

**LOWER PAXTON TOWNSHIP  
VILLAGE OF LINGLESTOWN COMMITTEE**

A regular meeting of the Village of Linglestown Committee was held on Thursday, January 21, 2010, at the Linglestown Fire House Building, 5901 Linglestown Road, Harrisburg, Pennsylvania.

Members In Attendance

Eric Kessler  
Stuart Knade  
Bill Twilley  
Bill Minsker

Also in Attendance

George Wolfe, Township Manager  
Jim Clancy, Linglestown Merchants Association  
Larry Robenolt, Linglestown Merchants Association

Call to Order

Mr. Kessler called the meeting to order at 7:07 p.m. He noted that there were not enough members present to make a quorum.

Approval of Minutes

Mr. Kessler questioned if anyone has corrections or comments regarding the October 15, 2009 Contractor Meeting or the October 15, 2009 Committee meeting minutes. He noted since there were no corrections or changes, the minutes stand as written.

Merchants Association

Mr. Jim Clancy explained that he represents Lisa Clancy, who is the owner of Framed in St. Thomas, a business frame shop located at 5968 Linglestown Road. He noted that he is also representing the Linglestown Merchants Association (LMA). He noted that Larry Robenolt is also a member of the LMA and is the owner of First Impressions Shop, also located in the Village of Linglestown.

Mr. Kessler questioned how many members belong to the LMA and if the Committee could receive a listing of the membership. Mr. Clancy answered that the LMA has a website, Linglestown Square.com, and there are over 100 businesses who are members of the LMA, ranging from Nature's Way to the east, Metro Bank to the west, and south on Mountain Road to I-81. Mr. Clancy explained that there are three types of annual memberships; Level One - \$125, Level Two - \$50, and Level Three, for non-profits - \$25. He noted that Level One membership provides a link to a webpage from the main webpage, with Level Two providing a business card listing to include one or two lines of information, and Level Three, is mainly for non-profits, also providing a business card membership.

Mr. Kessler questioned if the Township could provide a link from its website to the LMA's website. Mr. Wolfe answered that he could do that if the LMA requests it. He requested Mr. Clancy to email the information to him.

Mr. Minsker noted that the next scheduled event is the Chocolate Walk to be held on February 13, 2010, from 9 a.m. throughout the day. He noted that chocolate pancakes will be served at the United Church of Christ from 9 a.m. to 11 a.m., with a chocolate bake sale as well. He noted that the majority of the LMA will have chocolate in their stores and also join in a drawing for prizes worth

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over \$500. He noted that some stores will provide gift certificates for the drawing as well. He noted that some stores will provide chocolate drinks or refreshments. He explained that more information is available on the website.

Mr. Minsker noted that most of businesses have their own websites that can be accessed from the main Merchants Association website.

Mr. Minsker noted that in 2015, the Village will be celebrating its 250<sup>th</sup> anniversary. He explained that a suggestion was made that when the project is completed a special New Year's Eve drop from the flagpole should be planned. He noted that the challenge is to determine what to drop from the flagpole. Mr. Knade suggested that the elementary school children could make a suggestion, and the winner could be provided a gift card to a business in the Township. Mr. Kessler noted that fireworks could be displayed from his farm.

Mr. Clancy noted that his main concern is the traffic patterns during construction and how the LMA can get ahead of the construction schedule to make plans for signage to lessen the impact for their customers. Mr. Kessler noted that there would be a negative impact on the businesses during construction. Mr. Clancy noted that the merchants have already experienced this. Mr. Kessler noted that the fruit of the project will occur in 18 months when the project is completed. He noted that the merchants would have to bear with the process until it is completed.

