

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
WORK SESSION
SEPTEMBER 22, 2014**

The Dover Township Board of Supervisors work session meeting for September 22, 2014, was called together at 6:02 PM by Chair Monica Love in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Monica Love, Matthew Menges, Charles Richards, Stephen Parthree, and Stephen Stefanowicz. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Terry Myers, Township Engineer; Charles Farley, Township Public Works Director; and Trena Hall, Recording Secretary. Wayne Latchaw, Crew Chief for the Township Parks, Grounds and Facility Maintenance was present to help Terry Myers with the presentation. No citizens were in attendance. This meeting has been recorded for minute purposes only.

The purpose of this meeting was to discuss the Master Facility Plan.

Terry Myers and Wayne Latchaw presented an overview of the options that were discussed at the last meeting on the Master Facility Plan. The top priority is to increase the amount of garage and administrative space. Mr. Myers and Mr. Latchaw proposed sketches of expanding the existing Administrative Building and creating a new Public Works garage, directly across Municipal Road.

Mr. Latchaw proposed building in phases as funds are available and have a yearly improvement plan. He suggested repurposing the Morton Building and the Old Salt Dome to make them user friendly. Currently, equipment is moved around too often and the removal of snow plows take up time and money because the trucks do not fit into our facilities. If more storage space was available, the equipment could be stored and taken care of outside of overtime hours. The Morton Building could allot a bay to each department for shop /laboratory use and for storage of materials, like manhole covers, risers and other materials. Lighting could be added to the Old Salt Dome and be used for additional storage of bulk materials like top soil, stone, mulch, safety surface, etc. Mr. Latchaw noted that the additional storage at the golf course has been great and the equipment being stored does not need as much maintenance work. This available space could be utilized for additional storage of the recycling bins and recreational games, etc.

Some concerns that Mr. Latchaw has are as follows: 1. More security for the Administrative Building; 2. More space and ventilation for the Server Room; 3. More filing space in an organized and efficient manner; 3. More space for the EMA once the equipment is relocated into the new storage building. This space could help support more active emergency planning, as in

helping with the accountability of residents, tracking special needs residents, decontamination, and providing space to take care of residents who have been evacuated from their homes.

Mr. Latchaw suggested building the new Public Works garage first. Once equipment is relocated other improvements can begin. The Board would like to consider a heated building that can be added onto as the Township grows. A 170' x 160' steel roof building with a steel apron was suggested. According to the proposed plans, 4 less doors will be needed on the new building if the Morton Building and Salt Dome are repurposed. One suggestion was to make the building a little longer (taking out the shops) with oversized doors on each end and two in the middle. Wayne recommended dividing the garage into departments with separate bays. This would be more energy efficient by not having to reheat the whole building every time a bay door is opened. Even though there are no locker rooms proposed for this building, there should be a bathroom. This building will have a sprinkler system.

Manager Oswalt questioned what to do with the now available garage space. Discussion of a second floor can be looked at but may not be possible. This space could be used for recreational space, providing a gym for exercise programs or a multipurpose room for other programs. A removable wall can be used to change the size of the room. This space could also be used to assist the EMA or use as a new Board meeting room. Locker Room facilities could be installed since there currently is a shortage on locker space and a shower facility to help with EMA functions. This proposed area could be secured from the rest of the building.

Board Consensus is to not relocate Municipal Road. The Board will need to decide what type of building to construct across Municipal Road, for equipment storage only and if any of the current standing buildings will be repurposed. A decision on additional office space and a time frame to complete all of this work is needed. The Board is also interested in receiving more Emergency Management information. They requested pricing on a variety of building options that can be added onto and have block going up so far on the building for stability. These building can vary with the option of removing work shop space and repurposing the older buildings.

The Board needs to look at what the Township needs now and what will be needed in the future for this project and estimate a cost for this project. Interest rates are currently at a low.

Terry will contact Wayne to help provide assistance with these figures.

With no further comments, the work session was adjourned by Chair Love at 7:00 PM.

Respectfully submitted by: _____
Trena M. Hall, Township Secretary