

WORK SESSION
HILLTOWN TOWNSHIP WATER & SEWER AUTHORITY
HILLTOWN TOWNSHIP SUPERVISORS
UPDATE ON NEW MUNICIPAL BUILDING
June 22, 1988

In attendance at this work session were:

Supervisors: Robert H. Grunmeier, Chairman
Betty J. Kelly, Vice Chairperson
William H. Bennett, Supervisor

HTWSA: William Curry, Chairman
Frank Beck, Secretary
William Beals, Ass't. Sec'y. Treasurer
Harry Maurer, Treasurer
William D. Kee, HTWSA Engineer

Others: James H. Singley, Township Manager
Chief George C. Egly
C. Robert Wynn, Township Engineer
F. X. Grabowski, Township Solicitor
Myron L. Fetch, Architect
Mr. Siebler, Mechanical Engineer

Mr. Singley stated that bid opening for general contracting and security system will be held on Tuesday, June 28, 1988 at 2:00 P.M.

Mr. Fetch reported on the progress of the new Township building and stated that the bids would be opened publically and, after review, recommendations will be made by his office. (Mr. Singley noted that the Township has the right to reject any or all bids and to accept any bid which is its best interest). Mr. Fetch reported that ten bidders have obtained the general contractors specifications and 14 bidders have obtained specifications for the security system.

There was discussion regarding materials to be used for the building; Mr. Fetch indicated that wood is more economical than steel. Sprinkler systems were also discussed; although no sprinkler systems are proposed at this time, Mr. Fetch indicated that they could be installed at a later date. Grading and parking area was also discussed.

Mr. Wynn reported that the site was tested for on-site sewage disposal and found to be unsuitable for any type of surface disposal, with the only acceptable alternative being installation of a holding tank until public sewer is available. Supervisors have approved planning modules which must still be approved by DER. Mr. Wynn stated that he still does not have a holding tank agreement from the hauler or a letter from HTWSA guaranteeing acceptance of sewage. In answer to Mr. Beck's question, Mr. Wynn

stated that the contractor is not responsible for installation of the holding tank. Mr. Wynn reported that DER's approval could take some time and there has not been a construction permit issued as yet for the proposed sewer line from the Bergen Subdivision (W. Creamery Rd.) and no definite time frame for construction. The holding tank agreement and a letter guaranteeing acceptance of sewage must accompany the modules. Location of the holding tank and well was shown on the plan and discussed by the Boards.

Mr. Fetch reported that the building will be serviced by hot air heat with overhead units (combination heat and air conditioning). Police administrative area is **totally** independent of the rest of the building with an emergency generator. Fuel to be stored in double wall steel tanks for underground storage with a 30 year guaranteed life span. Mr. Grabowski asked if the meeting room could function as an emergency shelter should there be a need using the generator to provide heat, and was told that this could be done with additional generator service (at an estimated cost of \$5,000). Mr. Siebler, mechanical engineer, stated that plumbing fixtures meet DRBC regulations for water safety. Possibility of installing a sprinkler system (at a later date) was again discussed; it was noted that the size of water service would need to be enlarged.

Security system specifications were discussed and it was noted that conduit pipe and hardware are included in this bid. Telephone communication locations are shown on the plans with installation of telephone jacks. No furnishings are included in the current bid; need for same will be evaluated at a later date. Mr. Fetch discussed three "Alternate Bid" requirements: (1) exterior windows; (2) type of flooring in main lobby; and (3) meeting room paneling/wainscoting. General contractors were discussed; Mr. Fetch stated that this is a prevailing wage project. Contractors must specify subcontractors to be used on the job. Completion of building time limit has been set at 300 days.

Mr. Grabowski explained that the Water & Sewer Authority's involvement with this project began with the Authority floating a bond issue for their water system; including cost of the Township building, has resulted in a financial savings to both the Township and the Authority. Mr. Grabowski suggested that there must be communication between the Township and the Authority and that someone within the Township should oversee the progress of the project.

Mr. Wynn stated that items of concern at this point are acquisition of the holding tank permit and approval. Also, two minor outstanding items: Soil Conservation Service approval for erosion and sedimentation control and PennDOT permit for alternate access (for employees). Future improvement and widening of W. Creamery Road was discussed (this is a requirement of the Bergen Subdivision). Mr. Wynn stated he anticipates contract will be awarded and construction will commence prior to receipt of holding tank permit. Mr. Beck questioned use of block vs. concrete footings and stated that he believes poured concrete footings should be considered.

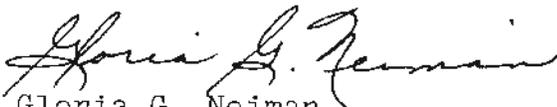
In response to Mr. Grabowski's suggestion, Chairman Grunmeier stated that a Project Controller is needed for increase in communication between the Board and Sewer Authority and to coordinate progress reports submitted by Mr. Fetch. He further stated that he has great faith in Mr. Wynn's ability to perform this task. Duties of the Project Controller were discussed, i.e., this individual would apprise all parties of construction progress; would insure that work is being accomplished properly; and would oversee the general contractor. Mrs. Kelly suggested that a "Clerk of Works" be considered. Chairman Grunmeier asked Mr. Wynn if he would be able to handle these duties. Mr. Wynn replied that he would have the time to do so; that the contractor should have no difficulty in following the specifications; and that he does not believe this is a large enough project to warrant hiring of a full time inspector. Chairman Grunmeier, Mrs. Kelly and Mr. Bennett agreed that Mr. Wynn would be well qualified to handle the position of Project Controller. When asked how many hours per week would be necessary to oversee the project, Mr. Wynn stated, 15 to 20 hours, including any meetings with the architect (estimated cost to be \$30,000).

There followed discussion regarding to whom the Project Controller should report, Chairman Grunmeier suggested that he report to the Supervisors with copies of all reports given to the Water & Sewer Authority members.

Mr. Singley questioned necessary signatures on bond issue requisitions to be forwarded to Union National Bank. Mr. Grabowski suggested that a letter of understanding be drawn up, stating all responsibilities. Mr. Bennett questioned responsibility of the Township Building Inspector in construction of the building, Mr. Wynn answered that the building would be inspected only in certain phases (framing, plumbing, electrical); but the inspector would not be present on a daily basis. Regarding the need for special meetings, Chairman Grunmeier stated that if progress reports are sent to the Supervisors and Authority, there should be no need for special meetings unless there is a topic of great concern which requires immediate attention.

After further discussion, it was unanimously decided that C. Robert Wynn be appointed Project Controller for the new municipal building (reimbursement for same to be determined).

Respectfully submitted,



Gloria G. Neiman
Township Secretary

NOTE: Minutes of this work session transcribed from tape recordings.