

WEST HEMPFIELD TOWNSHIP SUPERVISORS and BUILDING COMMITTEE
Special Board Meeting November 16, 2015

The West Hempfield Township Board of Supervisors held a Special Meeting on Monday, November 16, 2015 at the West Hempfield Township Municipal Office at 3401 Marietta Avenue, Lancaster, Pennsylvania. Board members David Dumeyer, Edward Fisher, Frank Burkhart, Kent Gardner and Naomi Martin were present. Also in attendance were Ron Youtz, Township Manager, and Brenda Baumbach, Finance/Personnel Director serving as Recording Secretary. In attendance from the Building Committee were Elwood “Woody” Graves of West Hempfield Fire and Rescue, Township Planning Commission Member John Rodman, and local resident Dr. William Edkin.

I. CALL TO ORDER

Chairman David Dumeyer called the meeting to order at 6:55 p.m. and announced that Supervisor Edward Fisher will be arriving shortly. He asked the audience to stand and led with the Pledge of Allegiance.

Mr. Dumeyer explained the purpose of this evening’s special meeting is for both the Board of Supervisors and the Building Committee members along with residents to listen to presentations by two architectural firms regarding their proposals for the design of the Municipal Services Complex and to address other administrative matters brought before the Board.

Mr. Dumeyer explained that over the past few years, there have been conversations with Fire Company personnel on their needs and regulation compliance and future expansion of the fire house. Once discussions began the Board started to look at the existing Township building and what the needs are to bring the building up to code and regulations, along with growth and expansion needs for both the Police and Administrative Departments.

He said in 2014 a Building Committee was established consisting of two Supervisors, two West Hempfield Fire and Rescue personnel, two Township Planning Commission members, and a resident. The purpose of this committee was to research and report back to the Board of Supervisors of their findings on the proposed needs of the various departments.

He stated the Committee made a site visit to the Lower Allen Township municipal complex. That complex is one of the first facilities that includes the various departments under one roof. The Committee also visited the Rohrerstown Fire Department to get an understanding of what precisely is needed and required to operate a fire company.

Once the Committee met and reviewed the needs of the Fire Company, Police and Administrative Departments, the conversation for a shared municipal complex came to the forefront.

II. COMMUNICATIONS

A. Board of Supervisors

Kent Gardner informed Board members the LIMC meeting is scheduled for Thursday, November 19. He asked if any Board member is planning to attend to let him know by the end of meeting.

B. Township Manager

Ron Youtz indicated he would like to add to the agenda under New Business, Item D, George and Candy Metzler – 502 Goldfinch Drive – Request Release of Financial Security.

C. Residents

Mark Friedman of 505 Bald Eagle Court asked what led to holding this special meeting. David Dumeyer explained the Fire Company had started discussions of its need for an up-to-date facility. He said Township Staff and the Board started thinking about how obsolete the current Township building is and how beneficial it would be to place all three entities in one complex.

Mr. Friedman asked if the discussion is based on the lack of square footage or what is the driving factor other than everyone wants a modern, brand new facility. He asked how is this going to get anything done better, faster, or more economically. Mr. Dumeyer said there are conditions that have led to the update of the Township facility with some of it relating to square footage and some having to do with certifications required with the Police Department. Kent Gardner replied the Township building is not in ADA compliance and it would be very costly to do so, not to mention how the building would lose square footage to bring it into compliance. He said officers are sharing space in the basement and the interview room and holding cell are downstairs which causes a hazardous situation.

Mr. Friedman said so the idea of not having a Police Department has been reviewed and instead having State Police coverage of the Township. Mr. Dumeyer said there has not been an official poll conducted to determine the elimination of the local Police Department. He said he has talked with many residents and they have never suggested dismantling the local Police Department; in fact they are in favor of keeping the Police Department.

Mr. Friedman stated there is a growing trend of municipalities converting to State Police coverage. If the current building would acquire the square footage of the Police Department, is there still a need for a new building. Edward Fisher stated that he does not agree with the statement that having the State Police cover a municipality is a growing trend; he said it is the opposite. The State Police want to charge municipalities for patrolling their area. He mentioned Rapho Township, which was probably the last municipality within the region covered by the State Police and they recently contracted for local police service. He said the State Police do not have manpower/coverage to patrol each municipality. Mr. Fisher stated that for him, the Police Department needs are a driving factor to move forward, the Administrative Department is OK, but the Police Department is in the basement. It has been retrofitted a number of times and it is not working out with the holding cells in the basement, and the evidence room is not adequate. He said the Board also looked at remodeling the

existing facility versus construction of a new facility and incorporating the Fire Company into the complex-type facility. He said it would cost more to renovate than to build new. Mr. Friedman stated a Regional Police force was not looked into. Edward Fisher stated yes, a Regional Police force has been considered and is still being looked into. He also said the Lancaster County District Attorney has said he would like to see a county-wide police force. Mr. Fisher said we would still need a facility in the Township, whether it is a local or county police force. We still have to provide protection for the area.

