

Minutes  
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES  
Regular Meeting  
Monday, August 17, 2015

**Meeting called to order:** 6:00 p.m. followed by the Pledge of Allegiance.

**Members Present:** Trustee Lynda Bowers, Trustee Bryon Macron, Trustee Michael Costello, Fiscal Officer Shirley Bailey.

**Mr. Macron moved to approve the minutes of the July 20, 2015- Regular Meeting, July 22, 2015- Special Meeting and July 24, 2015- Emergency Meeting. Mr. Costello seconded the motion. All voting in favor.**

**Financial Report:** Ms. Bailey reported:

Fund Balance: \$2,851,477.98

Pooled Investments: \$1,539,355.33

Primary Checking Balance: \$1,312,122.65

Ms. Bowers stated the trustees will need to make an adjustment to the police funds for the purchase of a new replacement police cruiser out of revenue because the appropriation did not envision the situation.

**Requisitions:**

Service Department: \$1,298.65

Administration: \$89.76

Fire Department: \$7,069.40

Police: 0

Total: \$8,457.81

Ms. Bailey said although the fire department total appears somewhat high, the annual Stryker contract is for \$1,506.00 and there are two large amounts for employee training. Ms. Bowers confirmed with Ms. Bailey that other than the key reimbursement items, the other items were appropriated items.

**Mr. Macron made a motion to approve the requisitions in the total amount \$8,457.81. Mr. Costello seconded the motion. All voting in favor.**

Mr. Costello followed up with the County Engineer regarding the resident concerns from last month's meeting concerning the stop signs located at West Smith and Columbia Roads. The engineer's stated they have not received any other complaints however, they assessed the situation and Mr. Conrad has nothing additional to report.

Ms. Bowers said there is a Ryan Road property owner who attended last month's meeting and she had contacted Ms. Bowers before the regular meeting in July regarding water issues behind her

home on the east side of Ryan Road. Ms. Bowers reported the water flooding her home is overflow from a creek behind her home and is not a township issue. Ms. Bowers had told her that if the engineers came up with any ideas or do anything more, she will inform her.

**Fire Department Report:** Chief Hall reported a total of 41 runs for the month July (1-Fire, 26 -EMS to Lafayette Township, 0- Fire, 5-EMS to Village of Chippewa Lake, 0- Fire, 4-EMS to Gloria Glens, 2-Fire, 3-EMS Mutual Aid). Fuel Usage: 298.2 gallons of fuel, 2,206 miles were logged on all vehicles.

Mr. Costello reported Assistant Chief Winter attended the Ohio State Fire Chiefs Conference and was informed that Lafayette Township's EMS billing is low, in comparison with other communities billing. He recommends we adjust our soft billing EMS billing fees. The recommendation is to increase the BLS fees up to \$550.00 from \$450.00, the ALS fees up to \$650.00 from \$550.00 and the loaded mileage fee up to \$12.00 from \$10.00 per mile.

**Mr. Costello made a motion to amend resolution 6-2012 to raise the EMS billing for BLS to \$550.00, ALS to \$650.00 and adjusting the loaded miles fee to \$12.00 effective today. Ms. Bowers seconded the motion. All voting in favor.**

**Service Department:**

Mr. Evans reported ditching has been done on Ryan and Egypt Roads. Crack sealing on Ryan, East Lake and Ballash Roads. Mowed the back slopes on Carlton, Palker, Egypt and Ryan Roads. Trimmed trees and ran through the chipper on Egypt, Carlton and Palker Roads. Mr. Evans was able to borrow Chatham Township's tree chipper for a couple weeks, saving Lafayette Township a significant amount of money. Mr. Evans requests sending the Chatham Township trustees a thank you for their generosity. Mr. Evans had a pre-construction meeting with Crossroads and crack seal on Ryan and Ballash will tentatively start approximately August 24<sup>th</sup>. Mr. Evans spoke with Mr. Dan Becker and Mr. Andy Conrad at Medina County Engineers Office regarding the wild flowers in the ditches at certain residences within the township and confirmed that ditches must not have any obstructions in them including wild flowers and water flow cannot be impeded. Ms. Bowers suggested reminding residents in the next newsletter to be sent out.

