

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
WORK SESSION MINUTES  
July 22<sup>nd</sup>, 2024**

The Dover Township Board of Supervisors Work Session for Monday, July 22<sup>nd</sup>, 2024, was called to order at 6:02 PM by Chairperson Stephen Stefanowicz in the Dover Township Board of Supervisors meeting room. Supervisors present were Chuck Richards, Stephen Parthree, Michael Cashman, and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Kristina Rodgers, Assistant Township Manager; John McLucas, Planning Director, Christian Miller, Solicitor; Christopher Hamme, Assistant Public Works Director; Joe Mula, Mula Group; Blair Lehman, Mula Group; and Brooke Scarce, Township Secretary. There were 3 members of the public present.

This meeting is being recorded for the purpose of minutes only.

**REVIEW THE LAYOUT OF THE BUILDING ADDITION AND RENOVATION WITH MULA GROUP**

Manager Oswalt stated the project involves CS Davidson for the civil and structural work. Mula Group will be handling the architectural work, and they are the main point of contact for the project. Gatter and Deihl will be handling the mechanical and electrical work.

Christian Miller showed up at 6:02 PM. He was late due to traffic.

Manager Oswalt stated that the project will need minimal site work. The following items will need to be fixed; minimal revised grading to accommodate ADA compliance for the new entrance and the flagpole will be relocated in front of the proposed addition. The building will get a two story addition to the current facility, this scope of work consists of the following: a new main entrance offering additional security features for the Township Employees, a secured drop box payment area, updated reception and payments areas for employees and visitors, enlarged meeting room for public meetings, new elevator to meeting accessibility requirements, new break room/ multipurpose area, egress stairs leading to the exterior of the building, new locker room and restroom facilities for men and women, additional facility offices on the first floor, covered parking area, larger recreation office, mezzanine over the current parts room and sign room in the highway and facilities garage bays, and the current exterior materials remain and the addition will consist of a mix of metal panel, stone veneer, and EIFS in addition to windows and egress doors. Additional items that the Township has been budgeting for is a new roof and a new HVAC system. The Township Building addition is designed to look like what will eventually be built at the golf course.

Manager Oswalt reviewed the plans with the Board which are attached to the minutes. She also noted that the plans are just a rendering of what the structure looks like. None of the small details will be determined until the next step in the process.

S. Stefanowicz questioned if there will be chairs available in the vestibule in case a resident needs to sit down.

Manager Oswalt stated that the vestibule area will include furniture and can act as another place for employees and residents to meet and discuss concerns.

S. Stefanowicz questioned if staff would need to walk through the recreation space on the second floor to access the bathrooms available on that floor.

Manager Oswalt stated that the recreation is for staff only but yes, they would need to walk through the recreation area to access the bathrooms. She does not see any staff other than recreation staff using those bathrooms.

R. Stone questioned if the third floor had to have both a men and a women's bathroom.

B. Lehman stated that the third floor does not necessarily need both bathrooms.

Manager Oswalt stated that in the future, if the use of the space was to change, for instance, be used for a meeting room, you would want two separate bathrooms.

S. Stefanowicz questioned if an emergency were to occur in the new reception area and staff needed to vacate the area are the steps their only way out.

B. Lehman stated that depending on the situation, they can use the steps or use the access door which does not include steps. The stairs are for emergency purposes or if they would like to get to their destination quicker.

Manager Oswalt stated that logistically during construction, the front office staff will be relocated into an office trailer out back near the walkway into the building inside the existing gate and an additional fencing will be added to secure the garage area. There have also been conversations about completing the Board first, but there will still be a small time period when the meetings will be relocated to the Community Building.

R. Stone questioned how access management will be handled.

Manager Oswalt stated there has been conversations about switching to a different key system such as key card or fob. Members of the Planning Commission will also need a way to access the vestibule because the packets for their meetings currently sit in the vestibule area which is unlocked.

