

EAST MANCHESTER TOWNSHIP
Board of Supervisors
SPECIAL MEETING
April 1, 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, Chairman Gross called the meeting to order at 9:34 a.m and dispensed of formalities. The meeting was handed over to Lobar Associates.

Township Building Remodel/Addition

A review was done of the Lobar Minutes dated 3/18/22 (see attached). Plans dated 3/23/22 were also reviewed. Township is okay with the plan changes except another door should be added for the Board to go into the conference room from the dais. Resident Bob Nace suggested providing for a drain for a mechanical dryer for the air compressor. -So noted.

The Budget Letter dated 3/30/22 was reviewed with a total of \$4,050,268.00. Resident Scott Elfner stated that since a rebuild would only be about a million dollars more than this project, it would be wiser to rebuild. He added that this needs to be the end-result and that this probably isn't the site to do these improvements. The previous manager was trying to get a plan for future improvements and that was never approved.

Further discussions on the project about needing sprinklers (fire suppression). The mechanical room would have a pump for water and would not drain the neighboring area of water. Fire suppression is not like the movies. They go off one at a time when they have reached a certain temperature so the whole building would not go off at the same time.

Vice-Chairman Naylor re-iterated that this is going to come down to the remodel/addition or a rebuild. According to Shane, Joyce (the grant writer) told him that for remodels, she averages about 50% of grant money for the project. It's unknown what average grant money is for a new build.

Motion by Supervisor Albright to proceed with the remainder of the design based upon the floor plan dated 3/23/22 with any grant money we can get. Vice-Chairman Naylor seconded for discussion. Chairman Gross established that this design is based off the previously agreed upon design contract for 113k. That motion was made at the November 9, 2021, Board of Supervisor meeting. Chairman Gross also stated that discussion will need to be had on where the rest of the funding will come from within the Budget without raising taxes. Staff will be meeting with the Grant Writer next week. **All members voted aye; motion carried.**

Trash Contract Bid

Memo from MPL Law Firm dated March 3, 2022 was reviewed for the 2022 Municipal Waste Specifications. Chairman Gross stated that if we allowed for a multi-day service the Township would have an increase of waste trucks. Attorney Myers stated that Republic Service would have to buy six (6) additional waste trucks to serve the Township in one day. Supervisor Albright stated the residents would be confused and therefore, he is not in favor of splitting up service days, especially three (3) days like Republic recommends. Mr. Haugh added that plowing slow would become an issue with having to drive around waste trucks on multiple days. Vice-Chairman Naylor also agreed.

Regarding tag-a-bags the board agrees that the Township Office should not have to sell the tag-a-bags, and instead the residents should get them from the waste company. They also agree that they do not want to get rid of tag-a-bags. Attorney Myers recommends having a minimum number of bags a year or the company's will higher the prices significantly. After discussion the board concluded that 18 bags should be the minimum a year, which would amount to a bag and a half a month. If there are any left-over bags at the office, continue to sell them at \$5 a bag during the transition.

Does the Township wish to permit the contractor to decline contract renewal? Currently the contract is solely the Township's discretion for renewing, but this will create a higher bid price because the contractor is locked into the contract. Attorney Myers recommends bilateral for lower prices. Vice-Chairman Naylor agrees because the economy is unpredictable. Chairman Gross added that it is hard to lock in and predict three (3) years

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out. -Bilateral it is.

Does the Township wish to modify the monetary penalties for contractor violations of the contract? Attorney Myers suggests increasing the penalty for failure to collect from \$600 per truck to at least \$1,000 per truck. Staff noted that the township has not had to collect the violation penalty. There were transition issues that occurred and Covid sick issues, but Penn Waste came into compliance. Board agrees to increase violation penalty to help cover costs for enforcement.

Does the Township want to permit bidders to bid prices for each of the first three years and the two option years? This could potentially result in a lower overall price. Both Republic and Penn Waste requested that separate pricing be given for each of the years of the contract. Vice-Chairman Naylor asked if we could ask for a bid of both scenarios to see the difference. -Yes and will add.

Is the Township willing to move all customers to mobile carts for both recycling and trash? Because both Republic and Penn Waste expressed major problems with staffing, this would allow them to use more automated trucks (and help keep costs down). Attorney Myers stated that we can write a specification that allows customers to “give back” their mobile cart if they don’t like receiving service that way. The standard is 96-gallon for trash and 65-gallon for recycling. The Board agreed.

