

Cumberland Township Board of Supervisors
1370 Fairfield Road, Gettysburg, PA 17325
Minutes of the June 22, 2017 Workshop

Chair Barbara Underwood called the workshop to order at 7:00 p.m. Present were Supervisors Underwood, Waybright, Toddes, and Shealer; Township Manager Ben Thomas, Jr., Solicitor Sam Wisler, Police Chief Don Boehs and Secretary Carol Merryman.

Mr. Shealer presented an overview of the history of the proposed building renovation project which began back in 2001 with the Board of Supervisors approving a Space Utilization Study that was revised in 2015. Mr. Shealer gave many reasons why the proposed renovation is necessary and reported that the proposed renovation uses the existing footprint with no additional building proposed. Mr. Shealer stated that the goal of the committee is to obtain realistic budget numbers for a public presentation and review at a later date.

Mr. Thomas gave an overview and Power Point presentation of the committee's chronology (the following was taken from the minutes of the June 1, 2017 Committee meeting).

COMMITTEE CHRONOLOGY:

- Based on comments received upon the formation of the Committee in early 2016 the Manager was tasked with seeking potential grant funds prior to any meetings being held. This task was transferred to the Finance Committee.
- Finance Committee conducted grant research; Discussions with U.S. Senator Pat Toomey's staff; Meeting with Pa. Senator Rich Alloway with promising words; Researched Pa. Department of Community and Economic Development Municipal Assistance Program grant (single application) information; Researched RACP grant program (Redevelopment Assistance Capital Program) similar to Carroll Valley Borough's funding; Researched U.S.D.A. low interest 40 year loan program and grant opportunities.
- The first phase Building and Grounds Committee met on July 18, 2016; Reviewed the Draft Action Plan; Discussed potential architectural services; Agreed to informally meet with Architect Martin Kimmel (Kimmel Bogrette) of Conshohocken, PA. His firm was a presenter at the Spring, 2016 PSATS conference and has completed over 100 municipal facilities projects in Pennsylvania.
- The Committee met with Mr. Kimmel on August 3 who presented a power-point presentation regarding projects and toured the facility. The Committee again briefly met on August 17 and discussed the possibility of reviewing a future renovation project with local Architect Gary Shaffer; Ultimate use of an architectural service will be decided by the Board of Supervisors.
- No meetings have been held since.

Mr. Thomas also reported the following recommendations from the committee for action by the Board:

- Actively authorize seeking building renovation / outside re-use grant funding.
- Decision regarding architectural services OR Design / Build (RFP) utilizing the Committee's and Township Supervisors / staff talents; Advertisement to receive sealed bids. The committee has recommended Design / Build (subject to legal review).
- Finance Committee recommendation to the Board of Supervisors to restrict \$500,000.00 of reserve general funds for a future renovation to reduce or remove the need to borrow funds.

Mr. Thomas also reported that the vision for the next steps is:

- Brainstorm actual renovation needs (future police services, meeting room, seating #).

- Brainstorm outside parking / landscaping / open space logistics (headed by Chris Walter and Jim Paddock)
- Brainstorm future fuel tank needs (retire underground system for above ground tanks).
- Brainstorm future use of the rental home at 1390 Fairfield Road and the future of the structure (analysis of future costs to operate and maintain; storage; temporary office space during renovation; ultimate demolition).
- Brainstorm future use of the former Topper property along Willoughby Run Road either for parks and recreation or Township maintenance and open space.
- Conduct an Open House.

Mr. Thomas asked the Board to take action on the three recommendations from the committee. Mr. Waybright stated that Mr. Paddock (as a member of the Building and Grounds Committee) is aware of these recommendations and is in agreement.

Mr. Shealer made a motion to grant authorization to seek building renovation / outside re-use grant funding seconded by Mrs. Underwood and carried.

Mr. Toddles made a motion to use Design / Build (the submissions shall include notice that bidders shall be responsible for architectural stamped plans and would be subject to legal review) seconded by Mr. Waybright and carried.

Mr. Shealer made a motion seconded by Mr. Waybright and carried to restrict \$500,000.00 of reserve funds for a future renovation to reduce or remove the need to borrow funds.

Chair Underwood reported that the Finance Committee authorized an emergency purchase on Tuesday for safety equipment for the Police Officers. She added that the money is in the budget and all Supervisors were informed of the purchase. Mr. Thomas reported that the amount was approximately \$4,300.00. **Mr. Shealer made a motion to approve the emergency purchase of police safety equipment seconded by Mr. Toddles and carried.**

Mrs. Underwood made a motion to authorize officers of the Cumberland Township Police Department to be deputized by other agencies or government entities, as appropriate, to provide for public safety at events occurring in the greater Gettysburg area from June 30 through July 8, 2017. Further the Chair is authorized to deputize law enforcement officials from other agencies and jurisdictions for the same time period. The motion was seconded by Mr. Shealer and carried.

Mr. Steve Tallman, 62 Bittern Drive, asked the Supervisors to look at the old Township shed located on Herr's Ridge Road near Fairplay Road. He stated that there are abandoned cars, trees growing up through the building and the property needs to be cleaned up.

Unless otherwise noted, all votes were unanimous. Supervisors adjourned the workshop at 8:10 p.m. for a brief Executive Session.

 Carol A. Merryman, Secretary

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