Mr. Kessler questioned if the LMA is aware of the proposed detour. He suggested that the LMA should provide information on road detours and traffic in a positive way for their customers. Mr. Clancy noted that the LMA is trying to put a positive spin by providing information as to how their customers would be able to access their businesses. He noted that the water main project is a moving target along Linglestown Road and it changes from day-to-day. He noted that he discussed with Wintermyer (the Project Contractor) that it would be much better when only one lane is open in one direction only. He noted that the LMA is looking to positively encourage their customers not to avoid Linglestown Road for the next two years, but shop as usual as the LMA would provide updates for the changing traffic patterns. Mr. Kessler noted that the closures will change as the project moves along, and he suggested that the LMA may want to be aggressive with relaying current information to their customers. Mr. Clancy noted that the LMA would want to be as detailed as they possibly can, relaying updated information on their website, the Township website, and by way of public service announcements on the local radio and television stations, to provide the changing construction map information. Mr. Knade noted that it sounds like the LMA is on the right track, but it is important to keep the website current. He noted that Mr. Bostic also provides a lot of information for the area, and he may be a option for relaying information to the general public and customers.

Mr. Rebenolt noted that PENNDOT would be posting the detour signs during the construction period; however, he wants other signage to alert the customers that they can still access the local businesses. He noted that he would like to see additional signage for local access but questioned who would pay for those signs. He noted that there should be signage to show that access for the businesses if possible by way of Raspberry and Blackberry Alleys, especially when it gets to one-lane traffic. Mr. Knade noted that Mr. Case indicated that specific signage is not included in the contract with Wintermyer. He noted that it would make sense to have signage at the detour signs to notify customers that access is still available for the businesses. Mr. Clancy noted that the major detour signs are PENNDOT controlled. He questioned how the LMA can get signage for their businesses. Mr.

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Knade noted that the LMA could ask PENNDOT if they could post some type of signage that states that access is available for the local businesses. Mr. Robenolt questioned if the LMA should make this request through the Township since it has connections with PENNDOT. Mr. Wolfe noted that the LMA should come up with the phrasing that they want on the signs and then the Township could determine whose responsibility it would be to construct those signs. Mr. Knade suggested that the verbiage should include a reference to the LMA's website. Mr. Wolfe noted that PENNDOT and Wintermyer would not have the same ideas as to the verbiage for these signs as the LMA would have. Mr. Knade noted that individual business signs would not be possible. He noted that the LMA needs a reliable source of information and he questioned if the LMA was getting updates from Wintermyer. Mr. Clancy answered that the LMA has begun that process.

Mr. Minsker noted that he was told that there would be bi-weekly project meetings held with Wintermyer and PENNDOT. He noted that the Committee members should receive notification of when those meetings would be held in order to remain updated on the project. He noted that the LMA should also be included in the notifications. Mr. Clancy noted that he provided the LMA membership list to Wintermyer. He noted that Wintermyer was very gracious to meet with the merchants and they know what the businesses are faced with, and if Wintermyer can provide the bi-weekly schedule to the LMA ahead of time, then they can alert their customers. Mr. Wolfe noted that Wintermyer is not doing anything at this time. Mr. Minsker noted that they are working on the bypass road at this time. Mr. Wolfe noted that the water line work is not part of the contract and that is being handled by United Water PA. He noted that it is not part of the contract with Wintermyer, PENNDOT or Arora Associates. Mr. Clancy noted that Wintermyer is in close contact with United Water PA and has served as a go-between for the businesses and United Water PA. Mr. Wolfe noted that he could also be contacted in regards to any issues with the United Water PA project. He noted that United Water will be moving east of Mountain Road by the end of the week and they expect to be completed with the project by March 19<sup>th</sup>. He noted that the work east of the Square will be on the south side of the road.

Mr. Twilley noted that he had a problem with United Water PA and he addressed it to the Wintermyer workers and the issue was addressed before he got back to the fire company. Mr. Clancy noted that the Wintermyer people have been very good to the businesses. He noted that it is a massive project with many participants and there is no one who can wave a magic wand and fix things at the drop of a hat. He noted that he was told by Wintermyer that they understand the plight of the businesses and they want to do everything they can to lessen the pain. He noted that he would start to work with Mr. Wolfe on the issue of signage, noting that there is time to get this work done. Mr. Wolfe suggested that the work on the main road would not start until June. Mr. Kessler suggested getting the signage up ahead of time to train the customers how to access the businesses.