Notes from Supervisor Albright. Page 7, Letter O, Public Facility Definition to include Police Facility; page 8, Letter X, add comma after “can”; section 2.02, middle of the paragraph – conflicts for yard waste collection definition; 2.08.A, add pandemic? -Attorney Myers says he does not recommend that. It will allow for the Board to determine if something is a true act of God if we do not specifically call out pandemic; 2.08.D, add mailboxes; 3.01, include website; page 13, time of collections include website; 3.11, add mailboxes and language to place stickers with information for electronic devices; 3.14, tipping fees, surcharge? -No.

Motion by Chairman Gross to recess to executive session for personnel matters with Attorney Myers at 11:49 a.m.; second by Vice-Chairman Naylor. All members voted aye; motion carried.

Chairman Gross called the meeting back to order at 12:08 p.m.

York County Regional Police Department – Grant Application for the Regional Policing Assistance Program
Motion by Chairman Gross to approve the support letter for York County Regional Police
Department – Grant Application for the Regional Policing Assistance Program; second by Vice-Chairman
Naylor. All members voted aye; motion carried.

Appoint Planning Commission Alternate Member – Discuss at the April 12, 2022 regular meeting.

Additional Business – none.

Supervisor Comments – Supervisor Naylor suggested hanging the floor plan for the Township Building in the meeting room. -Will do.

Motion by Vice-Chairman Naylor, second by Chairman Gross, to adjourn. All members voted aye; motion carried. The meeting adjourned at 12:15 p.m.

Respectfully submitted,

Kristie Masemer
Secretary/Treasurer/Manager



MASTER BUILDERS

East Manchester Township Building
5080 N. Sherman St Ext, East Manchester Pa

Design Conference #2
3/18/22

Attendance :

Kristie Massemer – East Manchester Twp
Darryl Albright – East Manchester Twp
Nate Heindel – East Manchester Twp
Shane Haugh – East Manchester Twp
Scott Dillow – Dillow Architects
John Lewis – Barry Isett
Ken Staver - LDEI
Mike Caulfield – Lobar Assoc.
Mike Kistler -Lobar Assoc.

Old Business:

D1.02 – Shane provided a list of items to include at the 2/18/22 meeting – these items need to be reviewed for design inclusion as the design progresses.

031822 – carry for future consideration

D1.04 – If the zoning room can't afford space to have a working countertop, there could be low filing cabinets in the file room to use as collaboration/work space.

031822 – EMT requested that the zoning office be made larger (closer to 200sf). This can be achieved by deleting the closet, and reducing the size of the IT room.

D1.07 – EMT stated they would prefer to have access for the Board members seating to the meeting room.

031822 – EMT stated they would prefer to have the U shaped dias area, and to rotate it 90 degrees to the exterior wall. This may also require reconfiguration of AV closet and access ramp...

D1.09 – Mike asked Scott to show the lockers in men and women locker rooms to scale at 36" wide.

031822 – Scott stated he can include on next revision. EMT also stated they reviewed the lockers used at Hellam and really like the layout and size.

D1.21 – The generator pad will need to accommodate the door stoop, used oil tank, and generator.

D1.22 – As design progresses, we should consider adding clerestory windows in the mens locker and conference rooms. Not in the conference room to eliminate glares.

New Business:

D2.02 – The attached A101 that was emailed to EMT on 3/14/22 was used as the basis of today's meeting.

D2.03 – EMT received this latest version of the plans on 3/14/22 and had the following comments for revision:

- Flip flop the mens and womens locker area
- Reduce the size of the foremans and EMC office (move EMC office out of signs)
- Create straight thru corridor from parking side to old shop
- Make sure the meeting room ceilings are high enough to accommodate suspended TV's etc.

