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Meeting Minutes

Meeting Location	Volunteer Hose Company of Middletown	Minutes No.	1516/SNCC-2
Meeting Date/Time	April 12, 2011 7:00 – 8:30 PM	Client	Delaware Department of Transportation
Issue Date	May 2, 2011	Type	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
Subject	South New Castle County TMT Meeting	Project	Transportation Management Team Program
Prepared By	Derek Voight	Project No	Jacobs E3X36701

Attendees	Organization	Telephone	Email Address
Drew Boyce	DeIDOT - Design	302-760-2276	drew.boyce@state.de.us
Jim Clacher	DeIDOT - TMC	302-659-4603	jim.clacher@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
Frank Gant	Odessa Fire Company	302-545-3672	fgant@ofc424.com
Glenn Gillespie	DEMA	302-659-3362	glenn.gillespie@state.de.us
Joseph Mulford	DSP - RECOM (PSAP Manager)	302-395-8220	joseph.mulford@state.de.us
Charles Nichols	Volunteer Hose Company of Middletown	302-378-1948	eng6ff@verizon.net
Edward Schiavi	Delaware State Police - Troop 9	302-378-5218	edward.schiavi@state.de.us
William Streets	NCC – 911 Communications	302-395-8213	wfstreets@nccde.org
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 South New Castle County TMT Group (second Tuesday, every third month). Agenda items included: review of February 8th SNCC TMT Meeting Minutes, a project presentation on the Jamison Corner Road/412A/Cedar Lane Road projects, a presentation on the Yellow Trap Signal Operation Modification, discussion of the Detour Authentication Tabletop Exercise, an update on the TMT Steering Committee, and multiple other updates (Snow Emergency Plan, All-Hazard Plan for Individuals Requiring Special Transportation Assistance, Pilot Towing, Crossovers, Detours, Incident Management Training and the New Castle County All-Hazards Evacuation Plan).</p> <p>Gene Donaldson (DeIDOT) started the meeting with a round of introductions.</p>	None	None
2.	<p><u>Review of February 8, 2011 South New Castle County Meeting Minutes</u></p> <p>The minutes of the February 8, 2011 South New Castle County TMT Meeting were accepted without comment.</p>	Jacobs will finalize minutes	ASAP

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3.	<p><u>Project Presentation: Jamison Corner Road/N412A/Cedar Lane Road</u></p> <p>Drew Boyce (DeIDOT - Design) presented the roadway projects that constitute the Southern New Castle County Transportation Improvement District (SNCC TID). Drew explained that two of these projects are expected to start work soon and have all or most of the necessary funding in place. With the recent expansion of the sewer systems, this area of Southern New Castle County has been targeted for higher density development by the County. These roadway projects are unique in that they will be funded through a combination of federal, state and developer dollars and will be scheduled to keep pace with the on-going development in the area. Currently, the design of these projects is ahead of schedule as the pace of development has slowed in the current economic climate. In addition to the development in the SNCC TID, the construction of US 301 is creating the need to bolster the infrastructure in the area between US 301 and St Georges High School.</p> <p>Jamison Corner Road and N412A will be the first projects to move forward in the SNCC TID. Jamison Corner Road will be widened to 2-12ft travel lanes, 8 foot shoulders and a 10' bike path. It will receive a new bridge in the place of the existing culvert and will be realigned to remove the dogleg that exists at N412A. Jamison Corner Road will have two roundabouts installed at the intersections of Hyetts Corner Road and Lorewood Grove Road. Road N412A will be realigned to the west becoming the through movement of Jamison Corner Road; the designation of N412A will be removed. As part of a future project, the dogleg that exists between Jamison Corner Road and Cedar Lane Road (at Boyds Corner Road) will be realigned; timing for this section will be based on the development activity in the area. Jamison Corner Road will be built under detour using Lorewood Grove Road, US 13, Boyds Corner Road and Cedar Lane Road as the detour; Ratledge Road will also provide a good detour option for locals. The N412A project, which includes the section of Hyetts Corner Road between N412A and St Georges High School, will be built off alignment and will only require minimal detours. The section of Hyetts Corner Road east of St Georges High School to US 13 will be built by the developer after the N412A project is complete. The historic bridge over Scotts Run on Jamison Corner Road will be preserved and used for the planned bike path; a new bridge will be constructed next to the historic bridge for vehicular traffic.</p> <p>The Lorewood Grove Road (east) project will address vertical sight distance concerns in addition to constructing 2-12 foot lanes, 8 foot shoulders and a 10' bike path.</p> <p>The Boyds Corner Road project will widen it 2-11 foot lanes each direction, separated by a curbed median providing a parkway feel. This dualization will run between US 13 to west of Cedar Lane Road, after which the profile will return to a single lane in each direction.</p>		

