

Minutes
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES
Special Meeting
Monday, October 14, 2019

Members Present: Trustee Lynda Bowers, Trustee Michael Costello, Trustee Martin Warchola,
Legal Counsel- William Thorne, Owner's Representative- Bill McDonald, Fire Chief- Jeff Hall, Assistant Fire
Chief- Tim Holzman

Meeting called to order: 2:36 p.m.

Mr. McDonald distributed a document acknowledging the keying of the new building is beyond the ten day period. He requested the Board review the revised keying matrix prior to forwarding to Midland Hardware for completion. Mr. McDonald confirmed five keys are needed for the new Safety Services Building. The keying schedule is as follows:

Key AA= Trustees, Chief, Assistant Chief
Key 1AA= Captains and Lieutenants
Key 2AA=Firefighters
Key 3AA= Exterior doors
Key 4AA= Maintenance

Mr. McDonald explained key 3AA will fit approximately four doors and gave a breakdown. Key 3AA is more of a "rover" key granting limited access and does not necessarily need distributed. Trustee Warchola said the original plan was to include the above doors on the key fob system and then dismissed the idea for cost saving measure. The Board agreed the 3AA keys be given to Shirley to be placed in the administration building. Key 4AA will fit the mechanical room, the sprinkler room, the main electrical distribution room and the two mechanical rooms to the west. Mr. McDonald confirmed maintenance would need a key to access the interior of the building in order to access the above stated rooms. Chief Hall does not wish to hold a maintenance key as an extra. Assistant Chief Holzman inquired why the captains and lieutenants are not permitted to have a maintenance key. Trustee Bowers explained as we move forward, every decision that has been made, may or may not have an issue and the issues will be addressed accordingly.

Mr. McDonald confirmed there are currently two doors with FOB's, door 140B and 113 and no door with a FOB on the eastside. The Chief and Assistant Chief would be the only two with keys to the doors with key locks. Trustee Bowers reminded everyone the idea of the security system is to utilize the doors with the recording FOB's in order to have accountability of who is entering and exiting the building. It was determined not to have a FOB entrance at the exterior bunk room corridor. Chief Hall prefers a FOB door on the eastside of the building. It was determined door 140A, the apparatus bay door, will have a FOB. Mr. McDonald confirmed the extra hardware is up in the upper storage.

Mr. McDonald requested Midland Hardware reverse the key mechanism on doors 103-D and 103-C, north conference room, as the key mechanism is on the exterior side. Assistant Chief Holzman voiced concern regarding the door 100B leading into the fire station from the conference room area. He requested those locks be reversed so anyone using the conference room would not have access to the fire station. Mr. McDonald will have the locks reversed.

Mr. McDonald questioned who should have access to door 141B,

Chief Hall confirmed door 143, extractor room needs to be accessible to all personnel as that is where turnout gear will be washed, apparatus towels are located, etc.

It was determined to change door 300, the tower door, to a dead bolt lock. In order to prevent personnel from being locked out. Door 150 is the door located at the bottom of the tower will be accessible by all personnel.

Chief Hall requested door 144, the EMS/work storage room be accessible not only by the Trustees, Chief, Assistant Chief but the officers as well.

The Board agreed to have door 103A, the exterior door to the conference/ training room be a locking door.

Past discussion took place making the front main entrance a "safe room". However, it was not designed to be a safe room. Mr. McDonald explained he has requested a plug for the main entrance door leading into the vestibule that would prevent the door from locking. He noted there is an intercom and phone located in the vestibule.

The signs will read as follows: room 110 will read Chief/ Assistant Chief, room- Officers and room 111- Community Resource Officer. Trustee Bowers recommended room 111 remain unlocked at all times. Room 110 will be accessible by the Chief and Assistant Chief. Room 112 will be accessible by the Chief, Assistant Chief and the officers. Community Resource Officer, Kim Detchon will have access to the building utilizing a FOB and a 2AA key. Signs will be made stipulating where turnout gear is not permitted. Four signs will read; No turnout gear and will have a line strike through it.

Trustee Warchola said Warwick will be on site tomorrow to complete all computer installs, phones will be fully ported on Thursday and training will take place at a future date. Chief Hall questioned the tele-medicine server as the department has yet to hear back from Warwick. Trustee Warchola will follow up immediately following the meeting.

