



**MINUTES OF MEETING**  
**Central Sussex TMT Meeting**  
**June 15, 2005**  
Ellendale Fire Hall



**Meeting Date:** June 15, 2005  
**Location:** Ellendale Fire Hall  
**Purpose:** Central Sussex Transportation Management Team (TMT) Meeting

**List of Meeting Attendees:**

<u>Last Name</u>	<u>First Name</u>	<u>Agency</u>	<u>Email Address</u>
Bare	Fred	Gumboro Fire Company	
Buckley	Matt	Edwards and Kelcey	mbuckley@ekmail.com
Clacher	Jim	DeIDOT/TMC	jim.clacher@state.de.us
Clausen	Ralph	Georgetown Fire Company	
DeFelice	Marc	Gumboro Fire Company	
DeFord	Frank	Sussex Co. Fire Police Assoc. (Pres.)	
Duval	Jen	Edwards and Kelcey	jduval@ekmail.com
Flores	Vincent	DE Dept. of Public Health	vincent.flores@state.de.us
Hall	John	Sussex Co. Fire Police Assoc. (1st Vice Pres.) & Millsboro Fire Co.	johnhallde@aol.com
Hamilton	Andrew	Ellendale Fire Company & Wadkins Towing	aham75@comcast.net
Knowles	Warren	Civil Air Patrol	warren_knowles@hotmail.com
Marsh	Chris	DeIDOT/TMC	chris.marsh@state.de.us
Moore, Jr.	Rowland	Ellendale Fire Company	
Reed	Jeff	DeIDOT/South District	jeff.reed@state.de.us
Strickland	Jim	DEMA	jim.strickland@state.de.us
Wallace	Lauren	Civil Air Patrol	lwal216904@aol.com
Weishaupt	Jonathan	DeIDOT/TMC	jonathan.weishaupt@state.de.us
Wright	Glenn	Ellendale Fire Company	

**Handouts provided during the meeting:**

- Central Sussex TMT Action Item List
- Sussex County Transportation Map

**I. Opening Remarks**

Jen Duval (Edwards and Kelcey) opened the meeting with a brief welcome and introductions from the meeting attendees. Jen thanked Chief Rowland Moore (Ellendale Fire Co.) for allowing the group to use the facility. Jen also mentioned that Gene Donaldson (DeIDOT TMC) was away on business.

Jen asked if there were any comments on the April meeting minutes. No comments were made.

**II. Open Discussion on the Action Items List**

***Develop TMT Plans for Critical Roadways and Areas***

At the April meeting, the group agreed to discuss critical roadway locations for the Georgetown and Millsboro areas.

**Georgetown Area: US 113**

Ralph Clausen (Georgetown Fire Co.) reported signal timing problems at the intersection of Truck Route US 9 and US 113 in Georgetown. He stated that it took 10 minutes to receive a green for Truck



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Route US 9 (Sussex 431) near the state police barracks. Chris Marsh (DelDOT TMC) responded that this intersection has recently been added to the computerized system. Jim Clacher (DelDOT TMC) explained that it could take a maximum of 150 seconds plus an additional 80 seconds (230 seconds) for the light to change. He said that it should never take more than 5 minutes, and if it does, call #77 or (302) 649-2400 to report the problem. Jim further stated that DelDOT does not flick a switch for a signal and then walk away. Instead, DelDOT personnel observe the signals to ensure they are working properly.

Ralph Clausen reported that the intersection of US 113 and Sussex 87 (Arrow Safety Rd.) near First State Chevrolet is a high accident area. There is a crossover and a short turn lane so trucks get backed up. Jeff Reed (DelDOT South District) suggested conducting an accident study at US 113 and Sussex 87 and getting more information about the FAA / Sussex County project to lengthen the airport's runways. Lt. Warren Knowles (Civil Air Patrol) said that the airport project would not begin for at least 2 years. Lt. Knowles will provide additional information at the next meeting.

Jeff Reed suggested that the intersection of US 113 and Sussex 114 (Bedford St.) be realigned since southbound left turns get "trapped" in opposing traffic due to the skewed intersection geometry.

Georgetown Area: US 9

Jeff Reed stated that the Georgetown Circle jams during peak hours; therefore, personnel would be needed during an evacuation.

Jeff Reed reported that sections along US 9 have a lot of accidents, but it is usually the fault of the drivers who are passing since there is a broken yellow line and plenty of sight distance. A solution could be centerline rumble strips.

Ralph Clausen requested that the signals along US 9 at DE 5 and DE 30 be checked. He also reported that there are numerous accidents at the intersection of US 9 and Sussex 329 (Whaley's Corner Rd.).