D2.04 – John Lewis discussed the following MEP and Civil elements:

- HVAC
 - (2) existing gas fired RTU's over admin and break area
 - (2) existing Modine gas units in existing shop (one needs replaced)
 - We will use as much of the existing equipment as possible in new design
 - New shop area will have 2-3 new Modine style unit heaters
 - The new meeting and conference area will have a new RTU
 - Needs to be (2) EF/louvres on new rear gable shop wall for shop exhaust
 - Include vehicle exhaust system
 - Existing CMU/concrete room (vault) needs some dehumidification
 -
- Electrical
 - Shane requested several welding receptacles in the shop area
 - John stated that a plan will be provided at later date for EMT to mark all of the electrical wants and needs.
 - The air compressor is currently on top of the vault. EMT wants another receptacle in middle of shop area in case they want to add/relocate
 - John stated the new electric service will enter the new mechanical room and then backfeed to the existing panels to reuse circuitry
 - EMT requested generator backup for the entire facility
 - The project will have new LED lighting and OCC sensors throughout as required for energy code
 - EMT requested that A/V be included for the meeting room, to include provisions for multiple TV locations, speakers, and associated equipment
 - John will be including above ceiling receptacles for the EMT IT group to install WAP through facility
 - John stated they will include receptacle for IP cameras TBD at later date
 - EMT use Hystar for their IT/Security needs and will involve them later in design
 - The project will need to include card access/door and camera security/FA, etc
 - Outdoor soffit lighting with simple controls
- Plumbing
 - New hot water heaters throughout
 - Keep large floor drain in new shop, sawcut across to existing "drains" in old shop and tie all together into a single OWS

- Fire Protection
 - It will be evaluated if the space will require sprinkler
- Civil
 - The impervious area doesn't change with the additions since there were previous additions and existing parking lots already where the expansions are proposed
 - Daryl stated the buildings water service meter pit is across the street near his driveway. The size of the piping is unknown
 - Shane will coordinate with York Water to get flow data for the fire hydrant in their front yard
 - Ken asked the EMT if they will require full LD process based upon what we are proposing now. EMT stated probably not but will need to be confirmed.
 - The front sidewalk area was discussed and EMT prefers it to be entirely removed and possibly installing a flush sidewalk/pavement to eliminate ADA access point

D2.05 – The existing roof was discussed and is being considered in design. The existing flat roofs need to be replaced with full new tapered polyiso insulation and membrane if they remain. Other areas of the project may be overbuilt with truss system for new roof overbuild (low slope membrane or medium slope metal).

D2.06 – John requested 12 months of electric bills to analyze their usage. EMT emailed these to Mike today and distributed them to the Engineering Team.

D2.07 – Shane requested that all interior walls need to be full height and sound insulated

D2.08 – EMT stated the exterior needs to be updated. They like the idea of a mansard style roof to clean up the multiple roof lines and hide RTU's. There are a few options being considered that also include metal siding on the whole perimeter, stone wainscot/accents on front, new windows throughout, etc.

D2.09 – The new shop addition structure was discussed. Shane would prefer ~~block~~^{block} interior walls for resistance to abuse. To keep the space without interior columns, it was stated it will probably be a PEMB structure with clear span frames. A CMU infill to 8' above the floor can be included to provide the wall protection and durability desired by EMT.

