

EAST MANCHESTER TOWNSHIP
Board of Supervisors
December 6, 2021

Present: Chairman Steven H. Gross, Jr., Vice-Chairman David L. Naylor, Supervisor Barry E. Rudisill; Manager/Secretary/Treasurer Kristie Masemer, Public Works Director Shane Haugh, Road Forman Nathan Heindel and 6 citizens.

At a special meeting held at the Township building, Vice-Chairman David L. Naylor called the meeting to order at 9:00 a.m.

There were no additions to the agenda.

Township Building Remodel/Addition

Shane Haugh gave a quick building tour to Lobar Associates and then reviewed the three design options.

1. Garage Bays added, additional filing space, enlarge breakroom, remodel of existing offices
2. Remodel of existing offices, added garage bays, addition to existing office for additional offices, IT room, breakroom, meeting room, conference room, and new driveway.
3. Construct new building on the lot for administration and meeting room, remove existing office building, place new public works building in place of existing administration building. Reconfiguration of stormwater, driveway and parking.

Vice-Chairman Naylor stated that he agrees that the township needs file space, expandability of offices and a suitable structure for public work needs. Darryl Albright reviewed the history of the existing building. IT appears the construction of the original building was in 1968, four major renovations with the last being 2013. He then stated that this building keeps getting patched and is very outdated. It should have been tore down and rebuilt. Darryl then stated he feels that with whatever path the Township goes, female lock rooms need to be included and not just male.

Supervisor Rudisill stated he had always voiced that public works operations and structures should have always been placed solely across the road. It didn't happen and we are now paying the price. We should have avoided that. "Too little too late". Bob Nace added that we should tear the block building down and have maintenance across the street. Nathan Heindel added that across the street is not enough room to manage the big equipment; the lay of the land is not ideal. Public Works needs drive through bays. Lobar asked about placing the administration building across the street. Mr. Heindel says public works still needs those structures for storage of equipment. Also, administration works closely with public works so separating the two is not feasible. Mr. Haugh stated that the salt building was ill placed and not thought through for the future.

9:35 a.m. Chairman Gross arrived, and Supervisor Rudisill left.

Chairman Gross stated that he is not in favor of options 2 or 3. He feels the township should remodel the existing structure. Mr. Haugh stated that then the building should get a new face, new roof; we fix leaks constantly and it's not worth it anymore. Joyce Salazar, grant writer, interjected and stated that the Township could look at a FEMA dedicated area for disasters to get FEMA funding. With that more parking would be required.

Mr. Haugh asked when the agreement is due to lock in at the 2021 prices. Lobar stated that the 17th of December is the absolute deadline; Mr. Haugh stated that the agreement states the 14th. Vice-Chairman Naylor stated that this is an advertised meeting, and the board can make a decision. “The can needs to stop being kicked down the road.” Number one is we are “lip sticking a pig”. And number two, we absolutely need more office space for expandability, filing, and space for public works.

Chairman Gross stated that we should acquire land within the next 10-15 years to build a new administration building and make an all-new public works building; that’s why he’s in favor of option one at this time.

Ms. Salazar asked how we can plan if we do not know what each option costs. Mr. Haugh stated that it costs a significant amount of money to draw up each option and therefore we need direction to narrow it down before paying Lobar Associates for the proposed design and costs. Lobar stated that if a new building was built it would be approximately \$275 per sq/ft so based off the preliminary sketch we could be looking at about five to six million dollars for option 3.

Ms. Masemer asked Ms. Salazar if the type of grants she typically obtains for municipal buildings are attached to conditions that would require office staff to do work for the awarded grant money. Ms. Salazar stated that typically those types of grants are not associated with conditions after the money has been awarded.

Vice-Chairman Naylor stated that maybe it would behoove the township to look at option 2 for an addition and remodel. Mr. Haugh came to the conclusion based off of discussion that Lobar Associates should design for options 1 and 2 per the original agreement.

Lobar Associates also took minutes and will be attached to the Township minutes.

Motion by Chairman Gross, second by Vice-Chairman Naylor, to adjourn. All members voted aye; motion carried. The meeting adjourned at 10:11 a.m.

Respectfully submitted,

Kristie Masemer
Secretary/Treasurer/Manager