

**Londonderry Township Board of Supervisors.
Work Session Meeting Minutes.
May 15th 2024
7:00 PM.**

<http://www.facebook.com/londonderrytownship>
www.londonderrypa.org

As a courtesy to everyone, please turn off all cell phones and slash or pagers. Or adjust these or similar devices so that others cannot hear them. Calls received during a meeting, if answered, should be taken outside of the meeting room. Thank you.

Call to Order:

Vice Chair Kopp opened the Work Session Meeting of the Board of Supervisors at 7:00 PM.

Salute the Flag

Roll Call /Attendance

Present:

Ron Kopp: Vice-Chair
Mel Hershey: Member
Anna Dale: Member

Absent:

Bart Shellenhamer: Chair
Mike Geyer: Member

Others Present:

Dave Blechertas: Twp Manager
Duane Brady: Code Official
Brett Flowers Esq: Two Solicitor

Attendees / Guests:

Scott Dillow of Dillow Associates
Jerry Gorski of Gorski Engineering
See attached list for residents in attendance

Citizens Input

Mr. Pistor addressed the Board raising a concerns about the Lytle Farm Development and what negative impacts it would have along his property and potential liability concerns he may have.

Report on Executive Session:

David Blechertas reported an executive session prior to the meeting regarding personnel matters

Managers Report:

David Blechertas requested that the Board approve the hire of Michelle Phillips, to the full-time position of Executive Secretary with a salary of \$56,000 per year, effective as soon as practical, subject to the completion of a 4 month probationary period.

Motion made by Member Dale, seconded by Member Hershey, motion passed (vote 3-0)

Michelle's first day will June 3rd, 2024

Presentation was given by Scott Dillow of Dillow Associates regarding the proposal for design and associated work relating to the renovation of the Township Municipal Building.

Mr. Dillow has been with his firm since founding it in 2005 and was informed of the project request for proposal by Barry Isett and Associates. His firm has completed projects or is currently involved in projects with Hellam Township, Newberry Township, East Manchester Township, and Conewago Township. Mr. Dillow stated his approach would be to sit down and go over the scope of the plan, review existing plans, review potential changes, and develop a time line for moving the project along.

Vice Chair Kopp asked a clarification questions regarding what Mr. Dillow's involvement would be post bid and contract awarding to a contractor for the work to be completed.

Mr. Dillow and David Blechertas clarified that the RFP was for both design and construction administration to oversee the project to completion.

Member Hershey asked about the potential for prime bid on HVAC as a possibility, Mr. Dillow advised that this was a doable option.

David Blechertas asked Mr. Dillow to explain the Keystone Purchasing Network process. Mr. Dillow gave some information on the KPN system and how he has worked with a local contractor in that system in the past. David Blechertas explained that Mr. Dillow would be the design aspect of the project and that the firm Lobar had been granted the southeast PA contract and that the design would be submitted for quote to compare against possible bids. Vice-Chair Kopp asked if it was similar to Costars, David Blechertas explained that it was, that a pricing book that had been publicly bid that KPN awarded the contract in the area to Lobar for them to use without bidding.

Mr. Hershey asked about design and details on page 23 of the proposal regarding HVAC systems and if Mr. Dillow had the staff in house for these designs or if they were out-sourced. Mr. Dillow advised that his firm would be doing the architectural designs and out-sourcing most other trades.

Mr. Blechertas asked a clarification on the pricing quote from Mr. Dillow regarding the possibility to do both a Keystone Purchasing Network process and a traditional bid process. Mr. Dillow advised that both would be an option with his firm.

Vice-Chair Kopp asked about potential timeline and start dates. Mr. Dillow advised that if he was awarded the contract that his firm would be able to start on the project in about two weeks.

Mr. Dillow finished his presentation and David Blechertas brought in Mr. Gorski of Gorski Engineering.

Mr. Gorski introduced his firm and explained the Source Well program that allows them to treat public sector jobs similar to how they would approach a private sector job. This methodology allows the project to be designed and budgeted at the same time so that the project can remain on budget and Gorski Engineering would do the design and construction phases and be a single source vendor for the project.

Member Dale asked a clarification questions about the process and how information would be gathered from Township staff and the Board. Mr. Gorski explained that their process would allow for input from staff and the Board and that any revised drawings would come with revised pricing.

Member Hershey asked about which design pieces would be conducted by Gorski and which would be potentially outsourced. Mr. Gorski advised they would outsource electrical and mechanical for this project and that they would be using Bala Consulting Engineers for those specific trades. Member Hershey asked a clarification process on pricing, Mr. Gorski explained that the design would focus on what is

practical and available as there were still some supply chain delays for electrical and mechanical components.

David Blechertas asked Mr. Gorski to provide some details on similar projects that their firms had done. Mr. Gorski detailed a similar project that their firm had recently completed for Willistown Township, Chester County in which they created a new lobby and accessible entrance for their municipal building and a similar project for Willistown Township Police Department.

Member Hershey commented on the project schedule, David Blechertas explained that the projected completion date was subject to the project having been awarded on May 5th 2024, if the project were to be awarded in June the project schedule would be pushed back some and clarified with Mr. Gorski that this did not create any issues for the Gorski team, Mr. Gorski confirmed it did not.

Member Hershey and Kopp asked clarifying questions on the pricing model. Mr. Gorski explained that the pricing guidelines were a maximum they could potentially charge but that if market conditions allowed pricing to be lower than the pricing guidelines the pricing could be lower than what is published in the approved pricing guide for these types of projects. David Blechertas further explained that the Township would present a budget to Gorski and they would design to that figure. Mr. Gorski provided an example of recent project they were awarded where the project had failed to find a suitable contractor due to costs and how their firm was brought in and used this process to improve the design and keep the project on budget.

David Blechertas clarified to the Board that no action was requested tonight and that the intent was to award at the June 3rd meeting. Vice Chair Kopp asked about project start if awarded, Mr. Gorski explained that they could start in approximately two weeks from the project being awarded. David Blechertas clarified that if the project were awarded to Gorski, the project could not go to bid. Mr. Gorski explained that if Gorski were awarded the project and something happened were the Board wanted to go in a different direction some file sharing of work product could occur but that Gorski would not act as the design professional and the Township would need to take that work product and have it move forward with a different design professional. Vice Chair Kopp asked if there was more flexibility to bring the project in on budget with the approach Gorski proposed. Mr. Blechertas explained that the traditional bid process would send a design out to bid and hope the budget comes in, and that with Gorski's approach the project would be designed backwards to the budget. Vice Chair Kopp asked if Gorski would be the only firm that the Township would deal with. Mr. Gorski explained that the Township would need to be a Source Well member, which was free to join, and that their figures as part of the Source Well system would be verified by a firm called Blue Scope Construction. Mr. Gorski further explained that the site superintendent would also play a big part in the project and be available on a daily basis for the duration of the project, and would also do follow up and certain intervals after project completion to check on any potential issues or concerns. Vice Chair Kopp asked about membership with Source Well, David Blechertas advised that the Township was not a member and that the Township Solicitor would like to explore the legal aspects further before the Township joins the program. Mr. Gorski advise that their attorney, Obermayer, would be available to consult with on this topic. David Blechertas advised the Board that he would follow up with Mr. Gorski on the legal aspects in preparation for the June 3rd meeting.

No other departmental reports were presented

No New Business

Old Business: Member Hershey brought up some stormwater concerns surrounding the rugby fields at sunset park. David Blechertas advised that staff and himself have been looking into the issues surrounding the rugby fields.

David Blechertas requested a short executive session, Board adjourned to executive session

Board returned from executive session and adjourned at 8:01 pm