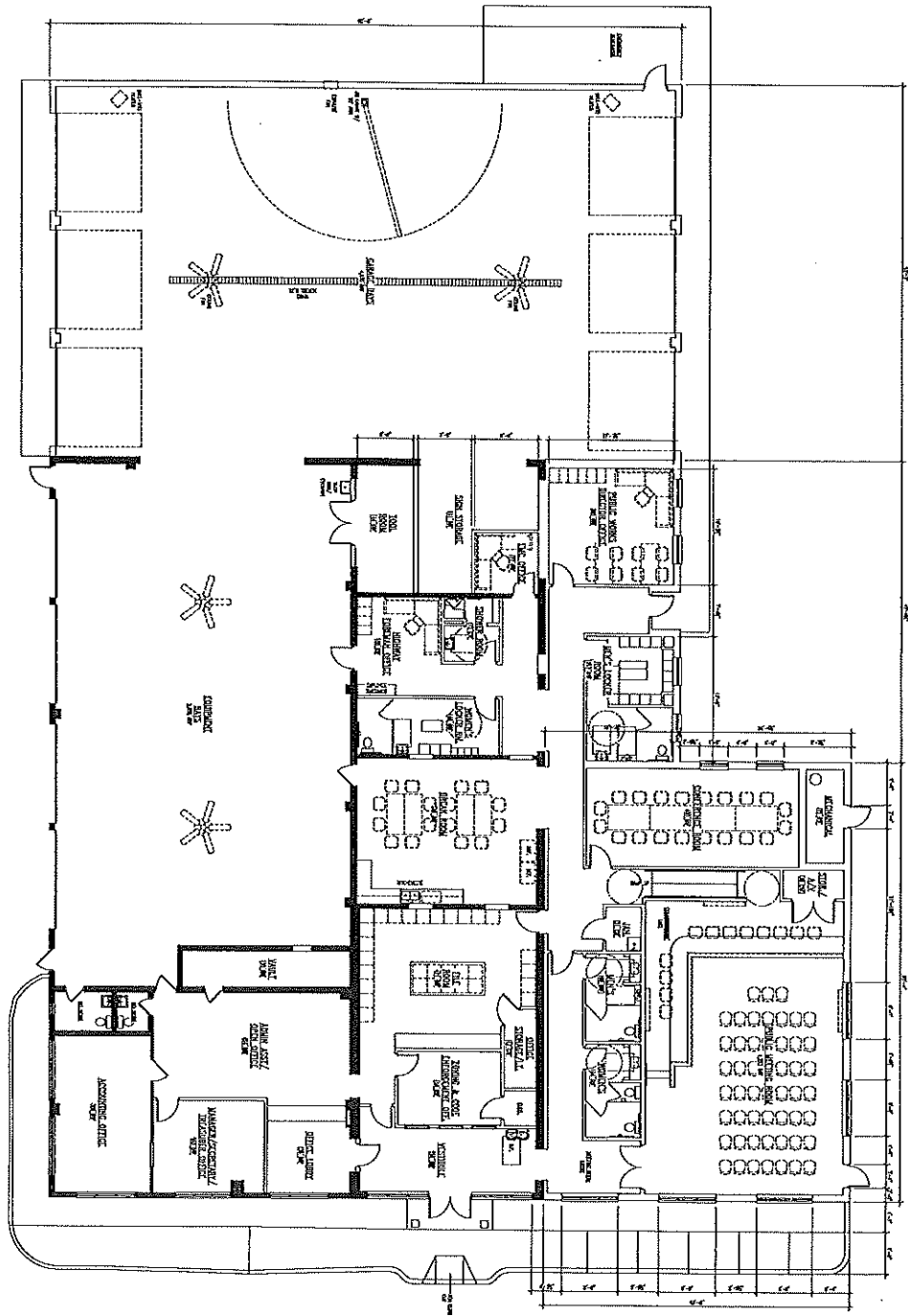
D2.10 - Lobar stated that the updated plan and budget ranges will be distributed by 3/30/22 for EMT consideration before the next meeting on 4/1/22. Upon the decision of the 4/1/22 meeting, we will commence with in depth existing building surveys.

The next meeting will be at 9:30am on April 1, 2022 at the East Manchester Township facility.

Any person taking exception to any statement in these minutes shall notify Lobar Associates within 48 hours of receipt. Otherwise, these minutes will be considered correct and final.

Submitted by,

Mike Kistler
Project Manager



A-101

DATE	NO.	DESCRIPTION
02/11/12	001	ISSUED FOR PERMITS
02/11/12	002	ISSUED FOR PERMITS
02/11/12	003	ISSUED FOR PERMITS
02/11/12	004	ISSUED FOR PERMITS
02/11/12	005	ISSUED FOR PERMITS
02/11/12	006	ISSUED FOR PERMITS
02/11/12	007	ISSUED FOR PERMITS
02/11/12	008	ISSUED FOR PERMITS
02/11/12	009	ISSUED FOR PERMITS
02/11/12	010	ISSUED FOR PERMITS

FLOOR PLAN

DESIGNED BY: J. J. ...
 DRAWN BY: J. J. ...
 CHECKED BY: J. J. ...
 DATE: 02/11/12

ADDITION AND RENOVATIONS TO
EAST MANCHESTER TOWNSHIP
 5080 NORTH SHERMAN STREET EXT.
 MOUNT WOLF EAST MANCHESTER TOWNSHIP YORK COUNTY, PA

BLUW ASSOCIATES
 1700 GOVERNOR DRIVE
 COLLEEN, PA 17012
 info@bluwater.com



NO.	DATE	ISSUED