

**CUMBERLAND TOWNSHIP BUILDING RENOVATION AND GROUNDS
COMMITTEE MEETING MINUTES, Thursday, June 1, 2017 @ 3:00 P.M.
BOARD OF SUPERVISORS PUBLIC MEETING JUNE 22, 2017 (See approved meeting
minutes)**

PRESENT: Chairman Tom Shealer, Members Rob Reed, Bill Naugle, Chris Walter, Barbara Underwood, Jim Paddock, Ben Thomas, Jr. Also present were citizens Barry and Jean Stone, Shaun Phiel, Police Chief Don Boehs, Secretary Carol Merryman, Cumberland Township Authority Administrative / Board Secretary Tracey Barrick, and Supervisor Steve Toddes. The Meeting was advertised in The Gettysburg Times and open to the public.

Mr. Shealer called Committee Meeting to order with Committee member introductions.

Mr. Shealer reviewed the Space Utilization Study history from 2001 and 2015 and the current Committee's chronology of activities (included).

Manager Thomas reviewed the proposed next steps Action Plan for future presentation to the full Board of Supervisors:

**Cumberland Township Building and Grounds Committee
2017
[DRAFT] ACTION PLAN**

OVERVIEW

The current office building was constructed in 1979. In 2001 (16 years ago) the Township Supervisors commissioned a "Space Utilization Study" for future needs of office space. Since then, a new Maintenance Building was constructed where maintenance needs and garage space was transferred to the new building. In 2015, Supervisors authorized the 2001 Study be revised which was completed in July, 2015. This Study utilized the current Building's footprint, taking the garage area and converting into office / police facilities moving all access to the front of the current structure that's been used for 38 years.

The Township continues to experience residential growth which calls for more staff services with police calls, zoning and permitting, complaints, citizens' contacts, continued additional operational work-load, and rather unique research requests.

Staff's goals recommend the need for:

1. Handicap (ADA) access
2. Public and employee security
3. Creation of improved public access (police are located to the rear of the current building which leads to confusion and frustration by citizens); Lack of parking for citizens
4. Better utilization of the current outside areas owned by the Township

COMMITTEE CHRONOLOGY:

1. 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 assisted by the Finance Committee.
2. The goal was to create a two phase Committee system. The first phase undertaking was to review a building renovation roadmap as to how to proceed. The second phase that has not commenced was to review the grounds to create greater efficiencies with parking, land use, vehicle fuel access/cost efficiency, and screening.
3. The Finance Committee conducted grant research; Discussions with U.S. Senator Pat Toomey's staff; Meeting with Senator Rich Alloway with promising comments; Researched Pa. Department of Community and Economic Development Municipal Assistance Program grant (single application) information; Researched RCAP 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
4. The first phase Building and Grounds Committee met on July 18, 2016; 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.

5. The first phase Committee met with Mr. Kimmel on August 3, 2016 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 discussing a future renovation project with a local; Ultimate use of an architectural service or design/build will be decided by the Board of Supervisors.

6. No meetings have been held since.

7. **NOTE:** A government agency has expressed interest in leasing limited space from the Township for their limited staffing operations that could provide long term lease funding to the Township.

8. Action items for Committee consideration and **recommendation/s to the Board of Supervisors June 22, 2017 Public Meeting** (with full public information being vetted):
 - a. **Actively authorize seeking building renovation / outside re-use grant funding. RECOMMENDED on motion of Naugle / Reed. APPROVED by the Board of Supervisors 6/22/2017.**

 - b. Decision regarding architectural services **or** Design / Build Bid (RFP) utilizing the Committee's and Township Supervisors / staff's talents. *Design / Build concept approved by the Supervisors 6/22/17.*

 - c. **Design / Build submissions would include notice that bidders shall be responsible for architectural stamped plans. RECOMMENDED DESIGN / BUILD (Value Engineering) on an Underwood / Naugle motion.**

 - d. **Finance Committee ultimate recommendation to the Board of Supervisors: Restrict \$500,000 of reserve funds for a future renovation to reduce or remove the need to borrow**

funds (smart financial planning); APPROVED 6/22/17 by Supervisors.

FUTURE TASKS...

- e. Brainstorm actual renovation needs (Future police services; Meeting room seating #) FUTURE INFORMATIONAL FOR THE BOARD OF SUPERVISORS, COMMITTEE, STAFF.
- f. Brainstorm outside parking / landscaping / open space logistics (headed by Chris Walter and Jim Paddock) [see e.; g.; h. below]
- g. Brainstorm future fuel tank needs (retire underground system for above ground tanks)
- h. Brainstorm future use of the rental home @ 1390 Fairfield Road and the future of the structure (analysis of future costs to operate and maintain; storage; temporary office space during renovation period; ultimate demolition)
- i. Brainstorm future use of the former TOPPER property along Willoughby Run Road either for parks and recreation or Township maintenance and open space. RECOMMENDED ON MOTION OF PADDOCK / REED.
- j. Conduct an Open House (Date: FUTURE) regarding the current facilities and proposed renovations.
- k. FUTURE – Receive realistic budget numbers, Full public vetting with presentations and budget assessment review (November, 2017; Supervisor’s decision to advertise RFPs’ to receive sealed bids (2018).

Public comment included questions and responses from Committee members.

The Committee meeting adjourned at 4:03 P.M.

A facilities tour was conducted for the public attending the Committee meeting.

Questions

By: Ben Thomas, Jr.
Cumberland Township Manager

File: Building and Grounds Comm. 06012017