Ralph Clausen inquired about the status of the traffic signal at US 9 and Sussex 319 (Airport Rd.). Jim Clacher stated that the TMC is currently reviewing several alternatives for the construction including removing the independent right turn lanes to install exclusive left turn lanes. Jim added that the intersection is currently operating on fixed time because construction workers removed the loops (i.e., detectors) when they began working on the roadway. Andrew Hamilton (Ellendale Fire Co.) suggested moving the signal heads for better visibility because of the skewed approaches.

Georgetown Area: DE 18 / 404

Ralph Clausen mentioned that if there are accidents at the intersection of US 113 and DE 18 / DE 404, then traffic is diverted to Sussex 520 (Vaughn Rd.) and Sussex 519 (Ennis Rd.) to get back on US 113. Jim Clacher asked if there are any other alternatives to get to US 113. Ralph Clausen replied that sometimes they route traffic though the Walmart parking lot; however, the tractor-trailers have difficulty making the turns.

Ralph Clausen and Andrew Hamilton stated that icy conditions often cause problems along the tree-lined sections of DE 18 / DE 404 west of Georgetown (near Redden State Forest). Jim Clacher suggested installing a roadway surface weather monitoring information system (RSWMIS) in the area.



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Millsboro Area: US 113

John Hall mentioned that the camera at DE 24 and US 113 is not working. He requested that the signal timings be checked for the DE 24 approaches, since he has observed numerous red light violations (nearly every cycle). John also suggested that the DE 24 and US 113 signal be coordinated with the traffic signals located within Millsboro on DE 24.

John Hall and Ralph Clausen mentioned that the US 113 alternatives will affect how traffic operates in the area. John stated that many of the east-west routes such as DE 24 will need to be upgraded.

It was mentioned that there are a lot of accidents along US 113 at both ends of the Food Lion shopping center (crossovers with no signals) near Sussex 338 (Radish Rd.).

Millsboro Area: DE 30

John Hall stated that the section of DE 30 between Sussex 297 (Mount Joy Rd.) and Sussex 48 (Zoar Rd.) is known as the "deadly mile." Chief Moore suggested that during an evacuation, DelDOT or the state police need to put people along the stretch of roadway because people do not stop and there will be accidents. The group requested that an accident study be conducted for the roadway. John added that the bridge on Sussex 48 near Morris Pond is too narrow since it is currently used for detour routes.

Millsboro Area: DE 20

John Hall mentioned that several fatal accidents have occurred on the bridge along Sussex 331 (Iron Branch Rd.) south of Millsboro. John believes the problem is due to the slick roadway surface caused from debris off of the chicken trucks.

John Hall stated that DE 20 and Sussex 431 (Paradise Rd.) is a high-accident intersection west of Millsboro. John suggested that the problem is that the trash truck drivers attempt to cross DE 20 without enough space between vehicles. He said that a traffic signal might resolve the issue.

Gumboro Area: DE 20

Chief Marc DeFelice (Gumboro Fire Co.) stated that DE 54 between Gumboro (DE 30) and US 113 (Selbyville) cannot handle significant traffic because there are no alternative routes, no shoulder, and the roadway is prone to flooding. A key control point for detours would be DE 54 and DE 30.

DelTrac Implementation Plan Comments

Jim Clacher provided an overview of the DelTrac Implementation Plan. There are 250 critical miles in the state of Delaware that need modern technology such as VMS boards, smart signals (signals that are on the system), and weather monitors. One of the goals of the DelTrac program is to use technology to monitor conditions and provide public information.

John Hall suggested that the money being spent on technology should instead be spent to widen all the back roads that are too narrow. He explained that the technology does not solve the local problems.

Jen Duval invited the group to review the map of the existing and proposed VMS board locations and offer comments and/or suggestions. Andrew Hamilton suggested locating a VMS board for north/eastbound traffic along SR 54/30/26 south of Gumboro and the SR 54 (Cypress Rd.) intersection. This board would notify motorists to remain on SR 26 when SR 54 is flooded through the Cypress Swamp or a road closure exists.



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***STATEWIDE: Improve DelDOT's After-Hours Response***

Jen Duval stated that DelDOT district and maintenance engineers are scheduled to meet with Gene Donaldson in July to discuss possible solutions or recommendations for improving DelDOT's response to incidents occurring outside of the Department's business hours.

Ralph Clausen asked Jeff Reed if it is possible to have trucks preloaded with sand at night so that DelDOT's response time is shorted. Jeff Reed replied that it is hard on the trucks to keep them loaded all the time, and that loading the trucks does not take a significant amount of time.