III. NEW BUSINESS

A. PRESENTATIONS AND INTERVIEWS WITH ARCHITECTURAL FIRMS REGARDING PROPOSALS FOR DESIGN OF MUNICIPAL SERVICE COMPLEX

1. Buchart Horn Architects, Engineers and Planners

Scott Loercher, Associate Vice President Buchart Horn, informed the Board he is in charge of the architectural department and he has 20 years experience with Buchart Horn. He also introduced Todd Vukmanic who is an architectural designer with 18 years experience.

Mr. Loercher stated he would be the primary contact for this project. He would attend all the meetings and Todd Vukmanic would be the Project Manager. He and his staff have worked over the years and developed the expertise in working with clients to design public safety and administrative facilities like the one West Hempfield is proposing.

His firm has on staff Stephanie Schaefer, Quality Assurance/Quality Control Manager, Bryan Ondrasik, Mechanical, Plumbing and HVAC Engineering, and Sherry Wolfe, Electrical Engineer. Mr. Loercher stated that his staff attends various conferences held by the Pennsylvania State Police and the Pennsylvania Chiefs of Police Association and National Chiefs of Police Association to keep up with industry standards.

Mr. Loercher described the various projects his firm has designed.

Derry Township Municipal Complex Design and Adaptive Reuse. Project completed 2009. Adaptive reuse of three existing structures, approximately 33,100 SF, and construction of approximately 44,000 SF of new space to consolidate the Township's Administrative Offices, Police Department, Emergency Management Agency and Tax Collection Association. The complex allows for growth and also incorporates safety and security measures throughout the complex. The Police Department complies with the Commission on Accreditation of Law Enforcement Agencies (CALEA) standards.

Lower Allen Township Municipal Service Center. Project completed 2008. The new 45,990 SF municipal complex houses the Township's Administrative Office, emergency services agencies including the Police Department, Emergency Medical Services and the Fire Company. Due to the small site size and limited vehicular access, the structure consists of three stories along with three drive-through apparatus bays and three additional bays for EMS and Advanced Life

Support units. He stated a large portion of the cost went into site work as there were environmental issues at the site. The Fire Department uses infrared heating and a vehicle exhaust system.

Upper Allen Township Municipal Building Addition and Renovations. Project completion 2011. Consisted of 15,000 SF renovation and 36,000 SF addition to house the Township's Administration, Police, Public Works Department and EMS Garage. The 20 officer Police Department has separate public and staff entrances, with three security zones. Site work included increasing parking spaces, a storm water detention basin and two new driveways.

Hampden Township Fire Department. Project completed 2007. Project was for the Fire Department. The new construction consisted of a one-story facility including five drive-through fire equipment bays, an EMS section, a public multi-purpose room with a kitchen, an emergency operations center, dormitory rooms and a space to store and display historic fire company artifacts.

City of York Police Station Modernization and Conversion Design. Project completed 2012. A successful design solution organized to allow officers convenient access to evidence processing and locker facilities. There are special lockers installed to allow the drying of equipment and to charge radios and batteries. Detectives use a secure entrance and have direct access to the holding and interview rooms. This project complies with state and national accreditation standards (CALEA) police regulations, along with PA UCC and IBC building codes. An emergency generator was also installed.

Springettsbury Township New Fire Station. Project completed 2015. Like the West Hempfield project, the Fire Company owned the parcel of land that was used to construct the new fire station. This new station also houses the York Area United Fire and Rescue with career and volunteer firefighters, Fire Police and local EMS. This project included a four-bay vehicle section for fire equipment, living quarters, a ground level meeting room and a separate decontamination area. The floors use radiant heating to keep the heat at ground level, which helps with snow removal from returning vehicles, floor drying and accumulation around the overhead doors. A non-slip epoxy floor finish was used to help prevent injuries.

West Hempfield Complex. Mr. Loercher mentioned there was not a lot of information available about the project, but with the size area estimates that were provided for each department, he provided a brief drawing which shows placement of each department, rooms needed for the project and to have a starting point for discussion. He mentioned there would be secure parking for the police vehicles and each department would be in a separate section of the complex.

Mr. Vukmanic stated his firm is familiar with and knows how to work within timeframe and budget constraints. The various steps necessary to keep the project in-line would be: site restrictions worked out at the very beginning; building programming to make sure everything for each department is thought of and included, such as daylight lighting and any kind of

energy project to be included; any security and safety issues; scheduling during the construction phase of the project continues without any major problems, and budget review to make sure the costs are maintained.

Q/A:

Edward Fisher questioned about designing the project within a budget and how close were the pre-bid estimates and architectural estimates to the actual bids costs. Mr. Loercher stated they do their own in-house estimating and projections costs are very close to budget but there have been projections over budget. This could be caused by costs such as site preparation that can be an unknown factor and lead to additional costs.

