher.duke@aecom.com
Jennifer Duval	Jacobs	610-701-7000	jennifer.duval@jacobs.com
Glenn Gillespie	DEMA	302-659-3362	glenn.gillespie@state.de.us
Megan Gould	Jacobs	215-355-3577	megan.gould@jacobs.com
Wayne Hamilton	DeIDOT Traffic Safety - North District	302-326-4495	wayne.hamilton@state.de.us
Cheryl Kelly	New Castle County Fire Police Association	302-388-4566	cakelly10@comcast.net
Chris Marsh	DeIDOT/TMC	302-659-4600	chris.marsh@state.de.us
Bill Mohr	Holloway Terrace Volunteer Fire Company, Inc.	302-984-1462	
Jim Mackay	AECOM	412-316-3511	James.mackay@aecom.com
Shawn Murphy	Five Points Station 17	484-356-8395	shawn6769@yahoo.com
Holly Rybinski	AECOM	302-468-5880	holly.rybinski@aecom.com
Bubba Seinsoth	Minquas Fire Department	302-998-3474	bubbafrmde@hotmail.com
Neil Shemo	AECOM	717-671-6985	neil.shemo@aecom.com
Adam Weiser	DeIDOT/Traffic	302-659-4073	adam.weiser@state.de.us
Philip Young	Minquas of Newport Fire Company	302-998-3474	Nccp195@hotmail.com

Item	Comments	Responsible Party/Action	Date Due
1.	<b><u>Purpose</u></b> This was a regularly scheduled meeting of the North New Castle County TMT Group (third Monday, every other month). Agenda	None	None

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	<p>items included: review of May 16, 2011 Meeting Minutes, a presentation on the Newport Viaduct Project by AECOM, and updates on the following items: Snow Emergency Plan, All Hazards Plan for Individuals Requiring Special Transportation Assistance, Pilot Towing, Crossovers, Detours, and Incident Management Training. Gene Donaldson (DeIDOT) started the meeting with a round of introductions.</p>		
<p>2.</p>	<p><b><u>Review of May 16, 2011 North New Castle County Meeting Minutes</u></b></p> <p>The minutes of the May 16, 2011 North New Castle County TMT Meeting were accepted without comment.</p>	<p>Jacobs will finalize minutes</p>	<p>ASAP</p>
<p>3.</p>	<p><b><u>Presentation: Newport Viaduct Project</u></b></p> <p>Holly Rybinski (AECOM) presented the Newport Viaduct Project that is underway to rehabilitate the Newport Viaduct (BR 1-501) on State Route 141 that connects I-95 with Newport, DE in New Castle County. She provided a project overview, focusing on traffic management during the project. The project started in June 2011 and is expected to be completed by Fall 2013.</p> <p>Holly emphasized that DeIDOT will maintain 2 lanes of traffic in each direction during peak periods. She also added that the following features have been added to the project as a result of TMT input:</p> <ul style="list-style-type: none"> <li>• Glare screens on concrete safety barriers separating directional travel,</li> <li>• Dedicated turn-around area for emergency vehicles at the southern end of the project limits,</li> <li>• On-Call Towing service, and</li> <li>• Video feed for Minquas Fire Company.</li> </ul> <p>Phase 1A has started with outside shoulder work. Detours have been developed for ramp closure spanning the duration of the project and can be found in the PowerPoint presentation and handout provided by AECOM. A copy of the presentation and handout are available on the TMT website. Portable electronic message signs will display the active detour so that motorists know what to expect prior to the construction area. There is constant communication between the contractor and DeIDOT to know what detour to display and this will be on-going throughout the project.</p> <p>DeIDOT provided Minquas Fire Company with a link to view video feed from the CCTV Cameras in the project area so that they can monitor incidents during construction. This was achieved through a URL address that DeIDOT programmed. Phil thanked DeIDOT for the CCTV link. He said this will be helpful in confirming incident locations and providing a heads up on what type of equipment to bring to the scene.</p> <p>Traffic Control will be maintained throughout all the phases and stages of the project. As required, the reduction to a single lane in</p>	<p>Jacobs to upload presentation to TMT website</p>	<p>ASAP</p>