***STATEWIDE: Establish a TMT Communications Working Group***

Jen Duval told the group that there were significant discussions on this issue at all of the April TMT meetings. It has been agreed upon that the communications issues need to be addressed at the state level so that procedures and roles and responsibilities are consistent. DelDOT is currently working on identifying key points of contacts for the working group. DelDOT is also reviewing a draft of flowcharts for inter-agency communication procedures. Anyone interested in being involved in the working group can contact Jen at (610) 701-7000 or [jduval@ekmail.com](mailto:jduval@ekmail.com).

***STATEWIDE: Presentation on the DelDOT Process for Roadway Projects (e.g., US 113 Study)***

Matt Buckley (Edwards and Kelcey) reported that Gene is coordinating a future statewide meeting on how DelDOT operates, as well as how the Department's planning, project development, and review process works. The informational meeting will be similar in format to the DEMA / TMT presentations held in May.

***STATEWIDE: Conduct Traffic Control Training***

Matt Buckley stated that Gene Donaldson is currently working with MD State Highway and the CHART group to gather additional materials for inter-agency transportation management training.

***Update Signal Timings at DE 5 & DE 30 along DE 16***

Chris Marsh informed the group that he ordered new traffic counts at DE 5 and DE 30 along DE 16, and that the DelDOT Summer Traffic Operations (STO) is monitoring the intersection performance. He also mentioned that DelDOT's motorist assistance patrol is operating on extended summer hours: Friday 4:00-8:00pm; Saturday 9:00am-5:00pm; and Sunday 11:00am-8:00pm.

***Signal Study (Warrants) for S206 & SR-1***

***Signal Study (Warrants) for S42 & DE 16***

Jen Duval said that the requests for traffic signal studies were submitted to the DelDOT Traffic Studies group. The TMTs have developed a standard study request form that will be used to submit requests. Matt Buckley added that the Sussex 206 and SR-1 intersection was part of DelDOT's Highway Safety Improvement Program (HSIP) in 2000, and that a follow-up study has been requested.



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*Signal Study (Warrants) for Main St. (Dagsboro) & DE 26*

Matt Buckley reported that intersection improvements at Main Street and DE 26 are in semi-final design, with construction to begin in September 2006. Matt passed around a rendering of the intersection improvements to the group. DelDOT's project manager for the improvements is Jay Kelley.

**III. Next Meeting**

**The July meeting is scheduled for Wednesday, July 20, 2005 at 7:00pm at the Ellendale Fire Hall.**

Any questions or concerns can be directed to Gene Donaldson at [gene.donaldson@state.de.us](mailto:gene.donaldson@state.de.us) or (302) 659-2404. Additionally, Edwards and Kelcey is providing consulting support and helping assist DelDOT in coordinating the efforts. Jen Duval can be reached at [jduval@ekmail.com](mailto:jduval@ekmail.com) / (610) 701-7000.

