



Delaware Bicycle Council
April 1, 2020
Teleconference Call
Meeting Notes

Members Present

Walt Bryan, Sussex County Representative
Fran Cardaci, At-Large Representative
Tom Felice, DelDOT Representative
Shebra Hall, Division of Public Health Representative
Tom Hartley, Kent County Representative
Scott Hoffman, At-Large Representative
Richard Klepner, Office of Highway Safety
Mike Krumrine, DNREC Representative
Marty Lessner, Council on Transportation
Roger Roy, At-Large Representative
Mike Tyler, At Large Representative
Mike Wagner, Department of Education
James Wilson, At Large Representative
Cpl. Tyler Wright, DE State Police Representative

Members Absent

Mack Cochran, Trails & Greenways Council

DelDOT Support Staff

Marc Cote', Director of Planning, DelDOT
John Fiori, Bicycle Coordinator, DelDOT
Christina Thomas, Administrative Assistant, DelDOT

Guests

Bruce Kauffman, DelDOT
Paul Moser, DelDOT
Bill Weller, Sussex Cyclists
Chris Asay, Public
Amy Wilburn, Public
Joe Fisher, Public
Carol Ireland, Public
Ken Grant, Triple A, Mid-Atlantic
Jeff Riegner, Whitman, Requardt & Associates, LLP

I. Welcome/Introductions

The meeting was called to order at 5:00 p.m. by Tom Hartley. The council meeting was being held only by teleconference in which John T. Fiori took a roll call of Council members present. The quorum was met for the meeting.

Minutes/Agenda Review:

The Council reviewed the meeting minutes from the February 5, 2020. Fran Cardaci had a revision on Page 5, line 6 to change occurring to “recurring”. There were no other revisions to the meeting minutes. Tom Hartley asked for a motion to accept the minutes from the February meeting. Roger Roy made the motion to accept the meeting minutes. Walt Bryan seconded. All agreed, no one opposed. Motion passed.

II. New Director of Planning

Tom Hartley introduced Marc Cote’ to the Council as the new Director of Planning for DeIDOT. Marc thanked the Council and that he has been with DeIDOT for 30-years with the last 15-years in Planning. Previously as the Assistant Director, he overseen the Development Coordination section and Traffic Impact Studies to make sure the bicycle infrastructure is incorporated either in the traffic impact study and during the review/approval of development plans. He indicated he is not very familiar with the Bicycle Council at this time but Tom Felice who works for him as a representative from Planning does keep him informed on issues. Marc has been a resident in Delaware for the last 30-years with his wife and children. In his role as Assistant Director, due to his experience on projects statewide, he has a good handle of what is going on and around the state. He supports promoting bicycling, although not an avid bicyclist, his daughter rides her bike as her mode of transportation since she does not own a vehicle. Marc supports his staff in becoming familiar with those who contribute to the review of plans specifically to non-motorized transportation. Once a year his staff does a technical bike ride that consists of about 25 people who take a day and ride anywhere from 10-20 miles on a various bike routes/trails in the state. The intent is for the plan reviewers to see the different type of facilities, any challenges during design/construction and once completed the benefits, which will help improve the quality of development plans during the review process.

III. Public Comment

Amy Wilburn began asking if there was an update on Harbor Chase since the February meeting concerning the waiver of the bike lane. Amy understands that most of the projects that have a waiver approved turn out okay and is aware that John Fiori has the opportunity to review and comment on the plans but is concerned that he does not have the opportunity to provide input on waivers for bicycle facilities. His input would assist the Development Coordination when making the final decision. Waivers on bike lanes may not happen all that often but when it does it happen it can have a major impact on the bike route.

Marc Cote' responded that John reviews all the plans that come through the Development Coordination and is very familiar with the process for working there for a number of years. Whenever there is a design variance there is a lot of factors that go into that. One will be to consult with John to discuss about any potential waiver on bike facilities. Harbor Chase was a mistake/oversite with something that was got lost in the translation in the construction. Tom Hartley requested that between John Fiori, Tom Felice and Marc Cote', to check for any previous problems in upcoming projects to try not to have any issues in the future.

Bill Weller requested an update from the February meeting on the following; Delaware Route 1 Shared use path study; Any success looking at Delaware Route 1 and Kings' Highway; status on the new Delaware Bike Route 1 road map and; streaming the meetings online. Tom Felice indicated to have a website to broadcast the cost could be up to \$5,000 in order to have the proper equipment needed, where these funds would most likely come out of the Delaware Bicycle Council Budget, in which future discussions would have to take place. An option for the public is to have a conference call if unable to attend. John T. Fiori indicated all the other updates are agenda items that are to be discussed.