Manager Oswalt noted that the timeline is to have a code review by the middle of fall to be able to obtain a permit, then be out for bid in the new year with construction starting in the spring and completed by the end of year of 2025.

J. Mula stated it was determined today that the HVAC that is currently being used will be fine when tying in the new parts of the building. However, there are some bigger issues with the generator. The current generator is smaller and does not light up all the emergency exits and there are issues with some technology upgrades.

R. Stone questioned if a new security camera system will be installed with the building addition.

Manager Oswalt stated that three employees have installed most of the security cameras now so they will install new cameras once the building has been completed.

J. McLucas questioned if there would be an executive session room in the new building. There are times when the Zoning Hearing Boards needs to have an executive session in the middle of their meetings, and they must use his office.

Manager Oswalt stated that the old storage area in the Board room that could be used for executive sessions.

**With no further discussion on this matter, Chairperson Stephen Stefanowicz adjourned the Work Session at 6:46 PM and the full Board of Supervisors entered an Executive Session to discuss personnel matters which was then to be followed by the regular Board of Supervisors meeting at 7:01 PM.**

Respectfully submitted by: Brooke M. Scarce

Brooke M. Scarce, Township Secretary



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GROUP







architecture  
interiors  
geotechnical  
materials testing  
special inspections  
environmental

Joe Mulá  
Blair Lehman

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# Dover Township - Building Improvements

## NARRATIVE DETAILS

See outlined list below for building improvements currently proposed for the addition at the Dover Township building located at 2480 West Canal Road, Dover Pennsylvania.

### GENERAL

1. The design team consists of the following:
 

a. Civil work (minimal upgrades)	CS Davidson
b. Architect & main point of Contact	mula Group
c. Structural Engineer	CS Davidson
d. Mechanical Engineer	Gatter & Deihl
e. Electrical Engineer	Gatter & Deihl

### CIVIL/SITE (CS Davidson)

2. Minimal revised grading to accommodate ADA compliance to the new entrance
3. Flagpole will be relocated in front of proposed addition

### ARCHITECTURAL (mula Group)

4. Two-story addition to the current facility approximately 5,800 square feet in area and partial renovation to the current interior of the facility. This scope of work consists of the following:
  - a. New main entrance, offering additional security features for the Township employees who interact with the public daily
  - b. Secured Drop Box payment area
  - c. Updated reception and payments area for employees and visitors
  - d. Enlarged meeting room for Public Township meetings
  - e. New elevator to meet Accessibility requirements to access each floor level
  - f. New break room/multipurpose area for Township employees
  - g. New egress stair leading to the exterior of the building
  - h. New locker room and Restroom facilities for Men and Women
  - i. Additional facility offices on the first floor
  - j. Covered parking area (this is listed as an add/alternate item) outside the current warehouse
  - k. Larger Rec Office (second floor) for office and storage space
  - l. Mezzanine over the current Parts Room and Sign Room in the Highway & Facilities warehouse
5. Current exterior materials remain, and the addition will consist of a mix of metal panel, stone veneer, and EIFS in addition to windows and egress doors.

### STRUCTURAL (CS Davidson)

6. Structural steel and reinforced masonry design to support the building addition
7. Revise current structure as required to accommodate the interior renovations and tie into the proposed addition

### MECHANICAL (HVAC and Plumbing – Gatter and Deihl)

8. Provide new HVAC systems to accommodate the proposed building addition
9. Provide new water supply to accommodate proposed Locker rooms and Kitchen area – tie into existing systems



architecture  
interiors  
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Joseph Mulá, AIA President / CEO

10. Provide new sewer piping to accommodate proposed Locker rooms and Kitchen area – tie into existing systems.
11. Tie into existing stormwater systems to accommodate building addition square footage

#### **ELECTRICAL (Gatter and Deihl)**

12. Provide lighting to accommodate proposed building addition and renovation scope of work
13. Update and provide required emergency lighting through the building as required
14. Install fire alarm and security as required through the addition and building
15. Evaluate the current generator and upgrade if required.