Central Sussex County TMT

Action Item List

Revised: 6/27/2005

Action Item	Priority	Date Assigned	Submitter(s)	Task Leader	Status	Critical Locations	Additional Comments
<p>1 <b>Develop TMT plans for E/W routes (US 9, DE 16, 20, 24, 26, 54, 404, S40)</b>  <b>Evacuations: Create Traffic Control Plans and SOPs</b>                      Establish detour routes                      Identify needs for DelTrac devices (VMS, CCTV, etc.)                      Reduce evacuation time to 24-hours or less                      "Clear-the-road" policy                      Identify critical intersections and roadways</p>	Med	3/30/05	John Hall - Sussex Fire Police Assoc. Jamie Turner - DEMA	Jen Duval – EK	Ongoing	<p><b>DE 404 west of Georgetown</b>                      Install EB and WB VMS. (R. Clausen)</p> <p><i>Locations 64 &amp; 69 in DelTrac Implementation Plan. (G. Donaldson)</i></p> <p><b>DE 16 within Ellendale town limits</b>                      Norfolk Southern RR crossing on flash when power is lost. No Parking signs need to be installed for evacuations. (R. Moore)</p> <p><b>DE 20 &amp; DE 26</b>                      Two DE 20 &amp; 26 intersections cause problems with dispatching resources. (G. Donaldson)</p> <p><b>US 113 &amp; DE 20</b>                      Two US 113 &amp; DE 20 intersections cause problems with dispatching resources. (G. Donaldson)</p> <p><b>DE 20 &amp; S54 (Omar Rd.)</b>                      DE 20 traffic can be diverted toward Frankford to US 113; thus eliminating the DE 26 &amp; 20 intersection. Potential problems with "zigzag" in Frankford. (T. Glenn)</p> <p><b>Fred Hudson Rd. (S360) &amp; Central Ave. (S357)</b>                      Can serve as a bypass route to section of DE 26 east of the Assawoman Canal. Needs to be signed as an evacuation route. (G. Donaldson)</p> <p><b>DE 26 at Vines Creek Bridge</b>                      Susceptible to roadway flooding. (T. Glenn)</p> <p><b>SR 1 between Milford limits and DE 16</b>                      Install NB and SB VMS. (A. Hamilton)</p> <p><i>Locations 82 &amp; 83 in DelTrac Implementation Plan. (G. Donaldson)</i></p> <p><b>DE 54/30/26 south of Gumboro and DE 54 (Cypress Rd.)</b>                      Install NB/EB VMS to notify motorists to remain on SR 26 when SR 54 is flooded through the Cypress Swamp or a road closure exists. (A. Hamilton)</p> <p><b>DE 18 / DE 404 west of Georgetown (near Redden State Forest)</b>                      Icy conditions often cause problems along the tree-lined sections. Install a roadway surface weather monitoring information system (RSWMIS) in the area. (J. Clacher)</p>	<p>4/20/05 - Discussed critical areas along DE 16 &amp; DE 26. Agreed to discuss the remaining routes in June along with prioritizing the VMS locations.</p> <p>Traffic signals along US 113 from DE 404 to DE 26 now on TMC computerized system.</p> <p>6/15/05 - Discussed critical locations in Georgetown, Millsboro, and Gumboro areas</p>
<p>2 <b>Update Signal Timings at DE 5 &amp; DE 30 along DE 16</b></p>	High	4/20/05	Andrew Hamilton - Ellendale Fire Co. Bill Wadkins - Wadkins Towing	Chris Marsh – DelDOT Gene Donaldson - DelDOT	Completed	<p><b>DE 16 Milton Signals (DE 5 &amp; 30)</b>                      Signals need to be retimed. (R. Moore)</p>	DelDOT Summer Traffic Operations (STO) is currently monitoring the intersection performance and adjusting timings accordingly.
<p>3 <b>Signal Study (Warrants) for Main St. (Dagsboro) &amp; DE 26</b>                      Identified as high volume intersection - critical evacuation route                      STOP controlled with flasher</p>	High	4/20/05	Tom Glenn – Dagsboro Fire Co.	Jay Kelley – DelDOT	Completed	<p><b>DE 26 &amp; Main St. in Dagsboro (S401)</b>                      Severe bottleneck along evacuation route. Change to full traffic signal (STOP controlled with flasher).</p> <p><i>Intersection improvement is currently in semi-final design. Improvements will include realignment and full traffic signal. Construction is scheduled to begin in Sept. 2006. (J. Kelley)</i></p>	