The Council discussed instead of Skype could WebEx or ZOOM be used to conduct future Council meetings since it has video sharing capabilities. ZOOM could be used for free, but the timeframe is only 40-minutes. Marty Lessner indicated he conducts meetings using ZOOM and currently has an account everyone can use and volunteered to be the meeting leader for the June 3, 2020 meeting using ZOOM. Tom Hartley recommended in having a test meeting with the Council prior to the June 3rd meeting. Marty indicated he will setup that test meeting.

Bob Fisher wanted to address the Council on bicycling concerns. Two years ago, Bob was asked to join the Five Points Working Group. Phase 1 was all about automobiles and Phase 2 started looking at bicycles. At the last meeting in January of 2020, it was discussed that the Georgetown to Lewes Trail and Junction and Breakwater Trail bicycle trails serve as "super highways" for bicycles but a network of smaller bike trails that are not running on vehicle roadways are needed to allow people to get from their communities to the trails in order to not require people to have to put their bicycles on their vehicles and drive to a trail. Bob stated to goal is for individuals to come out of their driveways and ride out to a sidewalk and not have to drive on Route 1 or any dangerous roads.

IV. New Business

FY2021 Delaware Bicycle Council Budget

Scott Hoffman began by acknowledging the other two members of the working group that consisted of Walt Bryan, Shebra Hall as well as Tom Hartley and James Wilson who assisted in preparing the budget. Scott explained using the FY2020 Budget and a proposal submitted by John T. Fiori, the working group was able to prepare a proposed FY2021 Budget. The total DBC Budget was \$50,000 that included sending a Council member to the Walk Bike Places Conference in Indiana from August 4th-7th. The innovation grant was increased to \$30,000, which had been previously approved by Secretary Cohen. The Travel budget which includes meeting reimbursements and the conference is around \$2,500. The bicycle light fund remained at \$7,000.00

and the bike parts and supplies was \$5,300.00. The FY2021 budget did not include funds for Bike Month T-Shirts. Due to the recent events with the COVID-19 pandemic, the working group recommended to give this money back to Planning's Operating Budget. The total FY2021 Budget is at \$46,500.00.

Mike Tyler asked if due to the anticipated low attendance of international students this summer would bicycle lights and bike supplies/parts be reduced or still need to be purchased for next year? John T. Fiori responded that it his opinion that even if there are a low number of bicycle lights given away this summer that the funds for the lights and supplies could still be used to purchase items to stock up on inventory for next year. Roger Roy asked if the t-shirts were not sponsored by the Delaware Bicycle Council would they still be purchased for next year. John T. Fiori responded by saying, DeIDOT will still be able to purchase shirts for next year if the Council should approve to not sponsor them.

Tom Hartley asked for a motion to approve the FY2021 Delaware Bicycle Council Budget. Mike Wagner made the motion to approve the budget. Roger Roy seconded. All agreed, no one opposed. Motion passed.

FY2021 Delaware Bicycle Council Budget	
Travel	\$2,069.00
Mileage Reimbursement	
DBC Meetings	\$900.00
Indianapolis Airfare	\$213.00
Hotel	\$768.00
Taxi	\$96.00
Meals	\$92.00
Contractual Services	\$32,131.00
Bicycle Grant	\$30,000.00
Biking Blue Hens	\$550.00
Walk/Bike/Places Reg.	\$475.00
Other Services	\$1,106.00
Supplies	\$12,300.00
Bicycle Lights	\$7,000.00
Bike Parts and Supplies	\$5,300.00
Total FY2021 Budget	\$46,500.00

2020 Cycling Infrastructure Innovation Grant Working Group

Tom Hartley asked for volunteers to be on the grant working group. Fran Cardaci indicated that typically there are five members on the working group. Tom Hartley asked Fran if she would be on the working group and Fran agreed. Tom Hartley also nominated James Wilson to be on the

working group. Walt Bryan, Scott Hoffman, Mike Tyler, Mike Krumrine and Mike Wagner volunteered to be on the working group. Tom Hartley entertained the motion to accept those seven individuals on the working group for the infrastructure innovation grant. Roger Roy motioned for the acceptance of the grant working group. Mike Tyler seconded the motion. All agreed, no one opposed. Motion passed. Fran Cardaci will send an e-mail to those seven (7) individuals just to make sure she has all their contact information. Tom Hartley asked John T. Fiori if the date was changed as far as the acceptance date or should this be handled by the working group? John responded the last we talked there was two options; send out the agreements later or to extend the deadline until August. Fran wanted to review the application prior to sending them out. John Fiori will e-mail the working group the application for review and comment.

