

TOWNSHIP OF LOWER MAKEFIELD  
BOARD OF SUPERVISORS  
SPECIAL MEETING  
MINUTES – JANUARY 11, 2012

A Special Meeting of the Board of Supervisors of the Township of Lower Makefield for the purpose of conducting interviews of engineering firms was held in the Municipal Building on January 11, 2012. Mr. Stainthorpe called the meeting to order at 6:30 p.m.

Those present:

Board of Supervisors:           Pete Stainthorpe, Chairman  
  Dan McLaughlin, Vice Chairman (joined meeting in  
  progress)  
  Dobby Dobson, Secretary  
  Jeff Benedetto, Treasurer  
  Kristin Tyler, Supervisor

Mr. Stainthorpe stated there will be no Public Comment period at the beginning of the meeting. He stated each firm will have fifteen minutes to make a presentation, and then there will be five minutes for questions. Mr. Stainthorpe stated they are asking the competitive firms to stay in the hall while others are making their presentation.

Mr. Stainthorpe stated they are interviewing for an undetermined number of engineering positions. He stated they will have an overall Township engineer, and a sewer engineer, and they may or may not continue with a traffic engineer. He stated they are also open to other suggestions. He stated it has been suggested that they consider having a planner.

#### GILMORE & ASSOCIATES

Mr. Steve Gilmore, Chief Executive Officer, was present with Mr. Jim Dougherty, Senior Municipal Representative, Mr. Craig Kennard, Municipal Manager, and Mr. Bob Solarz, President. Mr. Gilmore stated they have been in business since 1918 and currently employ 122 people. He stated 60% of their revenues are generated by Municipal engineering. He stated they currently represent over 60 Municipalities in their service area. He stated they submitted a thorough statement of qualifications. Mr. Gilmore stated they do water, sewer, planning, and typical general engineering services including review of Land Development and Subdivision Plans. He stated they do their own traffic work in house. He stated they have worked over the last fifteen years to expand their range of services offered. He stated they have listed their references, and the Board is welcome to contact them. He stated they have a broad range of clients.

Mr. Solarz stated they have a proven track record. He noted the hand-out provided this evening includes a sampling of some of the local Municipalities they are currently working with. He stated they can advocate on behalf of the Township since they have well-developed relationships with the regulatory and planning agencies. Mr. Solarz stated they also have significant grant experience, and they look for places where they can provide value in this way to the Township. He stated in their statement of qualifications they included a sample list of a number of Grants they have worked on with other Municipalities. Mr. Solarz stated they offer a full complement of services which are designed around the needs of their Municipal clients. He stated one of the reasons they developed the traffic engineering group approximately fifteen years ago was in response to the needs of the Municipal client base.

Mr. Solarz stated they are concerned with how they work with the environment and have a commitment to sustainable resources. He stated they do this at their own office as well, and he provided a number of examples of best management practices on their own site. He stated they have also received numerous awards which were included in their statement of qualifications. Mr. Solarz stated they were one of the first engineering firms to truly embrace the Penn Bid process which saves paper and also provides a better tracking mechanism for bids. He stated they want to manage the bid process as well as possible and have the information available to themselves and the Township staff.

Mr. Solarz stated they make financial commitments to the communities that they work and live in. He noted in the hand out a sample of some of the things they have done in this area which gives them an opportunity to give back to the community.

Mr. Jim Dougherty stated they have a successful track record as Municipal engineers. He stated they take a holistic approach to Subdivision and Land Development and Permit reviews. He stated they are able to field questions and respond very quickly so that they are easily accessible. He stated they have an experienced and qualified staff.

Mr. Stainthorpe asked Mr. Dougherty if he would be the Township's engineer if Gilmore were selected, and Mr. Dougherty agreed. Mr. Kennard reviewed the number of employees in the Municipal Department and stated all of them are available to serve the Township under Mr. Dougherty's supervision. Mr. Stainthorpe stated he is very familiar with this firm as he has done business with them at the Bucks County Water & Sewer Authority.

Mr. Benedetto stated he contacted a representative from Upper Makefield who was very complimentary of the firm, and indicated they had a "lot of depth." He stated he is looking to have a long-standing relationship with their engineer, and asked Mr. Dougherty which Townships he is currently working with as their Municipal engineer. Mr. Dougherty reviewed the Municipalities he is working with, and how long

he has been working with them. Mr. Benedetto stated the representative from Upper Makefield indicated that Amy is their traffic engineer; and Mr. Kennard stated this is correct, and she works out of the New Britain office.

Mr. Benedetto asked if they have any connection with Aria, and Mr. Solarz stated he does not feel they do.

Mr. Benedetto stated he understood that Gilmore was Lower Makefield's environmental engineer. Mr. Stainthorpe stated Gilmore had resigned as the Township's sewer engineer. He stated they were appointed as the Township's environmental engineer, but did not do any work for the Township in that capacity. Mr. Benedetto stated he understands that they resigned as the Township's sewer engineer because they represent Yardley Borough Authority.

Mr. Benedetto asked about their relationship with the Delaware River Joint Authority and PennDOT. Mr. Solarz noted the Delaware Valley Regional Planning Commission and stated they do quite a bit through them since they administer the Transportation Enhancement Grant in conjunction with PennDOT. He stated Gilmore has the majority of TE projects that the DVRPC is currently managing in Bucks County; and he feels they have two-thirds to 70% of those projects. Mr. Solarz stated there is a corresponding relationship with PennDOT as well for those projects, Highway Occupancy Permits, etc.

Mr. Benedetto stated he was impressed with their Grant writing, and he noted particularly the Transportation Community Development Initiative. Mr. Solarz noted in Doylestown Borough they used this program to develop an overall way-finding signage program throughout the Cultural District. He stated they also used DCDI as a matching Grant, and they stacked Grants together in Bristol Borough to help them with engineering and permitting, and to secure construction funding for eleven signalized intersections. Mr. Solarz also noted Safe Routes to School, and noted Mr. Dougherty has quite a bit of experience with this through Hatboro and Ambler where they secured a Grant value of approximately \$2 million between the two TE Grants – Safe Routes to School for both Ambler and Hatboro.