Mr. Fisher asked if we say this is our budget, could or would they be up front with us and inform us that you can do or you can't do the project for that cost. Mr. Loercher stated they would be upfront with costs and everything that has to do with the project. He said it was mentioned that the Administrative section might not be considered at this time, but he is suggesting that that department be included now as it will cost more in the future to add it. Mr. Vukmanic stated there are checks and balances used for every project to assist with cost management.

Kent Gardner stated that prevailing wage will be calculated into the project. Would they be able to recommend items that could be finished at a later time? Mr. Loercher said there would be items that could be done that would not be assessed under prevailing wage.

David Dumeyer questioned that the design presented is a single story, and are they opposed to reducing the footprint to include a second story. Mr. Loercher stated he did the design as a single story because it fit. He wanted to keep the difference spaces separate with the Police having a separate entry. He said he would not be opposed to researching both options.

Mr. Gardner mentioned it was discussed if the building could be designed with the intent of constructing a second story. Mr. Loercher stated yes that can be an option. He said York Area Fire and Rescue can be expanded with a second floor over top of the meeting room.

Naomi Martin asked can they provide lightning rod protection and if so, how far will the rods go down into the ground. She stated that if there is no electrical service due to a storm, then the facility is useless. Mr. Vukmanic stated he would check with his engineer. Mr. Loercher said the facility would be an emergency service facility, and that would be included in the design of the facility. He said they have provided emergency back-up units in other emergency service facilities.

Woody Graves asked if they were familiar with the ICF (Insulated Concrete Forms) Construction. Mr. Graves said the Fire Company is looking into that type of construction and was told for the size of the structure, the cost would be beneficial. He asked that a quote be included in the design. Mr. Loercher answered yes, but there are concerns about the difficulty of adding anything to those walls, such as an electrical outlet.

John Rodman asked if the engineering cost is included in the proposal. Is this work all in-house? Mr. Loercher stated yes, those services are provided in-house and there is no additional cost for a site engineer. The Township is not sure how they want to handle that portion.

Chairman Dumeyer announced for a five minute recess to allow time for the next firm to set up for its presentation.

2. Hammel Associates Architects

Ted Vedock, Principal Architect with Hammel Associates Architects, stated that Hammel Architects have been located in Lancaster for twenty-five years and have a wealth of experience working with government entities. Mr. Vedock noted that he would be the primary contact for the project along with Ken Hammel, who will be the Project Manager, and Marzena Wolnikowski who would be the Design Architect for the project. He stated they are strictly an architectural firm, and do not have architectural engineering in-house. He introduced his primary consulting engineers: David Bernhardt of Providence Engineering and Kenneth Kauffman of Moore Engineering. He said not present this evening is a representative from Capital Construction Management who is a third party estimator consultant they use.

Mr. Hammel described various projects his firm has designed.

East Donegal Township Municipal Building and Regional Police Station. Project completed mid-November 2015. This project was performed in phases because the structure was occupied during renovations. He noted they renovated the original municipal building and the Police station. The Police station included improvements and expansion of all functional areas including cameras and door security upgrades and technology upgrades.

Hershey Volunteer Fire Company. Project completed 2012. Prepared a schematic design for additional drive-through bays and also laid out the second floor to mirror the first floor.

Penn Township Volunteer Emergency Services. Project completed in 2008. Providence Engineering is engineer of record responsible for the structural design of the building's superstructure and foundation. The facility combined three emergency services locations into one, including seven bays, a single story apparatus building portion, and a two story structure with a basement which houses the residence and office portion. It is 30,000 SF of new construction.

Southeastern Adams Volunteer Emergency Services. Project completed 2009. Providence Engineering is the engineer of record responsible for the structural design of the building's superstructure and foundation. It is a single story apparatus building with 3,000 SF mezzanine area and 32,000 SF of new construction.

City of Lancaster Water Bureau Building. Projected completion mid-2017. The building is currently in the design phase. It is a 40,000 SF new facility and is designed to maximize

interior functions, energy efficiency and environmental sustainability. The facility provides daylighted work spaces. The public and administrative functions are clustered near the main entrance and each department is connected by interconnected corridor “loops” with no dead ends. The ground source (geothermal) heat pump, rain gardens and green roof are just a few features used in planning for a LEED Silver Certification.

West Hanover Township Fire Company. Project completed 2012. This facility is also the call center and emergency standby power systems were installed. An overhead exhaust system was installed for the apparatus, the flooring is heated with an under-floor radiant system which helps to keep things dry. The tarmac is also heated. An underground storm water collection system has been installed and it collects roof rain water which goes into a 10,000 gallon tank to be use for tanker trucks.