Mr. Robenolt questioned how the alley issue could be addressed. Mr. Wolfe noted that he would need the LMA to suggest verbiage and location and he would be able to tell them what the Township could do. He noted that the Township does have a sign shop and could make some of the signs, but custom signs would be another issue.

Mr. Robenolt noted that Wintermyer told him that they expect to take the trees down in the next few weeks. Mr. Wolfe noted that he was surprised that they are still up. Mr. Kessler noted that the telephone poles need to be replaced.

Mr. Minsker questioned if the Committee would be on the two-week notice list. Mr. Wolfe noted that he would inform PENNDOT that the Committee should have access to the latest information. Mr. Kessler noted that the Committee members are the spokespersons and should not be caught off guard when asked by the general public what is going on with the project.

Mr. Minsker noted that a subcontractor is taking down the trees and he questioned if a local firm could be given that contract. He noted that a company called American Tree told him that they did not know that they could have bid on this project. Mr. Wolfe explained, in many instances, the subcontract work has already been bid, as Wintermyer had to know what figures to use to determine the overall bid. Mr. Wolfe explained that the job was bid by PENNDOT and the vendors have relationships with subcontractors who do the work for them. Mr. Wolfe noted that all the bid work has been done and is the property of Wintermyer. Mr. Knade noted that it is not an open bidding process for the subcontractors, only the main contractors who bid on the entire project. He noted that the main contractor could negotiate their subcontractors or they can choose to do the work themselves. He noted that the contractor knows who they can work well with to provide the best work at the best price.

#### United Water Company Project

Mr. Minsker noted that he has been asked why only the waterline was installed and no connections have been made to the meter pit. Mr. Wolfe noted that the curb boxes will be installed after the main waterline is installed. Mr. Minsker noted that United Water PA will have to dig everything up again. Mr. Kessler noted that they will install the curb boxes along the side. Mr. Wolfe noted that it is more efficient for the Water Company to install the main line first and then come back to install the curb boxes. Mr. Wolfe noted that one of the most expensive components for installing the water main is traffic control, and anything they can do to limit the amount of traffic control and get the majority of construction done first, they will do. He noted that they will install the water pits at a later time. Mr. Clancy noted that the water main is dug, installed, filled and compacted and the meter pits are installed using a bore process with completely different machinery. Mr. Minsker questioned if the water line is charged. Mr. Clancy noted that it would not be charged until it is air tested. Mr. Wolfe noted that the fire hydrants should be installed by mid-March when United Water PA has completed the job. Mr. Wolfe explained that United Water PA would be doing half the project as soon as they make their connection to the Linglestown Life United Methodist Church. Mr. Wolfe noted that they are moving fast with this project.

Mr. Knade questioned if a notice would be sent to the property owners when the line is charged and the connections can be made. Mr. Wolfe answered that he did not know how that would be handled, but only 30 property owners have paid and made arrangements to secure water connections. He suggested that United Water PA would have a detailed one-on-one relationship with anyone who is connecting to the water line.

Mr. Minsker noted that Mr. Art Saunders, from United Water PA told him that they have a list of subcontractors who could make the connections. He noted that the Committee could make a recommendation to the property owners as to what contractor to use. He questioned if the Committee should talk to the subcontractors trying to get a good deal for the property owners in the Village. Mr. Knade noted that he was reluctant to have the Committee make a recommendation for a particular private contractor. Mr. Kessler noted that the Committee should be very careful, as this is not part of the task it was given by the Township. Mr. Knade noted, if there is a list of people and they make it available to the property owners, everyone on the list would do their best to be competitive. Mr.

