

Minutes  
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES  
Special Meeting & Construction Kick-Off  
Tuesday, July 10, 2018

**Meeting called to order:** 1:00 p.m.

**Members Present:** Trustee Lynda Bowers, Trustee Michael Costello, Trustee Martin Warchola, Legal Counsel- William Thorne, Lafayette Township Owner's Representative- Bill McDonald

**Others Present:** James Fenske-President Knoch Corp, James Magda-Project Manager Knoch Corp, Doug Elliott- On-Site Superintendent Knoch Corp, Ed McCall –Principal McCall Sharp Architecture, Dale Keeran- Project Manager McCall Sharp Architecture, Jason Brenner- Vice President Lewis Land Professionals, Jeff Hall- Lafayette Township Fire Chief, Tim Holzman, Lafayette Township Assistant Fire Chief

Trustee Costello opened the meeting followed by introductions of all present.

Ms. Shirley Bailey, Lafayette Township Fiscal Officer will be the **Prevailing Wage coordinator**.

Ms. Kim Buell, Lafayette Township **Administrative Assistant** will be taking meeting minutes and once complete, she will forward to Mr. Magda, Mr. Keeran, Board of Trustees, Ms. Bailey and Mr. McDonald. Mr. McDonald stated any discrepancies in the minutes need to be brought to attention within 48 hours of receiving the minutes.

Schedule of Values was received this afternoon, in addition to a schedule update spreadsheet.

An up-to-date review of the subcontractors and material suppliers are as follows:

- DiPietro Excavating
- Asphalt Paving- TBD
- Concrete- Knoch will do foundation- slab work-TBD
- United Masonry Construction- Steve Hooerig
- Carpentry- Knoch will self-perform- hanging doors & frames, casework, framing, trusses
- Asphalt Shingles- No shingles-
- Pre Engineered Metal Building (P.E.M.B.) – Kirby Building Systems
- Metal Panels Furnish- Kirby Building System
- P.E.M.B. Installer – North East Erectors
- Metal Panel Installers – North East Erectors
- Structural Steel - Mr. Magda will report back on who will supply the steel
- Casework - TBD
- Doors/Frames/HDWE – Midland Brightwood
- Aluminum/ Glazing – Team One
- Overhead Doors - TBD (Potentially, Action Doors or Magic Doors- Mr. McDonald recommends Action Doors-if the budget permits. Chief Hall stated Station #2 utilized Faircrest for the last renovation. Mr. Magda will explore them as an option)
- Tornado Resistant Doors – Midland Brightwood

- Automatic Door Operators - TBD
- Drywall/ Metal Studs/ Ceilings - TBD
- Ceramic Tile - TBD
- Flooring - TBD
- Painting – Yong and Sons
- Signage- REM Graphics
- Lockers – TBD
- Wall mounted shelving - TBD
- Flagpole - TBD
- Metal Casework - TBD
- Window Shades - TBD
- Fire Protection – R.N.L. Fire Systems
- Plumbing – Habitech
- HVAC - MEP VET
- Electrical - Speelman Electric
- Technology – Knoch believes the technology package is included with the Speelman Electric

The Board of Trustees gave authority to Mr. McDonald to approve the subcontractors he is familiar and comfortable with. The contractors Mr. McDonald is not familiar with, they recommend he receive references, owner information, company information and review work that they performed. The contractors Mr. McDonald is not familiar with are United Masonry, MEP VET and North East Erectors. Mr. McDonald does not feel references are needed for Yong and Sons as they will only be utilized for painting. Mr. Magda will request the references for the above stated contractors.

Trustee Costello voiced concern in regards to where the brick will be bought from. Mr. McDonald stated that will be part of the submittal process. The suppliers will provide submittals to McCall Sharp for their approval. When close out time arrives the Board will receive the submittal package in the event there are any future issues they know the contact information. Mr. McDonald said all information will be contained in the specification book.

Mr. Magda confirmed the contractors in the running for drywall is Canton Floors and Heppner-Pritt. Mr. McDonald stated he is familiar and comfortable with both companies but prefers Canton Floors. He recommends having Canton Floors for the flooring. Most Paving is in the running for the asphalt. All materials for the asphalt will come from Kokosing.

All correspondence will go to Mr. Dale Keeran. Mr. Keeran will then forward the correspondence to Mr. McDonald, Mr. Magda and Trustee Costello. Trustee Costello will forward all information to the Board, Fiscal Officer Shirley Bailey and Administrative Assistant, Kim Buell.

The only right privileges to the drop box files is Mr. Keeran.

Notice of Commencement has been received by Knoch. The recorded copy has not yet been received back from the Medina County Recorder's Office. Trustee Costello will contact the office

for an anticipate date. Notice of Furnishing will be received from the suppliers directly once a contract has been reached and Lafayette will receive a copy in addition to the Knoch Corporation.

Knoch is only to take direction from McCall Sharp only.

Mr. Scott Brant is General Superintendent and Safety Director, Knoch Corporation. Mr. Elliott is Onsite Superintendent, “Competent Person” and will be enforcing daily job safety.

