

Minutes
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES
Special Meeting
Friday, February 8, 2019

Meeting called to order: 4:15 p.m. for the purpose of opening the Technology Bids for the new Lafayette Township Safety Services Building

Present: Trustee Lynda Bowers, Trustee Michael Costello, Trustee Martin Warchola, Owners Representative- Bill McDonald, Administrative Assistant- Kim Buell, Medina City Police Chief- Ed Kinney, Mr. Abogast, Lafayette Township Community Resource Officer- Kim Detchon

Mr. Bill McDonald acknowledged receipt of the bids, ensuring the following documents were included: Financial Summary, Non-Collusion Affidavit, and Personal Property Tax Affidavit. Mr. McDonald read the bids off in the following order;

➤ **Security 101 Cleveland, Ohio**

Mr. McDonald confirmed the above stated necessary documents were received. The bid reflects: 1.0 Cameras, 4.0 Controlled Access, 7.0 Service Contract

Bid of \$38,986.74

Bid Breakdown:

The 4.0 Controlled Access bid is \$16, 746.16
The Video System is \$22,239.58
The 7.0 Service Contract is \$1,750.00/annually

➤ **Wadsworth Solutions Cleveland, Ohio**

Mr. McDonald confirmed the above stated necessary documents were received. The bid reflects; 1.0 Cameras/recording device, 2.0 Data/General, 3.0 Phone System, 4.0 Controlled Access, 5.0 A/V System, 6.0 Intercom System, 7.0 Service Contract.

Bid Breakdown:

- Cameras/ Recording Device- \$36,060.00
- Data/ General- \$20,721.00
 - Data Network Hardware- \$44,802.00
 - Data Network Hardware On-Site Exchange Server- \$52,920.00
- Phone System- \$9,444.00
- Controlled Access- \$34,366.00 (Options available listed)
- A/V System - \$37,654.00
- Intercom System- \$10,560.00
- Service Contract- \$8,807.00/annually

➤ **Maximovich IT Consulting, Hartville, Ohio**

Mr. McDonald confirmed the above stated necessary documents were received.

Bid Breakdown:

- Technical Proposal- \$45,250.00
- Intercom and Conference Room Proposal- \$13,310.00
- VoIP Proposal (Phone)- \$8,500.00 with phone connectivity & licensing - \$349.00/monthly
- WiFi Solution Proposal- \$18,200.00. WiFi Licensing- \$49.00/monthly
- On Premise Email Proposal- \$11,999.00 Monthly Maintenance - \$749.00

➤ **Warwick Communications, Broadview Heights, Ohio**

Mr. McDonald confirmed the above stated necessary documents were received.

Bid of \$166,466.11

Bid Breakdown:

- 1.0 Cameras/Recording Devices- \$14,430.00
- 2.0 Data/General - \$102,223.11
- 3.0 Phone System- \$350.00 with a \$314.85/monthly fee
- 4.0 Controlled Access- \$14,650.00
- 5.0 A/V System- \$ 21,925.00
- 6.0 Intercom System- \$ 10,578.00
- 7.0 Service Contract , IT Services 1 year support included- \$2,310.00 with a recurring monthly cost of \$2,310.00
- Annual Systems Support Renewal (1st year included (IT services not included) \$3,500.00

Warwick representative confirmed that the \$102,223.11 Data/General includes email services with options.

➤ **Connect USA Massillon, Ohio**

Mr. McDonald confirmed the above stated necessary documents were received. Connect USA is bidding on the phone system only.

Bid Breakdown:

- 3.0 Phone System- **Option #1** – Hosted Solution- Down Payment of \$4,420.00 with a monthly recurring charge of \$186.00
- 3.0 Phone System **Option #2-** Premise Based Solution- Down Payment of \$8,285.00 with a monthly recurring charge of \$125.00

➤ **Staley Technologies, Wooster, Ohio**

Mr. McDonald confirmed the above stated necessary documents were received.

Bid Breakdown:

- 1.0 Cameras- \$20,512.26
- 3.0 Phone System- \$4,782.00
- 4.0 Controlled Access- \$5,665.36
- 5.0 Audio/Visual- \$10,862.27
- 6.0 Intercom Installation- \$5,852.33
- Radio Quote- \$2,341.44

➤ **KGC Computers, Brunswick, Ohio**

Mr. McDonald confirmed the above stated necessary documents were received. Two options were submitted.