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	<p>one direction will be during nighttime and weekend periods only. Access to ramps from at least one lane in each direction will be maintained at all times. As required, access to ramps may be eliminated at nighttime and weekend periods. Detour routes will be signed and advertised in advance. The minimum lane widths include two adjacent lanes at 23' (curb to curb) and a single lane at 13' (curb to curb). An on-call towing service will be available during Stage 2 construction during the peak hours and has the ability to tow large trucks. Adam Weiser mentioned that he is working on an Incident Management Plan for this project and asked for volunteers from the TMT to provide input.</p> <p>Detours will be implemented during construction and advertised on the portable electronic messages signs prior to the construction area. The following lane/ramp closures for Phase 1A will generate the following detours:</p> <ol style="list-style-type: none"> <li>1. DE-141 NB <ul style="list-style-type: none"> <li>- Right-most through lane from I-95 ramps to Exit 5</li> <li>- Exit 4 to DE-4 (Blue detour in effect)</li> <li>- Entrance ramp from James Street (Green detour in effect)</li> </ul> </li> <li>2. DE-141 SB <ul style="list-style-type: none"> <li>- Right-most through lane from Exit 5 to Exit 4</li> <li>- Exit 4 to DE-4 (Red detour in effect)</li> </ul> </li> </ol> <p>Phase 1B is expected to take place from August to October and involve the following construction items:</p> <ul style="list-style-type: none"> <li>• Strengthening NB &amp; SB inside shoulders from I-95 ramps to Burnside Blvd.</li> <li>• Constructing NB crossover</li> <li>• Through lanes shifted to outside shoulders to maintain number of through lanes</li> <li>• Intermittent lane closures of left-most through lane <ul style="list-style-type: none"> <li>- No ramp closings associated with this phase</li> <li>- Emergency turn around area south of DE-141 NB/SB split</li> </ul> </li> </ul> <p>Traffic information is being shared with the public through DeIDOT's website at <a href="http://www.delldot.gov/information/projects">www.delldot.gov/information/projects</a>, on WTMC 1380 AM, and the use of electronic message signs for posting detour information. The handout which was shared at the meeting will also be disseminated.</p> <p>The following discussion took place:</p> <p>Philip Young (Minquas Fire Department) asked where the emergency crossover area would be located. This is known as the emergency turnaround area under this project and it will be located south of the bridge before I-95. The intent was to keep this out of the area of construction so there was enough room for a truck to turn around.</p>	<p>TMT members to volunteer with Adam regarding Incident Management Plan input</p>	<p>ASAP</p>

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	<p>Officer John Brown (Newport P.D.) asked who the towing service is operated by. Adam Weiser said they did not know the company at this time, but DeIDOT or AECOM would be sure to get Officer Brown this information.</p> <p>Jim Clacher (DeIDOT) asked what the schedule is for this project. Currently outside shoulder work is occurring and is planned to be completed in 2 weeks. Phase 1B will start the end of July/early-August and will last approximately 2-3 months. Stage 2 is scheduled to begin in October and will last about 8 months. DeIDOT is providing updates 2 weeks ahead of scheduled work to keep people informed of project occurrences.</p> <p>A question was asked whether oversized vehicles will be restricted from cutting through the area by posting signs. Adam Weiser said that truck weight restrictions will be posted as part of Stage 2 and permits for weight limits will not be issued for oversized loads. He said DeIDOT will look to post signs at Rt. 1 &amp; 7, as well as DE 41 and Rt. 7 advising trucks of the restrictions.</p> <p>Philip Young asked if during the bridge rehabilitation there would be crane work for the removal and/or erection of beams because he is concerned about the bridge work on Marshall Street. AECOM stressed that this work is only bridge rehabilitation and does not require crane equipment. Work performed under the bridge will require lane closures so that nothing falls from the bridge onto the cars directly below. Philip also asked what was meant by signal updates listed as part of this project. Holly Rybinski explained that signals would be upgraded with new signal controllers and cabinets that would allow operators at the TMC to control signal timings from the TMC. Traffic volume detectors between the signalized intersections provide the TMC with the volume demand. Signal timings can be adjusted from the TMC based on the volume demand at each intersection.</p> <p>Bubba asked if there is a possibility of getting a flat screen installed to view the video feed from the CCTV cameras. Gene Donaldson said that any type of screen can be used as long as it is hooked up to the internet. The images are being provided through the URL address that was programmed with the CCTV cameras in the project area. Minquas Fire Department does not have any control of the cameras, but if they want to see a certain angle from one of the cameras they can contact the TMC to rotate the selected camera. Adam Weiser asked if the mobile CCTV cameras were included in the URL link. Gene said these had not been included, but could be programmed if needed.</p> <p>Philip Young asked if there were any more projects in the area that could be presented. Gene is looking to the TMT to recommend projects they are interested in hearing about. Phil asked if the crash that occurred this past Sunday with the construction equipment had any implications from the Christiana Mall work. Gene said that there were no problems with the current construction at the mall.</p> <p>Phil also asked what construction work is on Kirkwood Highway with</p>	<p>AECOM to identify tow service</p>	<p>ASAP</p>