Mr. Elliott stated the silt fencing at the job site has been removed this afternoon. Mr. Elliott brought to attention that where the new road adjoining the safety services building to Route 162, Nexus has dug a hole approximately 20-30 feet deep by 80-100 feet long. It is imperative when Nexus fills in the hole that the dirt be compacted in order for the road to be completed. Trustee Bowers contacted Nexus and scheduled a meeting for this afternoon at the job site to rectify the issue. Chief Hall recommends having Nexus scope the new sanitary line to check for any potential issues prior to covering the line.

Mr. Elliott confirmed the job site trailer will arrive the end of the week beginning of next week. Mr. Elliott will inform Mr. McDonald when the weekly site meetings will take place, once determined.

Mr. Keeran confirmed that submittal turnaround time will be as prompt as possible. Mr. McDonald acknowledged that Kirby has been awarded the project and Mr. Magda stated they are currently in the process of producing their submittals. Mr. McDonald confirmed with Mr. Magda that the Schedule Update spreadsheet Knoch provided was devised based off of Kirby’s input. Mr. McDonald reminded that there are areas of the building where pre-engineered steel is not needed and recommends securing for that as soon as possible.

Mr. Magda recalls only one RFI to date and it is in regards to the fire hydrant. Mr. Brenner confirmed they are waiting for approval from Medina County Engineers. He said there is an existing hydrant in the middle of the driveway that needs to be removed and is awaiting approval to install on the south side of the driveway. The county wishes to drain the line, take the water valve off, take the hydrant off and cap the tee, block full of concrete and tap south of the driveway with the tapping sleeve and valve behind it. Mr. Brenner recommended the south side of the driveway because the distance is approximately 10-12 feet versus going north and past the creek. He anticipates approximately 12 feet between the driveway and the meter vault tap, plus or minus six feet if there is a joint in the way. The county wants the meter vault at the right of way and wants the hydrant placed on the existing line before the valve.

Trustee Bowers requested Mr. Keeran and Mr. Brenner document the cost of the change required to take place in which the county originally approved. She said if the county approved the installation of the hydrant, we completed the work, now they are making us change it and there is additional fees involved, the taxpayers should not be held liable to expend additional funds due to a change that was initially installed according to county recommendation and approval. The township will request the county deduct the additional amount from the tap fees.

Mr. McCall understands the vault detail may not be the same and there may be a deduct for the vault. Mr. Brenner stated he always had the impression that everything on the public side of the

vault was the county's, hence the reason for the vault. The county said everything from the tee in the valve is county's and from the valve onward is private. The county said we cannot have a public fire hydrant on a private line. Mr. Brenner anticipates approval by the end of today.

Mr. Thorne confirmed that from a safety/liability stand point, the township has the authority to prevent the public from entering the job site. Mr. Fenske said Knoch Corporation is responsible if anyone gets injured until the day the township accepts possession of the building. Anyone who wishes to enter the job site must first obtain approval from Mr. Elliott so safety protocols are in place. Trustee Bowers has contacted the township insurance company and informed them construction has begun. She requested OTARMA keep a watchful eye to ensure no mistakes are made. The insurance company requires Knoch provide their contractors insurance. Mr. Fenske assured Trustee Bowers if they haven't provided yet, they will.

Trustee Bowers explained the Board has done a resolution giving Trustee Costello the authority to make decisions in the event time is an issue. She informed everyone that if any foreseen issues arise that Trustee Costello feels is a decision the Board should make, to please have the township schedule a meeting. The procedures to call a meeting were reviewed.

Mr. McDonald stated his goals for the job are as follows; 1) Safety is paramount 2) Have the project built per the plans and specifications in conjunction with good workmanship 3) To complete the project as close within the time frame as possible- keeping safety at the forefront 4) Once the building is complete, that all parties have developed a good relationship.

The next Construction Update meeting will be held on Monday, August 20, 2018 at 2:30 p.m. in the Lafayette Township Hall. Mr. McCall stated they will be in a minimum of once a month and can be present more often if needed.

Mr. McDonald will attend the weekly job site/contractors meetings with Knoch Corporation. Date and time to be determined.

Trustee Costello will renew the Ohio EPA Notice of Intent this afternoon. Mr. Brenner stated it must be completed prior to the expiration at the end of the month.

The Board discussed the Lafayette Township Land Reutilization Program potentially divesting the Big Injun Trail property to Habitat for Humanity.

Cross Point Church will be volunteering for projects within the community.

**2:08 p.m. Trustee Bowers made a motion to recess into executive session for the purpose of discussing personnel compensation pursuant to Ohio Revised Code 121.22G1.**

**Roll Call Vote: Warchola-yes, Costello-yes, Bowers-yes**

**2:53 p.m. Trustee Costello moved to reconvene to the special meeting. Trustee Warchola seconded the motion.**

**Roll Call Vote: Bowers-yes Warchola-yes, Costello-yes,**

No decisions were made.

Trustee Costello moved to adjourn, seconded by Trustee Bowers.

Meeting adjourned at 2:53 p.m.

Approved: \_\_\_\_\_

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Lynda Bowers, Trustee

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Michael Costello, Trustee

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Martin Warchola, Trustee

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Shirley Bailey, Fiscal Officer