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	<p>Ratledge Road and Cedar Lane Road will be rebuilt by the developer with a horizon for construction of 10-12 years.</p> <p>Additional details on the project and implementation schedules for the SNCC TID can be found in the handouts which were provided by Drew Boyce; the handouts are attached to these meeting minutes.</p> <p>The following questions were raised in response to the Jamison Corner Road/N412A/Cedar Lane Road presentation:</p> <p>Charles Nichols (Volunteer Hose Company of Middletown) raised the question if the Shallcross Lake Road bridge is going to be addressed under the planned widening project for this roadway. The bridge is prone to flooding under minor rain events. It was unknown if there are plans for the bridge. Currently the project limits along Shallcross Lake Road stop short of the bridge.</p> <p>William Streets (NCC – 911 Communications) asked if the existing N412A roadway will remain as a path. It will not become a path and the pavement will be removed after it is closed. Jamison Corner Road, Hyetts Corner Road and Lorewood Grove Road projects all include 10 foot bike paths.</p> <p>William asked if there will be a roundabout installed at the intersection of the Jamison Corner Road & Hyetts Corner Road and Jamison Corner Road & Lorewood Grove Road. There will be roundabouts installed at both locations.</p> <p>William raised a question regarding the dualization of Boyds Corner Road and why it is ending west of the planned roundabout at Jamison Corner Road. Drew explained that traffic modeling has demonstrated with the US 301 interchange on Jamison Corner Road the volume of traffic traveling west of the roundabout (on Boyds Corner Road) is expected to be light. This is because the majority of the through traffic is expected to use US 301 via the Jamison Corner Road Interchange rather than traveling west on 896.</p> <p>William added that Jamison Corner Road was the boundary between the Volunteer Hose Company of Middletown and Odessa Fire Company jurisdictions. The realignment of Jamison Corner Road will shift all of Jamison Corner Road into the jurisdiction of Volunteer Hose Company of Middletown. Additionally, N412A is used to create an imaginary boundary line to the north side of the canal separating Christiana and Delaware City’s jurisdictions. With this road being removed new fire jurisdictions may have to be considered.</p> <p>Edward Schiavi (Delaware State Police – Troop 9) noted that St Georges High School has made numerous complaints about speeding on Hyetts Corner Road. The posted speed limit is 35 mph, however enforcement in this area has been difficult as there is only one speed limit sign. Edward explained that it would helpful if additional signage could be added to the roadway. Drew said that the while the widening project will bring appropriate signing it is still several years off. Drew suggested that Edward should contact Adam Weiser in DelDOT Safety to see if a speed study is planned</p>		

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	<p>for or could be conducted in the area. Jim Clacher offered to check with Adam regarding the study.</p> <p>William asked if the improvements to Hyetts Corner Road are being planned for summer to reduce the impacts relating from school traffic. Drew noted that DeIDOT is coordinating closely with the school district and has discussed the potential impacts and the planned detour route.</p> <p>Jim Clacher (DeIDOT - Traffic) asked if the improvements planned for Boyds Corner Road include the installation traffic signals. Drew stated that the addition of signals will be held for the last stage of each development project and DeIDOT Design is doing it's best to keep traffic signal additions to a minimum. At this point the developer will be adding signals at Bayberry Town Center (several thousand square feet of mixed retail/commercial development) and at Shallcross Lake Road. The Bayberry Town Center signal will also service the planned Bayberry South (1,200 units) development. An additional signal may also be need for the planned Bayberry North (1000 units) development. All signals would have full ITMS capability.</p> <p>Frank Gant (Odessa Fire Company) asked if the only roundabouts for the SNCC TID are planned for Jamison Corner Road. Drew said that there is a possibility of a roundabout at Cedar Lane Road & Marl Pit Road.</p> <p>Additionally, Drew added that the Jamison Corner Road Project will be advertised for bids in a couple of weeks and N412A will be advertised around mid summer.</p> <p>William asked if the mapping from the recent US 301 presentation could be provided as he had missed the meeting. Jacobs will forward the project presentation to William</p>	<p>Jacobs will forward the US 301 materials to William</p>	<p>ASAP</p>
<p>4.</p>	<p><u>Presentation: Yellow Trap Signal Operation Modification</u></p> <p>Jim Clacher (DeIDOT) presented the “Yellow Trap” Signal Operation Modification that applies to most 5-Section Signal displays in Delaware. DeIDOT is mandated by the 2009 Manual on Uniform Traffic Control Devices (MUTCD) to prevent the “yellow trap” situation. Jim noted that not all permissive left-turns will be affected; signs will be posted at non-affected intersections.</p> <p>The normal operation of a 5-Section Signal is as follows:</p> <ol style="list-style-type: none"> 1. Red ball/Green left arrow 2. Red ball/Yellow left arrow 3. Red ball 4. Green ball 5. Yellow ball 6. Red ball (end of cycle) <p>The “yellow trap” scenario exists on a highway when opposing directions have a green ball, and one direction changes to a yellow ball, while the opposing traffic continues to show a green ball. The “yellow trap” occurs when a left-turning vehicle with the yellow ball</p>	<p>None</p>	<p>None</p>