Mr. Benedetto asked if they have experience with the American Disability Act. Mr. Solarz stated this is a significant item that needs to be taken into account for any project they design or review. He stated they have people on staff who have significant experience in ADA.

Ms. Tyler asked Mr. Dougherty other than Hatboro and Ambler has he represented any other Townships as their engineer, and Mr. Dougherty stated he also worked with Bristol Borough. Mr. Kennard stated Mr. Dougherty also worked with him over the last four years at Warminster Township. He stated for the larger Townships, it is not just one person doing the work.

Mr. Dobson asked if their firm had ever been replaced due to lack of performance with any Township in Bucks or Montgomery County; and Mr. Gilmore stated they have not. Mr. Dobson asked how they feel about taking over from the previous engineer; and Mr. Gilmore stated they are familiar with this process since they have done this in the recent past, and transitions have not been a problem.

Mr. Stainthorpe stated they had hoped to make the appointment at the next meeting of the Board; however, Mr. Dobson will be traveling so it will be the first meeting in February. Mr. Stainthorpe stated they want to have a fast and smooth transition; and whoever is chosen, he wants them to take over fully as quickly as possible. Mr. Gilmore stated this is why they picked Mr. Dougherty since they feel he is the most qualified person to do this.

Mr. McLaughlin joined the meeting at this time.

Mr. Benedetto asked about the Williams Lane improvements. Mr. Dougherty stated he was the Project Manager for this job. He stated they received \$700,000 through the CDBG Community Development Block Grant. He stated this was a stormwater project involving storm piping, inlets, sidewalk, and curbing.

Mr. Benedetto asked how familiar they are with traffic impact studies since the Township may want to update this. Mr. Kennard stated they are very comfortable reviewing and updating them. Mr. Solarz stated they handle all aspects of traffic every day.

#### CARROLL ENGINEERING

Mr. Joel Ardman, Director of Sales and Marketing, was present with Mr. Alan Mason, who heads the Municipal and Authority Group, and Mr. Albert Vennettilli, Senior Municipal engineer who would be the Account Manager for Lower Makefield. Mr. Ardman stated Carroll Engineering primarily does Municipal engineering and has been around for thirty-nine years. He stated they are a full-service engineering firm that serves Municipalities doing everything from wastewater engineering, traffic engineering, structural engineering, surveying, environmental, landscape architecture, and planning. He stated they have four offices with the headquarters in Warrington, Bucks County. The corporate brochure was provided this evening which includes their services and resumes.

Mr. Mason, Senior Vice President, stated they represent a number of Municipalities in Bucks County including Lower Southampton, Upper Southampton, Middletown, Newtown Township, New Britain Township, Warminster, and they are currently the engineers in Warrington Township and Richland Township. He stated they have a similar list for Montgomery County. They have recently expanded their services in

Chester County. He stated they are a full-service firm. He stated in their Structural Department, they have six structural engineers on staff, five of whom are registered professional engineers. He stated they have similar strength in their Traffic Department, and their Survey Department is very large. He stated their Municipal and Authorities Services group is the largest Department at Carroll Engineering. Mr. Mason stated in Municipal engineering, they have done hundreds of Land Development reviews, stormwater designs, trails, parks, ball fields, and they help with MS4 Compliance Reporting with DEP for stormwater. He stated they also handle annual paving contracts, intersection improvements, signalization, and landscape architecture. He stated they are also extremely strong in sanitary sewer engineering. Mr. Mason stated they also provide a significant amount of work for the County of Bucks.

Mr. Mason stated they would propose that Mr. Vennettilli would be the Account representative. He stated Mr. Vennettilli is a Vice President and Partner and has been with the firm for approximately five years.

Mr. Vennettilli stated he graduated in 1987 with a Bachelors of Science in Civil Engineering and has nearly twenty-five years experience. He stated over the course of his career he has worked in Municipal Government working with the County Public Works Agency where he did plan reviews and flood control projects. He stated he has also worked with large architectural and engineering firms, a land developer, and for ten years was the owner of a small civil engineering firm. He stated for the last five years he has been with Carroll Engineering working in the Municipal and Authorities Department.

Mr. Vennettilli stated he has worked with several different Municipalities in the area in the past including West Vincent Township and Schwenksville Borough. He stated he is currently the Township consulting engineer in West Goshen Township where they were brought in initially to do a single project where there had previously been issues with a contractor which resulted in litigation. He stated they were able to bring in the project under Budget; and since then Carroll was appointed as the Township's consulting engineer. He stated they have done the annual paving project there the last four years keeping costs low despite rising petroleum costs. He reviewed the work involved in their paving project. He discussed a project in an older residential development where several roads were built over un-compacted fill. He stated this involved meeting with numerous homeowners, and the project went smoothly and came in below budget. He stated they also do Land Development reviews for that Township including most recently a six-hundred unit Land Development review for mixed-use Residential. He stated this project involved a two hundred acre park, seven miles of trails and involved almost all of the Departments at Carroll Engineering including traffic, structural, stormwater management, and landscaping design. He stated they also do their roadway culvert replacement and repairs.

Mr. Vennettilli stated Carroll Engineering also assists Municipalities with meeting their MS4 requirements, and do the inspection, sampling, and the annual reporting. He stated they have also done athletic fields, trails, etc.

Mr. McLaughlin stated what they want to bring to the Township is the best service at the most reasonable price, and this is what he will base his decision on. He asked how Carroll could provide assurances that those two things will always be there. Mr. Vennettilli stated customer service is their priority, and they strive to be efficient and provide services in a timely manner. He stated they will give the Township what they need, and will not overcharge the Township and give them more than what is needed. Mr. Mason stated they have done this long enough and have enough experience to know what needs to be done. Mr. Ardman stated with a new client they provide an estimated cost and discuss it with the Manager and the Supervisors so that there are no surprises.

