

**East Cocalico Township  
Transportation Impact Fee Advisory Committee  
Meeting Agenda**

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**Monday, January 11, 2021 at 7:00 p.m.**

**Held via Zoom**

- 1) **CALL TO ORDER**
  
- 2) **PAST MEETING MINUTES APPROVAL:**
  - **FEBRUARY 19, 2020 MEETING MINUTES APPROVAL**
  
- 3) **DISCUSSION / ACTION ITEMS:**
  - **SOLICITOR MATTHEW CREME: LEGAL UPDATE**
  
  - **LERTA PARTICIPANTS: FEES COLLECTED**
  
- 4) **PUBLIC COMMENT**
  
- 5) **ADJOURNMENT**

**EAST COCALICO TOWNSHIP  
TRANSPORTATION IMPACT FEE ADVISORY COMMITTEE MEETING  
MONDAY, JANUARY 11, 2021**

The advertised meeting of the East Cocalico Township Transportation Impact Fee Advisory Committee was called to order on Monday, January 11, 2021 at 7:00 p.m., held via Zoom (a cloud-based video communications app that allows individuals to set up a virtual video and audio-conferencing). This public “live” Zoom meeting was held virtually in order to ensure public safety during the COVID pandemic.

**ATTENDANCE:**

**TIF Committee:** Shad Sahm, May Roth, Suzie Mackley, Doug Nedimyer, and Kathleen O’Connell (*came in later*)

Members not in attendance: David Lutz and Marcia Martin

**Township Staff:** Penny Pollick Manager and Judi Lumis Financial Administrator

**Land Planning Eng.:** Brent Lied

**Transportation Eng.:** John Schick

**Solicitor:** Matthew Creme

**Visitors:** No one present

A proof of publication: Published in the Lancaster New Era on January 10, 2021.

**PUBLIC COMMENT:** No comment. No public present.

**ORGANIZATION:** The meeting was turned over to Mr. Creme for nomination of Chairman. Ms. Roth nominated Shad Sahm as Chairman.

**MOTION:** Ms. Roth made a motion, seconded by Ms. Mackley, to nominate Shad Sahm as Chairman of the Transportation Impact Fee Committee. Chairman Sahm asked if there were any comments or questions. There were none. Motion carried. Chairman Sahm did not vote (3/1)

The meeting was turned over to Chairman Sahm.

**MOTION:** Ms. Mackley made a motion, seconded by Mr. Nedimyer, to nominate May Roth as Vice Chairman of the Transportation Impact Fee Committee. Chairman Sahm asked if there were any comments or questions. There were none. Motion carried. Vice Chairman Roth did not vote (3/1)

**APPROVAL OF PAST MEETING MINUTES:**

**MOTION:** Vice Chairman Fung made a motion, seconded by Ms. Mackley, to approve the February 19, 2020 Transportation Impact Fee Advisory Committee meeting minutes. Chairman Sahm asked if there were any comments or questions. There were none. Motion carried. (4/0)

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**DISCUSSION / ACTION ITEMS:**

**SOLICITOR MATTHEW CREME'S LEGAL UPDATE:** Solicitor Creme highlighted that due to the COVID pandemic courts have been closed and only opening for emergency matters or held virtually. Land Use Law procedures are busy. Discussed how the COVID has change lifestyle of working at home from working in the office.

**LERTA PARTICIPANTS – TRANSPORTATION IMPACT FEES COLLECTED:** Ms. Pollick highlighted and documentation within the meeting packet was reviewed. Currently on LERTA are: Garden Spot Frame & Alignment, Ingham's Powder Coating, Presidential Cabinets, Red Run Exhaust, Sturdy Built, and UGI.

Transportation Impact Fee (TIF) Projects in Process: (1) Red Run Exhaust's building permit has not been pulled to date, noting their TIF amount is approximately \$30,200.00, (2) Mt. Zion Baptist Church is still in the process and their TIF is approximately \$4,500.00, (3) Earth Turf & Wood future TIF approximate range is \$21,000.00-\$40,000.00.

TIF determination: (1) former Fox Brooke Development (now Grande Construction) is currently proposing 120 single family dwellings for an approximate TIF of \$180,000.00, and (2) Four Seasons Produce proposed expansion project is currently being reviewed and the TIF is to be determined.

Developments in build process: (1) Carriage Hill - not in the TIF program because of their status under a preliminary plan was retained and the project maintained consistency with the prior conditional approval, (2) Heatherwoods (Phases 3, 4 and 5) – not in the program, since the project's Preliminary Plan was approved prior to the TIF program. Mr. Lied discussed the Black Horse Properties project, original project discussions based on a layout of light industrial and commercial/retail, but the Township is waiting to hear more regarding possible alternate approaches. Mr. Lied highlighted Village of East Cocalico and noted that based on the most recent discussions the unit count may change and increase with the addition of "stacked flats" on certain proposed building end units. Mr. Creme noted that plan applications filed with the Township before the effective date of the TIF Ordinance and which retain active status would be reviewed under the prior state of the law and Township regulations, avoiding the TIF, assuming that they continue and are eventually approved in a form consistent with the plan as originally submitted. If the plan would come in with a plan revision, it is possible that the TIF would become applicable. The specific nature of the changes would have to be evaluated. Discussions continued.

Ms. Lumis highlighted the total TIF funds by presenting a balance sheet and income statement. Fund balance is: \$681,171.54. Ms. Lumis noted she will be going back through the accounting records to note who paid that money into the TIF. Ms. Lumis will also be reviewing the expenses according to the zone of the project and the time limit of the project. Mr. Schick noted that the Township should evaluate and shuffle the projects around as "first in, first out" after also considering which TIF's were approved in conjunction with other waiver/modification requests and therefore no longer have certain limitations on use and timing. Mr. Lied previously provided the Township with specific examples of projects which have no longer have certain limitations on the TIF as collected. Ms. Pollick noted that the TIF numbers are to be placed into the software.

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**DISCUSSION / ACTION ITEMS:**                    *(CONTINUED)*

Discussed separating fees by the TIF zones (legal, engineering, etc.). Lengthy discussions continued concerning the length of time for a CIP project to be implemented and it's TIF monies used, TIF zones, intersection levels of service, the fact that roadway improvement costs are needed irrespective of development, status of possible PennDOT TIP project for a divergent diamond at Colonel Howard Blvd., and discussions on how COVID affects the roadways and trips by the reductions in a.m. trips and additional use of home deliveries and Amazon type traffic made after peak hours. Ms. Lumis noted that her review of the collected TIF accounting records will be completed by the next meeting.

**FUTURE MEETINGS TO BE SCHEDULED:** Next TIFAC meeting to be held on May 10, 2021 at 7:00 p.m., and at that time it will be decided if the 7:00 p.m. August 9, 2021 will be needed.

- Monday, May 10, 2021 at 7:00 p.m.: Discussions to be held on the bullet points made at a previous meeting and forward any recommendations to the Board of Supervisors.
- Monday, August 9, 2021 at 7:00 p.m.: To be determined.

**ADJOURN:**

**MOTION:** There being no further business to come before the Traffic Impact Advisory Committee, Ms. Roth made a motion seconded by Ms. Mackley to adjourn the meeting at 8:19 p.m. Chairman Sahm asked if there were any questions. There were none. Motion carried. (5/0)

Respectfully submitted,

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Lisa A. Kashner  
East Cocalico Township Recording Secretary