



Board of Supervisors

Work Session

Minutes

425 Wells Road
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Tuesday, April 15, 2025

6:00 PM

Community Meeting Room

6:00 PM WORK SESSION

Pledge to the flag

Ms. Herring welcomed everyone to the work session. She commented that this is a limited work session, we will be handling a few agenda items, our regular meeting will begin at 7:00pm.

Public Comments Agenda Items Only

Ms. Herring asked if there were any public comments on agenda items and ask those in attendance and the Board to stay within the two-minute time limit for comments. No decisions will be made at this work session. There will be more time at the for comments at the regular meeting.

There were no public comments.

WELCOME

Review of CRC/Park Improvement Project

Schedule

Mr. Tomko presented a power point presentation showing the Community Recreation Center & Park Improvements project as it is today. The project is progressing, there is sidewalk around the building, parking lot is in progress and coming along. He showed the parking lot for the courts and the area that will hold pickleball, basketball, tennis and bocce courts. He went on to show the schedule progression, approximately May 30th the completion of the building, inside work will continue, interior finishes, installation of flooring for gymnasium, multi-purpose rooms and bathrooms will take approximately 3-weeks.

Court complex construction started has been progressing throughout the project. There have been a few delays, we applied for a USTA grant for the court lighting which required upgrades for poles & lighting to accommodate tournaments and technical requirements. This will only delay the ability to play on the courts at night. Installation date is to be determined.

Comfort Cottage is at a point now where we have a recommendation for the Board, with solid numbers that are part of the presentation, he will ask at the regular meeting for approvals. At this time, he does not have a start / end date. Completion of the plans and execution of contracts have held up the project. We will have the Comfort Cottage this year.

Mr. Tomko stated that at this point we are looking to have the Community Recreation Center opening around the end of June. He asked the Board if they had any questions.

There was discussion regarding court lighting, will the court be able to be used during the day light hours, will the play areas be available when schools gets out in mid-June, if group still come to Kids Castle, parking, port-a-potties and upgrades to existing bathrooms.

The courts should be available around or about May30th and be available for daytime use. Nighttime use will have to wait until the lights are installed. There should not be any impact on parking, there are alternative parking plans, the number of groups visiting Kids Castle will be controlled by registration, port-a-potties will be available until completion of the Comfort Cottage and there are no scheduled upgrades for the existing bathrooms at Pavilion 1 for 2025.

Spending to date & Pending Change Orders

Mr. Tomko reminded the Board that this is a multi-prime contract, we have a general contractor (Skepton Construction), electrical (US Solutions), mechanical and plumbing (Hirschberg Mechanical). He went over the spending to date for Skepton. The original contract amount was \$7.23 million, with the following changes contract amount is approximately \$7.522 million, the budget shortfall due to the cost of the bathrooms. The options are to cut scope or increase the budget, he is recommending cut scope. Change orders 1 – 11 were

approved by the Board, at previous regular meetings. At tonight's 7pm meeting he will ask the Board to rescind change order #10 for site paving \$348,269.78 and approve change order #12 totaling \$90 thousand and use the savings toward the bathrooms. He will also be asking the Board to approve at tonight's meeting change order #13 credits for the TV alcoves, cabinetry in the multipurpose room and ceiling structure, paint exposed panel sub framing in the gym totaling approximately \$1,300. Other minor change orders are minor revisions to office framing & drywall revisions and wood wall paneling revisions. We anticipate the site grading & sidewalk revisions will be credits.

Hirshberg Mechanical (Mechanical) has no change orders.

Hirshberg Mechanical (Plumbing) has had two change orders, both regarding gas service lines totaling approximately \$10,000.

US Solutions (Electrical) has had two previous change orders, change order #3 he will be asking the Board to approved tonight, containing revisions, bathroom exhaust fans, kitchen hood electrical circuits, TV/Projector to Smart Screen Conduit and sport court light poles height change from 25' to 35' (to comply with USTA Grant) change order #3 will totaling approximately \$54,000.

Overall Project Budget

Contingency balance is \$8,951.05. He showed all of the owner supplied items that were outside of the four Prime Contracts that the Board has authorized through out the project. Pending items signage, IT equipment, artwork, moving support LED Message Board are all items that are pending we do not have proposals and are optional items. If we need to cut scope, we can cut \$30,000 out of the budget by not adding the LED Message Board. We budgeted \$1.5 million for owner supplied items, right now we are sitting at \$1.4 million. Items that were not in the original budget, the flagpole, which is being fundraised, blinds and risk insurance (which is prorated if we do not need it for the full year).