Mr. Dobson stated they did not provide a Fee Statement, and Mr. Ardman stated he will e-mail this tomorrow. Mr. Dobson asked if they have ever been replaced due to lack of performance, and they indicated they have not. Mr. Dobson stated once they make a decision, they would like that engineer to start immediately. He stated there may be a project or two in transition, and he asked how they would handle this. Mr. Vennettilli stated this would depend on what stage the project is in. He stated if it were in the beginning stage, they could take it over immediately. He stated if it were partially in the Preliminary phase, the previous engineer could complete that phase, and then transition it when it goes to Final. He stated they would look at this on a case-by-case basis to see what is best for the Township.

Mr. Benedetto stated he was impressed with the work they did on the Bucks County Court House traffic impact study. He asked if Carroll Engineering developed the MuniLogic software adding that the Township is currently doing business with them. Mr. Ardman stated they did develop this, and this is their IT GIS Department. He stated they work together with them, but they have their own support staff. Mr. Benedetto asked if there are any Townships that work with both MuniLogic and Carroll Engineering, and Mr. Ardman stated there are.

Mr. Benedetto noted their relationship with the Bucks County Water & Sewer Authority and asked if there will be a potential conflict if there is something Carroll may be working on which could conflict with something the Township may want to do. Mr. Mason stated they have had situations where the Authority employs more than one engineering firm, and there have been instances where they have used another engineering firm and times when Carroll has had to walk away from potential business. He stated with the Township, this would be unusual; and they would turn away a private development. Mr. Benedetto asked if they are aware of any current projects at the Township which could cause a conflict. Mr. Mason stated Lower Makefield is a wholesale customer of Bucks County Water & Sewer Authority.

Mr. Benedetto asked Mr. Vennettilli if he is currently the Township engineer for West Goshen, and Mr. Vennettilli agreed. Mr. Benedetto asked Mr. Vennettilli where he currently lives, and he stated he lives in Skippack Township.

Ms. Tyler asked if the firm has ever been subject to any claims of negligent design, and Mr. Mason stated they have never been found at fault, although there may have been claims. Ms. Tyler asked if there has been any litigation involving a negligent design claim, and Mr. Mason stated there was a situation where a Township was sued years ago, and Carroll was also sued over a Plan review, but they were not found at fault. Ms. Tyler asked if any member of their company in the past twenty years has been subject to any License censure or suspension, and Mr. Mason stated he could not recall any such instance.

Mr. Stainthorpe stated they will not make a decision this evening; and since Mr. Dobson will not be available at the next meeting, they will make a decision the first meeting in February.

#### TRAFFIC PLANNING AND DESIGN, INC.

Ms. Christy Staudt was present and Mr. Stainthorpe stated she is currently the Township's traffic engineer. He stated there are three new Board members who are not familiar with TPD. Ms. Staudt stated she is a professional engineer with Traffic Planning and Design and she has provided information this evening on the firm's description, the services they provide, and resumes of key personnel on the Municipal Services team. She stated they are a 90 employee firm with 31 licensed professional engineers in five offices. She stated the headquarters are in Pottstown. She stated their services are a myriad of transportation services including Grant writing, planning, signal services, highway design, construction management and inspection.

Ms. Staudt stated they have worked with Lower Makefield since 2006 and included in the packet provided this evening was a listing of projects they have worked on for the Township. She noted particularly the West Ferry Road traffic calming project which included a number of public hearings. She stated ultimately they decided not to move forward with any of the measures proposed, but it did acknowledge that something needed to be done about the arterial network surrounding West Ferry in order to get traffic where it belongs which is on the arterial network and not the residential streets. Ms. Staudt stated they also worked on numerous Land Development reviews. Ms. Staudt noted the Black Rock Road pedestrian connector path which involved a Grant from the DRJTBC. She stated they have also worked with the Citizens Traffic Commission and assisted them with the "Drive 25 Keep Kids Alive Campaign."

Ms. Staudt stated most recently they assisted Falls Township in conjunction with Lower Makefield who supported the Application for funding for West Trenton Avenue. Ms. Staudt stated they look forward to the potential opportunity to continue working with the Township.

Ms. Staudt stated they have a good working relationship with PennDOT and other agencies. She stated they pride themselves on quality communication and quick turn around time and helping to negotiate complicated project issues since they have a knowledgeable staff which communicates well together. She stated she feels they could expand their services in the future since she was recently trained as a Safe Routes to School instructor, and she and her co-instructor are the only instructors in Pennsylvania. She stated they are tracking funding, and they could identify potential projects including engineering, education, and enforcement. She stated they have the experience to work on construction projects involving intersection design using Impact Fee money. She stated she also feels the Township could be involved in an Impact Fee update, and their firm has extensive experience with this. She stated they helped develop the Handbook for Pennsylvania on Impact Fees and how to implement them, and they have done a multitude of Impact Fee studies and updates. She stated she is also very interested in inter-modal improvements since she is a bicycle and pedestrian advocate in her own community. She stated they also work a lot with planners on re-development and visioning looking at the transportation network.

Ms. Staudt stated Lower Makefield has been a preferred client since 2006 which means they offer them the lowest Municipal rates, and they have not raised their rates since 2006 in an effort to be competitive with other firms and show the Township their appreciation for the work. She stated they have a qualified, experienced staff and the workload availability.

Ms. Tyler asked if the firm has ever been subject to any negligent design claims, and Ms. Staudt stated they have not. Ms. Tyler asked about any Licensing censures or review board issues for any of their employees, and Ms. Staudt stated there have not been any. Ms. Tyler asked Ms. Staudt to forward the rate sheet to Mr. Fedorchak tomorrow, and Ms. Staudt stated she did forward it to him a few weeks ago.

Mr. Benedetto complimented Ms. Staudt on the work they have done for the Township since 2006. He asked about staff availability to do Grant writing. Ms. Staudt stated she has done a lot of Grant writing in the last four years and four out of six Grants she has written were awarded in the last two years. She stated they also have others on staff who do Grant writing. She reviewed a number of Grants which she feels would be good opportunities. Mr. Benedetto asked about the firm's relationship with the DRJTBC, and Ms. Staudt stated they are close with some of Contract Administrators on the Toll Bridge Commission. Mr. Benedetto asked about Smart Transportation, and Ms. Staudt stated this is important in every project they look at and is an issue of right-sizing the



transportation network to accommodate all users and to look at cost-efficient ways to implement improvements. She stated she is very familiar with the Smart Transportation Guide Handbook, and they reference and use it frequently.

