

MEETING MINUTES

DATE: January 17, 2011

SUBJECT: East Cocalico Township Transportation Impact Fee Advisory Committee

LOCATION: East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517

ATTENDEES:

NAME	COMPANY	PHONE	E-MAIL
Louis Hurst	TIF Advisory Committee		
Mark Janke	TIF Advisory Committee		
Paul Keller	TIF Advisory Committee		
David Lutz	TIF Advisory Committee		
Marcia Martin	TIF Advisory Committee		
May Roth	TIF Advisory Committee		
Shad Sahn	TIF Advisory Committee		
Jamie Sweigart	TIF Advisory Committee		
Lynn Weaver	TIF Advisory Committee		
Brian Wise	TIF Advisory Committee		
Mark Hiester	East Cocalico Township		
Scott Russell	Rettew Associates		
Brent Lied	Becker Engineering		
Matt Radinovic	Herbert, Rowland & Grubic, Inc.		
Dan Santoro	Delta Development, Inc.		
✓ Christopher May	Herbert, Rowland & Grubic, Inc.		

The purpose of the meeting was to briefly review the revised draft of the Roadway Sufficiency Analysis (RSA) identifying future roadway improvements required to address future projected traffic, and to introduce the first draft of the Capital Improvements Plan (CIP) identifying roadway improvements to be included in the program and the cost basis of the impact fees. The following is a summary of significant comments made at this meeting:

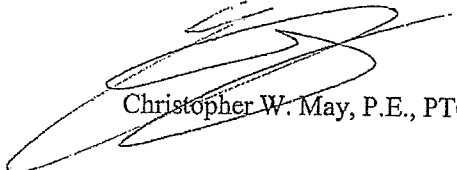
1. Meeting minutes for the Advisory Committee Meeting of December 20, 2010 were approved by unanimous vote with motion by Paul Keller and second by Brian Wise.

2. Subsequent to the last AC Meeting, the Board of Supervisors (BOS) expressed concerns with the practicality of adopting a preferred Level of Service (LOS) C for roadway segments. Concerns focused on the subsequent improvements a LOS C would require, primarily six lanes on Route 272. To this end, the consultant team will work with the BOS and Township staff to revise the RSA as necessary. It is anticipated that a revised RSA will be sent to the AC within the next 2 – 3 weeks and discussed and finalized at the February AC meeting.
3. The consultant team reviewed the first draft of the CIP. Currently project years and participation percentages are assumed. The project team demonstrated how changing the project year and participation percentage would impact the overall impact fee for the affected Transportation Service Area (TSA). The attempt was to balance the impact fee between all TSA in order to avoid directing development to any one TSA. Currently the impact fee is approximately \$1,500 in each of the three TSA zones. It was discussed that an impact fee in the range of \$1,100 - \$1,500 per trip seemed reasonable when compared to other impact fee programs.
4. It was discussed that the candidate projects included in the CIP may not want to include “front door” projects that development would already be responsible for based on current Township SALDO. A development is responsible for constructing “front door” improvements in addition to paying the associated impact fee. If a developer chooses to construct, and the BOS approves an off-site improvement identified in the CIP then the developer would receive a credit on the impact fee paid.
5. The project consultant team will work with Township staff to further refine the CIP including suggested projects to include, project years and participation percentages. The revised CIP will be provided to the Committee at the next AC meeting for their review, input, revision and consideration in preparation for a Public Hearing tentatively scheduled for March 21, 2011.
6. A schedule for completion of the Traffic Impact Fee Ordinance was discussed as follows:
 - A. Final RSA February 2011 AC Meeting & Send to BOS for Adoption by Resolution
 - B. Final Draft CIP February 2011 AC meeting, and hold public hearing March 2011 AC Meeting
 - C. Pass TIF Ordinance by April 6, 2011.
7. The next meeting of the AC is scheduled for Monday, February 21, 2011, at 7:00 PM at the East Cocalico Township Building.
8. Items that will be discussed at next months meeting are as follows:
 - A. Final recommendation for RSA Report to Township Board of Supervisors for passing of resolution.
 - B. Review and Final of CIP to schedule public hearing as part of March 2011 AC meeting.

We believe these minutes accurately reflect the items discussed during the subject meeting. If there are any revisions or corrections to these minutes, please contact the undersigned within ten (10) days of receipt of these minutes. If no revisions or corrections are requested, the minutes will stand approved as submitted.

Respectfully submitted,

Herbert, Rowland & Grubic, Inc.



Christopher W. May, P.E., PTOE

MJR/CWM/aw

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c: All Attendees