Short-Term Bicycle Safety Countermeasures for Coastal Highway

John T. Fiori began the presentation by indicating the narrative for the countermeasures were on the Delaware Bicycle Council website and he will give a condensed presentation. In 2017 the Delaware Bicycle Council requested DeIDOT to investigate what could be done in order to reduce the number of bicycle accidents along SR1 since 2016 when the SR1 sidewalk project was completed. Since that request the following countermeasures are already being done, have been implemented or on-going; continue to address these concerns using education and enforcement strategies; continue the bicycle safety seminars conducted by DeIDOT and continue the bicycle safety checkpoints. The following countermeasures were implemented; in 2018 DeIDOT approved a sidewalk stencil stating, “**SLOW DOWN LOOK FOR TRAFFIC**”. These stencils were placed at more than 40 high-volume entrances between Five Points and the Rehoboth Canal and re-stenciled in 2019. For 2020 DeIDOT will inspect existing stencils to determine which needs to be re-stenciled or added along the corridor and in 2019 DeIDOT approved the installation of traffic control devices for egress movements, whether at driveways or key intersections warning motorists about pedestrian and bicycle usage. These signs were installed near the end of last summer. The following countermeasures that are on-going; the use of message boards for public awareness campaign. Planning is going to investigate the possibility of purchasing two (2) message boards in FY21. The price for a portable message board is approximately \$15,500 or \$31,000 for both; Project Development South is working on the right-turn island at SR1/Kings Highway. Tentatively, the goal is to implement prior to summer 2021. Once plans are available John T. Fiori will send them to the Council and present at a future Council meeting; and the Delaware Route 1 Parallel Shared Use Path Feasibility Study. In January the members of the Delaware Bicycle Council that included Tom Hartley, James Wilson and Tom Felice made a presentation to DeIDOT for parallel shared-use paths along each side of SR1. Based on that presentation, DeIDOT was able to allocate funding for a feasibility study for the parallel paths. The funding was approved and once the notice to proceed is issued Whitman, Requardt & Associates Feasibility Associates will begin the study and will take approximately one year to finalize. The study will be looking for a low stress pathway parallel with SR1 but closer to destinations. Tom Hartley asked about the markings on the sidewalk. Walt Bryan indicated they are fading. Bruce Kauffman responded that the stencils with the ink and rollers barely made it the first year. Went back the following year and spray painted them and they still look good now. The feedback received for the stencils is most people do not see them. Jeff Riegner indicate he had no update on the notice to proceed but anticipates beginning the study in the next month or two.

After the presentation, Roger Roy had a couple of questions; what is that status of the international students and where would the message boards be placed? Bruce Kauffman responded concerning the status of the international students. Based on discussions with the State Department, they are not willing to say at this time if there will not be any students arriving this summer but said they revised the arrival date to June 1, 2020. Bruce's opinion that based on the revised arrival date that there will not be any students arriving this summer. John T. Fiori responded to the message boards that a message board would be placed near the Nassau overpass and the other near south end of Rehoboth Beach along SR1. The message boards are the type you see at roadway construction sites and will be placed in order not to interfere with bicycle and pedestrian travel on the shoulder and sidewalks. Due to limited right-of-way the message board may need to be placed in the median but that will be determined later. Tom Hartley would like to have an agenda item in the fall for a progress report on the installation of the signs and if there were noticeable changes.

Priority Bikeway Project

John T. Fiori began the presentation by indicating the list of projects were on the Delaware Bicycle Council website and he will give a condensed presentation.

Contract No. T201330012; Junction & Breakwater Pathway - Rehoboth Beach Extension

Constructing a two-way cycle track from Canal Crossing Blvd. to the Rehoboth Canal Bridge. The cycle track is to be constructed behind the existing motel in which right-of-way will need to be acquired. The cycle track will be along the north side of Rehoboth Blvd and tie into the existing bridge. Final Right-of-Way plans is scheduled for May 27, 2020; Final Construction plans is scheduled for August 15, 2020 and PS&E Submittal is scheduled for November 3, 2020. The construction start date will be determined at later date.

Contract No. T201930001; Georgetown to Lewes Trail Phase 8

Constructing a 10' wide shared-use path from the Georgetown Little League Park to Airport Road. The path will be on the north side of the existing active railroad line. Final Right-of-Way plans is scheduled for March 2020; Final Construction plans is scheduled for March 2020 and PS&E is scheduled for June 2020. The construction start date will be determined at later date.

Georgetown to Lewes – Log Cabin Hill Road to Cool Spring Road

Constructing a 10' wide shared-use path from the end of the existing path at Log Cabin Hill Road to Cool Spring Road. The path will connect at Cool Spring Road and not tie into the existing shoulder along Route 9. This project is being done under an open-end railroad contract and is anticipated to begin construction in April 2020 and end in June 2020. Under a future phase from Cool Spring Road the path will parallel Route 9 on the north side toward the signalized intersection at Hudson Road/Fisher Road. Construction to begin in April 2020 and end in May 2020.