Mr. Benedetto asked if Ms. Staudt was involved with the Township in updating the Traffic Impact Study. Ms. Staudt stated she believes the original Study was done before 2000, and what has been done since then is just an escalation in the cost per year. She stated what they are finding is that in order to be clear from all liability and in terms of possibly having to return funds, it makes sense to review it and revise the Land Use assumptions as well as evaluating what has been implemented in the Township and what still needs to be implement in terms of the capital improvements. She stated a percentage of the funding for the Roadway Sufficiency Analysis can be covered by the fees that have been collected.

Mr. Benedetto asked about improving accessibility for disabled individuals, and Ms. Staudt stated that is always included in their reviews. She stated they have had multiple Contracts where they did hundreds of ramps to comply with the new, updated regulations; and they are intimately involved with this daily. She stated they also look into this as it relates to signage, parking, and circulation.

Mr. Dobson stated Aria is a complicated issue coming before the Board, and he asked Ms. Staudt if they were asked to do any traffic impact studies for Aria or anyone else. Ms. Staudt stated there are Municipalities they are involved with where they do not do any private work for. She stated in Lower Makefield there was one instance where a developer needed to upgrade a signal, but this did not involve any conflict. She stated for some of the Municipalities when it is a decided design and it just involves going through Permits, TPD will be allowed to work on the Permit but not on the analysis. She stated in Lower Makefield they have stayed out of projects where there is a conflict.

Mr. McLaughlin thanked Ms. Staudt for her service to the Township and her help to the Board. Mr. McLaughlin stated one of the failures in the Township is the Big Oak/Oxford Valley left turn onto Robert Sugarman Way which is now being rectified; and he asked why this failed, recognizing that this was not done while TPD was the Township Traffic engineer. He asked how they can avoid problems like that. Ms. Staudt stated they have been sent reviews for projects that are part of the Matrix/Oxford Valley area, and they had all been decided as part of a Court Stipulation and with PennDOT so whatever TPD would have recommended was not considered. She stated this was all decided before TPD was involved. She stated she feels this occurred because there was a lack of communication up front, and TPD is trying to do a better job of this where PennDOT is concerned so that PennDOT is more aware of what the Township really wants. She stated in terms of Court Stipulations, there can be problems. She stated she is not aware of all of the details in this situation. Mr. McLaughlin stated he is trying to do what they can to make sure something like this never happens again.

Mr. Stainthorpe stated they will not be voting this evening, and will vote on this the first meeting in February when there will be a full Board.

#### TRI-STATE ENGINEERS

Mr. Wayne Kiefer was present and stated they have been in business since 1959 and are located in Feasterville so they are a local firm. He stated they specialize in Land Development and surveying. He stated they currently serve Lower Southampton Township where they have been the Municipal engineer since 1993, Upper Southampton Township where they have been since 1998, Middletown Township since 2010, and they also do work for the Bucks County Water & Sewer Authority where they have worked since 2001. He stated they do both design and Municipal work, and currently they are doing much more Municipal work than in their past history.

Mr. Kiefer stated he is a licensed engineer in Pennsylvania, and he would be the individual representing the Township if they were appointed Township engineer. He stated he has twenty-five years experience in Civil Engineering through various capacities. He stated he has worked for a small development company, and for the past seven years has been doing strictly Municipal work. He stated he currently represents both Lower Southampton Township and Upper Southampton Township; and through past employers he has worked for Yardley Borough, Buckingham Township and Plumstead Township.

Mr. Kiefer stated in his Municipal work his primary responsibilities include Plan review, stormwater calculation review, Permits, construction oversight for development projects including inspection, escrow releases, and management of construction projects. He stated he also works on Municipal projects including design. He stated they recently re-constructed approximately one mile of road which bordered Upper and Lower Southampton so he represented both sides. He stated they have also worked on a number of parks for the Townships and are currently finishing up two soccer fields including lights, irrigation systems, sod, parking, and snack stand. He stated they also did another park for Lower Southampton including a soccer field and softball field. He stated they have done numerous culvert replacements and stormwater projects. He stated he is also responsible for preparing and revising Ordinances for the Township, and is currently in the process of completely re-writing Lower Southampton's Zoning and Subdivision Ordinances. He stated he has re-written Stormwater Ordinances for both Townships three times as the County and State pass new regulations. He stated he has also worked with the Townships applying for Grants. He stated they have been doing whatever is needed by the Township since 1993 for Lower Southampton.

Mr. Kiefer stated his philosophy in working for a Township is that he works for the Township, and his concerns and goals are at the direction of the Township. He stated each Township he has worked with has different philosophies and goals, and it is his job to work with the Township to make sure their goals are accomplished and to provide the technical expertise.

Mr. Stainthorpe stated the Township is not certain how many engineers they want or in what areas. He stated they will probably definitely have a separate sewer and Municipal engineer, and he asked if Tri-State would also be interested in this; and Mr. Kiefer stated they would. He added they have worked with Bucks County Water & Sewer Authority for over a decade. He stated traffic engineering is not their area of expertise, and this is a separate specialty.

Mr. Dobson asked if Tri-State has ever been replaced due to lack of performance, and Mr. Kiefer stated they not that he is aware of. He stated he has been with Tri-State since 1998, and they have not been replaced in any Municipality in that time. Mr. Dobson stated when the Board makes a decision, it may be that there may be a project that is already in process; and he asked if they would have a problem taking this over from the prior engineer. Mr. Kiefer stated they went through this in Middletown in 2010, and the only problem they had was getting some of the information from the previous engineer.

