

EAST MANCHESTER TOWNSHIP
Board of Supervisors
SPECIAL MEETING
February 18, 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, Road Forman Nathan Heindel, and 4 citizens.

At a special meeting held at the Township building, Chairman Steven H. Gross Jr. called the meeting to order at 10:04 a.m and dispensed of the formalities.

There were no additions to the agenda.

Township Building Remodel/Addition

This meeting's purpose was to go down a collective "needs" list by staff and board members for the remodel of existing offices, added garage bays, addition to existing office for additional offices, IT room, breakroom, meeting room, conference room, and new driveway. List is attached to the minutes. A review was conducted of a previous sketch plan for an addition and remodel while Mr. Haugh read the list.

Public Works Garage Bays: 3 bays, add man door at garage bay addition, add an additional 10-20' in length, make garage bays flush with and tie into office/meeting room addition, add tool room with loft, 18' clearance for beds lifted up, add gantry crane or plan for future crane preferably design for all four directions (Chairman Gross so noted to account for bigger crane; can do a big job with a small crane, not the other way around), ceiling fans (make sure lifted truck beds do not hit), design for wiring for future items, floor drains and a solution to DEP standards (Lobar to investigate and design; separator is ideal), sloped roof, open up from existing garage to new bays as much as possible, finishing to include insulation, liner panels – white and paint existing shop, 4ft overhang over doors to prevent water/protect doors/gives more room to work, 4ft concrete apron at new bays only, remote garage doors and keep exiting doors (match new to existing), plan for additional spreader rake (can't anchor on a tin wall), expand office vault into existing tool room (eliminate the access from the garage side), and add dryer near compressor. Mike, Lobar Associates does not know the build type yet.

Remodel and Addition: Must be considerate of addition's size due to turn tables for the salt building, move file room close to the conference room, rotate meeting room on plan so bathrooms are close to meeting room entrance, all will be ADA compliant with remodel, Shane's office is the "morning room" for public works, preferably get rid of desks at garage bay 1, hallway so foot traffic does not interfere with Shane's office, small office for Road Forman (possibly EMC's current office), EMC to have small office with entrance/exit door to exterior, locker room for girls and guys (wide open hanging and locked area with one stall in each), one unisex shower, create better flow of existing office area and integrate with new office area while keeping staff behind the counter, arc board area in meeting room (instead of being straight) and keep raised, different options for ADA compliance to enter building, emergency generator, cameras in lobby/meeting room/outside of building, new rubber roof, fix roof slope to stop pooling, ice maker and full cook stove, remove as much sidewalk while maintaining sidewalk at the front of the building, and place signage and flag pole on plan (will do in-house at a later time).

Walkthrough of building with Lobar Associates.

Motion by Chairman Gross, second by Supervisor Albright, to adjourn to a short executive session. All members voted aye; motion carried. The meeting adjourned at 11:55 a.m.

Respectfully submitted,

Kristie Masemer
Secretary/Treasurer/Manager

TOWNSHIP BUILDING RENOVATION

Three new garage bays added on rear of building high enough to raise truck beds fully

Led lighting in new bays and replaced in existing shop

Paint new garage and existing building outside to match salt building

Paint new garage and existing garage (inside)

Stain bricks on front office

Faux roof on all three sides of office with overhang on the front

Replace rubber roof on existing building

New township letters on front of building

New front walk with correct ADA ramps

Modine heaters for new garage

Exhaust fan in new garage

Remote garage door openers

Ceiling fans in new and existing garage

Stove and icemaker added in new lunchroom

Back up gas generator

New digital display reader board sign and flagpole

3 flat screens added to new meeting room

Add up to date technology to new meeting room and conference room for virtual meetings and better conference calls.

ADA front doors

New an added electric in front offices and new ethernet cables

Additional offices and create meeting room and new conference room

Relocate EMC office

Touchless fixtures in restrooms

Male and female locker rooms

Cameras in lobby and meeting room

Crane in new garage

New tool room

Truck exhaust hookup

Electric outlets for welder

Floor drains in new garage

Expand vault into existing tool room

Office and garage bathrooms updated

IT room

Reconfigure offices

File room

Additions and offices- new HVAC

New highway foreman office

New compressor and air lines

Sign storage area