

Minutes
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES
Special Meeting
Wednesday, October 5, 2011

Meeting called to order: 4:30 p.m.

Members Present: Trustee Lynda Bowers, Trustee Nanci Shanley, Trustee Bryon Macron, Fiscal Officer Shirley Bailey.

Zoning RFQ – The Zoning Commission would like to send out a Request For Qualifications and have discussed hiring a writer for \$50 an hour to help them write the RFQ. Ms. Bowers has produced an RFQ which she has circulated to the Zoning Commission and read this to the Board. Submissions of qualifications must be received by October 28, 2011. When the resumes come in the Zoning Commission can review those at their next meeting and make a decision about interviews. The RFQ would need to be published once. It can be published in the Gazette and will be picked up by a list server. After interviews are done it is expected the Commission will have a better perspective to proceed with a Request For Proposals. Ms. Bailey will publish the RFQ.

Village of Chippewa Lake Snow Plow Contract – Assistant Prosecutor Bill Thorne has removed the hold harmless clauses and proof of workman’s comp and insurance has been added. The contract is in the form as originally discussed. Mr. Macron feels confident that he can control the assignments of who will work that area to control the costs. Mr. Macron and Mr. Figgers have worked to come up with a cost for services and the Township is not a for profit business. The Village pays taxes for which they currently receive no service and they are receiving no credit for that in this contract as per the negotiations. Ms. Shanley has made her concerns known; that she doesn’t want this to cost the Township more than what we are being paid and that resident’s service does not suffer, and has confidence in Mr. Macron being able to resolve those issues. **Ms. Bowers moved to approve the contract in the form it was sent to the Trustees at 3:23 p.m. by Mr. Bill Thorne. Mr. Macron seconded the motion. All voting in favor. THIS WILL BE RESOLUTION 21-2011.** Mr. Macron will take the contract to the Village for signatures.

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Zoning Books – Some members of the Zoning Commission have inquired about purchasing their textbooks for training. It has been clarified that if the Township purchases the books they are to be returned to the Township. Requests for reimbursement are to be turned in to Ms. Bailey for the Board to consider at their meeting. If the books are to be kept by the individual, they must be paid for by the individual.

Financial Forecast Meetings – Ms. Bowers would like to schedule these meetings beginning after Halloween. General Fund can be done the first week and the others one or two meetings following. Fire has been completed. Three meetings would need to be held in November and one the beginning of December to wrap everything up. She asks the Board to look at their calendars to try to choose a consistent day of the week.

Selling of Ambulance – Assistant Chief Winter distributed information regarding the details of the squad to be sold that could be listed on eBay or the Township Association website. A

resolution will need to be adopted to sell items on the internet. A discussion was held as to what information should be included in the resolution. The new ambulance is anticipated to arrive the beginning of November. The resolution and publication for internet auction must be published for fourteen days prior to advertising. Asst. Chief Winter clarified that the ways to get rid of the ambulance are to sell to another municipality (no other approvals needed), auction, or advertise for sealed bids. He believes that ambulancetrader.com does not satisfy the requirements for the State of Ohio. Ms. Bowers will speak with Mr. Thorne this evening or tomorrow morning and see if he can quickly look over the two proposed resolutions to see which he prefers. The Board is in agreement with this. Discussion was held as to what pricing the Board would consider acceptable and how the eBay auction site works. Ms. Bowers mentioned that at the same time sealed bids can be accepted as well as utilizing the Ohio Township website. The Fiscal Officer needs to be listed as the contact person and everything that is done needs to be posted on the township's website.

RESOLUTION 22-2011 – A RESOLUTION SETTING FORTH THE TOWNSHIP'S INTENT TO DO INTERNET SALES FOR THE YEAR 2011 CONSISTENT WITH THE STATUTORY REQUIREMENTS OF 505.10. Ms. Shanley motioned to accept Resolution 22-2011. Mr. Macron seconded the motion. This resolution must be done once every calendar year for any items sold. **All voting in favor.** It was discussed again and determined to go with the resolution that indicates the Fiscal Officer as the point of contact.