Mr. McLaughlin asked for the size of the firm and asked if being the engineer for Upper and Lower Southampton as well as Lower Makefield would be too much. Mr. Kiefer stated they have eighteen employees and a number of other consultants they work with on a regular basis that are brought in as needed. He stated his plan would be to transition out of Lower Southampton as he has someone else in the office that they have already discussed working to transition that individual in. He stated they have already discussed this with key people in Lower Southampton. Mr. McLaughlin asked if he were appointed as Lower Makefield's engineer would he be their engineer for the long term. Mr. Kiefer stated he assumes he would be with Lower Makefield as long as they wanted him. He stated since they are a smaller firm than some others in the area, they do not spread out as much so there would be stability. He stated currently they have three Municipal clients which are the bulk of their clientele, and Lower Makefield would be the fourth and this is what they would focus on.

Mr. Benedetto asked the number of principal engineers in the firm, and Mr. Kiefer stated there are four licensed engineers in the office. Mr. Benedetto stated he was familiar with Pat Duffy, and Mr. Kiefer stated Mr. Duffy recently left Tri-State to take a position with Cheltenham Township.

Ms. Tyler asked if Tri-State has been subject to claims of negligent design involved in any litigation, and Mr. Kiefer stated they have not. Ms. Tyler asked if Mr. Kiefer has a resume and rate sheet; and Mr. Kiefer provided this information this evening.

Mr. Stainthorpe stated they will make a decision the first meeting in February when there is a full Board to vote on this matter.

PENNONI ASSOCIATES, INC.

Mr. Stainthorpe stated they are reviewing all aspects of engineering in the Township, and as of tonight they are undecided as to how many and which disciplines they will have.

Mr. Phil Wursta, Vice President in charge of the Doylestown Office, was present and stated his background was in traffic engineering. He stated he lives in Warrington and has been with Pennoni for twenty-five years and previously was with PennDOT. Also present was Mr. Craig Bryson, head of the Civil Engineering group which relates to ball fields, Park & Rec, and facilities assessments. Mr. Chris Walker, head of the Municipal Division in Doylestown was also present, and he is a Municipal Authority engineer in Northampton Township. Mr. Wursta stated they started in 1966 and are a multi-discipline Civil Engineering firm doing everything involved with engineering including geo-technical engineering, lab services, inspections, surveying, transportation and environmental engineering. He stated they also have mechanical as a facet to that including HVAC systems and energy audits. Mr. Wursta stated they are headquartered in Philadelphia, and they have twenty-eight satellite offices from Virginia to New England with each office its own profit center. He stated they do pool resources so if there is an expert in Pittsburg that does work with Colleges and Universities, they will pull that person in if necessary.

Mr. Wursta stated they also handle many types of Municipalities. He stated they serve at the pleasure of the Boards and try to be an extension of the “family” at those Municipalities. He stated they represent Townships that have different goals. He stated in Wrightstown, they serve as the Traffic engineer and Wrightstown wants traffic to pass right through; but they also represent Bensalem Township where it is very developer friendly. He stated they have a variety of policies they must consider as they take care of their clients. Mr. Wursta stated in this economy, there has not been a lot of land development and many of their Municipalities are focusing on residential service so they are meeting a lot with neighbors regarding stormwater and traffic issues that make a difference to the residents in the community.

Mr. Craig Bryson stated he is a Lower Makefield resident and over the years he has been coming to a number of meetings and knows some of the issues in the Township. He provided an Addendum to the packet already provided and includes their experience with projects similar to those in Lower Makefield. He stated his family attends the Pool and his children are members of the Swim Team so he is very familiar with the Pool operation. He stated there are upgrades required by the ADA at the Pool, and Pennoni has done services like this in the past mainly with Lower Merion Township.

Mr. Bryson stated he has also reviewed the Township's Capital allotments for Parks, and he stated he is a regular visitor to Macclesfield and other Township fields which he feels are in pretty good shape. He stated there are always upgrades and improvements needed, and the Addendum shows their experience in this area. He stated they have been involved with small parks, baseball field rehabs, and the field design at Citizens Bank Park and Philadelphia Eagles NovaCare Complex. He stated turf grass fields are his specialty, and he was involved in this for the Philadelphia Eagles. He stated he has also been very involved in Smart Growth and how this can be included in Zoning Codes and in working with developers. He stated he encourages developers to consider Smart Growth Sustainable projects which can increase their return as well as making it a sustainable project. He stated as a resident he would like to see some of those concepts come to Lower Makefield.

Mr. Chris Walker stated he is in the Doylestown Office and is the Municipal Division Manager and has worked at Pennoni for sixteen years and resides in Warwick Township. He stated he previously served Newtown Township as the Township engineer and is familiar with the idea of working with residents and trying to help residents with issues they are facing such as impervious surface, swimming pool Permits, etc. Mr. Walker stated he is sensitive to the Township's concerns with regard to billing and creative ideas as to how to keep costs down. He stated currently he is the Authority engineer in Northampton. He stated he is familiar with different types of projects including roadway improvements, paving, stormwater improvements, pumping stations, and sewer lines.

Mr. Benedetto asked Mr. Walker why he is no longer the engineer for Newtown Township, and Mr. Walker stated there was a change in the Township management. Mr. Wursta stated it was a political change. Mr. Benedetto asked if he has been the Northampton Authority engineer for sixteen years; and Mr. Walker stated he has served in this role for six years, but Pennoni has been the Authority engineer for thirty years. Mr. Benedetto asked Mr. Walker his opinion as to the need for a planner in Lower Makefield Township since they are close to being built out. Mr. Walker stated he feels this is always a good thing to have, and he has those resources available to him. He stated because of the size of the firm they have access to numerous experts.

Mr. Benedetto stated those they have brought in for interviews are all very competent, but he is considering how they can get the best person for the best price. Mr. Benedetto stated he understands that Pennoni was involved in Memorial Park Phase I; and when they went out and re-bid it, Pennoni was twice as expensive as other bids received for Phase II. He stated looking at their hourly rate schedule, it is also higher than what others have provided. Mr. Walker stated he is not familiar with the Memorial Park project, but stated they do strive to make sure there is a clear understanding with his clients as to what is expected and what is entailed in doing the work. Mr. Benedetto stated he understands

they have a strong mentoring program, and he asked how this would work into helping alleviate costs. Mr. Walker stated when they get certain tasks, they can choose people at different levels with different sets of skills; and this helps keep the costs down.