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TRAFFIC STUDIES

	Traffic Study Request	Priority	Date Assigned	Submitter(s)	Task Leader	Status	Critical Locations	Additional Comments
1	<b>Signal Study (Warrants) for S206 &amp; SR1</b> Identified as high accident / high volume intersection STOP controlled with flasher	High	4/20/05	Bill Wadkins - Wadkins Towing	DeIDOT Traffic Studies	Ongoing	<b>SR1 &amp; S206</b> High accident area (STOP controlled with flasher). Possible solution would be to install a full traffic signal. (B. Wadkins, A. Hamilton)  <i>2000 HSIP location. Warranted full traffic signal, but not installed due to Corridor Preservation. Geometric improvements made to turn lanes and crossover and speeding enforcement recommended. DeIDOT Traffic Studies group will conduct follow-up study. (R. Grunden)</i>	Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0002).
2	<b>Signal Study (Warrants) for S42 &amp; DE 16</b> Identified as high accident area STOP controlled	High	4/20/05	Rowland Moore - Ellendale Fire Co.	DeIDOT Traffic Studies	Ongoing		Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0001).
3	<b>Check Signal Timings at US 113 and Truck Route US 9 (Bedford St.)</b>	Med	6/15/05	Ralph Clausen – Georgetown Fire Co.	DeIDOT TMC/Traffic	Ongoing		Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0008).
4	<b>Conduct Accident Study for US 113 and S87 (Arrow Safety Rd.)</b>	Med	6/15/05	Jeff Reed – DeIDOT	DeIDOT Traffic Studies	Ongoing		Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0009).
5	<b>Conduct Accident Study for US 113 and S114 (Bedford St.)</b>	Med	6/15/05	Jeff Reed – DeIDOT	DeIDOT Traffic Studies	Ongoing		Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0011).
6	<b>Check Signal Timings at US 9 and DE 5 and US 9 and DE 30</b>	Med	6/15/05	Ralph Clausen – Georgetown Fire Co.	DeIDOT TMC/Traffic	Ongoing		Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0012).
7	<b>Conduct Accident Study for US 9 and S329 (Whaley’s Corner Rd.)</b>	Med	6/15/05	Ralph Clausen – Georgetown Fire Co.	DeIDOT Traffic Studies	Ongoing		Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0014).
8	<b>Move Signal Heads at US 9 and S319 (Airport Rd.)</b>	Med	6/15/05	Andrew Hamilton – Ellendale Fire Co.	DeIDOT TMC/Traffic	Ongoing		Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0016).
9	<b>Replace CCTV Camera and Check Signal Timings at US 113 and DE 24</b>	Med	6/15/05	John Hall – Millsboro Fire Co.	DeIDOT TMC/Traffic	Ongoing		Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0017).
10	<b>Conduct Accident Study for US 113 and S338 (Radish Rd.)</b>	Med	6/15/05	John Hall – Millsboro Fire Co.	DeIDOT Traffic Studies	Ongoing		Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0018).
11	<b>Conduct Accident Study for DE 30 between S297 (Mount Joy Rd.) and S48 (Zoar Rd.) – “Deadly Mile”</b>	Med	6/15/05	John Hall – Millsboro Fire Co.	DeIDOT Traffic Studies	Ongoing		Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0019).
12	<b>Conduct Accident Study for Bridge near River View Community on S331 (Iron Branch Rd.)</b>	Med	6/15/05	John Hall – Millsboro Fire Co.	DeIDOT Traffic Studies	Ongoing		Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0020).
13	<b>Conduct Accident Study for DE 20 and S431 (Paradise Rd.)</b>	Med	6/15/05	John Hall – Millsboro Fire Co.	DeIDOT Traffic Studies	Ongoing		Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0021).

Statewide TMT  
Action Item List  
Revised: 6/27/2005

<i>Action Item</i>	<i>Priority</i>	<i>Date Assigned</i>	<i>Task Leader</i>	<i>Legislation / Policies?</i>	<i>Status</i>	<i>Additional Comments</i>
1 <b>Improve DeIDOT's After-Hour Response</b> List of available resources (per time of day) Existing Department policies and procedures <b>STATEWIDE TMT ACTION ITEM</b>	<b>High</b>	Mar. 05	Gene Donaldson - DeIDOT		Not started	Meeting scheduled for July 7 <sup>th</sup> between DeIDOT District Engineers.
2 <b>Establish TMT Communications Working Group</b> Identify critical agencies and points of contact for Working Group List of agency communication resources and needs Identifying who is in charge at the scene Knowing what information to report (what's at the scene) Knowing who to notify (notification checklist) Understanding roles & responsibilities <b>STATEWIDE TMT ACTION ITEM</b>	<b>High</b>	Apr. 05	Gene Donaldson – DeIDOT Regis Wagner – EK Tony Clarke – EK		Ongoing	Currently identifying agency points of contact and drafting communications flowcharts. Targeting early Fall meeting.
3 <b>Conduct Transportation Management Training</b> List of available training courses <b>STATEWIDE TMT ACTION ITEM</b>	<b>Med</b>	Mar. 05	Tricia Faust – DeIDOT Holly Rybinski – EK		Not started	Agreed to pursue advanced training course thru DE Fire School or another ATTSA course.  DeIDOT working with MD State Highway (CHART) to gather materials for training courses.
4 <b>Presentation on the DeIDOT Process for Roadway Projects</b> List of future projects Have DeIDOT Planning or Project Development representation <b>STATEWIDE TMT ACTION ITEM</b>	<b>High</b>	Apr. 05	Gene Donaldson - DeIDOT		Not started	Capital Transportation Program (2006-2011) Proposed Version available on DeIDOT website. Final version available July 1. <a href="http://www.deldot.gov/static/publications_forms.html">http://www.deldot.gov/static/publications_forms.html</a>  Pursuing a statewide meeting on how DeIDOT operates and how the Department's planning, project development, and review process works.
5 <b>Develop Recommendations for "Quick Clearance" Policy</b> <b>STATEWIDE TMT ACTION ITEM</b>	<b>High</b>	Apr. 05	Gene Donaldson – DeIDOT Jen Duval – EK	Yes	Ongoing	Edwards and Kelcey is currently reviewing the I-95 Corridor Coalitions Quick Clearance and "Move It" Program results.  <a href="http://144.202.240.28/pman/ViewProject.asp?pid=128">http://144.202.240.28/pman/ViewProject.asp?pid=128</a>