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	<p>believes the opposing direction also has a yellow ball, and decides to turn across oncoming traffic believing they will be stopping on the yellow/red ball (when in reality opposing traffic still has a green ball). This is an unsafe condition and the “yellow trap” scenario can cause angle crashes.</p> <p>According to the 2009 MUTCD, the modifications to the 5-Section Signal operation will prohibit a protected left-turn from being served without first serving the side street. This scenario will generally occur during low volume times.</p> <p>The new signal modification does affect Emergency Preemption Operation and DeIDOT will be presenting the material to all the Emergency Service Providers in the county. Emergency vehicles equipped with Opticom will have to use lights and sirens when turning left at traffic signals with permissive left turns. Additionally, when pre-emption is activated by an approaching emergency vehicle, permissive left turns with 5-Section signal heads will NOT display a green arrow, a change from the current operation.</p> <p>At this time two intersections in New Castle County have been modified, Kirkwood Highway & Milltown Road, and Kirkwood Highway & Delaware Park. If the permissive left-turn cannot be removed from an intersection because of high volumes signs will be posted at the intersection that read “Oncoming traffic may have extended green.”</p> <p>The following discussion then took place:</p> <p>Gene added that pre-emption no longer guarantees that all approaches immediately stop as some clearance intervals cannot be pre-empted. Pedestrian clearance intervals are an example of an interval that cannot be pre-empted. If a signal is an all-red interval for pedestrian clearance (pedestrian has WALK signal), an approaching emergency vehicle cannot pre-empt, or interrupt, this clearance interval. Meaning that the emergency vehicle will not receive a green until the pedestrian clearance interval has past. This means that emergency vehicle operators must be aware that not all movements will immediately stop for a vehicle with an active opticom device. Additionally, Jim added that pedestrian clearance intervals are increasing. Older intervals were calculated based on a pedestrian walking speed of 4.0 feet/second; currently, intervals are calculated using 3.5 feet/second. This reduction in walking speed means that pedestrian clearance intervals are getting longer. As signals are upgraded around the state, pedestrian movements are being added to them. The addition of pedestrian movements at more intersections and the lengthening clearance intervals increases the likelihood of conflicts with emergency vehicles. Jim also added that some pedestrian actuated crossings are going to be added to Route 1 at the beach this summer. With the reduced walking speeds and a wide roadway profile to cross, these crossing movements may add as much as 55 seconds to each signal cycle.</p> <p>Edward asked from a crash investigation standpoint how officers would detect that the yellow trap situation was involved in a crash.</p>		

