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Meeting Minutes

Meeting Location	Seaford Volunteer Fire Department	Minutes No.	1516/WSC-2
Meeting Date/Time	July 19, 2011 7:00 – 8:30 PM	Client	Delaware Department of Transportation
Issue Date	August 10, 2011	Type	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
Subject	Western Sussex County TMT Meeting	Project	Transportation Management Team Program
Prepared By	Derek Voight	Project No	Jacobs E3X36701

Attendees	Organization	Telephone	Email Address
Earl Chaffinch, Jr.	Blades Volunteer Fire Company	302-629-4896	echaffinch@sussexcountyde.gov
Jim Clacher	DelDOT/TMC	302-659-4603	jim.clacher@state.de.us
Dwayne Day	DelDOT/TMC	302-659-4604	Dwayne.Day@state.de.us
Gene Donaldson	DelDOT/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
Monroe Hite, III	DelDOT	302-760-2120	monroe.hite@state.de.us
Sonya LaGrand	DelDOT	302-760-2340	sonya.lagrand@state.de.us
Gary Laing	DelDOT Public Relations	302-760-2523	gary.laing@state.de.us
Gerald Nagyiski	DelDOT/Safety	302-222-5977	gerald.nagyiski@state.de.us
Gregory Reed	Seaford Volunteer Fire Department	302-629-0984	reedys87@verizon.net
Derek Voight	Jacobs	610-701-7000	derek.voight@jacobs.com

Item	Comments	Responsible Party/Action	Date Due
1.	<p><u>Purpose</u></p> <p>This was a regularly scheduled meeting of the Western Sussex County TMT Group. Agenda items for this meeting included: a presentation on the Seaford Intersection Improvement Project and multiple other updates (TMT Steering Committee, Snow Emergency Plan, Pilot Detour Tabletop Exercise, Pilot Towing Program, Crossovers and Detours).</p> <p>Gene Donaldson (DelDOT) started the meeting with a round of introductions.</p>	None	None
2.	<p><u>Review of May 17, 2011 Western Sussex County Meeting Minutes</u></p> <p>The minutes of the May 17, 2011 Western Sussex County TMT Meeting were accepted without comment.</p>	None	None
3.	<p><u>Presentation: Seaford Intersection Improvements Project</u></p> <p>Monroe Hite, III (Project Manager, DelDOT) and Sonya LaGrand (Project Engineer, DelDOT) were in attendance to deliver a presentation on the Seaford Intersection Improvements Project. A</p>		

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	<p>copy of the presentation is available on the TMT website. Monroe began the presentation explaining the intersections selected for this improvement program were identified based on the findings of the:</p> <ul style="list-style-type: none"> • Corridor Capacity Preservation Program, • Hazard Elimination Program (formerly known as the Highway Safety Improvement Program), or • 2003 City of Seaford Comprehensive Plan. <p>The five intersections selected for improvement under this project are:</p> <ul style="list-style-type: none"> • US 13 & Oneals/Bethel Concord Road (S485), • US 13 & Concord Road (S20), • US 13 & Middleford Road (S535), • US 13 & Norman Eskridge Highway/Beaver Dam Road (S21), and • US 13 & Tharp/Herring Run Road (S534). <p>Sonya reviewed the specific changes to each of the intersections as follows:</p> <p><i>US 13 & Oneals/Bethel Church Road</i></p> <ul style="list-style-type: none"> • Left turns and through movements from stop-controlled approaches on Oneals Road and Bethel Concord Road will be removed. • Addition of a median that prevents crossover movements across US 13. • US 13 northbound left turns (onto Oneals Road) will be eliminated with the addition of the median; the existing US 13 northbound left turn bay will be removed. • The existing US 13 southbound left turns (onto Bethel Church Road) will be preserved. <p><i>US 13 & Concord Road</i></p> <ul style="list-style-type: none"> • Separation of the existing shared left/through lanes on Concord Road approaches resulting in one dedicated left and one through lane on each approach. The existing right turn lanes will be preserved in the post-construction profile. • One US 13 southbound left turn lane will be added, resulting in two total US 13 southbound left turn lanes (one existing, one new). Concord Road, west of US 13, will be widened to two lanes to accommodate the additional US 13 southbound left turn lane. <p><i>US 13 & Middleford Road</i></p> <ul style="list-style-type: none"> • One Middleford Road eastbound left turn lane will be added, resulting in two total Middleford Road eastbound left turn lanes (one existing, one new). • Separation of the existing shared left/through lane on the Middleford Road westbound approach resulting in one dedicated left and one through lane. The existing right turn 	<p>Jacobs to upload copy of presentation to TMT webpage</p>	<p>At release of meeting minutes</p>