Contract No. T201801501; Delaware Avenue

Constructing a two-way cycle track along Delaware Avenue from SR896 to Library Avenue. The final plans were submitted in October 2019. DeIDOT is coordinating with the developer of College Square Redevelopment to provide bike facilities across Library Ave to and from the Delaware Ave bikeways project. An 8' wide SUP's are proposed on each side of the site entrance of College Square. The two paths are the most protected for bicyclists, an option is to connect the bikeway

from Delaware Ave to the paths. A second option would be a shared roadway option and not use the shared use paths. Final Right-of-Way plans anticipated for February 2020 and PS&E is scheduled for December 2020. The construction start date will be determined at later date.

Contract No. T201701202; Capital City Gateway to South State Street

Constructing a 10' wide shared-use path on the south side of SR10 from the Gateway Shopping Center to South State Street. Construction to begin in April 2020 and end in July 2020.

Contract No. T201701301; Milton Rail to Trail – Phase 2

Constructing a 10' wide shared-use path from Federal Street to Lavinia Street in Milton. The project is currently under construction and anticipated completion is June 2020.

Contract No. T201630003; Senator Bikeway Phase I Saulsbury Road to Washington Street

Constructed a two-way cycle track from Weston Drive to Cecil Street and on-road facilities to Washington Street. During and after construction, issues developed with Bennie Smith Funeral Home. Although there is no parking permitted within the cycle track, Mr. Smith could have a hearse parked there during funeral services only. On many occasions there are multiple vehicles parked in the cycle track when there is a funeral service and when not. DelDOT and the City of Dover met with the Smith's in early March where a compromise could not be reached. At this time no further meetings are being scheduled with the funeral home. The existing No Parking signs will be revised to indicate "Hearse permitted during funeral service only". Signs have been fabricated and will be installed either by DelDOT or the City of Dover.

Georgetown to Lewes Trail – Sign Installation

To address public concerns of both runners and bicyclists not giving adequate warning when passing, DelDOT will be installing audible warning signs along the path. The signs have already been fabricated and anticipate being installed before Memorial Day weekend. A "thank you" needs to go out to Mike Krumrine who helped make these signs for DelDOT.

2020 Bike Month Events

Bike Month t-shirts were picked up on March 5th. 400 t-shirts were ordered and are to be given out at the various Bike Month events in May and throughout the year. Due to the COVID-19 pandemic and the state of emergency order to stay at home, all bike month events that include the Legislators Ride and Bike to Work Day for DelDOT, Dover, Lewes, Newark and Wilmington have been cancelled/postponed. The League of American Bicyclists announced that they are postponing the promotion of Bike to Work Week until September 21-27, 2020, with Bike to Work Day coinciding with Car Free Day on September 22, 2020. Hoping by then all bike to work events can be rescheduled.

After the presentation, Mike Tyler had a question on how bicyclist on the Georgetown to Lewes Trail would cross Route 9? John T. Fiori responded that when the trail is extended to the signalized intersection at Fisher Road/Hudson Road signal heads will be installed for bicyclists to safely cross Route 9. Walt Bryan had a question on where the signs will be installed along the Georgetown to Lewes Trail? John T. Fiori responded that the locations have not been determined, in which he and

Anthony Aglio will go out and determine where they are to be placed and if they can be placed on existing signposts or separately.

James Wilson announced that due to the coronavirus pandemic the Walkable Bikeable Summit has been postponed to October 2020. This summit will not have bicycling as part of the program but will focus on transit.

V. Old Business

Innovation Grant Application Video Update

Walt Bryan did not have any updates for the grant application video.

Delaware Bicycle Route 1 Update

Chris Assay did not have any updates for Delaware Bicycle Route 1. John T. Fiori indicated that at the February meeting Walt Bryan and Mike Tyler volunteered to work on Sussex County but still needed volunteers for New Castle County. Walt stated he will contact Mike to get started for Sussex County. Bill Weller indicated he could volunteer to help Walt and Mike. Tom Hartley asked Marty Lessner if he could work on New Castle County, which Marty agreed. Tom Hartley asked for an update at the next Council meeting.

Due to the teleconference call, Tom Hartley announced that the next meeting will be on June 3, 2020 and unless something changes with the state of emergency order that meeting will also be a teleconference call. Tom Hartley entertained a motion to adjourn. Roger Roy made the motion to adjourn the meeting. Walt Bryan seconded the motion at 7:00 p.m. All agreed, no one opposed. Motion passed.

Next meeting: Wednesday June 3, 2020 from 5:00 p.m. to 7:00 p.m. via teleconference unless otherwise determined.