Mr. McDonald stated the first twenty change orders are in the process. The next four change orders, which are credits due to the township, are ready for signatures and then can be forwarded to Knoch Corporation. Mr. McDonald compiled a list of change orders he anticipates. Discussion over retainage took place. Mr. McDonald devised a list of the following incomplete items; liquidated damages, wood doors, re-mortaring brick joints, poly netting, screens, tarring, shower curtain, hollow metal door, two door operators, manuals and as built drawings. Per the specifications the township is entitled to a fifty percent add up to 150 percent of the determined cost. Mr. McDonald included the amount each item is worth and then a 50 percent add on top. The straight out value, including the liquidated damages, is \$105,000.00. With the 50 percent add, the amount would be \$136,000.00 not including the liquidated damages. Trustee Costello explained half of the key issues are from Midland Hardware and Knoch holds the contract with Midland not the township. Mr. McCall explained the township should make a decision to either send a ten day notice to move the process along or inform them the township will handle it and subtract it from the retainage. Mr. Thorne explained if the contract states Knoch will handle the keys and Knoch has informed they are not going to take care of it, as long as ten day notice has been given, the township has the right to handle the key situation and withhold the cost. Mr. McDonald stated everything has been paid to Knoch at 95%. Mr. Thorne recommended adding the cost of the keys to the retainage. Mr. McDonald will add a line item on the retainage for the cost of the keying. He requested the Board review and inform him of any additional items that should be included.

Trustee Costello would like to compare the floor sample to the weight room floor as the floor appears to be discolored. It was determined the type of rubber flooring installed has a tendency to trap particles making it appear discolored.

Trustee Costello recommended sending Knoch a letter with a check for \$202,593.00 less the \$135,048.00 with fifty percent for liquidated damages. Mr. McDonald suggested waiting for the pencil copy of the pay application, allow McCall Sharp to review and either accept or reject. He will also forward McCall a copy of the updated retainage hold.

Mr. McDonald confirmed everything on the punch list that had not been completed, with the exception of the wood doors, was listed on the ten day notice. Assistant Chief Holzman said the department has a few items that need attention they are as follows; the front door does not latch, two overhead doors, three overhead doors the glow light is not functioning, the rusty floor drain grates. Mr. McDonald said the grates are made of steel which

rusts and he doesn't believe the contractor is responsible for painting the floor grates. Mr. McDonald requested Assistant Chief Holzman forward the door numbers.

Chief Hall informed Mr. McDonald the handle on the turnout gear room door leading to the apparatus bay has an issue and if the door shuts, you can't open it. He also requested the defective soap dispensers and the faucet in the family restroom, which is not functioning, be added to the list. Chief Hall said an exterminator may be needed as there has been a host of extremely large spiders in the building.

Assistant Chief Holzman inquired the status of the overhead door guards. Trustee Warchola confirmed Accurate Door will be here on Wednesday at the latest to rectify the doors. Trustee Costello said door one, closest to the watch room has had issues since installation.

Mr. McDonald explained there have been a few items that have been resolved therefore, he removed from the list. He requested he be informed as soon as possible as issues arise so they can be added to the list for attention and it will help maintain a current accurate list.

Trustee Bowers is preparing a newsletter to send out to the residents prior to the grand opening. She forwarded the Board a proof for their input and review. She will forward an advertisement of the open house to the Trading Post and Gazette. Trustee Bowers explained with the significant increase in new homes in Lafayette Township, the cost of mailing the newsletter has increased. She was made aware of a printer in Medina Township who has offered a better price than in the past. She has suggested in an effort to save postage, bulk mailing the rural areas and walk the subdivisions, as the subdivisions are approximately half of the housing in the township. She also suggested walking the Village of Chippewa Lake. She can have the newsletter printed by this weekend. Trustee Bowers will contact the Auditors Office and request a current township mailing list.

Trustee Bowers said we have an impending bi-annual audit. Under the state statute, due to our budget, the trustees and fiscal officer will be placed in a higher pay category. The Board decided because the higher pay scale is due to the new Safety Services Building, it was not recognized as part of the budget so the trustees stayed at the old pay scale and it needs to be official by resolution.

Resolution 18-2019 Trustee Bowers moved to articulate in writing, the direction to the Fiscal Officer that the budget for the purposes for calculating Trustee and Fiscal Officer salary is not to consider the bump as a result of the new construction on the Safety Services Building. Trustee Warchola seconded the motion. All voting in favor.

Trustee Bowers moved to authorize an advertisement in the Post Newspaper for the Safety Services Building Open House and Trunk or Treat on October 27, 2019. Trustee Warchola seconded the motion. All voting in favor.

Trustee Bowers made a motion authorizing herself to handle the printing and mailing of the annual township newsletter. Trustee Warchola seconded the motion. All voting in favor.

Chief Hall said the new Safety Services building is in need of a vacuum cleaner.

Trustee Bowers moved to authorize Chief Hall and Kim Buell to work together to purchase a commercial grade vacuum cleaner for the new Safety Services building in an amount not to exceed \$500.00. Trustee Warchola seconded the motion. All voting in favor.

Meeting adjourned at 3:55 p.m.

Approved: _____

Martin Warchola, Trustee

Lynda Bowers, Trustee

Michael Costello, Trustee

Shirley Bailey, Fiscal Officer

Motions & Resolutions

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