Projects funded by Bond Revenue are Community Recreation Center and Central Park Improvements projects include the courts, Comfort Cottage, paving at the Dog Park paving and Central Park Loop Road Paving budgeted for \$633,000 actual \$768,556.62 which explains the funding gap. The Dog Park paving must be done but can be funded as part of the road program.

Mr. Tomko went over the Community Recreation Center & Central Park Improvements Overall Budget. Dog Park paving, Central Park Loop Road & Paving, Construction Cost Totals, Restrooms total budget cost and actual cost. Engineering & Design Fees are \$1million (which included all of the grant support, owner rep services, inspection and testing). Budgeted \$13,378,800. vs. Actual \$13,452,036.07 showing we are overbudget by \$73,236.07. We received a grant totaling \$140,000 from USTA (United States Tennis Association) which will go towards the construction of the courts. We hope to receive another \$20,000 from USTA Middle States. With those grants we are now underbudget by \$86,763.93. We need to cut the scope on the paving, there have been change orders that we did not recommend due to budgetary constraints. The condition of Central Park Loop Road is average, and we will maintain it until we can pave it in the future. We are trying to control the costs as best as we can.

Drawdown Schedule

Mr. Tomko stated that we will run into a funding problem in June, later in this work session we will talk about grants, timing and interim funding, we will address the funding gap. In June, we run out of bond money and the grants have not come in yet. Ms. Mason will speak to this when we get to that agenda item.

Comfort Cottage – Central Park Restrooms – Discussion/Informational

The Comfort Cottage will be located in Central Park near flatter ground, at the intersection of the parking lot and walkway to the Amphitheater and Kids Castle. It was moved up about 100' due to cost, further down there would have been more sight work and the cost would raise.

Exterior Design Options

The building will contain six ADA compliant restrooms with baby changing tables. Accessories include hand dryers, exhaust fans, toilet paper dispensers, exterior soffit lighting above each door, climate control (heat only), covered area with a free-standing water fountain with a bottle filler, concrete pad around building, asphalt roof and interior block walls. Exterior will be split face block (included in Skepton's base bid), requiring not painting, trying to make it as maintenance free as possible. Alternate choice #1 for exterior stone veneer (+\$55,000), alternate choice #2 stone veneer with lap siding (will require maintenance) (+42,000), alternate choice #3 one wall stone veneer with side and rear walls split face block (+25,000). The Board liked the split face block color to be determined.

Grants, Timing and Interim Financing Funding – DiscussionGrants received and pending

RACP Grants Awarded: \$1 million, \$500,000 and \$500,000

DCNR Grant Awarded: \$200,000

USTA, Venue Services Grant: \$140,000

USTA, Middle States Build It Forward Grant Initiative Pending: \$20,000

Gap Funding

Ms. Mason stated that Jamie Doyle, PFM, is available as well. Part of the grants is the timing, the requirement is that the project needs to be completed, then we submit everything and get the grant reimbursements. RACP inquired if we needed a bridge loan, back in 2022 when we received those grants we did not. At this point in time, we do need a grant anticipation note that will cover us on an interim basis while we finish this project, get the grant money and reimburse the note quickly. Mr. Wallace, Ms. Dobson and I, have been working with PFM with what we need to do to cover the expenses in the interim, this includes the USTA grants as well, you may only get a portion up front then you have to get the project completed and get reimbursed. There is a timeline, we would authorize Ms. Doyle to get us all the information and do settlement and have the money in June for that gap that was discussed earlier.

Ms. Dobson stated that the interest rate and the cost to the Township for this loan depends on the timing of the grant, it will be structured so we can pull from that money when needed, not the entire amount of the loan. We will probably only need this loan for six months before we start getting the reimbursements from the grants. It is anticipated that we will pay it all off by 12/31/26.

Ms. Herring asked the Board if they have any additional questions on this, if they don't mind, we can carry them to the regular meeting to follow, have discussion and decide at that time.

Road Program –Informational

Ms. Herring suggested that since the work session was running late, they table this item for a future meeting. The Board agreed to table this item.

Public Comment – All Items

None

ADJOURNMENT

The work session adjourned at 6:57pm

Respectfully submitted,



Stephanie J. Mason, Secretary