



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

Design Conference #5
5/13/22

Attendance :

Darryl Albright – East Manchester Twp
Dave Naylor– East Manchester Twp
Shane Haugh – East Manchester Twp
Scott Dillow – Dillow Architects
John Lewis – Barry Isett Engineering
Ryan Rupp – Barry Isett Engineering
Andy Levine – Barry Isett Engineering
Gary Morrison - Barry Isett Engineering
Ken Staver – Lobar Design and Engineering
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 – attached and carry for future consideration

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

040122 – carry through design inclusion

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

040122 – These will be carried through design inclusion

042922 – Highlighted in greed added 042922

- 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) individually controlled EF/louvres on new rear gable shop wall for shop exhaust
 - Include vehicle exhaust system - **single vehicle use**
 - Existing CMU/concrete room (vault) needs some dehumidification
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- 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
- New branch circuitry throughout – except existing shop
- ALL new led lighting package
- FA system upgrade
- Low voltage scope to include CAT6 wire, terminated at jack/patch panel – no rack
- We will coordinate with Hystar (current security vendor) for new project needs (Shane to provide contact information)
- Mr Naylor stated there will need to be panic buttons in the open office and dias area
- Place the air compressor circuit centrally in the shop areas
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- 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
 - Gas fired equipment and Generator – need to review load with Columbia gas
 - The sanitary sewer may need camera/located to confirm location
 - Consider adding a dryer on the compressor, drained to nearby sanitary
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- Fire Protection
 - It will be evaluated if the space will require sprinkler
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- 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 remove and possible installing a flush sidewalk/pavement to eliminate ADA access point

- o Kristie stated today that we will need to pursue full LD for this project. Lobar will work on a supplemental proposal for the addition of this scope to the current design contract.

D2.05 – The existing roof was discussed and is being considered in design. The existing flat roofs needs 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).

040122 – carry through design inclusion

042922 – Dillow working on roof plan for Teams review

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

040122 – carry through design inclusion

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.

042922 – The exterior elevations that EMT has approved for progress are attached to these minutes.

D2.09 – The new shop addition structure was discussed. Shane would prefer 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.

040122 – carry through design inclusion

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.

040122 – EMT decided at this meeting, based upon the 15 year plan and budget, to continue moving forward with the renovations and additions as detailed on the 032322 floor plan attached. Lobar will be authorizing the design Team to commence with existing building surveys and will be coordinated with the EMT Team.

042922 - Ongoing

D3.05 – Kristie will check with Joyce on grant funding. Confirm if the FEMA grant will cover 50% of the project cost, and work with the Twp to determine where the remainder of the required funds will be allocated from. Steve Gross recommended that this be accomplished without raising taxes.

042922 – EMT provided Joyce with a renovation plan and budget, as well as a new build plan and budget, for use it pursuing grant funding. Kristie to update the Team as developments are made.

D4.01 – Jason is the Townships IT person, and we will coordinate with him for next week (Thursday 5/5/22) at 9am to review the electrical and low voltage needs.

D4.02 – Kristie stated they will need a way to pass large plans from the vestibule to the office lobby near the transaction window.

D4.03 – Kristie stated the wall and countertop section between the reception and open office area should be removed.

D4.04 – Scott requested a list of office equipment/furniture/copiers that need to be accounted for on the plans.

D4.05 – John stated he will plan on sizing the HVAC unit for the addition to accommodate the meeting room capacity, not as if the entire meeting and conference room were occupied. EMT agreed.

D4.06 – The design Team will be working on identifying all utilities that serve the property. Location/size/capacity/etc.

D4.07 – Mike stated the following design schedule goals (updated 5/13/22 with new inclusion of full civil design)

- 50% plans for review 5/13/22 - accomplished
- 75% plans for review 6/10/22
- Permit submission set ready for 7/6/22

New Business:

D5.01 – The 5/27/22 meeting will be to discuss finishes in the building, as well as door and hardware requirements.

D5.02 – The 6/10/22 meeting will be for the entire Design Team to review 75% progress plans. Mike K will also go through all design meeting conference notes to ensure inclusion in plan sets.

D5.03 – Ken provided an outline of the additional civil service that will be required now that EMT has confirmed that full land development requirements will need to be met. Mike C will be getting an official document prepared for EMT execution.

D5.04 – Andy reviewed the (2) site plans that were prepared for today's meeting. The group agreed that we will need to pursue the HOP permit since there is no good way to use the existing entrance with the current expansion plans. Shane also noted to keep the new entrance as wide as permissible since there is a lot of commercial truck traffic using the entrance.

D5.05 – Scott reviewed the current architectural plans that have been prepared thus far. New items for today were the reflected ceiling plan, wall sections, and the beginnings of finish/door schedules.

D5.06 – Mike requested to the professionals that we need to make sure 4' concrete aprons are at all OHD's.

D5.07 – The vestibule/zoning office wall was discussed. It is preferred to have high clerestory windows above community info display boards on the wall.

D5.08 – The group discussed adding ballistic rated wall panels to create more security in the vestibule. This should be noted on the floor plan and wall types.

D5.09 – The existing restrooms behind the admin area have been planned ETR. Today, the group decided to remove the wall demising the (2) restrooms, and make (1) larger restroom for the admin use.

D5.10 – Gary presented the electrical plans to date.

- Different ways to zone the shop and meeting room lighting was discussed
- Also using dimmers in certain areas
- Reduce the rear exterior lighting to generator only
- Coordinate fans with shop lights

D5.11 – Ryan presented the current mechanical/plumbing plans

- EMT wants hard wired touchless fixtures
- Responsive hot water throughout
- Add new air compressor/dryer on plan, as well as noted air compressor drops from Nates plan.
- Ceiling fans to be variable speed control and reversible

The next meeting will be at 9:30am on May 27, 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**

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/reface entire building

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