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	<p>lane will be preserved in the post-construction profile.</p> <p>Gerald Nagyiski (DeIDOT/Safety) asked if any modifications were being considered to the Popeye’s Chicken right-in/right-out entrance on Middleford Road. Gerald has heard complaints about exiting vehicles making lefts from the right-out exit to access Middleford Road eastbound. Monroe stated that no changes are being considered to the Popeye’s property within the scope of this project. Gerald also inquired if any pedestrian treatments were planned for this intersection. Monroe responded that no pedestrian treatments are currently under consideration for this intersection.</p> <p><i>US 13 & Norman Eskridge Highway/Beaver Dam Road</i></p> <ul style="list-style-type: none"> • Separation of the existing shared left/through lane on the Norman Eskridge Highway approach resulting in two total left turn lanes and one through lane. The existing right turn lane will be preserved in the post-construction profile. • Addition of a bicycle lane on the Norman Eskridge Highway approach. • Pedestrian crossings, across US 13, will be added to both US 13 northbound and southbound approaches. <p>Gerald inquired why two pedestrian crossings across US 13 are being considered without a crossing across either Norman Eskridge Highway or Beaver Dam Road. Monroe responded that the recommendation was for pedestrian crossings across US 13 only.</p> <p><i>US 13 & Tharp/Herring Run Road</i></p> <ul style="list-style-type: none"> • Separation of the existing shared left/through lane on the Herring Run Road approach resulting in two total left turn lanes and one through lane. The existing right turn lane will be preserved in the post-construction profile. • Addition of a bicycle lane on the Herring Run Road approach. • Separation of existing shared left/through lane on the Tharp Road approach resulting in two total left turn lanes and one through lane. The existing right turn lane will be preserved in the post-construction profile. • Addition of a bicycle lane on the Tharp Road approach. • Addition of a pedestrian crossing, across US 13, on the US 13 northbound approach. • Addition of a pedestrian crossing, across Tharp Road, on the Tharp Road approach. <p>Jim Clacher (DeIDOT/TMC) stated some concern over the length of the pedestrian crossing across US 13. He noted that the pedestrian cycle needed for clearance over this distance would have significant impacts on the performance of the intersection. Jim suggested that the pedestrian crossing distance could be shortened if it was relocated to the US 13 southbound approach. Sonya responded that they had considered this approach however utility relocation issues required the use of the US 13 northbound approach.</p>		

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	<p>Gerald asked if the Tharp Road approach will be concrete due to the heavy truck volume entering and exiting Wal-Mart from this approach. Monroe responded that a more substantial hot mix would be used, not concrete.</p> <p>Gene noted that this intersection has red-light enforcement cameras that will be impacted by the proposed profile changes. Monroe stated that the contractor has been informed of the pending construction project and will be relocating the system to an area which won't be impacted by the construction.</p> <p><i>Construction Phasing</i> Each intersection will be completed independently prior to beginning construction on the next intersection. All work will be completed at night (Monday – Thursday 8 pm to 6 am). Message boards and warning signs will be placed in the area one week prior to construction to provide advance notice to motorists. All construction is anticipated to be completed using lane shifts and lane closures. Only one detour is anticipated for the construction at the US 13 & Oneals/Bethel Concord Road intersection.</p> <p>Gerald asked if the Maintenance of Traffic (MOT) Plans have been updated per the new standards outlined in the DeIDOT Manual on Uniform Traffic Control Devices (MUTCD). Monroe stated that the MOT Plans have been updated per the new DeIDOT MUTCD.</p> <p><i>Anticipated Schedule</i> Right-of-way acquisition is currently underway with final construction plans expected by October 2011. Construction is expected to begin in October 2012.</p> <p>Jim inquired what the anticipated duration of the project was currently estimated at; Monroe responded that it was approximately 490 days.</p> <p>The order of intersection construction may be impacted by the presence of a bald eagle nest at intersection of US 13 & Concord Road. To avoid impacts to the nesting season for bald eagles (between December and July) this intersection may be the first completed or the last. Investigation is currently underway to determine if the nesting site is active.</p>		
4.	<p><u>TMT Steering Committee</u></p> <p>Gene reported that a TMT Steering Committee, comprised of the management level of the TMT member agencies, was convened on April 18th. The TMT Steering Committee will meet twice a year.</p>	None	None
5.	<p><u>Snow Emergency Plan</u></p> <p>Gene reported that DeIDOT continues to progress the Snow Emergency Plan.</p> <p>Gene is working on a separate effort with DVFA and the DE Fire</p>	None	None