The service department has dug and poured the footer for Ms. Rowan's headstone. They sprayed for weeds and hauled the majority of the unnecessary dirt pile away, leaving a small amount for "dressing up" areas as needed.

Mr. Evans spoke with Curry Lumber on Thursday regarding the reconstruction meeting. The service department has been keeping up with mowing on the complex, parks, cemeteries and township properties along with keeping the administration building free of weeds and poison ivy. The house on Big Engine Trail will be a tear down project in the fall. Mr. Evans stated there is a safety hazard on the sidewalk at the northwest corner of Wagon Trail and Carriage Lane. Mr. Evans stated there is approximately a gap of about 4 inches between slabs of concrete. Ms. Bowers has already typed a letter and will resend it to Mr. Evans for his signature. Mr. Macron suggests giving the resident thirty days to repair the sidewalk and if not they fail to cooperate, the township will repair the walk and bill the homeowner. Ms. Bowers said the letter addresses the time restriction and if the walk is not repaired then the township has an obligation to repair it and invoice the homeowner. If the invoice is disregarded, it will then go to the tax duplicate through a

legal process and both are more expensive than a homeowner making the necessary repairs to the sidewalk. The letter goes on to say the township wants to give every opportunity to work with the homeowner. Mr. Evans stated a section of curb on Wagon Trail is breaking down and the correct way to repair it is to replace the entire section of curb.

**Police:**

Mr. Macron said Sgt. Sanford is unable to attend this evenings meeting. No report is available. Mr. Macron said the department has a 2012 police cruiser with 120,000 miles and repairs/maintenance is increasing. Mr. Macron explained if we purchase a new cruiser later this year the price will be \$38, 946.00 complete. Mr. Macron said if we purchase a new 2015 cruiser today the price would be \$34,689 complete with free delivery. This is a difference \$4,077.00. Lebanon Ford has two cruisers a sheriff's department from another county had ordered outfitted minus a radio, radar and decals. Mr. Macron met with the Sheriff regarding other issues in the township and had offered to purchase Lafayette's old cruiser for \$3,000.00 and Mr. Macron suggests \$3,500.00. The price of \$34,689.00 does not include the \$3,500.00 we would receive from the sheriff. Ms. Bowers said all funds received from Chippewa have gone under "Revenue" and was not appropriated and we need to move the funds into appropriation. Ms. Bailey gave the trustees the paperwork that is strictly on the sheriff's contract with \$27,000.00 under Chippewa.

**Ms. Bowers made a motion that the trustees make a supplemental appropriation from the unappropriated balance in the Sheriff's Contract Fund to the Sheriff's Contract Fund in the amount of \$27,000.00. Mr. Costello seconded the motion. All voting in favor.**

**Mr. Macron made a motion to purchase a new 2015 Ford Explorer police cruiser from Lebanon Ford with a purchase price of \$32,489.00 and to finish the decal, python radar and radio not to exceed a total of more than \$39,000.00. Ms. Bowers seconded the motion. All voting in favor.**

Mr. Costello questioned whether the equipment in the trunk is owned by Lafayette Township and Mr. Macron confirmed it is owned by the township and will be transferred over to the new vehicle utilizing an equipment check off list and the equipment is inventoried yearly.

Mr. Costello said the sheriff's department typically only does vehicle lockouts under emergency circumstances. Mr. Costello would like to discuss and clarify the policy in the event of a "lockout" of a Lafayette resident needing assistance in a non-emergency lockout. Mr. Costello feels since both Lafayette police vehicles contain the appropriate equipment needed to assist a resident, it is a service we could offer our residents as long as the vehicle is within the township limits. Mr. Macron said we need to prepare a liability form to protect the township in the event damage would occur. Ms. Bowers said Wadsworth has a form and will request a copy of theirs. Mr. Costello said the village of Lagrange also has one and requests the trustees obtain copies of both and submit them to the prosecutor to prepare a form. Mr. Macron was informed by Sgt. Sanford that some of the newer, younger officers are not trained using the "lockout" equipment. Ms. Bowers said our officers function like a small town department and we want them to offer services like this.