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	<p>Jim said the best way to detect if yellow trap was in play was if Driver A says they turned left on a yellow signal and Driver B says they had a green signal. Jim reminded the group that no signal operations are tracked; meaning DeIDOT cannot look back at a specific date/time and tell how a signal was operating. Jim also reminded the group that if anyone comes across a signal that they believe is malfunctioning they should dial #77 on their cell phone and report it to the TMC. It is important to note the date and the time the signal appeared to be malfunctioning. Additionally, if any officers have questions on the operation of a specific signal or its sequencing, calls or minimum clearance times they can call the TMC for additional explanation.</p> <p>William stated that the signal at Dupont Highway (US 13) & Memorial Drive seems to function differently than the other signals in the area. At approximately 6:30 am on weekdays northbound left turning traffic seems to trigger the Memorial Drive signal call. William believes that the turning vehicles are triggering the signal as the mainline signal changes to red with no vehicles on the side street approaches. Gene requested that William call the TMC next time he observes this (#77).</p>		
<p>5.</p>	<p><u>Detour Authentication Tabletop Exercise</u></p> <p>Jen shared with the group the Detour Authentication Tabletop Exercise (TTX) Flyer that was provided as a handout. The flyer highlights the purpose of the exercise, participants, and topics covered. The TTX evaluates the detour implementation process and not the participants. The Pilot TTX was held with Little Creek and Magnolia Fire Companies in Kent County and proved to be a great learning experience for all participants. The pilot group walked through a scenario to test the process of activating a TMT-developed detour (participants were not evaluated). The goal is to train all TMT members on the use of the detours as well as develop a Quick Reaction Checklist (QRC) for the TMC Technicians. The intent is to conduct a similar exercise with all of the TMT groups and DeIDOT is looking for a volunteer fire company to host for the South New Castle County TMT. It was suggested that this TTX could be hosted during an upcoming TMT meeting. There had been discussion with Charles previously to hold the exercise with Volunteer Hose Company of Middletown. Jen added that ideally the exercise would involve more than fire house and the scenario would be designed to require a dual response. Charles said that he has checked into the involvement of Volunteer Hose Company of Middletown with some station officers but has not heard back at this point.</p>	<p>Jacobs will follow up with Charles and Volunteer Hose Co. regarding the TTX</p>	<p>ASAP</p>
<p>6.</p>	<p><u>TMT Steering Committee</u></p> <p>Gene reported he is organizing the TMT Steering Committee to get the management level of TMT agencies together. The committee will be instrumental in planning the future topics and focus for the TMT program on a statewide level. In addition to helping DeIDOT</p>	<p>None</p>	<p>None</p>

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	<p>decide how the TMTs operate, the steering committee will help increase participation. DeIDOT sent invitations out for an April 18th meeting.</p> <p>Gene is hoping that the TMT Steering Committee will continue to meet on a regular basis, semi-annually or quarterly.</p>		
<p>7.</p>	<p><u>Snow Emergency Plan</u></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. At this point it has only been circulated around the traffic department, and still needs to be reviewed internally by other DeIDOT departments before it is accepted. Dwayne Day (DeIDOT) commented that the SEP is about 90% complete at this point.</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>8.</p>	<p><u>All-Hazards Plan for Individuals Requiring Special Transportation Assistance</u></p> <p>Gene provided an update on the All Hazards Plan for Individuals Requiring Transportation Assistance. The 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.</p> <p>The Plan will be shared with the TMT groups once it is approved by the agencies that contributed to its development.</p>	<p>None</p>	<p>None</p>
<p>9.</p>	<p><u>Pilot Towing</u></p> <p>Derek Voight (Jacobs) 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>Currently, DSP uses the E-Tow system to track tows. The E-Tow system was not in place when the Pilot Tow Program was first designed. The DeIDOT process was designed to use a paper tow slip; this paper tow slip was designed to mimic the DSP tow slip that was being used at the time. Investigation is being conducted into the possibility of the DeIDOT TMC having access to the E-Tow system. Access to the system would eliminate the duplication of effort and lag time that could be created from keying paper tow slips. A meeting is has been scheduled with DSP on April 21st to demo the</p>	<p>None</p>	<p>None</p>

