

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
WORK SESSION
JULY 27, 2015**

The Dover Township Board of Supervisors work session meeting for July 27, 2015, was called to order at 6:00 PM by Chair Matthew Menges in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Matthew Menges, Monica Love, Charles Richards, Stephen Stefanowicz, and Stephen Parthree. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Charles Farley, Township Public Works Director; Wayne Latchaw, Township Facility Crew Leader; Maureen App, Township Code Enforcement Officer (sitting in for Zoning Officer); and Trena Hall, Recording Secretary. Michael Decker was also in attendance for an interview. There were no citizens in attendance. This meeting has been recorded for minute purposes only.

This work session was being held to interview Michael Decker for the Deputy Emergency Management Coordinator (EMC) and for Wayne Latchaw to propose examples of municipal garages.

Michael Decker – Interview for Deputy EMC Position

Currently, Mr. Decker works for E&B Transportation Inc., which is a local and family owned business. Mr. Decker has been involved over the years with many fire departments, EMT services, the Red Cross, etc. Mr. Decker has great knowledge of Township roads and believes that his past services allow him to bring a lot of experience to this emergency staff. He is able to respond quickly and think well on his feet. Mr. Decker already knows the current EMC, Anne Zarlenga, and will be able to work well with her.

Chair Menges asked Mr. Decker what he believes is the biggest challenge Dover Township faces for emergency management. Mr. Decker noted that the Township is too relaxed and has not planned far enough ahead for emergencies. The Township is growing with more homes, traffic, infrastructure and a senior center that require more attention. Mr. Decker also noted that one incident can close down a main road and quick action would need to be taken. He suggested mapping out action plans ahead of time.

Chair Menges inquired what recommendations Mr. Decker had on how the Township should start planning for emergencies and how long will it take to come up with plans. Mr. Decker noted that Anne Zarlenga has been working in the right direction, and with his valuable help he believed in a year there will be a better emergency plan. He suggested calling upon those people who showed interest years ago to volunteer on this staff, but were never contacted. He also believes that more work is needed with the senior living homes on their emergency plans and working with the fire department to improve emergency planning. Emergency staff needs to use what reliable resources are available in the Township.

Chair Menges asked what the Supervisor's role is for emergency management. The Board needs to support the EMC in the recommendations given. Although the Board needs to tell the EMC what they want to see done, Mr. Decker and Ms. Zarlenga understand what the State and PEMA recommends.

Manager Oswald asked if Mr. Decker will have enough of his own staff to cover with the bus company if there would be an event involving the school district and he would need to be at the EMO. Mr. Decker noted that currently his business is on the TMI drill and have 5 designated drivers. He would still be able to run both roles for his business and as the Deputy EMC.

M. Love noted that there are currently 6-7 people who have started meeting on a monthly basis to discuss what resources are available and need improved for the EMO. A generator comes into question for the Community Building. Currently, if there would be an emergency power outage, the Community Room does not have a generator to service residents who may come to the emergency center. Only the Fire Department side has a generator that produces a small amount of energy. Chair Menges and M. Love suggested looking for a grant to acquire a generator for the Community Room and to communicate with staff on what size generator would be suitable to service this building.

Mr. Decker asked the Board what they are looking for to fill this position. Chair Menges noted that the Board needs to know a little bit of information about everything and needs solid recommendations to make this community better.

Wayne Latchaw – Municipal Garage

Wayne Latchaw provided a comparison between a rectangular and a square building. He has been looking at how to make this building user friendly on the thoughts of space, energy efficiency, and all the needed services for staff at a reasonable cost to the residents.

Mr. Latchaw began the discussion on the square building which is proposed as a steel pre-engineered building. The Interior of the building would house a metal shop, welding shop, flammable liquid storage area, utilities room, bathrooms (men and women), storage area for parts, wash bay, area for the Highway Department, Sewer Department, Water Department, Facilities Department, heavy equipment storage, area to work on vehicles, and space that did not need to be kept warm (this could house the TV truck and other items that are currently kept at a rented storage facility). M. Love asked if this design is only for current equipment or for future expansion. Mr. Latchaw noted that this building does have room for growth. Some of the bays can hold future vehicles and equipment. One example is the wash bay could hold 4-5 pickup trucks with plows on allowing a 3' space on the front and back of each truck or 3-4 dump trucks without snow plows. The proposed ceiling is 24' high since some equipment can extend up to around 18 1/2' high. Chair Menges inquired if this building will hold all current pieces of equipment, letting none in the current municipal building. That is correct. Everything will be under one roof. Mr. Latchaw also proposed having a second floor above the parts and generator room to provide space for dormitories or offices.