An advertisement needs to be placed to indicate the passing of Resolution 22-2011. This can be published once. The resolution also must be posted on the website and remain permanently. The advertising needs to be as quickly as possible in the Gazette. After fourteen days of the posted affidavit date we are permitted to move forward. Ms. Shanley cautioned to pay attention to the eBay contract wording. The department intends to try the eBay route first. Ms. Bowers notes that the ambulance can be posted on the Ohio Township website during these fourteen days before going to eBay. It is only a \$20 charge. Chief Hall recommends using the side and back views of the ambulance in the advertising if limited. The ambulance will be advertised at \$42,500.00. This figure was arrived at after a discussion with an ambulance salesperson. The medium-duty ambulances are a hot commodity right now; ambulancetrader.com only has twelve currently listed. The Trustees will have to officially accept the final offer. The delivery date will be no earlier than December 1st.

Station 2 Phone Issue – Asst. Chief Winter noted that Ms. Turpin has worked several hours trying to straighten out the issue with the phone line.

Station 2 Renovations – Asst. Chief Winter recounted that the department was told to come back to the Board to discuss possible renovation work at Station 2 in October with proposals. He contacted six contractors; two did not respond, one scheduled an appointment but did not show, and three submitted proposals – Harris Builders, Hansen Restoration, and Variety Contractors. There is a huge difference in pricing. There would be no problem hiring any of the contractors who submitted bids as they were all very professional. Variety brought approximately six employees to look over the project. They were all given the same perimeters to work with: ceiling on the inside torn down, three bay doors in front removed, widen two of the doors from ten foot to twelve foot, replace bay doors.

Variety Contracts – out of Seville. They work off of the procurement schedule from the State of Ohio and are bonded. Bid price of \$39,714.37. Replace both bay doors to a twelve foot wide opening, removing bay door in front of office to make new entrance with awning, new door with panic hardware, remove ceiling, use existing lights remounted higher, tear radio room down, cover front with vinyl siding, frame with composite lumber, stone veneer up three feet, related electrical work. Additional concrete work was also included in this bid.

Hansen Restoration – They were asked to come back out to bid on additional work requested. Instead they sent in the proposal with only the portion of replacing the two doors with the wider doors. That portion is a little higher than the same work being performed by Variety (Section 8).

Harris Builders – Gary did the remodeling on the office. The demo can be done by the Fire Department to save money. This bid does not include the concrete work. \$22,850.00. The options listed would need to be included to make it comparable to Variety. This would be an additional \$2,630.00 = \$25,480.00. The cement work from Variety is \$3,766.32 (demo) = \$29,246.32.

The biggest difference between Harris and Variety is the cost of overhead. Variety probably does everything by collective bargaining agreement since they do a lot of municipal work. Gary with Harris does good work and would only be paying an additional employee probably.

Gary also quoted finishing the two bay doors in the back and fixing the siding on the west side of the building. To complete the west and north sides of the building would be an additional \$22,000.00. The water is coming into the attic through the double doors. This was bid back in May.

The current bids would finish off the exterior minus any future landscaping or pavement repairs. It does not include a ceiling. By tearing down the radio room and the ceiling in that area they will have a better idea of what kind of electrical issues needs to be dealt with. The current lights will be mounted higher up. Ms. Shanley stated there may be a reflectivity issue without having a ceiling for the lights. Asst. Chief Winter stated they were trying to avoid remodeling the entire station at one time. The electrical work to be done is not dangerous electric. This electrical work will be temporary, for an unknown period of time. The Board questioned if the County permit fees were included. The furnace issue is not addressed in these bids as well. How and where the furnace will be located dictates that the ceiling work not be done at this time.

