

## MINUTES

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 December 04, 2018, in the Auditorium, at the Macungie Institute, 510 E. Main 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 and Administrative Assistant Selma Ritter. Mayor Ronald Conrad and Council Member Marvin Moyer were absent. Council Member Hutchison dismissed himself from the meeting at 9:00 p.m. to attend another engagement.

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 goal of the master plan, which was based on the staff's needs and wishes. Based on his observation, he made the following comments on the buildings:

- Borough Hall
  - has ADA issues, which need to be resolved.
  - Atrium hinders some of the plans because of its design.
  - the front door is not ADA compliant, as it opens into the ramp.
  - both bathrooms are not ADA compliant.
- Macungie Police Department ("MPD")
  - the building does not meet the standards of the National Sheriff's Association ("NSA") or International Association of Chiefs of Police ("IACP"). Mr. Verrastro noted that the NSA and IACP standards are suggestions, not necessarily governed by code.
  - there may be safety issues when handling suspects, i.e., sally port does not appear sufficient.
- Macungie Institute ("MI")
  - the building is well built.
  - the heating system needs to be replaced.
  - the Museum is underutilized.
  - there are no major ADA issues.
  - if the lower level will be utilized, it lacks accessibility.

Based on the interviews with staff members, three (3) plan options were presented to Council:

Option #1: – showed no changes to the current MPD or MI layouts.

Proposed changes to Borough Hall's ("BH") 1<sup>st</sup> floor included the Borough Manager's office, both bathrooms side-by-side, a kitchenette by the existing stairwell, safety glass partition at the entry area, a tax/breakout area and two (2) staff desks on the same side of the room. The 2<sup>nd</sup> floor included a zoning storage room and offices for the Zoning Officer and Rental Inspector.

Option #2: – showed no changes to the current MI layout and the MPD vacated the building.

Proposed changes to BH's 1<sup>st</sup> floor included the Borough Manager's office, both bathrooms side-by-side, a kitchenette by the existing stairwell, safety glass partition at the entry area, a tax/breakout area and two (2) staff desks on the same side of the room. The 2<sup>nd</sup> floor showed Council Chambers and/or an optional Museum. The vacated MPD showed a zoning storage room,

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utility room, and offices for the Tax Collector, Zoning Officer and Rental Inspector.

Option #3: – showed BH vacated the building and moved to the MI. The MPD would then utilize their current BH building. Option #3 offered two (2) Schemes for the MPD:

- Scheme #1 proposed the current MPD would have a utility room, two (2) holding areas, a processing room, two (2) interview rooms, officer entry, sally port and public entry. A circulation room would be in the Atrium area. The vacated BH 1<sup>st</sup> floor proposes to have an evidence processing area, evidence room, armory room, file/copy room and squad room. The 2<sup>nd</sup> floor proposes to have a woman's locker room with restroom, men's locker room with restroom, kitchenette and the police chief's office.

- Scheme #2 proposed the current MPD would have a utility room, two (2) holding areas, a processing room, two (2) interview rooms side-by-side, officer entry, sally port, two (2) restrooms side-by-side and a work area. A circulation room would be in the Atrium area. The vacated BH basement would serve as the evidence room. The vacated BH 1<sup>st</sup> floor would have an, armory room, file/copy room, squad room and public entry. The 2<sup>nd</sup> floor proposes to have a woman's locker room with restroom, men's locker room with restroom, kitchenette and the police chief's office.

Both Schemes proposed BH administrative offices would be moved to the MI, which would share space for the public and BH. The MI plan proposed the main entrance, Auditorium, classroom/conference room RM, restrooms, and classroom/conference room (Opt. Museum) would remain in the same locations. The other classrooms, located on the opposite side of the building, proposed a reception area, two (2) staff offices, a tax collector office, file/copy room, Borough Manager office, two (2) closets, kitchenette, zoning file room, Zoning Officer office and Rental Inspector's office.

All of the Options and Schemes were discussed. Councils' comments and concerns included:

- Concern of having the Chief on the 2<sup>nd</sup> floor, far from the public entrance and operation of the department.
- President Becker commented Option #3 would not allow the building to serve as an emergency shelter to residents, during an emergency situation, i.e. power outage.
- Council Member Yerman questioned the need for two (2) shower/locker rooms (one male/one female). He commented that due to the size of the department and only one officer scheduled per work shift, with a short overlap, it may be feasible to have one shared shower/locker room.
- Council noted the Macungie Institute Coordinator's office was not included on the Options. It was suggested that the Tax Collector's office/area could be used for the Coordinator's office.

President Becker commented that the original purpose for the MI was to provide a community resource center. Council discussed the MI's use and the possibility of a changed use, such as renting it out to another governmental agency or law firm.

Other possible MPD design options were discussed. President Becker questioned if a 2<sup>nd</sup> floor could be put on the current MPD and keeping BH as it is. Council Member Yerman questioned if the stairs in the Atrium could be moved with a bridge installed for a MPD 2<sup>nd</sup> floor entrance. Mr. Verrastro commented it may be easier to demolish the MPD and rebuild it with a 2<sup>nd</sup> floor, due to the ADA and zoning issues in the current building. President Becker suggested a butler building and Ms. Vary suggested a mezzanine.

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Council expressed concern of paying for expensive MPD renovations, then the MPD banning with other municipalities to form a regional police department and not needing the facility. Council Member Yerman questioned what short-term renovation options could look like. Mr. Verrastro and Ms. Vary questioned the acceptability of moving BH to the MI, then renting the current BH building.

Council discussed where the MPD could possibly move to, if they vacated their current location. President Becker questioned if the Macungie Volunteer Fire Department (“MVFD”) building could be suitable. He commented that the MVFD would prefer to sell the building and keep the MVFD there as a tenant. Council discussed the possibility of making the current MVFD building into a public safety building, which would house both the MPD and MVFD. There was a discussion on how the MVFD could be designed to house both departments. Mr. Verrastro and Ms. Vary commented there are a lot of possibilities at a more reasonable cost, compared to renovating both the current BH and MPD buildings.

The cost of the proposed Options was discussed. While Mr. Verrastro was not prepared to give a quote tonight, he provided a rough estimate of \$350,000-\$1.5 Million, depending on the Option that would be selected. Council Member Yerman commented that the Options are too expensive and appear to require more renovations than what the Borough and MPD need. Council discussed the estimate and what types of renovations they believe are necessary.

The next steps were discussed:

- Mr. Verrastro and Ms. Vary will brainstorm other options, make adjustments to the plan Options and provide Council with revised Options and a more accurate estimate.
- There was a consensus among Council to meet with the MVFD, in an executive session, to discuss the option(s) of the MPD moving to the MVFD building.
- Once 1-2 Options are narrowed down, Council will hold a public meeting for public input. Council commented that they have always been very transparent with the public and all of the Facilities Feasibility Study Workshop minutes and plans are available for public review online and at BH.

#### Adjournment

At 9:30 p.m. there was a consensus among Council to adjourn the Feasibility Study Workshop.

Respectfully submitted,

/s/ *Selma Ritter*

Selma Ritter  
Administrative Assistant

#### Building Location Key:

Current BH building – 21 Locust Street, Macungie, Pennsylvania

Current MPD building - 21 Locust Street, Macungie, Pennsylvania

Current MI building – 510 E. Main Street, Macungie, Pennsylvania

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Current MVFD building - 31 S Walnut St, Macungie, Pennsylvania