**Zoning:**

Ms. Strogan said that report is low on revenue and it could be in part to the extremely wet start of the season. Ms. Bowers reported the Lafayette Township Zoning Commission Meeting held on August 4, 2015. The board passed motions to submit proposed zoning amendments for formal review to the Medina County Planning Commission and they set the Zoning Commissions public

hearing for September 1, 2015 for the Lake Road North overlay district, revisions to Section 303 for local commercial and revisions to Section 304 which is Light Manufacturing and research district. Ms. Stogin said the September 1<sup>st</sup> public hearing will be continued because zoning hasn't received feedback from the CPC. No formal action can be taken at the September 1<sup>st</sup> meeting but they will allow residents to voice their concerns/opinions.

Ms. Bowers said Dover Highlands phase 3 is on planning commission review at the next meeting. Ms. Bowers asked Ms. Stogin if she will be present at the next meeting and if she is not going to be present that we have the meeting covered. Ms. Stogin will inform Ms. Bowers if she is unable to attend.

### **Cemetery:**

Ms. Bowers explained there was a burial of a township resident a few years ago. This was not an indigent burial, had they applied for an indigent it most likely would have been approved. The township had great difficulty collecting payment on the lot and burial. One of our regulations is every burial must have a headstone and this burial still doesn't have one. Ms. Bowers recommends the township pay for an indigent stone and try to collect the money with the understanding we may or may not be reimbursed. She said the other alternative is to leave the site unmarked but she doesn't think this a good idea because it has taken a great deal of effort to record who is in those unmarked sites. Mr. Costello said this would be setting a bad precedence.

**Ms. Bowers made a motion the township handle this particular headstone as an indigent marking and pursue collection from the family who handled the burial. Mr. Costello seconded the motion. All voting in favor.**

### **Recreation:**

Mr. Macron and Mr. Evans spoke regarding the dugouts that are leaning inward at Mann Field. Mr. Macron will set up a meeting between Mr. Evans, the youth baseball league board members and himself to assess the overall condition and future of the dugouts. Mr. Evans and Mr. Baker spoke and Mr. Evans has agreed to help with the project and requested the project not wait until April to begin. Mr. Macron will inform Mr. Baker the dugout is coming down due to safety issues.

**Economic Development:** Nothing to report

### **Old Business:**

Ms. Bailey explained when the trustees approved the quote from Curry Lumber at last month's meeting, their quote was for \$105,700.00. Curry sent the quote with an additional charge of \$500.00 to add snow rails on both sides of the building. Mr. Evans said without the rails the snow will fall and collect at the base of all the doors and feels this is important to have. Ms. Bailey said Curry Lumber doesn't have prices added in the quote however, listed on the bottom is drawings and permits for the amount of \$5500.00 to \$7,000.00. On another line it is listed as exclusions, drawings, permits, grading, gravel and tax. We are tax exempt and that can be removed. Ms. Bowers said she believes they are not sure what the county is going to require because we are a township and they just want to be sure to cover themselves. Ms. Bowers said when we bid, based on the bid we have an 8 percent variation before we have an issue and that's \$8456.00. This is a total of \$7500.00 maximum so I think we are okay, we just have to authorize the additional expenditure for Ms. Bailey. Mr. Evans the project is slated to start at the end of September.

**Ms. Bowers made a motion to authorize an additional expenditure not to exceed the 8 percent threshold. Allowing an additional \$900.00 for any unforeseen circumstances. Mr. Macron seconded the motion. All voting in favor.**

**New Business:**

Ms. Bailey stated it is time again to have a Drug Free Workshop for all township employees. Ms. Bailey contacted C. Martin Trucking and obtained information on who instructed their class however, the fee was substantial. Ms. Bowers suggested contacting OTARMA and BWC and see who they recommend and she feels the rate will be much less. Ms. Bowers will contact the Sheriff's Department and a few closer townships and see if they are interested in shared training.

