

Cumberland Township Building Renovation Working Group
NOTES: March 28, 2018 @ 3:00 P.M.

Call to order by Chair Barbara Underwood followed by introductions (All Working Group members were present); Members of the public were also present as this was advertised in the Gettysburg Times:

1. The Space Utilization Concept Study DRAFT Drawing by C.S. Davidson was displayed and reviewed with discussion. This will continue to be a work in progress.
2. Secure sample DESIGN/BUILD Specifications: Following discussion, the Manager will attempt to secure sample Design / Build documents for future review. This will aid the Group in determining whether or not to recommend to the Board of Supervisors to move forward with Design / Build or hire an architect to perform these services. It was noted that Design / Build would need to be authored in detail so all contractors are bidding the same materials and specifications. *The Manager is to contact the Township Solicitor regarding breaking renovations into a series of phased in projects to avoid prevailing wage rates. Note: In 2018 contracts over \$20,100 require formal bidding.*
3. Obtain true square footage renovation cost estimates (Prevailing wage rates would apply): *Bill Naugle will obtain recent projects costs.*
4. Activated sub-group to work on an outside campus plan to include the future use of the former Topper property; fuel tanks, etc.): *Assigned to Jim Paddock and Chris Walter. Obtain a quote from KPI Technology for a topo map of the existing lands (less the Maintenance Building and former Topper property.)*
5. Obtain outside grounds cost estimates. How much work can be done by Township and other municipal partners? *This will come following review of Item 4.*
6. Brainstorm a comprehensive funding plan (fund balance, grant opportunities, low interest loans including USDA): *Discussion to continue following estimated costs received and information from State and Federal officials. Chair Underwood also mentioned a possible benevolent fund if citizens desired to contribute to the future project.*
7. Sprinkler system required? (bid as an add alternate ?): *Bill Naugle is researching.*
8. Obtain new furniture and furnishings costs (later) on a separate CO-STARS or better bid): *For later review as the project moves forward.*
9. Report on all Working Group activities at the Board of Supervisor's regular meetings: *This was acknowledged as a goal for full public transparency.*

10. Record notes from all Working Group and sub-group meetings and post on the Township's web-site: *For full public transparency.*
11. Public comment: *Citizens inquired about bullet proof glass installation a.s.a.p.; A request for the working group to meet in the evenings; Funding concerns; Outside lighting security.*
12. Set next meeting date: **May 3, 2018 @ 3:00 P.M.**
13. Adjourned @ 4:30 P.M.

MEMBERS PRESENT: Barbara Underwood (Chair), Steve Toddes, Jim Paddock, Tom Shealer, Rob Reed, Bill Naugle, Chris Walter, Carl Athey, Don Boehs, Ben Thomas, Jr.

NOTE: The Working Group is advisory and reports any and all recommendations to the Board of Supervisors who are the ultimate decision makers.

By: Ben Thomas, Jr. Township Manager

BT / Bidding / Bldg minutes 03282018