

Minutes
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES
Special Meeting
Tuesday, July 11, 2017

Meeting called to order: 3:00 p.m. followed by the Pledge of Allegiance.

Members Present: Trustee Lynda Bowers, Trustee Michael Costello, Trustee Martin Warchola, Fiscal Officer Shirley Bailey

Other Present: Legal Counsel William Thorne, Architect- Ed McCall, Craig Janae, Tim Holzman, Steve Kile, Dave Young, Mike Savetski, Residents- Bill McDonald, Bill Palmer, Scott Miller, Rick Nickoloff.

Mr. Craig Janae from McCall Sharp. Mr. Janae showed a preliminary graphics video of the future safety service building and noted the video does not reflect the completed final building design.

Mr. McCall stated there were no issues with the changes discussed at the last meeting and the new plan presented today reflects those changes. He reviewed the floor plan with the committee and will work with the civil engineer to develop the final site for the building, parking lots, grading of the site, etc. with soil boring tests conducted soon.

Ms. Bowers announced the Request for Qualifications have been advertised with a deadline of July 17th.

In depth conversation regarding the pros and cons of a radiant floor heat system versus overhead radiant tube heaters from above took place. High efficiency furnaces will be used for all other areas. Mr. Rick Nickoloff from Vega, manufacturer of heating & plumbing products, does Vega's design work on radiant systems. He gave a brief overview on radiant systems stating radiant systems have more upfront costs than a hot air system however, radiant heat is more efficient on a daily operation and is a quieter energy. The boilers used today are mid 90% efficient and are energy star products and many manufacturers offer warranties. Mr. Kile, who has experience with radiant heat, agreed and noted this type of heating system will help extend the life of apparatus. Mr. McCall said radiant floor heat would eliminate the overhead element which would be a positive and his first choice would be the radiant floor heat system providing the cost of the system is approximately a \$1.50 a square foot or less. Ms. Bowers stated, "I think what I am hearing, is it is not a new concept, we all know of buildings out there and it's been working. Both systems have their good and bad points and at the end of the day is the potential benefits worth the extra money. To me it seems like it is". Everyone was in agreement to have radiant floor heat installed. Mr. Kile recommended the area of the one foot sunk in floor be heated on a separate zone as to not waste heat and money.

Mr. Costello reached out to Metro Life Flight and requested information for consideration of a permanent helipad.

Mr. McCall requested everyone review the A1.4 drawing and email him with more specific locations of data lines, outlets, etc. He would like the design to be specific to Lafayette Township's needs. Mr. Warchola requested floor access outlets in the meeting room to which Mr. McCall suggested two centrally located in the center of the room. Location of the master door switches was determined.

Mr. McCall said this has been a smooth process thus far and expects to have the design development complete by the end of next week. The next meeting he will show the completion of the design development and will be into the working drawings which is necessary in order to stay on schedule. He requested the drawings be studied room by room and notify him as soon as possible if any changes are needed. Next in the process is to meet with the civil engineer to confirm the exact location of the building which can be determined once the soil tests are completed. The McCall engineer requests the geo information before his design of the footer can occur.

Operable windows in the bunk rooms were discussed. A sprinkler system will be installed in the new building opposed to separation walls. Review of the basic elevations took place.

Mr. Holzman requested two 1 1/2" fittings be installed in the apparatus floor and two fittings for garden hose. Assistant Chief Winter requested in the last bay a "T" pipe be installed to allow for the under carriages of apparatus to be hosed off. Mr. McCall requested information on under carriage "car wash" be collected to be discussed at a later date. Ms. Bowers will forward the contact information of a vendor from the Ohio Township Conference.

Mr. Warchola requested Mr. McCall email the next set of drawings with the changes.

Mr. McCall stated four Co detectors will be located around the perimeter of the building.

The trustees will forward the decision of surveyor/civil engineer to Mr. McCall once the Request for Qualifications have been submitted on July 17th in order for necessary work to be initiated before the next meeting. Mr. McCall will forward the standard AIA's for construction contract to Mr. Thorne for review.

Next meeting schedule for Tuesday, August 1, 2017 at 2:00 p.m.

