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WORKSHOP – Spillman Farmer Architects, re: Facilities Master Plan Feasibility Study Proposal

The purpose of the workshop was for Borough Council to discuss the Borough's Facility Feasibility Study with the consultant, Spillman Farmer Architects.

President Becker called the Workshop to order at 7:00 p.m. on November 07, 2018, in Council Chambers, at Borough Hall, 21 Locust Street, Macungie, PA. Council Members in attendance were Alma Akinjiola, Chris Becker, Barry Bloch, Greg Hutchison, Roseann Schleicher and John Yerman. Also present were Borough Manager Chris Boehm, Mayor Ronald Conrad, and Administrative Assistant Selma Ritter. Council Member Marvin Moyer was absent. Spillman Farmer representatives in attendance were Salvatore Verrastro and Gina Vary.

Mr. Verrastro opened the workshop with a brief history of Council's request for the Facilities Feasibility Study. He then discussed the meeting results from the October 16, 2018 stakeholders (all persons that use the buildings) meeting, where they were asked what their facility needs are, any shortcomings in the facility in which they work and other items.

Tonight's workshop was scheduled to meet with Council Members to seek their perspective on the Borough's building needs, any possible Borough growth and the current and future staffing needs for the Borough.

Council was asked to express their perspective of Macungie Institute and Borough Hall buildings. Council expressed the Macungie Institute has historical value and people would like to see it preserved, the exterior of the building has an attractive appearance and it is in a good location. However, it is underutilized and expensive to run. Last year, it cost approximately \$65,000 to maintain and staff the building and enough revenue was not generated to cover the expenses. They discussed the interior of the building including how it is used and how revenue is generated. Currently, the Macungie Historical Society Museum (the "Museum") and the Boy Scouts rent space in the building. Council noted the Museum is nice, but it is rarely open and underutilized. Revenue is generated by donations and room/auditorium rentals.

Council then discussed their perspective of Borough Hall. The first floor office space has an open concept, which may cause privacy and safety concerns. The basement is used for storage of records, files and outdated electronic equipment; it is unorganized, has water issues when it rains and is damp. Some Council Members described the Council Chambers as small and uncomfortable.

Usage of the conference rooms at Borough Hall and the Macungie Institute was discussed. They discussed the pros and cons of holding board meetings at Borough Hall and Macungie Institute.

The Macungie Police Department ("MPD") building was briefly discussed. Mr. Verrastro stated the building was small for the MPD's basic needs, i.e., a holding area, processing area, sally port and storage. Mr. Verrastro suggested the MPD use a room at the Macungie Institute to store their evidence. They would need security cameras and a new door to provide security for the room.

Mr. Verrastro then discussed the staff's comments on the facility questionnaire. Issues and/or

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concerns expressed were security at the front desk, the tax collector area (atrium) was small and posed a safety concern, Council Chambers is not sufficient for board meetings, an area for the Rental Inspector is needed, there is no emergency management space and there are storage issues.

Mr. Verrastro asked Council several questions, including:

- What kind of image does Council want people to perceive of Borough Hall.
 - President Becker noted the Borough Status Data that was provided by Lehigh Valley Planning Commission, which included how many people live in the Borough.
- Would Council consider moving Borough Hall or the MPD from Town Hall to another location?
 - Mr. Verrastro commented that Council only has three (3) options to solve the issues, which would be to either (1) expand Borough Hall, (2) move the MPD or (3) move Borough Hall.
 - Council Member Yerman stated Council would like the lower cost solution.
 - President Becker suggested moving Council Chambers to the Macungie Institute and use the space for other needs, i.e., storage.
 - Borough Manager Boehm commented she would like to see whatever is chosen to have longevity for growth, accessibility and space.
 - Mr. Verrastro commented that the MPD space is not adequate and the building is old. He commented that if the MPD or Borough Hall ever needed to be rebuilt, it would not meet Code without a second floor being added.
 - Ms. Vary commented that the MPD is a Borough selling item for family friendliness.
- How would Council feel if storage and the Museum would leave the Macungie Institute?
 - Council stated they would like to offer the Museum another space.
- How would Council feel if the Boy Scouts moved out of the Macungie Institute?
 - Council stated they believe the Boy Scouts would not have any issues finding other space, if necessary.

Long-term and short-term goals were discussed, along with affordability of them.

Ms. Vary questioned if there would be noise or distraction concerns, if Borough Hall moved to the Macungie Institute and shared the use with rentals.

Mr. Verrastro suggested having an open house or working session for the Borough residents to come in and make suggestions.

The Facilities Feasibility Study workshop closed at 9:21 p.m. The next steps for the study include putting all the thoughts together and holding a presentation with 2-3 options for Council to review. The next workshop will be on Tuesday, December 04, 2018.

President Becker then briefly discussed the need to have a meeting with the property owner at Main Street and Race Street to discuss an easement for the sidewalk and ramps. Council discussed what Council Members would attend the meeting and their available dates. President Becker, Council Members Schleicher and Yerman and engineer Bryan Smith will meet with the property owner. Council Member Bloch will act as an alternate in case someone cannot go. President Becker will inquire if the property owner is seeking compensation in exchange for the easement.

Adjournment

At 9:32 p.m. Council Member Schleicher made a motion to adjourn the Budget Workshop, second by Council Member Bloch.

Respectfully submitted,

/s/ *Selma Ritter*

Selma Ritter
Administrative Assistant