



**MEETING MINUTES  
AD HOC POLICE BUILDING DESIGN COMMITTEE  
July 12, 2018 – 5:00 P.M.**

**1. Call to Order**

Meeting was called to order @ 5:00PM, with all Committee Members in attendance.

**2. Pledge of Allegiance**

**3. Approval of Minutes of June 28, 2018 Meeting**

Mr. Luber moved, seconded by Mr. Gaines to approve the minutes from the June 28, 2018 meeting. All were in favor 7-0.

**4. Feedback from Board of Supervisors meeting of July 10, 2018**

Mr. Zarko informed the Committee that a summary was provided to the Board of Supervisors from the previous meeting. The Board of Supervisors accepted the recommendation to; remove administration building renovation from the project and implement the renovation project in future phases, eliminate community room and large scale Main Building Corridor, utilize fiber glass shingles for roofing materials, and have Township staff conduct an open house for residents to inspect existing building and police building. The Board was also in favor of the Committee's concept that the exterior façade of the proposed Police Station Building be consistent with the existing administration building and surrounding residential properties.

**5. Discuss Public Relations Aspects of Project**

Mr. Gaines stated that he would like to see more information regarding the Police Building Improvement Project on the Township Website, Facebook and Twitter pages.

Chief Friel suggested putting information in The Link regarding the project since it will reach every resident in the Township.

Mr. Luber agreed that providing the resident with information via social media and Township Website is important but the Township does not have a public relations coordinator. Mr. Gaines suggested hiring a Part Time coordinator.

Mr. Zarko suggested a press release with the Intelligencer after each Board of Supervisors meeting to spread the word.

Kathleen McConnell 206 Trellis Drive

Suggested having information available to residents during Warrington Day.

**6. Review Potential Site Improvement Layout Modifications as discussed at June 28<sup>th</sup> Ad Hoc Meeting**

The Committee reviewed the potential site improvement layout modifications that Mr. Connolly provided at the last meeting. By eliminating the community room the Police Building can shift further east, shifting the parking further away from the westerly property line and preserve some of the mature trees along the site.

Mr. Zarko presented the Committee with a Parking Analysis that was prepared by CKS Engineers to coincide with modifications proposed by Mr. Connolly. The analysis stated that the total site parking requirements per the Township Zoning Ordinance for the renovated administration building are 21 public and 21 non-public spaces. Also, 5 public spaces and 30 non-public spaces are required for the proposed Police Department Building, making the total parking spaces required 77 for the site based upon the elimination of the community room. The Modified Site Layout provides a total of 105 spaces for the renovated Administration Building and the proposed Police Department Building. Mr. Connolly's recommendation for the project will be able to reduce impervious coverage by about a half-acre.

Mr. Rycharski questioned the 20 charging stations and extent of curbing on the site plan. Chief Friel indicated that he would review this issue and determine an appropriate number of charging stations to meet the Department's future needs.

Chief Friel conveyed to the Committee the importance of a car port due to the amount of technology the officers have in their vehicles, so they can be sheltered from the sun. Mr. Zarko stated that this can be bid as an alternate item during project bidding.

Mr. Rycharski asked who was responsible for the concept of the site plan. Mr. Zarko stated that GKO, the Township's Architect, prepared the conceptual site plan layout for the design of the Police Station, but CKS was working with GKO to refine the layout to ensure conformance with Township design standards.

The Committee discussed the possibility of moving the Police Building entrance closer to the Administration Building entrance. Mr. Gaines stated his concern of security issues that could arise from moving the entrance closer.

The Committee unanimously agreed to make a recommendation to the Board of Supervisors to; modify the parking lot layout suggested by Mr. Connolly and modified by CKS Engineers, to move forward with the layout, to support the car port canopy using a cantilever design to reduce parking lot curbing requirements and to ask the architect for an evaluation of relocating the Police Building entrance.

**7. Discuss Construction Management Firm vetting process.**

Mr. Zarko asked the Committee when they think a Construction Management Firm should be engaged to provide input on the Improvement Project.

Mr. Gaines and Chief Friel stated that they would like to see a firm hired on sooner rather

than later.

Chief Friel suggested that at an upcoming meeting the Committee should invite a few Construction Management Firms to present their ideas and the Committee will be able to ask their questions regarding the project.

Mr. Rycharski indicated that he would like his firm to be considered for the Project Management aspect for the Improvement Project. Mr. Lubber expressed concerns that he might have a “conflict of interest”. Mr. Lubber indicated that he would ask for advice from the Township’s Solicitor.

The Committee agreed to make a recommendation to the Board of Supervisors to have a Construction Management Firm involved with the project and that the Committee would like to have the firms present their presentations to the Committee for evaluation, after which a “short” list of firms would be designated for consideration by the Board of Supervisors.

#### **8. Discuss Site Security Issues**

Chief Friel conveyed to the Committee his concern of security issues due to the large wooded area and suggested implementing a solid fence or a wall put in place. Chief Friel is looking to the Committee for suggestions.

Mr. Zarko stated that the original proposal had a 6ft high fence around the perimeter of the secure area but after looking at the Zoning Code for this district it allows for an 8 ft. high fence.

The Committee discussed the possibility of adding a sound barrier to help with any excess sounds or sirens from the Police Station.

Mr. Zarko suggested obtaining input from the architect to address the concern of the wooded area and their ideas for increasing security.

#### **9. Discuss Easton Road Access Options**

Mr. Zarko informed the Committee that when meeting with local residents they expressed their concerns from traffic during an emergency due to only having the site entrances/exits solely from Lower Barness Road.

Mr. Zarko stated that CKS Engineers contacted PennDot for their consideration to obtain access to Easton Road for emergency egress. PennDot informed Mr. Zarko that the access should be for emergency exist use only and should be moved as far away from the adjacent signalized intersection as possible. PennDot also suggested contacting the adjacent property owner, HomeStarr Realty, to tie into their existing driveway.

Mr. Lubber has been in contact with HomeStarr Realty. Mr. Zarko informed the Committee that HomeStarr’s entrance does not align with the light at Shetland Drive currently and that will have to be addressed.

Mr. Lubber questioned if the improvement to the intersection should coincide with the Improvement Project. Mr. Zarko stated that since the redesign of the intersection may be costly if the Township does not receive a grant to assist, that the project should be designed that if and when the intersection is redesigned it can be easily implemented. Mr. Lubber and Mr. Zarko will follow up with HomeStarr Realty.

The Committee agreed to make a recommendation to the Board of Supervisors to move forward with the discussion of incorporating a potential access driveway to the Municipal Complex site from Easton Road, which would necessitate improving the intersection of Easton Road and Shetland Drive.

Mr. Zarko suggested that the Committee recommend that the Board of Supervisors authorize the architect to resume their design work so as to implement the Committee's concepts that have been approved by the Board of Supervisors. The Committee agreed.

**10. Next Meeting: July 26, 2018, 5:00 pm**

**11. Adjournment**

The AD Hoc Committee Meeting adjourned at 6:37 PM.