



AD HOC POLICE BUILDING DESIGN COMMITTEE MINUTES
June 28, 2018 – 5:00 P.M.

1. Call to Order

2. Pledge of Allegiance

3. Introduction of Committee Members

Each member of the committee was asked to identify themselves and brief background as it relates to the committee.

- a. Barry Luber: Warrington Township's Township Manager. He is overseeing the project for both the administrative and police building.
- b. Jackie Sellecchia Resident of Warrington Township and advocating for public interest
- c. Bill Connolly: Vice-Chairman of Warrington Township Planning Commission
- d. Richard Rycharski: Chairman of the Warrington Township Planning Commission
- e. Fred Gaines: Vice-Chairman of Warrington Township's Board of Supervisors
- f. Rob Meditz: Lieutenant for Warrington Township Police Department filling in for Chief Friel
- g. Tom Zarko: Vice President of CKS Engineers, Inc. Warrington Township's engineer.

4. Old Business

- a. None

5. New Business

a. Summarize Board of Supervisors meeting – June 19, 2018

The Board of Supervisors conducted a special meeting on June 19th, 2018 concerning the Police and Administration Buildings Improvement Project. The need for the project was discussed, potential components of the project, budget concerns and potential impact on residents. The Board also solicited input from various Township Boards and Commissions concerning the Project. The Board of Supervisors voted to form an AD HOC Committee to meet biweekly to discuss scope of work, design and project costs as well as to make recommendations regarding the Project. AD HOC Committee will provide updates to the Board of Supervisors at every Board of Supervisors meeting

b. Discussion of project budget

Mr. Luber informed the committee that Warrington Township could borrow up to \$10 million dollars to receive the lowest interest rates, plus any additional money the township can receive in grants or take from the fund balance. The township earmarked \$1 million in the fund so that a maximum of \$11 million dollars could potentially be available to fund the Project.

Mr. Gaines clarified that the originally approved budget for the Improvement Project is \$7 million and the Board of Supervisors has not authorized an increase in the project budget to date.

Mr. Zarko recommended tabling the topic of the budget for further discussion after some specifics related to the Project have been resolved.

c. Goals for the project

Mr. Zarko stated the reason for the improvement project is because the township has outgrown the existing municipal building. The existing municipal building is 16,000 sqft. and houses both the police and administration staff. The new Police Station Building is proposed to be 21,000 square feet and to meet the current and projected future needs of the Police Department.

d. Bidding and design guidelines

i. Consider and make recommendations regarding Police Station & Administration Building Bidding Options

The Committee reviewed the current projected costs for both the police building and municipal building improvements. Several Committee members believed that the current cost estimates were overly conservative and adjustments to the presently proposed scope of work could be made to close the current gap with the Project Budget.

Mr. Connolly suggested making the police station and administration building two separate projects due to the nature of the work required with each building. Also, it was noted that that the work that needs to be done to the administrative building could be done by multiple contractors and phased in to get lower costs.

Mr. Gaines stated that some work that's needed at the administration building can be done through the Public Works Department and local contractors without the need for an architect to prepare formal bid documents.

Mr. Luber informed the Committee that there are 3 main areas that need to be addressed in the administration building: adding an elevator, HVAC system upgrades and office reconfigurations.

After significant discussion, The Committee agreed that they would recommend to the Board of Supervisors to remove the administration building renovations from the Project and implement in the future in phases specifically addressing code compliance and HVAC upgrades, and office reconfiguration.

ii. Consider and make recommendations regarding community room options

Ms. Sellecchia questioned the need for the community room, as well as concerns in regard to potential impacts to the already congested traffic in the area.

Kathleen McConnell: 206 Trellis Drive

Stated that the original proposal was for the police building not a community room that is too small. Instead of a community room the money should be spent on an additional exit to Easton Rd.

The Committee agreed that a new community room is not necessary at the present time. In the short term, it was noted that space in the administration building basement could be used for this purpose. In the long term, a separate building, potentially at another location could be considered. The Committee agreed to, recommend to the Board of Supervisors to eliminate the community room from the Project, as well as reduce the scope of the main corridor design in the new Police Station Building.

iii. Consider and make recommendations regarding Police Building roofing design/materials of construction

Ms. Sellecchia suggested that the materials for the design of the new building are sustainable and the most cost effective.

Mr. Connolly suggested using 30 year fiberglass shingles for the roof instead of the other option of standing seam metal roofing due to the cost.

The Committee agreed that they would recommend to the Board of Supervisors to utilize fiberglass shingles as the roofing material for the new Police Station Building.

iv. Consider and make recommendations concerning Police Building facade

Mr. Zarko stated that the architect presented three (3) different versions of the new Police Station Building exterior elevations.

Mr. Connolly stated that he would like to see a more economical design for the building and materials that are consistent with existing administration building.

Mr. Luber discussed his latest meeting with the architects. He stated that they have ideas for a new version that would not include the community room and would incorporate a small lobby. This new version has a more "residential look."

The Committee agreed that version 3 of the plan is getting closer to the look the township is looking for, but that additional refinements were necessary. The Committee discussed the importance of the police building and the administration building staying consistent with a "residential feel" appearance of the township.

The Committee recommended that further discussions with the architect to develop a final concept for the exterior elevations that was consistent with the current administration building.

v. Consider and make recommendations regarding scope of site improvements

Mr. Connolly provided a number of suggestions for modifications to the current site layout design that he believed would be beneficial to the Project. He suggested; shifting the new Police Station Building closer to the administration building which may save the wooded area and provide more of a buffer to the nearby provide more of a buffer to the nearby residents, reducing the number of proposed parking spaces, and modifying the design of the proposed internal walkways. He provided a sketch outlining his conceptual changes.

Mr. Zarko will review the concept sketch to confirm consistency with Township Ordinance requirements and report back at a future Committee Meeting.

Additional comments-

Mr. Gaines stated that Warrington Township needs to do a better job at public relations and suggested to schedule an open house to present the current space constraints for police administrative staff within the existing administration building.

6. Next Meeting

a. Thursday, July 12, 2018, 5:00 PM

The AD Hoc Committee Meeting adjourned at 6:30 PM.

Leah Brown, Recording Secretary