

**MEETING NOTES OF THE HANOVER BOROUGH
PUBLIC WORKS & FACILITIES COMMITTEE**

January 10, 2023 at 6:00 PM

Chairman Kress convened the Hanover Borough Public Works & Facilities Committee at 6:00 PM, Wednesday, January 10, 2023 at the Hanover Municipal Building, 44 Frederick Street, Hanover, PA, as advertised.

In attendance were Committee Members Hegberg, Kress and Lockard; Council Member Rupp; Staff Members Secretary Felix, Human Resource Director Hill, Borough Manager Lewis, Planning & Engineering Director Mains and Police Chief Martin.

Approval of the Minutes: It was moved by Mr. Lockard, seconded by Mr. Hegberg to approve the minutes of October 12, 2022. Motion carried.

Public Comment: None was presented.

Mr. Mains noted the purpose of tonight's meeting was for a scheduled presentation of the draft "Basis of Design" studies for the proposed construction of the North Street Public Administration / Public Safety Facility and the Cougar Drive Extended Combined Public Works / Water Resources Campus.

The Committee was requested, from this meeting, to then review the information and develop comments for the February meeting so that they can be addressed.

CAPITAL BUILDING CONSTRUCTION PROJECTS

Review Draft "Basis of Design" Reports - Updates from Buchart Horn, Discuss Next Steps

Mr. Loercher, an architect from Buchart Horn noted the floor plans and building volumes have been completed, however the survey work is forthcoming. Tonight, Mr. Loercher will be asking for permission to engage with the professionals who will conduct the property surveys and the land planning efforts.

Mr. Loercher described the basis of design features of both facilities. The draft copy will be forwarded electronically after the meeting with details for the Committee's review and discussion at the February meeting.

Mr. Loercher noted that the basis of design plans for the Public Works/Water Resources Campus consist of eight (8) structures.

Completion of design and move to bidding could be estimated as early as November 2023.

Mr. Loercher noted he has a draft Request For Proposal (RFP) for the survey and land planning work.

Site Design / Land Planning / Approvals (both sites)

Mr. Mains noted he anticipates it could take six (6) to eight (8) months for state and municipal permitting, and emphasized the importance of adhering to the timeline of the Redevelopment Assistance Capital Program (RACP) grant.

Dr. Rupp stressed the importance of a press release to notify the public of progress throughout the process. Mr. Hegberg suggested a public meeting and a meeting for staff to keep them apprised of the effort.

Mr. Mains compared cost proposals from various site civil engineering firms to gain the most cost savings for Survey/ Land Planning at an estimated \$230,000 total (both sites, all efforts).

Mr. Mains will distribute a summary of the proposals for Council to review and move forward.

It was moved by Mr. Hegberg, seconded by Mr. Lockard to move the authorization for the civil site planning proposal the Council Workshop meeting for consideration. Motion carried.

Discuss Potential Engagement with Delta Development Group, Inc. to Assist with Project Funding Strategy

Mr. Mains described the background of Delta Development Group and their experience with similar projects. Mr. Mains asked the Committee for a recommendation to contract Delta Development Group to assist with the project funding strategy. There was consensus to contact Delta for a proposal.

Brief Presentation by LOBAR (Municipal Facility Construction Firm)

Mr. Mains asked representatives from LOBAR for a brief presentation this evening regarding their experience locally as a municipal facility construction firm.

Ken Elder and LOBAR associates were in attendance and gave a description of the background of their company based in Dillsburg, PA. LOBAR is a member of the Keystone Purchasing Network (KPN) which is a bid procurement service for construction services.

Mr. Mains would like the Committee to consider the various strategic approaches for review at the February meeting. He noted that the nature of the two (2) facilities are very different, and could be approached with varying strategies. All information will be distributed to Council.

Mr. Kress stressed the importance of having staff on site during the construction process.

REVIEW DRAFT CONTRACTOR LOG FORM (REQUESTING PROPERTY ACCESS)

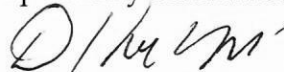
Mr. Mains stated that there is a need to document who is visiting our sites and a record of documentation kept for security purposes for protection of our infrastructure.

Chief Martin noted a water treatment facility in PA where three (3) subjects entered the property with no authorization; this type of action could potentially be used for a terrorist attack.

The contractor log form will be on the Council Workshop agenda for approval, and Mr. Mains asked the Committee to review and recommend any changes in the meantime.

Adjournment: It was moved by Mr. Hegberg, seconded by Mr. Lockard to adjourn the meeting at 7:08 PM. Motion carried.

Respectfully submitted,



Dorothy C. Felix
Borough Secretary