

EAST MANCHESTER TOWNSHIP
Board of Supervisors
SPECIAL MEETING
January 24, 2022

Present: Chairman Steven H. Gross, Jr., Vice-Chairman David L. Naylor, Supervisor Darryl L. Albright; Manager/Secretary/Treasurer Kristie Masemer, Public Works Director Shane Haugh, and 4 citizens.

At a special meeting held at the Township building, Vice-Chairman David L. Naylor called the meeting to order at 9:05 a.m.

There were no additions to the agenda.

Township Building Remodel/Addition

Mike, Lobar Associates prepared to give ballpark prices for each option today. Mr. Haugh stated that these are not hard numbers.

1. Garage Bays added, additional filing space, enlarge breakroom, remodel of existing offices – 1 to 1.3 million dollars
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. – 1.7 to 2 million dollars
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. This includes trailers for temporary accommodations for staff to continue working. – 4 to 4.4 million dollars

Mike stated that the design contract is currently 113k and for a change order to option three would be an additional 55k. The Township building has had four additions over the past thirty years, will the board consider a tear down and rebuild? Ms. Salazar stated that FEMA could remodel the existing building to use for FEMA operations and they build a whole new building for us. Does the Township have the land to do this? – Mr. Haugh says no we do not.

9:19 a.m. Chairman Gross arrived. Mrs. Masemer recapped the meeting to him.

Vice-Chairman Naylor would like to hear more from the grant writer on FEMA grants. Ms. Salazar stated that a FEMA officer will come in and consult. They match funds for federal monies. The Township would need to make sure that we don't need to expand within the next 5-10 years after the remodel/rebuild. Do it now and FEMA could pay for most of the funds. Grant money could equal close to 100%. FEMA would merely need some portion of our facility/grounds for people to come to in the event of a disaster. This would get approved prior to the contract. Mike added that there would be no risk to the Township to get pre-approved by FEMA grant money. Mrs. Masemer asked if Township staff would have to help FEMA in the event of a disaster? Ms. Salazar stated that FEMA has their own personnel that they would bring in. Township staff would not be involved in the FEMA operations. TMI was the worst threat to this area.

Mr. Haugh reminded the board that with whatever decision made today, we would also need to authorize the grant contract.

Chairman Gross stated that he is not in favor of anymore than the shop for public works. Vice-Chairman Naylor asked why if grant funds completely pay for this? Chairman Gross stated there is not

enough land to construct a bigger footprint. Doesn't buy getting the whole 4 million back. Maybe most, but not all. Why did we spend money revamping the counters/windows/doors? Vice-Chairman Naylor stated that we did that for COVID and for security purposes. Supervisor Albright stated that a remodeled space or a new built space would be better designed and utilized to work within the footprint for this property. Resident Bob Nace asked for FEMA, how many people would our facility take? How many could our building accommodate? Ms. Salazar says FEMA fits to you; we don't have to meet a special criterion. FEMA mainly needs storage of supplies and capable to house people for 24-48 hrs. They can bring in food and any other needs that are not on the site. Also, to note, there are other options to make up the rest of the money.

Supervisor Albright asked Lobar Associates if it would be feasible to place a basement or a second floor? Mike says that he did not count for a basement or second floor within the ballpark numbers. He feels the lay of the land doesn't really lend a hand for a basement. It's a big cost. Either direction would need an elevator. Either could happen but carries a price tag.

Supervisor Albright made a motion to authorize Lobar Associates to stop design work on options 1 and 2 and prepare to design the demo and rebuild. Vice-Chairman Naylor second the motion for discussion. [See following for discussion]. Supervisor Albright voted aye. Chairman Gross and Vice-Chairman Naylor opposed. The motion did not carry. Supervisor Albright stated that the Township building is badly outdated, the rooms don't have adequate electrical outlets, no IT wiring, the floor design is poor, it restricts growth, needs a better workflow, all the addition bricks are mismatched, constantly fixing repairs (roof, HVAC, electric), we keep throwing good money after bad. He added that he appreciates the Board and their conservative spending, but time to rebuild to incorporate safety, technology, etc.... Lastly, there are structural issues with the plan for the garage and adding the bays. Vice-Chairman Naylor stated that purchasing new land or adding a second floor just brings more costs. Mike agreed and added that with a land development plan we may get more of a footprint instead of spending more money on additional steel and such for a second floor. Vice-Chairman Naylor agrees that the building is outdated and inadequate for future growth. He imagines that the Township may have to pay for some, but in no way would taxes get raised for this! Chairman Gross says the building has adequate space now. The Township has already grown, and the meeting room or daytime operations are still not packed. Maybe about a dozen foot traffic during the business day. Just because you can get money doesn't mean you should do it. Chairman Gross does not agree with a new building. Mike says how about a community room for individuals to rent out. Chairman Gross says we need more land to do that. More parking as well. There are many centers that are currently underutilized. The trend is not used in today's day in age.

Vice-Chairman Naylor stated that we need more time to think about this. Chairman Gross asked how long is the Lobar contract good for? -One year from signature and Lobar Associates holds the state contract for three years. Chairman Gross says more people are reading the minutes than what shows up at the meetings. Vice-Chairman Naylor says that the meeting room should be up-to-date for streaming of meetings.

Motion by Chairman Gross, second by Vice-Chairman Naylor, to adjourn. All members voted aye; motion carried. The meeting adjourned at 10:34 a.m.

Respectfully submitted,

Kristie Masemer
Secretary/Treasurer/Manager