Mr. Benedetto noted the project listed in Morrisville six years ago with their garage, and the cost was approximately \$450,000. He asked if they have gone over Budget on projects on a Township level. Mr. Wursta stated with regard to their costs versus costs charged by other firms, while they respect the other firms which may be bidding a project less than Pennoni, he always asks what the cost is by the end of the project. He stated unless the scope is changed, they do not add extras. He stated if there are any issues with regard to fees or billing, they would discuss this with the Township Manager and Board and rectify it to the satisfaction of the Township. Mr. Benedetto asked if they negotiate rates; and Mr. Wursta stated there is a pyramid scale, and they try to get their Junior and Associate engineers to do the bulk of the work and be overseen by the professional engineer. He stated they keep their costs down by using the junior people if they can without relinquishing any of the quality. He stated they want the Township to get their money's worth.

Mr. Benedetto stated they indicated that as Municipal engineers Pennoni maintains a policy of not providing professional services to private clients in the Municipalities they represent, and he asked if they are aware of any potential conflicts in Lower Makefield currently. Mr. Bryson stated he does not feel there are any since there is not that much development going on. Mr. Benedetto stated he felt there was something involved with Aria, and Mr. Wursta stated they are working for the Township on this. He stated they stand by the statement read by Mr. Benedetto with regard to not doing private work in the Municipality where they are the Municipal engineer. He stated if they have a client that is already in Lower Makefield, they will advise the Township and recuse themselves.

Ms. Tyler asked them to describe the scope of work they have performed for Aria, and Mr. Wursta stated they were hired to provide a legal case with regard to the traffic engineering portion of the project. He stated the issue is whether Frankford/Aria did an appropriate traffic study to specifically determine whether there is an impact to the local roadways. Ms. Tyler asked what their research told them. Mr. Wursta stated there is an upcoming Hearing on this, and Mr. Stainthorpe stated he did not feel it was appropriate to discuss this at this time.

Ms. Tyler stated with regard to rates, she asked that they consider a revised rate sheet for the Board's consideration possibly at a reduced rate.

Ms. Tyler asked who would be their actual engineer; and Mr. Wursta stated while this would be to determined, he feels he would be the Township engineer. Mr. Bryson stated he feels he would also be the day-to-day person since he lives in the area.

Ms. Tyler asked if the firm has been subject to any claims of negligent design in the past twenty years that involved litigation, and Mr. Wursta stated they have not to his knowledge. He stated they are a very large firm; and while someone may have sued them along with others, there has been no negligence determined.

Mr. McLaughlin stated the Township is very “needy,” and they like to be at the top of the list. He asked how they can be assured of the service they have been used to from their previous engineer. He stated Pennoni is a large firm, and he would like to have a comfort level that Lower Makefield would still get the service that they came to enjoy with the previous firms. Mr. Wursta stated three Bucks County residents are present this evening. He stated they do not have that many Municipal accounts in Bucks County where they are the Municipal engineer. He stated while they are a large firm, they pride themselves on being like a small firm. He asked that they discuss this with their current Municipal clients. Mr. Walker stated they feel that it is very important to be responsive. Mr. McLaughlin stated he relies heavily on the ability to be in contact with the Township engineer, and the Board needs to have this availability because three of the Board members are brand new. Mr. Wursta stated being involved helps them do their job better as well.

Mr. Dobson asked how quickly they would be able to transition, and Mr. Bryson stated they will be here immediately. He stated even though they are a big firm, everyone is responsible for their division within the company. Mr. Bryson stated he wants Lower Makefield Township as a client, and he will do whatever is needed.

#### BOUCHER & JAMES

Mr. Stainthorpe stated they are looking at a total of six engineers. He stated the Board needs to make a decision not only on who the engineer will be but also what disciplines they will have engineers for.

Mr. Ross Boucher introduced Mr. Mark Eisold who is a shareholder and Director of Municipal Engineering Services and has been with the company for twenty-four years. He also introduced Ms. Judy Stern Goldstein, who is a shareholder and Director of Landscape Architecture and Planning and has been with the company for fifteen years. Mr. Phil Ivins was also present with over thirty years construction experience and manages the Construction Management Department and has been heading up this Department for the past four years. Mr. Boucher stated he is a shareholder and President and has been with the company for twenty-six years.

Mr. Boucher stated Boucher & James was established in 1962 and over the years they have grown into a multi-discipline Civil Engineering firm. He stated they provide services in Civil and Site Engineering, Land Surveying, Landscape Architecture, Land Planning, Municipal Engineering, Water and Sewer Engineering, Environmental Engineering, Code Enforcement, and Building Inspection Services. He stated they have three offices with the Corporate Office located in Doylestown. Mr. Boucher stated they currently employ fifty employees, twenty-seven Licensed professionals, and they are Licensed in sixteen States.

Ms. Judy Goldstein stated in the Interview Documents provided Page 3 shows the proposed chain of command. She stated they have a multi-discipline approach. She stated the main point of contact for the Township would be Mark Eisold who would be the Township engineer. Ms. Goldstein stated Mr. Eisold would be supported by a full complement of staff in various Departments, and she reviewed the specialists who would be offering these specialized services. Ms. Goldstein stated their philosophy is to work together to bring innovative and cost-effective solutions to Lower Makefield Township. Ms. Goldstein stated their Mission Statement is to create solutions that enrich the quality of life of their clients, employees, and the communities in which they work and live.

Ms. Goldstein stated they have been published for some of their innovative ideas. She noted Page 4 of the packet provided which lists professional presentations they have made. She left information this evening on a recent project they did which was published in DCNR in their publication and on their Website where they were recognized for innovative stormwater management practices for a project done at the Flourtown Country Club in Springfield Township. Ms. Goldstein stated one of their parks was also featured on the Lehigh Valley Bus Tour of sustainable sites. She stated last year they were also featured in an article in Township News about sustainability in active recreation in Township parks.