Minsker suggested that the Committee should get a copy of the list. Mr. Knade noted that United Water PA should provide a copy of the list to the property owners when it is time to make the connections. Mr. Knade noted that he would suggest that once a meter box is installed, that he would receive a notice from United Water PA to go ahead, make your connections and be provided with a list of possible subcontractors. Mr. Kessler questioned if a contractor had to meet any qualifications to make the connections. Mr. Wolfe answered that this would require a plumbing permit and anyone could do the work.

Mr. Minsker noted that the traffic direction for the Water Company has been very good. Mr. Wolfe noted that this is a completely different project from what will occur when Wintermyer starts their work. Mr. Robenolt explained that the LMA sent an email to Wintermyer on January 13<sup>th</sup>, stating that they have been doing a pretty good job, requesting to minimize the wait to no longer than four minutes in one direction. He noted that Wintermyer passed the information along to United Water PA, and they made the requested change. Mr. Kessler noted that the Water Company and Project Manager are used to working with the public and handling complaints.

#### Village of Linglestown Construction Project

Mr. Knade requested information on the status of the project. Mr. Wolfe noted that he is not aware of any problems. He noted that he has not received any communications from PENNDOT or Wintermyer regarding the project; however he did receive several complaints regarding the settling of the trenches from the water project. He explained that he made contact with PENNDOT and United Water PA to fix the problems.

Mr. Knade questioned if the last letter the Township sent regarding additional information for water connections resulted in any additional commitments. Mr. Wolfe answered, according to United Water PA, there are 30 customers who have paid or made arrangements for service. Mr. Knade noted that originally, there were 60 customers who made commitments. Mr. Wolfe noted that United Water PA is not getting the volume that they thought they would get. Mr. Kessler noted that he had two properties to connect and would contact the water company. Mr. Wolfe explained that he told United Water PA that he expected to get more than the 30 who have signed up. Mr. Knade noted that the stated of the current economy makes it hard for people to write a check for \$2,500. Mr. Wolfe noted that United Water PA has offered the customers a choice of a payment plan.

Mr. Knade noted that the opening of the alleys was the other outstanding item on the agenda. He noted that the LMA presented the Board with a petition to make Raspberry Alley a public alley. Mr. Wolfe explained that the Township is waiting to hear on a grant application submitted to Dauphin County for the funding to pave the alleys. Mr. Kessler questioned what alleys Mr. Wolfe was referring to. Mr. Wolfe answered that it would include Blackberry Alley from Blue Mountain Parkway to Mountain Road. Mr. Wolfe noted that paving Raspberry Alley would also depend on the same grant award from Dauphin County Board of Commissioners. He noted that he expects to hear something regarding the funding by mid-March. Mr. Minsker questioned if anything is planned for the southwest satellite parking lot. Mr. Wolfe noted that it would depend on the funding award.

Mr. Kessler questioned if the satellite parking areas would be shown on the LMA website. He noted that it would be good to have the customers use the satellite parking areas. Mr. Clancy noted that he would identify, on the website, all the possible locations for parking that would be available during construction. He noted that he would highlight the large parking lots, and he hopes to

encourage people to drive into the Village, park their vehicles, and walk in the town. He explained that he hopes that customers would continue to do this after the project is completed.

Mr. Kessler questioned if any public lighting was planned for the alleys. Mr. Wolfe answered no. Mr. Kessler suggested that some businesses may want to add additional public lighting to the rear of their properties to provide a lighted access from the satellite parking areas. He noted that new light standards would be added as part of the project; however, it was the only lighting that was allowed to be funded in the project. Mr. Robenolt noted that the back of his parking lot is well lit. Mr. Wolfe noted that there are two light standards in the satellite parking area located in front of the church off of Blackberry Alley.

