

MEETING MINUTES

DATE: December 20, 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
Mark Janke	TIF Advisory Committee		
Paul Keller	TIF Advisory Committee		
Sean Killen	TIF Advisory Committee		
Marcia Martin	TIF Advisory Committee		
Doug Nedimyer	TIF Advisory Committee		
Shad Sahn	TIF Advisory Committee		
Lynn Weaver	TIF Advisory Committee		
Brian Wise	TIF Advisory Committee		
Mark Hiester	East Cocalico Township		
Noelle Fortna	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 further 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. Meeting minutes for the Advisory Committee Meeting of September 27, 2010 were approved by unanimous vote with motion by Brian Wise and second by Doug Nedimyer.
2. Meeting minutes for the Advisory Committee Meeting of November 22, 2010 were approved by unanimous vote with motion by Lynn Weaver and second by Sean Killen.
3. 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.
4. 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.
5. 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
6. 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.
7. The layout of the RSA is such that each study intersection and roadway segment has been assigned a number and references to a specific intersection/segment throughout the report will utilize the assigned number.
8. ACT 209 allows for provisions such that identified improvements may not be built if right-of-way cannot be required or geometric constraints prohibit such improvements. Improvements to the intersection of PA Route 897 and PA Route 272 may fall under this provision due to potentially historic structures on the east side of PA Route 897.
9. A review of the roadway segments occurred at the November TIFAC Meeting assuming a roadway segment desirable Level of Service (LOS) of C. At that time the background improvements required, particularly to PA Route 272 raised concern among the TIFAC.

Subsequently an alternative using an assumed LOS D for roadway segments was performed and a discussion on the differences was held as follows:

- A. Assuming a LOS C for roadway segments, the following improvements are needed:
 - a) 2010 Existing Base
 - 1. Four lane section on PA Route 272 entire length of the Township
 - b) 2034 Base
 - 1. Four lane section on PA Route 897 South of PA Route 272
 - 2. Widen Church Road to 12' travel lanes and 4' shoulders south of Red Run Road.
 - c) 2034 Projected – Included within TIF
 - 1. Widen Denver Road to 12' travel lanes with 6' shoulders and replace bridge over Stony Run.
 - 2. Widen PA Route 897 to 12' lanes with 6' shoulders north of PA Route 272
 - 3. Six lane section on Colonel Howard Boulevard.
 - 4. Six lane section on PA Route 272 entire length of the Township.
 - 5. Widen Church Road to 11' lanes with 4' shoulders South of PA Route 272 to Red Run Road.

 - B. Assuming a LOS D for roadway segments, the following improvements are needed:
 - a) 2010 Existing Base
 - 1. None
 - b) 2034 Base
 - 1. Four lane section on PA Route 272 entire length of the Township
 - c) 2034 Projected – Included within TIF
 - 1. None

 - C. Further discussion occurred on desirable LOS such that if a desirable LOS C is used for roadway segments in the initial set-up of the TIF ordinance, at future updates of the TIF the desirable LOS for roadway segments could be changed to a LOS D. However, if a LOS D is selected during the initial TIF ordinance, the desirable LOS cannot be upgraded to a LOS C during future updates of the TIF.

 - D. Based on discussion above, the TIFAC selected a desirable LOS C for roadway segments to be recommended to the Township Board of Supervisors.
10. A review of the study intersections occurred at the November TIFAC Meeting assuming an intersection desirable Level of Service (LOS) of D. If a LOS C were to be utilized, significant intersection improvements would be required including grade separation that did not seem to fit the view of the community. The following is the discussions held as they pertain to intersection improvements:
- A. The TIFAC selected a desirable LOS D for intersections to be recommended to the Township Board of Supervisors.

 - B. A review of intersection improvements occurred with the following key discussion points:
 - a) Intersections 6, 7, and 8 (Colonel Howard Boulevard and PA Route 222 Northbound and Southbound ramps and Leshner Road) – the 2034 base improvements should identify a partial cloverleaf as the base improvements

required. This would aid the LOS at intersections 7 and 8 (PA Route 222 Ramps) and would provide relief for vehicles exiting Leshar Road attempting to traverse two lanes of traffic in order to head south on PA Route 222.

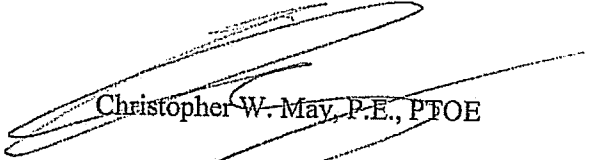
- b) Intersection 10 (Colonel Howard Boulevard and Reamstown Road) – Add prohibition of left turns northbound as an option in 2034 projected condition.
- c) Intersection 11 (Colonel Howard Boulevard/Denver Road and PA Route 272) – Previous improvements identified triple (three) left turn lanes westbound and northbound. Further alternatives were explored in order to remove traffic from this intersection as follows:
 - 1. Explore using Pepperidge Farm Lane which connects from Colonel Howard Boulevard to PA Route 272 to reduce the number of westbound left turn vehicles. This appears to not be feasible as currently Pepperidge Farm Lane from the bridge over the Turnpike to PA Route 272 is a private driveway containing geometric limitations. Additionally the private bridge over the Turnpike may need to be replaced.
 - 2. Realign Denver Road to intersect PA Route 272 further west of the current intersection. Traffic would still be able to enter Denver Road (except for eastbound left turns), and the total traffic would be divided between two intersections. This alternative should be added to the 2034 projected condition.

- 11. The schedule was reviewed, and identified that currently three (3) months remain to complete the RSA, Capital Improvement Plan (CIP), and adopt the TIF ordinance.
- 12. The next meeting of the AC is scheduled for Monday, January 17, 2011, at 7:00 PM at the East Cocalico Township Building.
- 13. 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 of Capital Improvement Plan and assignment of candidate projects to the TIF program.

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