Ms. Goldstein stated their Company also has a program called Making a Difference, and they provide services and some financial support to the communities in which they work in as well as mentor College students. Ms. Goldstein stated they have done service and community memorials most recently in Doylestown Township, Montgomery Township, and Richland Township. She stated they are used to providing a lot of services for fundraising. She stated they become part of the community and look for ways to actively achieve the funding the Township needs to do their projects. She noted Page 6 of the packet regarding Grants, and she stated they provide Grant-writing services to help acquire Grants, implement, and achieve the projects they design. She noted the number of Grants listed in the packet on Page 6 which is just a sample of what they have been involved in. She stated they strive to do everything they can to be innovative and cost effective.



Mr. Mark Eisold stated currently they represent twenty-five Municipalities in various capacities, and many of these have been long-term clients, one of which has been their client since 1962. He stated as part of the Municipal team, they work closely with the Supervisors and Township staff to accomplish the Township's goals. He stated they pride themselves on the fact that they are approachable, easy to work with, and always look to facilitate win-win outcomes for projects. He stated at some Municipalities they actually hold office hours at the Municipality for one or two mornings a week and meet with the staff and residents at specific times. He stated they also meet with Applicants for projects, and they encourage pre-Application meetings to go over projects so it is easier for everyone to move forward. Mr. Eisold stated they also attend a lot of the Municipalities weekly or bi-weekly staff meetings with the Department Heads to make sure that the lines of communication are always open. Mr. Eisold stated at some Municipalities they act as facilitators for certain projects, and for most of their Municipalities they provide monthly engineering reports and sometimes monthly project schedules for some of the projects they are doing for the Municipality so that the staff and elected Officials are kept advised as to what is happening in the Municipality so that they are better able to answer questions and deal with situations as they come up. Mr. Eisold stated they feel good communication is a critical part of their job, and they go out of their way with the Municipality to communicate and maintain an open line of communication on a daily basis.

Mr. Eisold stated from the Plan review side, Boucher & James can do the engineering calculations and offer a land planning perspective. He stated they have an expertise in stormwater management, and he noted specifically Page 7 of the information provided which shows what they strive to do with regard to stormwater. He stated the engineers attend a lot of seminars and conferences so that they are kept current on evolving stormwater issues. He stated they typically combine Best Management Practices, land use function, and landscape aesthetics to provide the best stormwater solutions for the Township. He stated they review stormwater designs submitted as part of Land Development Applications, and they have designed BMPs and stormwater naturalization plans. He stated they have rejuvenated basins that have become eyesores in some of the older developments and Municipal facilities to make them look more natural. He stated they are also involved in resolving drainage issues and flooding from small localized problems to regional or Township-wide drainage studies. Mr. Eisold stated they currently prepare the NPDES MS4 Permitting Program for the DEP for six Municipalities which is a cost savings when they can do them all at the same time. He stated they have reviewed and commented on the new FEMA flood map and been involved in a lot of Municipal Stormwater Ordinances updating them to be in compliance with the Act 167 Plans. He stated they have also prepared River Conservation Plans for a number of Municipalities.

Mr. Eisold stated they have a strong Construction Management Department, and most of their inspectors are NICET Certified and this is required on a lot of PennDOT and State projects. A copy of a recent presentation they made on the Construction Management program was made available this evening.

Mr. Phil Ivins stated they try to make sure that the approved Plans are adhered to. He stated they also want to maximize the lifespan of the infrastructure. He stated they are also concerned about protecting public safety which reduces the exposure to liability for the Township. He stated they also want to reduce residents' concerns, and they feel that awareness and good communication resolve most residents' concerns. Mr. Ivins stated they also want to minimize impacts to the environment and construction management minimizes negative environmental impacts. He stated they also authorize and document unforeseen changes, and anticipating and resolving unforeseen changes in the field benefits the developer as it reduces construction costs and time while providing a better end project for the community. He stated they schedule pre-construction meetings, and they try to get all parties involved so that everyone understands their responsibility for the project. He stated they must also have good communication. He stated they videotape the site which is something most engineering firms do not do, and they make sure that during pre- and post-construction none of the neighboring properties are damaged during the construction process. He stated each week they do a field report with copies mailed to the Township, the developer, and the sub-contractors. He stated if there are deficiencies, they can then be corrected immediately. Mr. Ivins stated they are available 24/7 to resolve issues. Mr. Ivins stated they have excellent rapport with outside agencies.

Mr. Eisold stated construction observation/management is a big portion of the work they need to do as Township engineer. He stated they rely on Mr. Ivins and his staff as they have a lot of experience dealing with these issues. He stated they are confident that their background and experience in serving Municipalities will be a valuable asset to Lower Makefield, and they feel they can be a strong part of the team and help the Township reach their goals and deal with the issues and problems that come before the Board.

Mr. Stainthorpe asked about the Construction Management and Code Enforcement/ Building Inspection Services. He asked if these are independent services or is this something they would only do if they were the Township engineer. Mr. Boucher stated their Construction Management Department works for Municipalities, and they also have the Building Inspection/Code Enforcement Department which will also work for Municipalities. Mr. Stainthorpe asked if someone else were the Township engineer, could the Township still avail themselves of the Construction Management Services or would this be a conflict. Mr. Boucher stated they have done this in Richland Township where they are the Inspecting engineers, and there is a different Township engineer. Ms. Goldstein stated in Richland they are also the Planning consultant so they do work with others, although they are most effective when they have everything.

Mr. Stainthorpe stated one of their objectives this year for the residents and developers is to make the Permitting process more user-friendly, and this includes Inspections. He stated while he is not sure how it is currently handled, he does hear a lot of complaints about timeliness and that they are not helpful.

Mr. Eisold stated they do take an active role in the process, and he feels they add a lot of value through the construction process. He stated they try to get seasoned inspectors going out in the field and oftentimes they can actually help the contractor find solutions.

Mr. Dobson asked what they would consider the Township to be compared to other Townships as he feels it is important that the engineers be available since there are three new Board members, and they need to provide services to the residents and do it in a cost effective way. Mr. Dobson asked Mr. Eisold what other Townships he handles, and Mr. Eisold stated he does work with some smaller Boroughs which are not that active at this point, and he specifically noted Ivyland and Souderton. He stated he also deals somewhat with Springfield Township where he is the lead, but has a lot of support. He stated he assumes a Township the size of Lower Makefield is fairly busy so it would be one of their key clients, and they would be able to give them the attention and service that they need. He stated they like to work in Townships like Lower Makefield where there is a strong leadership team looking to do good things going forward.