Bid Breakdown: Option #1- Hosted Exchange

- 1.0 Cameras/Recording Device - \$13,040.00
- 2.0 Data/General (with hosted exchange) - \$70,252.90
- 3.0 Phone System - \$251.88
- 4.0 Controlled Access - \$23,322.00
- 5.0 A/V System - \$10,691.90
- 6.0 Intercom System- \$91.84/annually
- 7.0 Service Contract - \$9,100.00
- Total Bid - \$126,750.52**

Bid Breakdown: Option #2- With Office

- 1.0 Cameras/Recording Device - \$13,040.00
- 2.0 Data/General (with Office 365- with a yearly subscription after 1 year)- \$64,094.70
- 3.0 Phone System - \$251.88
- 4.0 Controlled Access - \$23,322.00
- 5.0 A/V System - \$10,691.90
- 6.0 Intercom System- \$91.84
- 7.0 Service Contract - \$9,100.00
- Total Bid - \$120,592.32**

Mr. McDonald thanked everyone for their bid submission. Trustee Warchola said the bid will not be awarded today, as it will take time to review all the bids and compare what has been submitted but anticipates the Board awarding a bid sometime next week.

Trustee Costello announced two Medina City police Officers have been sworn in. **Trustee Costello swore in Mr. David Arbogast.**

Trustee Bowers made motion to certify the Lafayette Township road mileage for 2019 as distributed by the Medina County Engineer at 26.975 miles. Trustee Warchola seconded the motion. All voting in favor.

Trustee Bowers introduced Ms. Kimberly Detchon, Lafayette Townships Community Resource Officer. She explained that Ms. Detchon's payroll will be distributed from both the fire and the police funds. She explained there were enough funds left over from an earlier police contract from 2014 or back quite some time ago, where funds had been improperly taken out of general fund. Mr. Thorne stated it was quite some time before his retirement in 2016. Ms. Detchon's payroll was discussed as well as her duties. Mr. Thorne questioned how the distribution of time would be commensurate with the pay. Trustee Bowers noted Ms. Detchon's duties will be paid half out of the police fund and half from the fire fund. Ms. Detchon will be responsible for submitting a monthly report of her duties to ensure a proper record reflecting the funds toward her payroll. Mr. Thorne agreed, adding a submission needs to be made to each fund. Discussion took place regarding the numerous items that Ms. Detchon has been working on that will be beneficial to the township residents.

Discussion took place regarding the old township police cruisers. It was determined to have the cruisers decaled similar to the Medina City police cruisers adding a Lafayette Township Resource Officer and Lafayette Township Fire logo decal. Trustee Costello addressed Ms. Detchon's concern of driving a cruiser labeled "police" and being unarmed. Ms. Detchon is currently in the process of working on a uniform solution. The Board, along with Chief Kinney discussed uniform options with Ms. Detchon.

Trustee Bowers made a motion to approve the police cruiser to be marked with agreed upon decals in an amount not to exceed \$1,000.00. Trustee Warchola seconded the motion. All voting in favor.

Lieutenant Marcum, Medina City Police Department will assume the responsibility of having the cruiser "marked". Chief Kinney requested the department logo be forwarded to Lt. Marcum for the application.

Discussion took place regarding Ms. Detchon's uniform. She will work with Medina City Police Department to place an order.

Ms. Detchon has contacted the various senior centers in the area and informed them of the various programs being offered to the Lafayette Township senior citizens. Trustee Bowers said there are a few facilities where community outreach programs could be held within the township.

Trustee Bowers offered to host a fundraiser to raise funds for the K-9 program. Chief Kinney said it is sometimes challenging pairing a handler with a K-9 dog, but is open to the idea.

Trustee Costello informed Ms. Detchon of a program called ProtechDNA. It is a national campaign which connects every law enforcement agency with their community with technology to

protect property and return recovered valuables to the rightful owner. Ms. Detchon introduced retired Chief Arbogast who gave a more in depth overview of the program. As every human has unique DNA, the program allows unique DNA to be applied to a person's valuables (i.e. electronics, jewelry, bicycles etc.) so if it is stolen and recovered by the police that law enforcement agency can identify ownership. This is achieved by applying a micro dot to valuables, the dot is not visible to the human eye. The micro dot contains a series of numbers and upon an owner registering the series of numbers would be linked to the owners contact information. Once a stolen item is recovered, law enforcement across the nation will have a compatible scanner in which it will display the number and allow for the recovered item to be returned to the rightful owner. Once an item has been registered, if an owner decides to sell or give away the item, the information for that particular item can be transferred or removed. Mr. Arbogast has been assured the site containing the personal information is rated as secure as a banks security. This program is funded by the various insurance companies and ProtechDNA is refunded when a registration has been completed. In addition, the program now offers a kit specific for bicycles. Mr. Arbogast said at last count there are over 5,000 agencies nationwide and believes there are approximately 25 agencies in the local area with approximately 1,000 in Ohio alone. Medina and Montville Townships are currently taking part of the program and Medina City is in the process of signing up for the program. Discussion took place on how this program could be implemented in Lafayette Township and the benefits of offering it to the residents. Mr. Arbogast stated some insurance companies offer a discount to homeowners that are registered. Ms. Detchon is still gathering information and wishes to look more in depth at the security measures of the company.