Mr. Costello said Kramer and Associates had come out in June and did a presentation on Fire Department evaluation with the potential of building a new station. This evaluation overlooked a number of different topics these are just a few: analysis of the locations and conditions of existing fire facilities, fire prevention and community risk assessment, historical alarm survey and review of emergency incident data, review of current and future plans for community growth, review of budget and expenditures, review of current organizational structuring and effectiveness of existing leadership, staff impact analysis, apparatus inventory and analysis, analysis of dispatch system, performance measurement, relevant HIPPA and other state, local and federal healthcare issues, grants, resources and programs available to offset costs, relevance of newer concepts such as community Paramedicine and mobile integrated healthcare, and management plan for the project. The non-formal quote was originally for approximately \$10,000.00. Mr. Kramer e-mailed Mr. Costello a quote for \$9,700.00 and said if we are able to do it near October/November the price would decrease \$1,000.00 with the new quote at \$8,700.00. Mr. Costello feels that if we are interested in this type of process now is the time to do it prior to moving forward with a new station.

Ms. Bowers has compiled a checklist as far as the process that needs to be followed. She wrote the RFQ following the statues. She included the necessary language for any state or federal grants available. Ms. Bowers read the verbiage approved by the prosecutor's office that needs to be published (see attached).

Ms. Bowers reviewed the procedures step by step that must be followed regarding the building of a new fire station. All selections should be qualification based. No overhead rate, no fees or any costs or information should be identified as part of the submission. Questions must be placed in writing and forwarded to Mr. Costello. Ms. Bowers reminded Mr. Costello that we need to protect the integrity of our process. We want the expert opinions of what they think is best for our station.

Ms. Bowers said if we want this issue on the March ballot the deadline for submission is December 16, 2015. In addition we have to submit ninety days out, pass a resolution and receive a response from the county auditor on a resolution called a DTE form requesting certification of the rates and amounts and the estimated revenue and the millage and we ask him to calculate two or three different ways for us so we can make a decision on what's the best route to take. Ms. Bowers said to get on the November 2016 ballot the deadline is in August 2016.

Mr. Macron said he was not impressed with Kramer and can't see spending \$8700.00 on something that Asst. Chief Winters is educated on. Ms. Bowers said Dr. Kramer's delivery was a little boring and "stale" but his product is not and he definitely has the reputation for it. She likes that this would be an unbiased set of eyes. Ms. Bowers feels that it would put both Chief Hall and

Asst. Chief Winters in a terrible position by critiquing how their own department is set-up and how they will be running it.

Resident, Dave Hollish agreed with Ms. Bowers that spending the \$8700.00 is money well spent when you're talking about spending a few million dollars on a new station.

Asst. Chief Winters is in agreement with hiring a consulting firm and questioned whether other consulting firms were looked at. Mr. Macron said Dr. Kramer came in very highly recommended, the surveys he has done are top of the line and he even did work for NASA. Ms. Bowers has looked at other consultants products and feels Dr. Kramer's product is far superior from anything else she has seen. Mr. Costello has a sample with him this evening of one of Dr. Kramer's reports if anyone is interested in looking at it. Ms. Bowers said there is a tremendous amount of support from Lafayette residents in favor of a new station.

**Mr. Costello made a motion to enter into an agreement with William Kramer and Associates to conduct an evaluation of the Lafayette Township Fire Department in an amount not to exceed \$8,700.00 taking place in October/November 2015. Subject to approval of the contract by the Prosecutor's Office with Mr. Macron having the authority to sign. Ms. Bowers seconded the motion. All voting in favor.**

Mr. Macron asked if there is any grant money we can obtain and use toward the evaluation. Ms. Bowers said there is a \$500.00 More grant that we can apply for.

**Mr. Macron made a motion to pay the warrants of the township. Ms. Bowers seconded the motion.**

Mr. Macron moved to adjourn, seconded by Mr. Costello.

Meeting adjourned at 7:18 p.m.

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

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Lynda Bowers, Trustee

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Bryon Macron, Trustee

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Michael Costello, Trustee

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Shirley Bailey, Fiscal Officer