Mr. Boucher stated one of the reasons they are proposing that Mr. Eisold be the Township engineer is because he is a highly seasoned Municipal engineer; and Lower Makefield would be a key client for them, and they want their best person on the Township's team with the support staff behind him.

Mr. McLaughlin noted their involvement with the Environmental Advisory Council of Bucks County. He stated Lower Makefield has a very active and robust Environmental Advisory Council which the Board relies on extensively. He stated they are an added level of scrutiny. He asked if they have had experience with other Townships who have this, and he asked their view of the balance between the extreme and the responsible. Ms. Goldstein stated she has worked with a number of Environmental Councils. She stated she has learned to harness their energy for good, help them focus, and provide resources. She stated they have also helped them balance their zeal to implement Ordinances with the reality of what needs to happen from a Zoning perspective. She stated they have also helped EACs learn how to function within the Township's framework since some members do not recognize that they are an advisory group. She stated they have also given talks at the Pennsylvania Environmental Advisory Council and written Rivers Conservation Plans.

Mr. Benedetto stated they did not receive information on their rates, and this was provided this evening.

Mr. Benedetto stated they discussed the services provided, and he understands that they do not do traffic engineering; and Mr. Boucher stated this is not one of their areas of expertise, but they do have relationships with traffic engineering companies calling them in to help the Municipality in situations where they feel there is a need for this.

Mr. Benedetto asked if there is anyone that interviewed this evening that they have worked with in this capacity, and he noted those who interviewed this evening.

Mr. Boucher stated they have worked with TPD the most and they have also worked with Carroll and Gilmore. Ms. Goldstein stated in Doylestown and Wrightstown, Pennoni is the traffic engineer and they are the planner. Mr. Eisold stated they work most with TPD because they are not a direct competitor.

Mr. Benedetto stated Lower Makefield is close to being built out, and he asked if they feel there is a need for a separate planner; and Ms. Goldstein stated she feels there is because of adaptive re-use. She stated there are properties that may not be at their highest and best use or there could be a temporary or transitional use. She stated the Township is maturing so they are providing more services to their residents who expect more. She stated planning is even more important for adaptive and transition uses.

Mr. Benedetto stated Boucher was involved in Phase II of the Garden of Reflection and there were some issues with the lighting; however, Mr. Stainthorpe stated he does not feel they were involved with that portion. Mr. Eisold stated they were involved in this very early on getting the Plan approved, but were not involved in the construction or the detailed part of the Plan. Mr. Stainthorpe stated he feels they were involved with the land portion, and Mr. Eisold agreed and stated they took it through the Approval process doing the lay out and the original design of the overall topography.

Mr. Benedetto noted a comment made at a Sewer Authority meeting in January, 2010 about the Yardley Borough Sewer Authority and Chapter 94 consistency, and he felt that Boucher was involved in this project. Mr. Benedetto stated he understands that Boucher was then replaced with Gilmore. Mr. Eisold stated he feels there was a political change in Yardley Borough which caused the change in engineer. He stated they are in negotiations as to the Capacity Agreement and they worked with Mr. Hoffmeister. He stated there was nothing that they did in Yardley Borough that caused a problem, and they did a lot of improvements to the Yardley Borough sewers upgrading their infrastructure.

Mr. Benedetto noted the Giant Supermarket project in Northampton Township, and Ms. Goldstein stated she was brought in as an expert witness on behalf of the Township called in to rebut the Applicant's witnesses. She stated the Conditional Use was decided before the end of the year, and the Township denied the Conditional Use. She stated they

expect that the Applicant will Appeal. She stated at this point her involvement in that situation is done. She stated it did serve to help the Township as they brought out a lot of things in testimony that gave the Township a basis to make a rational decision.

Ms. Tyler asked if their firm has ever been subject to claims of defective design that resulted in litigation or arbitration. Mr. Boucher stated they had a claim in 1997 for Warwick Township Water & Sewer Authority; and there was a claim against a contractor for improper design of a treatment tank wall, and they were brought into that litigation. Mr. Eisold stated it was not their design. Mr. Boucher stated their involvement was that they had brought in a sub-contractor for the structural engineering portion, and they improperly designed one of the walls in a treatment tank; and when it was constructed, one of the Board members who was in construction noticed that there could be some problems so they had to go out and retrofit that wall to beef up the integrity of the wall. Ms. Tyler asked who did the remedial work, and Mr. Boucher stated they were called in to do remedial work along with another engineer that the insurance agent brought in to oversee the work that their sub-consultants performed. Ms. Tyler asked about the ultimate outcome, and Mr. Boucher stated the tanks are up and are functioning.

Ms. Tyler asked if any of their employees have ever been subject to licensing suspension, censure, etc.; and Mr. Boucher stated they have not.

Mr. Boucher stated their company has been providing Municipal engineering services for nearly fifty years, and they serve twenty-five Municipalities that require the same types of services that Lower Makefield would be required to have. He stated they have the expertise to handle all of the Township's engineering needs, and they would be presenting Mark Eisold as their shareholder and seasoned representative for the Township. He stated they do not have any active projects in the Township, and are available to start immediately.

Mr. Stainthorpe stated they will be making a decision at their first meeting in February when they will have a full Board.

#### DISCUSSION AND APPROVAL TO TELEVISION THE NEXT ZONING HEARING BOARD MEETING.

Mr. Benedetto stated he is the Liaison to the Zoning Hearing Board and he feels there is value in having the next meeting televised when Aria is being heard. He stated he understands that some of the meetings had been televised in the past.

Mr. Benedetto moved, Mr. McLaughlin seconded and it was unanimously carried to televise the next Zoning Hearing Board meeting.

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There being no further business, the meeting was adjourned at 9:10 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Dobby Dobson".

Dobby Dobson, Secretary