The exterior of the building is designed to fit a pre-engineered style framework. Mr. Latchaw designed the door bays to be 16' wide since some parking will be angled. The smaller doors will be 10'x10' or 12' wide for the pickups and vans to use. The Sewer, Water and Facilities areas

will have one large and one small door. S. Stefanowicz noted that the Sewer Department has 4 vehicles plus a tractor. The building is only proposing to hold 3 vehicles. The tractor will be stored in the big heavy equipment section.

Mr. Latchaw suggested installing a flat roof so snow will blow off of the roof instead of drifting. There is also a new roofing material out that he is interesting in looking at.

There would be two 175' long by 50' wide pads on both ends of the building. The lawn area would be landscaped around the building with a small driveway going into the flammable liquid storage area.

Mr. Latchaw would like to repurpose the Morton Building to house the carpenter shop, water lab, sign room, and extra space for the Water and Sewer Departments. These are all storage areas that should be heated. This building will also need to have water available. Mr. Latchaw noted that this is simple work that can be done by him, his crew and the help of other crews. This work can be put on a line item for the yearly budget. Mr. Latchaw is confident that the building can be salvaged without overextending himself.

For the design of the rectangular building, pre-engineered specifications were again utilized and because of the dimensions this would be an Armco style. The square building is more a Butler style. Mr. Latchaw originally designed for a truss roof but calculated the roof expense to be too large so a change to the Armco style was instituted.

Mr. Latchaw believes that the dump trucks with snow plows will fit tight in this building but would work. He noted that four more doors may need to be added.

C. Richards suggested, where the highway trucks are parked, if the doors could go on the far end instead of all the doors on the side. S. Stefanowicz noted that the doors are normally open 8-9 months out of the year but if the building has an R40 roof and R30 walls, the building will stay cool when the doors are open and have proper ventilation. Policy is that the doors are to be closed when crews are not in the building for safety reasons. In addition, the crews are not at the facility all day, but are instead on the road. Chair Menges suggested alternating doors on the opposite sides of the building, allowing vehicles to have their own bay doors and eliminate the need to stack them.

S. Parthree questioned, on a typical working day, the number of employees that would be in this building. For the most part, there should not be many people in this garage during the day. He was concerned who will be in this building overseeing the crews. Mr. Latchaw noted that most of the crew chiefs are with their crews or are in constant contact with them. Manager Oswald questioned if there will be a lunchroom and facilities to change and shower. Mr. Latchaw would like to see a lunchroom and changing/bathing facility available in the new building. Any building will need some sort of bathroom facility to meet code restrictions. S. Parthree inquired if 2 restrooms are needed. There should be two restrooms installed since there are both men and women employed. C. Richards inquired if the crew chiefs will have their offices in the new building. The second floor could be used as offices although most of the information needed is in the current building.

Mr. Latchaw compared the two structures: the square building is a total of 46,750 square feet and the rectangular building is 69,691. The thermal envelope is comparable in size from the

square style at 44,080 square feet to the rectangular at 46,336 square feet, and the size of the asphalt aprons for the square style is 18,750 square feet to the rectangular at 43,131 for the rectangular.

Mr. Latchaw noted that he consulted with Energy Management System (EMS) to determine which building was more energy efficient. The square building with the thermal properties built in will be close to being a Leadership in Energy and Environmental Design (L.E.E.D.) building. Chair Menges inquired what makes the rectangular building less energy efficient. Mr. Latchaw noted that the number of doors, the configuration of the long building, the drive thru bays, and the weather stripping seals are a few reasons.

Mr. Latchaw noted that the Board needs to provide direction on what they would like to see planned for this building in order to move forward.

With no further business, the work session was adjourned at 6:57 PM.

Respectfully submitted by:

Trena M. Hall, Township Secretary