Mr. Minsker suggested that the Committee should meet every month, even if it is just to update the Committee on the progress of construction. He noted, if the Committee decides that it does not want to meet then the meeting could be cancelled. Mr. Kessler explained that Ms. Heberle normally emails him to determine if there is anything for the agenda, and as a result of that conversation, the meeting may be cancelled. Mr. Minsker noted that there is always something to talk about now in relation to the project. Mr. Kessler suggested that little will be done during the winter months. Mr. Wolfe suggested that business for February's meeting may be iffy, but after that, it would be good to meet monthly. Mr. Kessler requested Mr. Clancy or Mr. Rebenolt to attend all future meetings. Mr. Clancy and Mr. Robenolt agreed that they would be attending future meetings. Mr. Knade noted if there are no action items to deal with, then the meeting should be kept short. He noted that he would be interested in hearing from the LMA and anyone who has issues with the project. He suggested that there would not be much to discuss in February.

Mr. Kessler requested the LMA to bring the other businesses owners concerns to the Committee meetings. He suggested that it would streamline the efforts if the merchants filtered all their issues through the LMA. Mr. Clancy noted that he would be happy to coordinate the issues on behalf of the LMA. He noted that the LMA meets the first Monday of the month at Olivia's Tea Room. He noted that the next meetings are scheduled for February 8<sup>th</sup> and March 8<sup>th</sup>. Mr. Clancy noted that he would forward the LMA's meeting schedule to the Township.

Mr. Minsker noted that he was approached by a resident living on Larue Street who questioned why they are not getting any attention. He stated that he explained to him that the focus of the Committee was restricted to the original boundaries of the Village. Mr. Knade questioned what attention the resident was looking for. Mr. Minsker answered that he was looking for sidewalks and curbing, storm drainage, street lighting, etc. He suggested that it could be the Committee's next project. Mr. Wolfe explained that he would caution any discussions with the resident about Larue Street, noting that roughly 70% of the Township does not have sidewalks, curbing, and storm drainage. He noted that the Village main street is distinguishable, but adding facilities to Larue Street that are not available to the vast majority of citizens, would be very difficult. Mr. Minsker noted that the Committee was commissioned to do this. Mr. Kessler noted that when the Committee started that project it was specific for the Village of Linglestown. Mr. Wolfe noted that there would be no Federal funding for Larue Street since it is not a State road. Mr. Minsker noted that it is something to think about for the future so the Committee does not just fade away. Mr. Kessler noted that the Village could become such a popular place to live in and become so crowded that those residents who live close by may not want to live in the area. Mr. Minsker noted that the first topic of discussion for the Committee was to develop the boundaries for the project. He noted that the focus for the project was determined from that discussion.

Mr. Knade noted that the Committee was not intended to be a permanent committee. He noted that the focus for the Committee was to complete the project noting that part of the Action Plan was to review the Village Ordinance and specialized zoning. He noted that before the Committee starts to shift focus to other things, it should complete what it was tasked to do in the first place. Mr. Kessler explained, that sometimes, the hardest thing to do is to stop and disband. Mr. Knade suggested that the efforts of the Committee should be transitioned to the non-government organizations, such as the Merchants Association or Civic Association. Mr. Knade and Mr. Kessler suggested that they would want to kick back and enjoy the results of the project. Mr. Kessler suggested that any improvements for Larue Street could be completed by another organization. Mr. Knade noted that once the project is complete, and the downtown becomes more attractive to more businesses, it will be more important to focus on the specialized zoning and sign ordinance that make the Village unique. Mr. Kessler noted that the Committee would not want to over regulate the Village either.

Mr. Minsker noted that a recent edition of The Patriot-News, displayed four renditions of different roundabouts for locations on the West Shore. He noted that the idea is spreading.

Mr. Knade noted that the Committee must focus on the project, traffic, and the issues that will arise during the project.

#### Adjournment

There being no other business, Mr. Kessler made a motion to adjourn the meeting. Mr. Knade seconded the motion, and the meeting adjourned at 8:10 p.m.

Respectfully submitted,

Maureen Heberle  
Recording Secretary