

**Cumberland Township Board of Supervisors  
1370 Fairfield Road, Gettysburg PA 17325  
WORKSHOP MINUTES**

***August 23, 2018***

The Public Workshop was called to order at 8:30 am by Board Chair Barbara Underwood. All Supervisors were present: Underwood, Waybright, Toddes, Shealer and Paddock. Manager Ben Thomas Jr., Solicitor Sam Wisner, Zoning Officer Bill Naugle,

**Public Comments:** Madam Board Chair Underwood opened the floor to any public comments. At that time there were no public comments offered.

**Review DRAFT building renovation concept changes as recommended by the Working Group; (Note: 1. The Building Renovation Working Group is invited to attend this public Workshop; 2. No decisions will be made by the Board of Supervisor's at this workshop. All information will be vetted and further discussed at the Supervisor's August 28, 2018 Regular Meeting which begins at 7pm)**

Township Manager Ben Thomas Jr. discussed with the Board of Supervisor's several talking points in regard to the Building Renovations.

- 1) Review revised CONCEPT PLAN: Existing building will have cosmetic changes, no wall changes or removal of walls. Zoning Officer Bill Naugle worked on the logistics of renovations to the bathrooms, making minor changes to both the women's bathroom and men's bathrooms to be ADA Compliant, and maintenance to the existing Police Station side.
- 2) Adding a 12-foot section to the portion of the building facing the current parking lot. This would create a centralized main lobby with the addition of an ADA public restroom. This change would add a separate entrance to the current meeting room, this door would be locked when not in use to create a more secure area for staff and visitors.
- 3) Moving the Police from the current location in the rear of the building to up front and utilize the space currently used for storage now. There would be a centralized conference room created where it could be used both by Township staff/ Board Members as well as the police. Lt. Tim Guise spoke in regards to the safety, guidelines which they must follow with interviewing a juvenile or an individual. The current interview room now is in one of the other officer's office space. This is not adequate now for interviews.

- 4) The current concept plans show where there will be an enclosed Sally Port as well as an Employee entrance in the back. Lt. Guise discussed the purpose of the Sally Port. In addition, the employees would park in the rear of the building.

Mr. Thomas hopes to start the minor renovation in the existing building area in 2019.

**Public Comment to the Revised Concept Plan:**

Ms. Susan Sadowski (*1326 Fairfield Road, Gettysburg, PA*) presented an article in the Gettysburg Times that which was published on August 21<sup>st</sup>, in regards to the new Littlestown Office and Police Station. In the article it speaks to how having one centralized entrance was not as safe as having one for the municipal office and the police station. Their new building will have two separate entrances for better security and safety. Ms. Sadowski questioned the reasoning behind there being a centralized entrance verses a separate more secure entrance?

Manager Thomas, explained he was not involved in the Littlestown project, and can not speak to why they chose that option. In regards to this proposed concept, having one entrance is more cost saving.

In addition, we want to create a Blue Phone System. This system would be for anyone who comes to the building, after hours and needs help. They would be able to pick up the phone, and be connected to the 911 Center were a dispatcher can dispatch an officer to this location for assistance. You see these types of phone boxes at colleges.

Ms. Sadowski asked about the manning hours for the police station, and how are we reaching out to the public with that information so they are aware of the hours?

Lt. Tim Guise explained that they have an intercom system, when citizens come to the back door, they hit the intercom bottom. If there is someone at the station, they will allow you in and go from there.

Ms. Jean Stone (*1745 Mummasburg Road, Gettysburg*) asked what happens when they come in to the area, hit the intercom and no one answers. What are they supposed to do?

Lt. Tim Guise, explained that below the intercom, if no one answers there is a phone number to County Central Dispatch for them to be able to page an officer.

Mr. Chris Walter, Building Renovation committee member, explained that if someone walks in and there is no one there, then they could go to the receptionist and they can assistance, if they need a police officer, the receptionist can then call County Central Dispatch to have an officer paged. If it is after hours and no one is there, they can use the proposed Blue Phone and be directly connected to the 911

Dispatch. This would help for after hours or on the weekends, for someone who would need help and may not have a phone.

Board Member Mr. Steve Toddes expressed that we need the front of the building to be more secure and safer for staff. The current front as it is now is not. The current proposed plan does not only secure the front area we have had an issue with the public accessing areas of the building that are not open to the public.

- Review/affirm parking lot concept plan/former Topper property future use.  
Mr. Thomas discussed the work that Mr. Jim Paddock and Mr. Chris Walter had made on working on the parking concept. We are working with KPI on the concept cost for a Land Development Phase.
- How to Proceed?  
Mr. Thomas expressed to the Board that they would go in to detailed talks at Tuesday's evening meeting. Discuss hiring an Architect firm, design build and lastly the Key stone Purchasing Network. Will go into more discussion on Tuesday with regards to the Keystone Purchasing Network. Looking for the bottom line costs.
- Estimating the cost of the Building Renovations; Furniture and furnishings costs?  
These factors will be added into the bottom line as well.
- Funding sources (Reserve Fund Balance, Grant Opportunities; Low- interest loans; Funding possibilities from Cumberland Township citizens and businesses); Contribution by the Cumberland Township Authority/ continued leasing office space)

From research on possible grants for the build out, there currently are no grants that would be able to be used for this project. Possibly looking into private businesses and private residents to donate towards the building renovation.

- Future storage needs and logistics:  
  
Mr. Thomas expressed that this will be a challenge, they would have space above for storage, however, we will have to look in to possibly having to use off site storage.
- Future: Have a community Open House for the public to view plans:  
  
Discussion on having a future open house, were the public can come in and look over the plans.

**Review information from Adams County Planning & Development re: Community Development Block Grant 2018 application for “Public Community Facilities”**

Mr. Thomas reviewed the CDBG (Community Development Block Grant) requirements. We are not eligible for the proposed grants; however, we are going to work with Rebecca Moreland to help low/moderate citizens, in regards to one area of concern.

**Any other business:**

Board Member James Paddock questioned the Topper Property, in regards to the purchase of the property, the proposed use of the property and the current use.

With discussion, there will need to be further research on the property and the property dispositive.

**Adjournment:** With no further discussion, the meeting was adjourned at 10:00 am.

Submitted by,

Annelise M. Niner  
Administrative Assistant

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