

MEETING MINUTES

DATE: February 21, 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	(717) 629-5788	lghurst@comcast.net
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Doug Nedimyer	TIF Advisory Committee	(717) 336-4444	doug.nedimyer@wellsfargo.com
Shad Sahn	TIF Advisory Committee	(717) 587-2487	athomein@ptd.net
Brian Wise	TIF Advisory Committee	(717) 587-4207	dynowise@ptd.net
Mark Hiester	East Cocalico Township	(717) 336-1720	manager@eastcocalicotownship.com
John Schick	Rettew Associates	(717) 394-3721	jschick@rettew.com
Brent Lied	Becker Engineering	(717) 295-4975	bl@beckereng.net
Matt Radinovic	Herbert, Rowland & Grubic, Inc.	(724) 779-4777	mradinovic@hrg-inc.com
Christopher May	Herbert, Rowland & Grubic, Inc.	(717) 291-1783	cmay@hrg-inc.com

The purpose of the meeting was to update the AC on suggested revisions to the draft Roadway Sufficiency Analysis (RSA) and to review the most current revised 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. No Quorum Present – action on meeting minutes for the Advisory Committee Meeting of January 17, 2011 was tabled.
2. A summary of action taken and revisions made to the Roadway Sufficiency Analysis (RSA) Report since the January 17, 2011 meeting was presented as follows:
 - A. A meeting was held with the Board of Supervisors (BOS) at which the BOS concurred with using a Level of Service (LOS) C for roadway segments. The six lane Route 272 widening identified in the RSA would remain as a candidate project in the Capital Improvement Plan (CIP).
 - B. The roadway orientation was altered by 90-degrees to be consistent with roadway naming conventions. Additionally a table (Table 1) was added identifying the assumed directional orientation of study roadways.

3. The Roadway Sufficiency Analysis Report was discussed further, and the following is a summary of significant comments:
 - A. At the intersection of Route 272 and Denver Road/Colonel George Howard Boulevard the analysis was further analyzed, and the northbound left turn onto Denver Road can be allowed (this movement was restricted in previous versions of the RSA) and approximately 3% of the Denver Road through and left turn traffic can utilize the intersection before the intersection falls below a LOS D. The prohibition of the through and left turn movements from Denver Road could be prohibited in the future when the intersection falls below a LOS D. The additional link between Denver Road and Route 272 (Intersection 30) would be needed to alleviate traffic demand. The AC concurred with the approach to leave these two projects linked together.
 - B. The AC requested that assumed north arrows be added to the intersection summary sheets in Appendix A.
 - C. No Quorum Present – Action on the Resolution from the AC recommending the RSA to the East Cocalico Board of Supervisors was tabled.

4. The project consultant team coordinated with Township staff to further refine the Capital Improvement Plan (CIP) by developing an initial recommendation for anticipated project construction year and participation percentage for each identified selected project. A discussion on the revised final draft of the CIP was held with the following significant comments:
 - A. The draft version of the CIP previously presented at the January AC Meeting was done in order to assist the AC members by familiarizing them with the CIP process as well as the sensitivity to the fees based on changes to project construction year and participation percentage.
 - B. In general the participation percentages for projects is as follows:
 - a) Roadway segment projects assumed at 20% (exception Denver Road Bridge S01 at 50%)
 - b) Intersection projects assumed at 50%
 - C. A discussion on the participation percentage for Segment S01, Denver Road Bridge was held. If the percentage was increased from 50% to 100% the fee for the western service area would increase from approximately \$1,500/trip to \$2,300/trip. As this project reflects the majority of project \$ in this District it was decided to leave the percentage at 50% such that the fee stays around the \$1,500/trip level.
 - D. The project years were discussed with Township staff, and generally were adjusted further out in the projected 25 year time period. While this does increase the overall dollar amount of the impact fee program, it extends the time period for the Township to build up impact fee dollars to allocate towards transportation improvement projects.
 - E. A question was raised related to intersection I14, Route 272 and Muddy Creek Road. Previous versions of the CIP had left turn lanes as improvements on Route 272 which are not included within the final draft of the CIP. The left turn lanes on Route 272 are not required for mitigation of site development improvements once a four lane Route 272 is constructed to address existing deficiencies.

- F. A question was raised related to the signalization of intersection I26, Stevens Road/Line Road and Stevens Road/South Main Street. Previous versions of the CIP had this improvement as a selected impact fee project; however the final draft of the CIP now represents this as a 2034 base deficiency. Subsequent to the meeting HRG verified that the final draft of the CIP correctly depicts this project as a 2034 base deficiency.
5. The next meeting of the AC is scheduled for Monday, March 21, 2011, at 7:00 PM at the East Cocalico Township Building.
6. Items that will be discussed at next months meeting are as follows:
 - A. Public Hearing on CIP
 - B. Consideration of Resolution for the AC to recommend the CIP to the East Cocalico Board of Supervisors.
 - C. Review of draft Traffic Impact Fee Ordinance.

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

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c: All Attendees