Q/A:

Kent Gardner stated that he has been with the Clean Water Consortium and likes the idea of collecting the roof rain water and use it for the tanker trucks. A tanker holds 3,500 gallons, and he asked if a 10,000 gallon holding tank is enough. Mr. Vedock stated the decision was up to the Fire Company and to remember it does not rain every day.

Edward Fisher expressed concern with the construction cost of the new facility. Mr. Hammel stated they will have a very good number for what the construction will cost before going out on bid. Mr. Hammel said the design of the building, what options are going to be used, and having continuous dialogue will help to keep costs down.

Mr. Fisher asked about the cost quoted on design services and are they firm on the amount. Mr. Vedock informed the Board there are two ways they do price estimates: how much time it will take and also the construction cost of the facility. He mentioned they are looking at a building cost of \$6 to \$7 million. He said when the scope of the building is decided, the fee can be reviewed for possible revision.

Kent Gardner asked for clarification of what LEED silver, gold and platinum certificates are for a building. Mr. Vedock stated it is based on the certification of the building. He said if it is gold, you have to show how you are conserving energy. Kent Gardner stated this building will be energy conservative.

Naomi Martin asked about electrical back-up. Mr. Hammel stated a majority of municipal buildings that include police departments are being backed up for electricity. Mr. Vedock stated when looking into this phase of design, it will be discussed and decided what type and what size of an area will need to have electrical back-up.

Woody Graves asked what the underground water tank is constructed of and is it internal or external. Mr. Vedock answered the tank is fiberglass and is external and the lines are internal. Mr. Graves asked if they were familiar with the ICF (Insulated Concrete Forms) Construction. Mr. Vedock stated they have used the insulated concrete forms in various structures. He

mentioned that type of wall system is very expensive and we would want to avoid cutting into those walls for any expansion. He said during the design phase it will be necessary to know exactly where future expansion could happen in order not to add costs down the road.

Bill Edkin asked if the East Donegal project was the closest project they have done with three entities being incorporated into one facility. Mr. Vedock said in preparing proposals there are not many projects that have Administrative, Police and Fire Departments in one facility. He said they have designed structures with Administrative, Police and Road Departments. Mr. Edkin asked what the total square footage was for the East Donegal structure. Mr. Vedock answered 10,000 to 11,000 SF.

John Rodman asked would there be a general contractor on site throughout the project. Mr. Hammel stated they did not visit the East Donegal project every day. He said they would coordinate all the meetings with the electrical and plumbing contractors.

Chairman David Dumeyer asked for public comment. No one spoke. He also announced the Building Committee will review the proposals and will make a recommendation shortly to the Board of Supervisors.

B. HEMPFIELD BUSINESS COALITION – REQUEST FOR SPECIAL FIRE POLICE

Township Manager Ron Youtz copied the Board on a request received from the Hempfield Business Coalition asking for Fire Police assisting during the First Annual Holiday Tree Lighting on Saturday November 21, 2015 from 4 p.m. to 5 p.m. at the Hempfield Area Recreation Center.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the use of Fire Police personnel to assist with the Hempfield Business Coalition event on Saturday, November 21, 2015. Motion carried, 5-0.

C. DISCUSSION ON PURCHASE OF DUMP TRUCK FOR PUBLIC WORKS DEPARTMENT

Township Manager Ron Youtz informed the Board that he, Supervisor Frank Burkhart and Dale Getz, Public Works Director, made an inspection of a used dump truck which will replace a truck that is twenty years old. Mr. Youtz is seeking authorization to prepare and get bids for a used dump truck.

Motion: Kent Gardner moved, seconded by Frank Burkhart, to authorize the Township Manager to prepare and advertise bids for a used dump truck. Motion carried, 5-0.

D. GEORGE AND CANDY METZLER – 502 GOLDFINCH DRIVE – REQUEST RELEASE OF FINANCIAL SECURITY

Ron Youtz, Township Manager, informed the Board that Staff has received the as-built plan for the storm water management for 502 Goldfinch Drive. The as-built plan was certified by a Registered Landscape Architect. He stated this was the last item that had to be completed for this

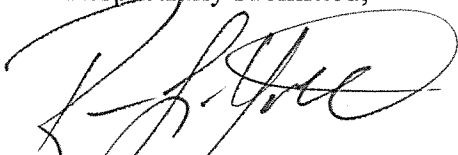
project and said that Township Staff is requesting the final release of their financial/escrow security in the amount of \$1,500.00.

Motion: Kent Gardner moved, seconded by Frank Burkhart, to accept the Township Staff's recommendation to release the final balance of \$1,500.00 financial/escrow security for the George and Candy Metzler project. Motion carried, 5-0.

IV. ADJOURNMENT

Chairman David Dumeyer adjourned the meeting at 8:45 p.m.

Respectfully submitted,



Ron L. Youtz,
Secretary