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	E-Tow program and discuss potential issues with providing the TMC direct access.		
10.	<p><u>Crossovers</u></p> <p>Gene reported that he understands crossovers are an item of significant importance to the TMT groups. Due to this, Gene is setting up an internal DeIDOT meeting to hopefully reach consensus on how crossovers are handled statewide. Once agreement is reached with this internal group it will be disseminated through the TMTs.</p>	None	None
11.	<p><u>Detours</u></p> <p>Gene reported that detours have been developed for North New Castle County and are planned to be completed shortly. The review of detours at meetings will be kept to a half hour and he would encourage TMT members to review the detours prior to the meeting and bring their comments with them. While detours are important, Gene wants the TMTs to focus on more than just detours during the meeting. At this point there are no detours underway concerning the SNCC TMT area.</p>	None	None
12.	<p><u>Incident Management Training</u></p> <p>Gene provided an update on DeIDOT's Incident Management Training program that was put together a few years ago. DeIDOT has a few ideas on how the presentation can be modified and will share the modifications to the group as they are completed. Additionally, Gene noted that some brief refresher courses are coming regarding responder safety.</p> <p>Charles asked what the Incident Management Training program was and who it was designed for. Gene responded that it is aimed at coordinating inter-agency response to ensure that responders are safe and working together. Charles added that Volunteer Hose Company in Middletown doesn't use fire police. This decision was made at the discretion of the department's chief.</p>	None	None
13.	<p><u>All-Hazards Evacuation Plan</u></p> <p>Gene reminded the group that hurricane season is right around the corner and wanted everyone to know how to access the All-Hazard Evacuation Plans. The plans are available on the TMT Project Page. Derek Voight (Jacobs) demonstrated to the group how to access the TMT Project Page and All-Hazards Evacuation Plan and Appendices.</p> <p>To access the TMT Project Page: go to www.deldot.gov > select Projects (left side menu) > scroll to bottom of page, select Transportation Management Team > select Project Documents (right side menu). The New Castle County All-Hazards Evacuation Plan and Appendix A of maps and intersection diagrams can be found on this page.</p> <p>Gene noted that DeIDOT will be reviewing the evacuation routes and</p>	None	None

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	updating the plan for changes that construction projects have had on the road network. Any updates will be shared with the TMT groups.		
14.	<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. No items were aired for discussion.</p>	None	None
15.	<p><u>Next Meeting</u></p> <p>The next meeting is scheduled for Tuesday, July 12th, 7:00 pm; this follows the typical schedule of the 1st Wednesday, every other month. Jacobs will confirm with Volunteer Hose Company of Middletown the availability of their facility.</p>	Jacobs send meeting notice and confirm location with Volunteer Hose Co.	ASAP

Southern New Castle County Infrastructure Improvements

Investment District:

DelDOT, the County and WILMAPCO have established a Transportation Improvement District known as the Southern New Castle County Transportation Improvement District ("SNCC TID"). The SNCC TID includes all of the individual parcels of land bounded by Marl Pit Road on the south, between SR I (US 13/Marl Pit Rd. Intersection) and US 30I/SR 71 (Armstrong Corner), the Chesapeake and Delaware (C&D) Canal on the north, from Summit Bridge to SR I, US 30I/SR 71 on the west, between Marl Pit Road (Armstrong Corner) and the C&D Canal, and SR I on the east, from Marl Pit Road/US 13 intersection to the C&D Canal.

Projects identified in the Investment District:

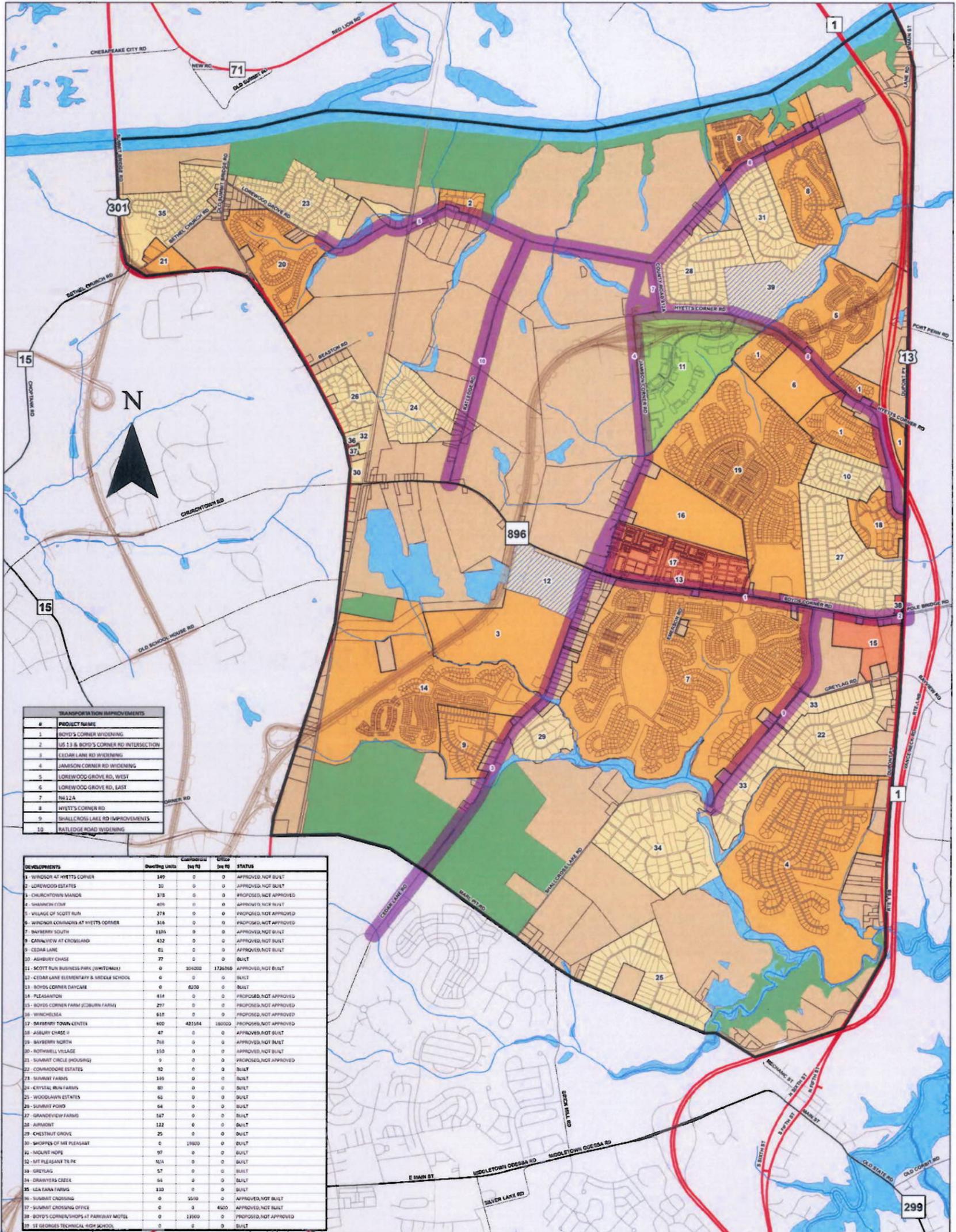
- Boyds Corner Rd. -Widen to 4-11'lanes, 8' shoulders plus median
- Cedar Lane Road -Widen to 2-12' lanes, 8' shoulders and separate 10' bike path
- Hyett's Corner Road -Widen to 2-11' lanes, 5' shoulders and 10' bike path
- Jamison Corner Road -Widen to 2-12' lanes, 8' shoulders and 10' bike path
- Lorewood Grove Road (west) -Widen to 2-11'lanes, 5' shoulders and 10' bike path
- Lorewood Grove Road (east) -Widen to 2-11' lanes, 8' shoulders and 10' bike path
- Road N412 a -Widen to 2-12'lanes, 8' shoulders and 10' bike path
- Ratledge Road -Widen to 2-12' lanes, 8' shoulders and 10' bike path
- Shallcross Lake Road -Widen to 2-11'lanes, 5' shoulders and 10' bike path

Implementation Schedule:

These projects are to be constructed in conjunction with development activity in the area. The funding for these projects is a combination of State, Federal, and Developer contributions. The final implementation will be contingent on the advancement of development activities and Developer contributions to the projects.

- Jamison Corner Road – Proposed Construction Summer 2011 to Summer 2012
- Road N412A –Proposed Construction Spring 2012 to Summer 2012
- Hyett's Corner Road –Constructed by Developer after the construction of N412A
- Boyds Corner Rd. – Construction Schedule based on Development Activity
- Cedar Lane Road - Construction Schedule based on Development Activity
- Lorewood Grove Road (east) - Construction Schedule based on Development Activity
- Lorewood Grove Road (west) - Construction Schedule based on Development Activity
- Ratledge Road – To be Constructed by Developer
- Shallcross Lake Road - To be Constructed by Developer

Southern New Castle County - Core Development Area Land Development Activity



Legend

- Proposed US 301 Alignment
- Proposed Residential
- Proposed Mixed Use
- Proposed Commercial
- Proposed Office
- Existing Developments
- Developable Land
- Tax Parcels
- Out of Play Areas (Open Space)
- Out of Play Areas (Wetlands, Lake/Pond etc)
- Institutional
- Commercial
- Transportation Improvements

0 0.15 0.3 0.6 Miles