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	<p>School to address snow operations which support the 62 fire departments around the state. This effort has evolved into an all-hazards operating procedure, and will address everything from daily operations/communications to large scale emergency operations. From these meetings, Rich Toulson and Bif Newnam will be disseminating the information out to the fire houses. The TMT groups will also be kept up to speed on the developments of this all-hazards procedure.</p>		
<p>6.</p>	<p><u>Detour Authentication Tabletop Exercise</u></p> <p>DeIDOT will be working with the Delaware State Fire School to coordinate the TTX with Sussex County Fire Service. The likely players in the WSC TMT group would be SUSCOM, Delaware State Police (DSP), Fire Service and Fire Police. Coordination is on-going to identify a fire company to host the TTX in Sussex County. More information will be disseminated through the TMTs once details are finalized surrounding the location.</p>	<p>None</p>	<p>None</p>
<p>7.</p>	<p><u>Pilot Towing</u></p> <p>Derek Voight (Jacobs) reported that DeIDOT and DSP continue to progress the Pilot Towing Program. 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>Coordination efforts with DSP on DeIJIS are moving forward and DeIDOT is in the process of selecting TMC employees for training and access to the DeIJIS system.</p>	<p>None</p>	<p>None</p>
<p>8.</p>	<p><u>Crossovers</u></p> <p>Gene reported that an internal group within DeIDOT has been established and has begun meeting in an effort to address how the department deals with crossovers. Composed of DeIDOT Safety, Project Development, Traffic and Maintenance & Operations representatives, this group will be developing a policy for DeIDOT based on federal guidance. DeIDOT is in agreement that meetings should be held with emergency responders prior to designing a new road on the preferred locations of crossovers. It's important to realize that existing crossovers may not be easy to move or modify, but DeIDOT is willing to with emergency responders through the TMT and/or DVFA. A second internal DeIDOT meeting is being scheduled to discuss further. Once agreement is reached with this internal group it will be disseminated through the TMTs.</p>	<p>None</p>	<p>None</p>
<p>9.</p>	<p><u>Detours</u></p> <p>Jen reported that DE 404 detour plans are complete and ready for review by the TMT. Jen asked if any TMT members would like to review the detours offline and provide comments at a future meeting. DE 404 detour packets were distributed to Gregory Reed (Seaford Volunteer Fire Department), Earl Chaffinch, Jr. (Blades Volunteer</p>	<p>TMT Members to review detours</p>	<p>Prior to next TMT meeting</p>

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	Fire Company) and Glenn Gillespie (DEMA) for comment.		
10.	<p><u>Open Discussion</u></p> <p>Gene opened the meeting to discussion on any recent incidents or anything else that they group wanted to discuss.</p> <p><i>Congestion in Blades</i> Earl noted that with the Blades Bridge being detoured for construction the congestion within Blades is quite heavy. Jim reported that he had checked the signal at the closure and made some changes to the signals cycling to account for the closure. This will help to ease the congestion by shifting some of the green time to the detoured movements.</p> <p><i>Contacting the TMC</i> Gene reminded the group that if they observe anything that should be reported to DeIDOT, they should contact the TMC. They can contact the TMC direct by dialing #77 on a cell phone regardless of the service provider.</p>	None	None
11.	<p><u>Next Meeting</u></p> <p>Western Sussex County TMT meetings continue to be held on the third Tuesday but will instead meet every four months, rather than every two months. The next meeting is tentatively scheduled for Tuesday, November 15, 7:00 pm at the Seaford Volunteer Fire Department.</p>	Jacobs to send meeting notice with meeting minutes	ASAP