Ms. Buell said she believes the township still has gun locks available to township residents. Ms. Detchon will check with Service Supervisor Rick Evans.

Ms. Detchon will inform the Board and Chief Kinney of any programs the township will be offering. Ms. Detchon has power points she passed out for everyone to view.

Ms. Detchon is interested in organizing a safety town to offer the township residents in 2020. She will be reaching out to the Medina County Career Center, building trades and request assistance in building mobile various items. Safety Town originated in Mansfield, Ohio. Ms. Detchon will be meeting with the chief of the Mansfield Police Department to gather additional information.

Chief Kinney said Medina City Police Department participates in the National Night Out and if it takes place in 2019, Lafayette will be invited to participate.

Identity theft magazines have arrived and Ms. Detchon will be distributing as needed.

Trustee Bowers said the fire department offers for a nominal fee, the green reflective address signs. She requested that if the police department notices a home that is in need of displaying the address to please direct them to contact the township. Chief Kinney requested the Board post the township borders. Trustee Bowers said on county and state roads we do not have permission to post the township border signs but we do have it posted on the township roads.

Ms. Detschon said there light bulbs that can be installed on the exterior of a an elderly residents home so in the event emergency services are necessary the light bulb would flash alerting emergency personnel to the proper residence quicker.

Trustee Bowers said the county has failed to bill the township for the service department fuel usage in 2014, 2015, 2016, 2017 & 2018. The county has invoiced the township \$15,809.00 for 2016, 2017 & 2018. The township has not received an invoice for 2014 & 2015 as of yet.

Trustee Bowers informed everyone that in front 6367 Technology Lane, the new safety services location both sides of the right of way on route 162 is 60 feet, 30 feet from the center. Only the area where the new building is located is an 80 foot right of way, 40 feet from the center, which was done to accommodate the third lane on a replat. Trustee Bowers said the township needs the vacation of twelve of that additional 20 feet. Which would give the township the location needed for the new sign, 70 feet out plus two extra feet.

Trustee Bowers made a motion to petition the Ohio Department of Transportation to vacate twelve feet of the additional twenty foot right of way that was taken on the replat. Trustee Costello seconded the motion. All voting in favor.

Trustee Bowers will file first thing Monday morning in person, in Ashland. Trustee Bowers said ODOT has led her to believe there should not be any problem, but reminds they initially approved without checking the right of way and then revoked it.

Discussion was held regarding the old Lafayette Township police cruisers the sheriff's department utilized. The Board will discuss at a later date the use of the second cruiser.

Trustee Warchola said Service Supervisor, Rick Evans submitted a quote for a front end loader, not a backhoe. Trustee Bowers said the purchase has been previously approved subject to Ms. Bailey authorizing the funds. Ms. Bailey has authorized the funds. Since that time the Board wanted to gain additional insight as to the need, the size, the use and the expense of the loader. Trustee Bowers said Mr. Evans said this piece of equipment is a necessity.

The Board agrees that when sorting through the technology for the new safety services building, the Board acts responsibly and justify the purpose and need. Trustee Warchola said there have been several items that have been scaled down as far as technology to help keep costs lower. Mr. Thorne was informed that certain materials can be installed once the building is complete. If had to be installed as part of the original construction, a prevailing wage provision should have been in this document. The Board and Mr. McDonald said it was not a necessity to have the materials installed as part of the initial construction therefore, prevailing wage does not apply. The Board agreed to have Trustee Warchola and Mr. McDonald review the bids and schedule a meeting to discuss and award the bid.

Trustee Bowers made a motion to grant authority to Trustee Warchola to arrange for the purchase of furniture for the new Safety Services Building. Trustee Costello seconded the motion. All voting in favor.

Trustee Bowers made a motion to pay the warrants of the township.

Trustee Warchola moved to adjourn, seconded by Trustee Bowers.

Meeting adjourned at 5:58 p.m.

Approved: _____

Martin Warchola, Trustee

Martin Warchola, Trustee

Michael Costello, Trustee

Shirley Bailey, Fiscal Officer