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	<p>the barrels and cones setup. Adam said that resurfacing is being done along the corridor and all paving is being done in the overnight hours. The only work during the day is sidewalk rehabilitation.</p> <p>Adam Weiser said that there have not been any major incidents with the construction near the Christiana Mall, only normal traffic congestion in this area. It was mentioned that the merge with vehicles entering Rt. 1 from the mall and vehicles exiting northbound Rt. 1 for I-95 is difficult because mall traffic is making it difficult to merge right and exit for I-95. Adam said he would take a look at this section for safety issues.</p> <p>Gene is interested in hearing from the group on what projects they want to learn more about. The Chief Engineer at DeIDOT, Natalie Barnhart, wants to get TMTs participation early on in the planning process of projects to hear what is important to them before a project begins.</p>		
<p>4.</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. 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. This plan is not only being developed as a Snow plan, but it can be made into an "All Hazards" plan documenting what to do during any major weather event in Delaware.</p> <p>Gene is working on a separate effort with DVFA to address snow operations which support the 62 fire departments around the state. From these meetings, Rich Toulson and Bif Newnam will be disseminating the information out to the fire houses.</p>	<p>None</p>	<p>None</p>
<p>5.</p>	<p><b><u>All-Hazards Plan for Individuals Requiring Special Transportation Assistance</u></b></p> <p>The All Hazards Plan for Individuals Requiring Transportation Assistance plan provides guidelines on evacuating individuals without private transportation or who have a need that prevents them from evacuating themselves. The 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. This plan has been submitted to DeIDOT and a final review meeting is scheduled for August 2, 2011.</p>	<p>None</p>	<p>None</p>
<p>6.</p>	<p><b><u>Pilot Towing</u></b></p> <p>Jim Clacher reported that the Pilot Towing Program was developed for DeIDOT 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 abandoned vehicles.</p>	<p>DeIDOT waiting on approval for access to the DeIJS</p>	<p>ASAP</p>

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	<p>Currently, DSP uses the E-TOW system to track tows. Access to the system would eliminate the duplication of effort and lag time that would be created from using a paper tow slips. DeIDOT is waiting to on approval to use the Delaware Department of Justice (DeJIS) database, the database which E-TOW system is based on, in order to get the pilot program a step closer to field operation.</p>	database	
7.	<p><b><u>Crossovers</u></b></p> <p>Gene reported that he understands crossovers are an item of significant importance to the TMT groups. Due to this, Gene had an internal DeIDOT meeting with the Chief Traffic Engineer and others to try and reach consensus on how crossovers can be handled statewide. A second internal meeting will be scheduled to further discuss the level of effort for implementing new crossovers through projects and/or modifying existing crossovers. Gene wants everyone to keep in mind that it costs money to change existing crossovers, but he wants to figure out how to best utilize existing crossovers and where to locate new crossovers before a new project is designed.</p>	DeIDOT to meet internally	Ongoing
8.	<p><b><u>Detours</u></b></p> <p>Gene noted that the detours for Eastbound DE 4 are completed and have been reviewed by DeIDOT. They are available electronically and in hard copy. Gene requested two or three people volunteer to meet with DeIDOT to further review the detours. It was suggested that those fire stations that are directly impacted by the detours specifically be requested to provide some volunteers. Philip Young and Brian Andrews both volunteered to take a copy to review.</p>	Phil Young and Brian Andrews to review detours	Ongoing
9.	<p><b><u>Incident Management Training</u></b></p> <p>Gene provided an update on DeIDOT's Incident Management Training program that was put together a few years ago. This training will be modified to consolidate the material for shorter training sessions, perhaps a session closer to an hour. Once revised, DeIDOT will be happy to provide this training to emergency responders at their request.</p>	None	None
10.	<p><b><u>Open Discussion</u></b></p> <p>Cheryl Kelly asked if there has been any progress on the access gates on I-495. Gene talked to Bill Thatcher today and they are trying to get a new fence company for the access gates. The job was scheduled to go to bid today for a new fence company. DeIDOT would like to make these gates operate the same as the gates on Rt. 1. Gene would like to get the gates on I-495 locked down now because they are a safety hazard when left open.</p> <p>Cheryl is also interested in the Incident Management training program when it becomes available. Gene mentioned that they will be working to modify the program and plan to train emergency</p>	DeIDOT working on new contract for access gates	Ongoing

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	<p>responders who are interested.</p> <p>Gene brought up a concern that was shared with him on the July 17<sup>th</sup> fatal crash on Rt. 1. The emergency responders on scene could not reach the construction company for help at the scene because they did not have a phone number for contacting them. Gene told the group that the TMC has all 24 hour contact phone numbers for contractors working in DeIDOT right-of-way on hand at the TMC. If an incident requires a construction crew to be contacted than the emergency responders should call the TMC directly for their assistance in this effort. He asked emergency responders present to spread the word so all responders know to call the TMC for contractor's phone numbers in an emergency. Gene will make sure Jim Watson is aware of this and can share this information with his crew.</p>		
<p>11.</p>	<p><b><u>Next Meeting</u></b></p> <p>The next meeting is scheduled for Monday, September 19 at 7:00 pm at Minquas Fire Company. Minquas Fire Company has volunteered to host all future NNCC meetings. Project presentations will be worked out prior to this meeting.</p>	<p>Jacobs will send meeting notification to the group</p>	<p>With the release of meeting minutes</p>