

EAST WHITELAND TOWNSHIP  
Special Meeting  
February 2, 2010

Chairman of the Board, William Holmes called the meeting to order at 7:08 p.m. Virginia McMichael, Vice Chair, John Mott, Member, Terry Woodman, Township Manager, Eugene Dooley, Police Chief, William Steele, Public Works Director, and Mary Lou Knight, Assistant Township Secretary, were present. Representatives of Township Departments also participating in the meeting were George Lokken, Latta White, Maureen Perri, Chris Yeager and Mark Ercole.

The meeting was called in order to get department input on space needs for a new municipal complex. The participants worked from a program report prepared by Kimmel Bogrette Architects which outlined square footage of existing areas and proposed estimates of needed space in those areas.

Considerable discussion ensued on the public service areas. Topics included:

- configuration and size of larger lobby area
- larger public restrooms (area to serve Chester Valley trail traffic through exterior entrances)
- addition of an AV room and vending area
- need for a larger kitchen/break room

After discussion, it was proposed that three public meeting rooms would be optimal. They include a public meeting room of 1,000 sq. ft.; a multi purpose room of 1,000 sq. ft.; and a board room/conference room of 400 sq. ft. The recommendations for space needed for the administration, finance, and public works departments were deemed to be adequate as outlined.

Latta White addressed the requirement of the building codes and life safety department. Discussion ensued regarding:

- plan review area
- inspectors/building plan review area work station
- EMS/training Room (secure area required)

A question was asked if it was feasible if file storage could be consolidated in a central room and it was decided that it is worth thinking about.

With regard to the general service areas which are shared by all departments, the copy/printer room was discussed and, also, it was pointed out that a home is needed for the blueprint printer.

Chief Dooley, Chris Yeager and Mark Ercole described the needs of the police department now and as the department grows. Their requirements were outlined in detail.

Topics discussed included:

- victim/witness interview room
- need for two admin staff bath rooms
- officer's entrance vestibule
- increasing size of sergeant's office
- need for separate changing facilities
- exercise room open to all employees
- firing range – possibility of opening to residents? Ms. Woodman will investigate.
- evidence property room
- computer room name change to computer maintenance and examination
- detention facility in secure garage area (sally port)

Mr. Steele explained in detail the current lack of storage and the optimal space needed for the Public Works Garage. It was determined that Public Works estimates need to be reworked.

Items discussed:

- equipment which needs to be kept in a heated garage
- location for salt bins
- need for circulation in the center bay
- need for more parking spaces
- how much yard storage can be exposed to the exterior
- off-site storage not accounted for in the program report
- Public Works and the Police Department continuation of storage at the pumping station located across from the Municipal Building

Ms. Woodman will give direction to Kimmel Bogrette and have them revise the program report document and come back to the Board with changes.

Ms. Woodman asked the Board for permission to approach the owner of a nearby parcel to ask if they would give the Township right of first refusal if/when they decide to sell. Ms. Woodman informed the Board that she sent a copy of the Township's plan to the architects working on the new firehouse to see if the acreage on the corner of Mill Lane and Conestoga Road could be used for a firehouse. Discussion ensued.

There being no further business, Mr. Holmes made a motion to adjourn the meeting, Mr. Mott seconded and the vote was unanimous. The meeting adjourned at 9:10 p.m.

Respectfully submitted,

Mary Lou Knight  
Assistant Township Secretary