



Board of Supervisors Work Session Minutes
Tuesday, October 23, 2018, 6:00 P.M.

Attendance: Supervisors – Ricki Stumpo, Elaine DiMonte, Alice J. Balsama; Peggy Lennon, Treasurer; Mark Knightly, Director, Public Works Department; Consultants – Amanda Sundquist, Township Solicitor; GKO Architects, LLC – Susan Feenan, Designer and P. Michael O’Rourke, AIA.

Public in attendance: 36

1. **Call to Order and Pledge of Allegiance:** Stumpo called the Work Session to order at 6:00 p.m. and led the Pledge of Allegiance.
2. **Welcome and Opening Remarks:** Balsama thanked everyone for taking time to attend the Work Session. She reviewed the request for proposal process and the selection by the Supervisors of GKO Architects to complete the feasibility study.
3. **Overview of the Presentation Process:** DiMonte reviewed the chronology of the project beginning in 2004 noting the restrictive covenants and deed restrictions for the Barnard House property.
4. **Background of the Feasibility Study:** DiMonte outlined the presentation schedule. The display boards represent the results of the feasibility study by GKO Architects, who were tasked with identifying the feasibility of repurposing the Barnard House as a Township Office or to renovate and expand the current Township Administration Building on Denton Hollow Road. Overall, the feasibility study looked at the best purpose for the Barnard House as well as addressing the question of whether to relocate or renovate. She introduced Feenan and O’Rourke and noted that there will be a financial presentation by Township Treasurer Peggy Lennon and a presentation by the Friends of Barnard Station.
5. **GKO Architects, LLC (GKO):**
 - a. **Barnard House (BH)** – Feenan and O’Rourke expressed their appreciation for the opportunity to work on the project noting that it is an honor to be part of brainstorming possibilities for the historic Barnard House. They acknowledged previously proposed designs and work completed for the BH to date, recognizing that the characteristics of the site pose significant challenges to design a barrier-free public building. Their renderings and elevations took a sensitive approach to work with existing rooms limiting repurposing to the first floor. The addition of a public meeting room is proposed. There will be challenges in creating an efficient workflow with the proposed plan, as well as challenges in meeting setbacks.
 - b. **Denton Hollow Road Administration Building (DHB)** – Feenan and O’Rourke expressed that DHB is a humble building and the proposed expansion is for a single-story public building. Renovation improvements include but are not limited to an additional restroom, redesigned workspace, and a secure entrance vestibule.
6. **Township Financial Overview:** Lennon presented that the Township is in a strong position to fund either option. She briefly provided an analysis of loan options. Lennon noted that there would be little significant impact on Township operations, including road repair.

7. **Friends of Barnard Station (FOBS):** Kathy Miller, Pocopson Township Resident and Secretary for the Friends of Barnard Station, introduced the following members of the FOBS Steering Committee: Richard Chalfant, Barnard Family Association; Bernadette Kegelman, Pocopson Resident; Loraine Lucas, Barnard Family Association. Kegelman presented FOBS project for repurposing the BH as occupied first-floor space for educational displays, office, meetings and presentations for up to 35 people. She noted confidence in a capital campaign and collaboration for a successful project.
8. **Public Comment on the Feasibility Study and Question and Answer Session:** Sundquist indicated that no decisions will be made this evening. Balsama noted that a link to an electronic file for the display boards will be posted on the Township web site and the boards will be on display at the Township Administration Building until November 21st. Following is a summary of the public comment/question and answer session:
 - a. Jeannette Lindvig - what will happen to the DHB location if the Township selects the BH option? DiMonte responded no decisions will be made this evening.
 - b. Kirk Lindvig - how much of the original historic detail of the BH will be compromised with a modern interior and is there an option to use the barn on the BH property? How much of the original portion of the BH will be damaged if renovated? Finishes? Flooring? Is what is being proposed a modern interior in a historic shell? GKO responded that there may be compromises in order to comply with building codes and meet functionality requirements for a public building.
 - c. Georgia Brutscher - what does barrier free in public spaces mean? Can the Township access the second floor? GKO responded that there is an expectation of access for the entire BH by the public and by the employees. This, in essence, is the definition of a public building. The number of exits as well as the design of the stairs to the second floor and a means to access the second floor must meet commercial codes and ADA requirements.
 - d. Terry Gumper - can the Township sell the BH to FOBS or return it to the County? Sundquist responded that there are certain limitations given the recorded legal documents. The BH was deeded to the Township by the County and the County could object to a transfer to FOBS. Provisions of the 2nd Class Township Code may or may not provide for a return to the County.
 - e. Jordan Gushurst - is there a breakdown of the renovation costs that show what is required for functionality and what is cosmetic? Is the Township digitizing paper records to cut down on storage? GKO indicated that specific breakdown is not shown on the display boards. Secretary indicated that the Township has been transferring paper files to electronic format for the past 5 years. The Township uses a software program and maintains a server for the purpose of continued transfer of paper documents to electronic format.
 - f. Laressa McNemar - voiced concern for the cost projections given that over the years the proposals to renovate the BH were less than half of what is shown. In addition, the DHB projections seem out of line for what is essentially 4 offices and file space. She asked if the salt shed on the DHB site will be removed. GKO noted that there are site work challenges for DHB particularly in extending the parking area. The salt shed will be removed. Site development for DHB is a significant portion of the projected cost as well as factoring in prevailing wage requirements.
 - g. Chuck Piola - requested clarification of the square footage calculations for both sites juxtaposed with the efficiency factor for meeting administrative needs.
 - h. Paul Cardell - asked for a breakdown of the cost to maintain the BH. Balsama responded that current annual expenses include heating, air conditioning, and security. Public Works Department maintains the site.
 - i. Hal Hoffman - will the Kennett Underground Railroad Center will have a presence in the BH if that option is chosen? GKO responded no.

- j. Nancy Roberts and Jeannette Lindvig - do the deed restrictions for the BH property prohibit consideration for renovating the Tobacco Barn as a third option? What is the footprint for the Tobacco Barn? Sundquist responded that the acreage deeded to the Township is specific in terms of restrictions with the legal documents focusing on the BH as a Township Office. It is not known to what extent the Tobacco Barn is structurally sound but it is assumed to consider it as a third option would require a complete tear down/rebuild with no knowledge of meeting buildable footprint.
 - k. Jean Conary, Barney Leonard, and Susan Woodward - how do you define yourself as providing for the community? Township building - historic building - visitors to Pocopson? What will the Township do with the BH if DHB option is selected? Is the large meeting room needed? How will the Township manage additional parking, lighting, traffic, etc., in a residential area if DHB is selected? Does access to the Pocopson Home meeting space negate the need for a large meeting room at the BH? GKO indicated that no significant impact is anticipated for the residents on Denton Hollow Road if the DHB is selected. Balsama responded that with changing Township demographics the Township is anticipating providing for a variety of groups with varied interests. The Township building would be a community center and not be limited to use as just a meeting space.
9. **Adjournment:** At 7:20 p.m., Stumpo announced that the work session was adjourned to allow those in attendance an opportunity to examine the display boards for the duration of the time reserved for the room.



Susan Simone, Administrative Secretary



Ricki Stumpo, Chairman