Ms. Bowers introduced Ms. Laura Rubensal, Lafayette Township resident and acknowledged her outstanding effort in vetting the website proposals submitted. Ms. Rubensal located a local resident, Ms. Megan Borling of Borlandia, who offered services at a competitive rate. Ms. Bowers noted Lafayette Township had issues with our prior website which utilized Word Press and believes the problems stem from the company we contracted with not Word Press itself. Ms. Bowers said Ms. Rubensal knows Word Press, does it well, works from home and indicated she would help us out when changing content and feels this is far better support than offered with our old site.

Discussion of the proposal took place. Mr. Costello inquired about having standardized township email for all employees. It was explained that we could acquire Lafayette Township email at a rate of \$50.00 per year per user offered through Google using a gmail interface. Ms. Bowers recommends, for the purposes of complying with open record laws and good record keeping the

following would need individual email; Service Department, each Trustee, Fiscal Officer, Administrative Assistant, Law Director, Zoning Inspector and Zoning Secretary and as for the rest of zoning there is rarely any township business done by email. Mr. Costello noted the volume of township business done within the fire department and thought the purpose was to standardized township employees to one email system. Ms. Borling explained if one general public mailbox utilized for an entire department one \$50.00 fee would be assessed however she does not set up the emails. Ms. Bailey expressed she does not wish to have any changes done to her email nor does she feel it necessary to pay extra for the standardized emails. Ms. Bowers explained the trustees don't have a separate township email. Mr. Thorne said it is a problem for public records compliance using their personal email and opens the trustees up for a potential issues. Mr. Thorne feels it is best for everyone to have an official township email to communicate township business.

Ms. Buell mentioned that while we were experiencing issues with the prior website, Lafayette's current IT, Astro Computers, recommended when preparing for a new website developer, that Astro be part of talks to ensure compatibility. Ms. Bowers recommended Ms. Borling reach out to them. Ms. Borling stated a compatibility test will be performed on mobile devices prior to going live publically.

Ms. Borling inquired if the trustees desire the optional add on for the ADA compliance. The compliance requires conversions for a variety of disabilities and because local governments are public they must be publically accessible. In order to be ADA compliant it requires specific coding during the website design with a cost of \$1,000.00. Ms. Bowers has reviewed the ADA compliance information noting this is an issue with government websites and becoming more prevalent and feels it is a necessity.

Discussion was held about merging the Fire Department website into the township website. Mr. Costello would like to have a single township website that includes all information for the fire department opposed to having two separate websites which in turn would save money. Ms. Borling stated, "Paying yearly for two separate sites is going to be far more than her adding all of the fire departments current content to the new website and will cost significantly less than paying for one website for one year". Ms. Bowers recommends the website have one mutual page for contacts, events, etc. making it simple and easy for residents to navigate. The trustees agreed to have Ms. Borling review the fire department's current site and give feedback and pricing. Ms. Bowers recommends having a conversation at a later time regarding who will be responsible for updating the website updates and information.

Mr. Costello questioned if training will be provided for each department and the fees associated. Ms. Borling will provide a one hour training at no charge, providing everyone can be trained at the same time with additional training time billed accordingly. Ms. Borling recommends opting for a maintenance plan which will include the proper plug in updates that are completed regularly to prevent security vulnerability issues. The maintenance plan provides for the plug in updates and allows for thirty minutes of website content per month. Ms. Borling is willing to forward resources for employees to reference when making changes or updates to the site. Ms. Bowers said the maintenance plan would be an annual budget item.

Mr. Costello requested clarification on the monthly plan for 30 minutes (15 min per minimum for content change). Ms. Borling requests all information to be added or updated to the website be

sent once a month. Mr. Thorne recommended having a disclaimer if all meeting (regular, special and emergency) dates and times are not listed along with a record disclosure listed.

Ms. Bowers made a motion to approve the website proposal for Borlandia in an amount not to exceed \$5500.00 and to authorize Ms. Bailey to do all things necessary to execute the contract, subject to legal counsel approval. Mr. Warchola seconded the motion. All voting in favor.

Ms. Bowers requested contact and meeting minutes for the past year be the first information listed on the new website. Ms. Borling said she could have something posted in approximately one week and requests the township logo be forwarded to her as soon as possible.

Discussion over the tax budget took place with a correction to the sheriff's contract levy noted. Ms. Bailey will make the correction before submitting.

