

MEETING MINUTES

DATE: November 22, 2010

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
Paul Keller	TIF Advisory Committee		
Sean Killen	TIF Advisory Committee		
David Lutz	TIF Advisory Committee		
May Roth	TIF Advisory Committee		
Brian Wise	TIF Advisory Committee		
Mark Hiester	East Cocalico Township		
Brent Lied	Becker Engineering		
Matt Radinovic	Herbert, Rowland & Grubic, Inc.		
Christopher May	Herbert, Rowland & Grubic, Inc.		

The purpose of the meeting was to review the first draft of the Roadway Sufficiency Analysis (RSA) identifying future roadway improvements required to address future projected traffic. The following is a summary of significant comments made at this meeting:

1. Action on meeting minutes for the Advisory Committee Meeting of September 27th, 2010 was tabled as a quorum was not present.
2. The meeting started with a review of the Traffic Impact Fee (TIF) ordinance development process and steps taken to date:
 - A. The TIF ordinance development consists of a five step process as follows:
 - a) Resolution of Intent to enact a TIF ordinance and assembling of TIF Advisory Committee (TIFAC).
 - b) Land Use Assumption (LUA) Report detailing the anticipated land use projections over a determined period.
 - c) Roadway Sufficiency Analysis (RSA) identifying future roadway improvements required to mitigate future traffic projections.
 - d) Capital Improvement Plan (CIP) which identifies candidate projects and cost estimates to determine impact fees.
 - e) TIF Ordinance adoption which enacts the TIF.
 - B. To date the East Cocalico Township TIFAC has been assembled and made recommendations to the Board of Supervisors (BOS) on the LUA projections. A public hearing was held on the LUA, and the BOS has adopted the LUA by resolution.

3. The Roadway Sufficiency Analysis (RSA) takes the land use projections, including base projections of land use plans currently having plan status within the Township and converts the land use projections into future year traffic numbers using standard accepted methodology. The traffic (or trips) for each development is then modeled on a Township wide traffic model to determine the movement of future traffic throughout the Township in order to determine roadway segment and intersection impacts and improvements of future projected traffic growth.
4. The RSA identifies three (3) analysis periods as follows:
 - A. 2010 existing analysis
 - B. 2034 (25 year projection timeframe as determined in the LUA report) base projected conditions which include background growth of traffic attributable to land developments located in adjacent municipalities and land use plans that currently have plan status within East Cocalico Township.
 - C. 2034 projected conditions based on additional land use growth contained within the approved LUA report for East Cocalico Township
5. It should be noted that improvements identified within the RSA for 2010 existing and 2034 base conditions are improvements that are outside the TIF program and therefore impact fee dollars cannot be collected for these improvements. Funding of these identified base improvements are therefore outside the responsibility of the TIF program once enacted. It should be noted that per TIF Act 209 requirements, determination of base condition roadway improvements are to identify reasonable improvements that would return the base conditions to a desirable Level of Service (LOS) or roadway/intersection operation, however, base improvements are identified as needed improvements, not required improvements, and therefore no requirement is in place for the base conditions to actually be constructed.
6. The draft RSA assumes acceptable Levels of Service (LOS) for intersections and roadway segments. The acceptable LOS currently is assumed and can be revised based on the will of the TIFAC. The assumed LOS are as follows:
 - A. LOS of D for intersections. Intersection LOS is based on average delay per vehicle in seconds, and is described in Tables 1 and 2 of the draft RSA report for unsignalized and signalized intersections respectively.
 - B. LOS C for roadway segments based on projected roadway volume (number of vehicles using the roadway per hour) divided by projected roadway capacity (max number of vehicles per hour that the roadway can service), and as describe in Table 5 of the draft RSA report.
7. The projected necessary improvements were then reviewed as identified on Tables 3, 6, 7, 8, 11, 13, 14, 15, 16, 18, 19, and 20 and Figures 4, 5, 7, and 9 of the draft RSA report. Key comments were as follows:
 - A. A concept plan for intersection 4, Route 272 and Church Street was previously developed; the projected improvements needed in the RSA will be compared against the prior concept plan developed for this intersection.
 - B. Funds for intersection signalization of intersection 22, Muddy Creek Road and Trost Road, may have been collected in conjunction with prior adjacent developments. The Township will provide a list of funds already collected from prior developers that is currently being held for future intersection improvements.

- C. Based on the current assumed levels of service, the improvements to intersection 11, Route 272 and Denver Road/Colonel Howard Blvd require triple (three) left turn lanes. The AC and project team will identify/evaluate additional roadway connections that could be made in order to attempt to reduce the amount of traffic or conflict points at this intersection.
 - D. The 272 corridor and the concerns regarding the number of additional thru lanes currently identified as being required in order to provide the capacity and level of service initially assumed by HRG to run the modeling program. It was noted that the Township and TIFAC needs to carefully evaluate and attempt to determine what is the long-term vision for the future character of the Township and the 272 corridor and then insure the acceptable level of service and projected improvements mesh with that vision.
 - E. The Col. Howard and 222 intersections and the Col Howard and Trost and Col Howard and Leshler intersections. It was discussed that the intersections are unique and handle a large volume of traffic that will only continue to grow. The type of improvements necessary to cost effectively maintain acceptable levels of service in the long-term will be extensive and require creative solutions. These solutions will require substantial input from PennDOT and the Turnpike Commission. The pros and cons of various long-term improvement concepts were discussed.
 - F. The Col. Howard and North Reamstown Road intersection and the discussion and concerns about the impact on the large volume of through traffic if this intersection is signalized for the limited benefit of allowing a left turn from Col Howard.
 - G. The 897 and 272 intersection and the concerns regarding the limited land area available due to the historic nature of adjacent structures.
 - H. The Main Street and Church Street intersection and the concerns regarding the proposed improvements identified as being required and the limited area in the vicinity of the intersection to accommodate those and the potential impact to the character of Reamstown if large scale improvements are considered.
8. The next AC meeting date is scheduled for Monday, December 20, 2010 at 7:00 PM at the East Cocalico Township Building.
9. Items that will be discussed at the December meeting are as follows:
- A. Further review and finalization of recommendations on the RSA improvements.

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