

MEETING MINUTES

DATE: February 8, 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
Sean Killen	TIF Advisory Committee		
Marcia Martin	TIF Advisory Committee		
Doug Nedimyer	TIF Advisory Committee		
May Roth	TIF Advisory Committee		
Shad Sahm	TIF Advisory Committee		
Jamie Sweigart	TIF Advisory Committee		
Lynn Weaver	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 provide a background on the Transportation Impact Fee (TIF) process and procedures, clarify the role and expectations of Advisory Committee (AC) members and to identify upfront housekeeping items. The following is a summary of significant comments made at this meeting:

1. A summary of the TIF process, procedures and a tentative project schedule for the East Cocalico Township TIF was presented by Matt Radinovic, HRG. A packet including all information was provided to each AC member. Extra copies for members not in attendance were left with Mark Hiester, East Cocalico Township Interim Manager.
2. It was requested that all communication, specifically with the press, be directed to the East Cocalico Township Board of Supervisors.
3. A meeting agenda and supporting meeting information will be sent out 1-2 days prior to future East Cocalico Township AC meetings via e-mail.
4. Due to a conflict with the Lions Club meeting on the 2nd Monday of each month, the TIF Advisory Committee meetings will be rescheduled, either to the 1st or 3rd Monday of each month.

Confirmation of the new date will be sent to all AC members via e-mail. **UPDATE: The AC meetings will be scheduled at 7:00 PM the 3rd Monday of each month with the exception of November 2010 (4th Monday). A list of each meeting date is as follows:**

- *March 15, 2010*
- *April 19, 2010*
- *May 17, 2010*
- *June 21, 2010*
- *July 19, 2010*
- *August 16, 2010*
- *September 20, 2010*
- *October 18, 2010*
- *November 22, 2010 (Tentative)*
- *December 20, 2010 (Tentative)*

Please note the November and December dates are listed as tentative due to the holiday season. These will be discussed further at the March 15, 2010 AC Meeting to determine if a revision to these dates are required due to the holidays.

5. During the next meeting of the AC, members will be asked to nominate and elect a Chairman and Vice Chairman for the Committee.

We believe these minutes accurately reflect the items discussed at 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