Ms. Bowers made a motion to approve the tax budget subject to Ms. Bailey correcting the sheriff's contract levy. Mr. Costello seconded the motion. All voting in favor.

Discussion was held regarding placing the community policing services levy on the ballot as a renewal with a reduction to 2.3mills from 2.4 mills. Ms. Bowers stated, "Levy's, when passed are always supposed to collect the same amount of money from the date they were passed. The reality is, as new construction pulls in, they continue to climb a little bit reducing the new effective rate on the existing houses. People will pay less when it is reduced to 2.3 mills and the total the township collects will be approximately the same because it is spread out. In order to hold it down as much as possible we roll it back".

Resolution 19-2017- Ms. Costello made a motion to approve a resolution declaring it necessary to levy a tax in excess of the ten mill limitation and placing the community policing services levy on the ballot as a renewal with a reduction to 2.3 mills from 2.4 mills. Mr. Warchola seconded the motion. All voting in favor.

Ms. Bailey explained Chief Hall informed her that he lost his fire department radio. She said the radio was purchased in 2013 for \$812.75 the current replacement price is \$977.00. Mr. Thorne stated if Lafayette's policy states an employee is responsible for loss then Chief Hall would need to assume the cost of a new radio with the trustees determining a payment option. The trustees will review the fire department policy regarding lost or misplaced township equipment. Ms. Bowers will inform Chief Hall of the decision.

Ms. Bailey contacted the insurance company regarding the fire department radio and informed with the prior claims submitted Lafayette could potentially be removed from the insurance pool and or pay higher premiums. Ms. Bowers explained the two prior claims submitted involved the Lafayette Township owned police cruisers we carry coverage on and the cruisers were out of the parameters of the contract during both incidents. Ms. Bowers feels if the taxpayers of Lafayette Township are going to be damaged because of actions not consistent with the agreement in the sheriff's contract, then the Sheriff's Department should bear some of the responsibility. Mr. Thorne feels liability would go to the county and the township should request reimbursement. The reimbursement would be for the deductible paid, and if Lafayette loses insurance coverage or

premiums are raised Lafayette Township can seek reimbursement for the damages. The trustees agreed not to submit the claim to the insurance for the lost fire department radio.

Conversation with regards to vacation time and uniform reimbursement for part time deputies took place. Ms. Bailey stated that she inquired about the uniform reimbursement for part time deputies and was told by Mr. Macron Lafayette is to pay reimbursement up to \$200.00 per year per part time deputy.

Ms. Bowers moved to deny the recent request for uniform reimbursement for part time Deputy Kohler. Mr. Warchola seconded the motion. All voting in favor.

Mr. Costello & Mr. Thorne will devise a letter stating uniform reimbursement is for the two full time officers assigned to Lafayette Township with a maximum of \$200.00 per year. Ms. Bailey will provide a copy of all monies paid out that will accompany the letter. Ms. Bailey is billed annually for the full time deputies and then there is \$200.00 per year for any accessories needed. Mr. Thorne recommends the deputies turn in receipts to the sheriff and bill Lafayette according to policy.

Ms. Bowers announced Mr. Costello will be attending the Leadership Medina County Program which requires eight hours once a month for eight months. She attended back in the 1980's and feels it was of tremendous benefit as a township trustee. Mr. Costello will pay half of the cost which is \$1,000.00.

Ms. Bowers made a motion to approve \$1,000.00 out of training and meeting expense for Mr. Costello to attend an eight month Leadership Medina County Program. Mr. Warchola seconded the motion. Mr. Costello abstained.

Ms. Bowers moved to pay the warrants of the township.

Discussion took place regarding the sinkhole issues on Wagon Trail. Mr. Thorne will meet with Mr. Evans and draft a letter to the residents effected by the sinkhole issues. Ms. Bowers noted it is illegal for the township to fix issues on private property.

Ms. Buell gave an update on Community Movie Night for August 25, 2017 at Buckeye Woods Park. It was agreed to have a rain date on August 26th at the township complex.

Village of Chippewa Lake snow removal contract will be discussed at a later date.

Ms. Bowers moved to adjourn, seconded by Mr. Warchola
Meeting adjourned 6:41 p.m.

Approved: _____

Lynda Bowers, Trustee

Michael Costello, Trustee

Martin Warchola, Trustee

Shirley Bailey, Fiscal Officer