Harris did a nice job with the office but Ms. Shanley recalls there were some items that were not included in their initial bid. Is it felt that the \$1,600 allowance will really cover any additional necessary work? Mr. Winter recommends adding 10% to any of these bids. Chief Hall stated that whatever work is done has to be brought up to code. It was felt that the bid from Variety is more comprehensive in scope as well as being able to complete the work quicker. There is concern that the Harris bid may end up coming in higher by the end of the project. Hansen's specialty is fire and flood restoration. Discussion was held as to whether prevailing wage will be required by the builder. Variety added additional light fixtures to their bid and addressed the electric comprehensively. It also includes the masonry work which is requested for its durability (\$2,000).

Chief Hall explained that the concrete work is to replace a four foot section already cut in front of the station.

Variety is available to come speak with the Trustees and submit any requested quotes for projects a year in advance.

The Board feels that the bid from Variety is not necessary higher – it is more inclusive. Ms. Bowers reported that at this time the Fire Fund and the General Fund has enough money to handle this project. The General Fund will be spending, on average, more than it will be taking in. The last number of years has had local government funds and estate taxes included in that fund. This is the only fund that can be used to pay for anything. The Fire Fund is looking at a five year equipment levy which could have included maintenance and buildings. If equipment is not paid for out of the fire fund the monies would be available for maintenance of buildings. Ms. Bowers recommends taking \$30,000 out of the 2011 Fire budget and \$10,000 out of the General Fund. The second project can be looked at in 2012. Asst. Chief Winter reported that the SCBA replacement program is still pending a possible grant and therefore will not be spending that budget amount this year. Ms. Bowers stated that Ms. Bailey has protected the General Fund knowing that the local government funds were on the block. Ms. Bailey reported there is \$420,000 in investment for the General Fund. The balance is \$96,450 in the General Fund and quite a bit of that is expected to be eaten up by the end of the year. The General Fund is the only fund that can be utilized for any project. The SCBA budget was approximately \$30,000 - \$35,000. They will be budgeted for in 2012 if the grant is not received, but only for six of them.

Ms. Shanley asked if the EMS and Fire money has to stay grouped together. Ms. Bailey replied it does since the levy is written in that way. The current levy can be utilized for anything having to do with the department. Asst. Chief Winter stated that when they apply for grants they can pull out the line items that are specific to fire. The recent fire budget can be color coded as to fire and EMS and line items can be renamed / coded to separate out into fire and EMS for the coming year. Payroll cannot be separated.

Asst. Chief Winter will ask Variety if this project can be done without prevailing wage. All of the pricing provided was done according to the STS. The Board would like to have Variety “sharpen their pencil”. Chief Hall stated the department is looking to upgrade the buildings in phases. The bottom panel of the back bay door at Station 2 definitely needs to be replaced. Mr. Macron suggests having that thrown in at the current bid. Discussion was held regarding asking for additional items to be thrown in without raising the cost of the bid. The department wants to focus on the exterior of the building at this point. A bid has been received to do the interior with metal siding, electrical, doors, etc., was going to be \$55,000 - \$60,000. Asst. Chief Winter will meet with Variety at the Station on Friday. Mr. Macron will join the meeting.

Ms. Bowers motioned to approve Variety at a cost not to exceed \$40,000.00 (\$30,000 from the Fire Fund and \$10,000 from the General Fund) for the Fire Station 2 renovation. Ms. Shanley seconded the motion. All voting in favor.

Ms. Bowers moved to increase appropriation in the Fire Fund to accommodate this project in an amount of \$30,000 and out of the General Fund in the amount of \$10,000 for Improvement of Sites. Mr. Macron seconded the motion. All voting in favor.

RESOLUTION 23-2011 – TO ACCEPT THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX

LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR. Ms. Bowers moved to approve Resolution 23-2011. Ms. Shanley seconded the motion. All voting in favor.

Ohio Insurance Invoice – Ms. Bailey presented the invoice for the Ohio Insurance Agency in the amount of \$22,700 for liability insurance. **Ms. Bowers moved to approve the invoice, seconded by Mr. Macron. All voting in favor.**

The Warrants of the Township were signed.

Meeting adjourned at 5:46 p.m.

Approved: _____

Lynda Bowers, Trustee

Nanci Shanley, Trustee

Bryon Macron, Trustee

Shirley Bailey, Fiscal Officer