

Minutes  
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES  
Special Meeting  
Thursday, November 2, 2017

**Meeting called to order:** 2:09 p.m.

**Members Present:** Trustee Lynda Bowers, Trustee Michael Costello, Trustee Martin Warchola, Fiscal Officer Shirley Bailey, William Thorne, Tim Holzman, Jeff Hall, Bill Palmer, Steve Kile, Ed McCall, Dale Kareen (McCall Sharp)

Mr. Costello stated there were changes requested to the safety services building design and forwarded to Mr. McCall. Mr. Costello stated he was unsure of the location for the second floor Information Technology room and recommends having a discussion and finalizing the room.

Mr. McCall stated the civil engineer has approximately one week to finish his portion of the design and the structural engineer is awaiting the soil boring reports in order to finish his portion. Ms. Bowers confirmed soil boring results should be complete within two to three weeks.

The address for the new safety services building was confirmed to be 6367 Technology Park Lane.

Mr. McCall responded to Assistant Chief Winters request to have the electric and cable installed from Wedgewood Road. Discussion took place and Mr. McCall would prefer to have a definite answer opposed to having an addendum to submit to the building department.

Mr. McCall reviewed the time line for the new building. He anticipates submitting the plans to the Building Department by mid-November and expects approval by the end of December allowing two weeks for any necessary changes before going to bid mid-January. Mr. McCall would like to have a deadline for bid responses by mid-February with groundbreaking occurring mid-March. An anticipated completion date of the new safety services building is set mid-March 2019. Mr. McCall has included some flexibility in the time line to allow for any unforeseen circumstances.

Mr. McCall confirmed that Lafayette Township will provide the landscaping and requests McCall handle the final grading informing the contractor that there will be an area around the building that will be mulched.

Discussion took place and the location of the second floor 10' x 10' Information Technology (IT) room has been determined. Mr. Costello recommended having the second floor room as close above the existing first floor IT room as possible. Mr. McCall stated he would need to know the dimensions and the equipment that will be stored in the second floor IT room in order to incorporate the room into the design plan. Mr. Kile said an IT company has yet to be secured and is unable to answer any additional questions. Mr. McCall asked if confirmation of the IT room design questions could be addressed within a month to which Mr. Kile stated he believes it can be but feels it necessary to commit to work with someone to obtain the necessary answers. Mr. Costello responded the township is not permitted to decide on an IT provider until it is bid. Mr. Thorne said the township can meet with a company but that company then would not be able to

bid the project. Mr. Kile strongly voiced concern that the answers to questions cannot be answered because no one present is an expert in the field. Ms. Bowers stated when meetings are being scheduled in regards to the new safety services building it is mandatory that a member of the Lafayette Township Board of Trustees must be present at every meeting because the trustees are ultimately responsible for the building. A minor conflict occurred between Mr. Kile and Ms. Bowers to which Ms. Bowers stated the conversation needed to end. Mr. Kile left the meeting. Mr. McCall said he could probably obtain some of the necessary IT information from another fire station they had built prior. Mr. McCall informed the IT and data have already been incorporated into the required rooms and are currently part of the design. Mr. McCall said it is important to verify and confirm the size of the second floor IT room as soon as possible and that it is probable that most of the computer equipment will be wireless anyway. Mr. Warchola recommends securing a list from the fire department on all the necessary equipment and technology that would need to be housed in the IT room in order to have the design fit the need. Discussion took place regarding the current technology the station currently utilizes.

Mr. McCall confirmed an emergency hard wired phone in the foyer along with an intercom will be installed. He said the intercom is something to start considering because it can be installed in conjunction with the phones, computer, etc.

Mr. Warchola confirmed that McCall Sharp will take responsibility of the lighting throughout the facility but requests the committee review and point out any changes that are needed. Conversation took place regarding using an inverter for the emergency lighting and Mr. Costello questioned whether or not it would keep the lighting install more simplified with easier installation. Mr. McCall will confer with his electrical engineers and report back. Additional discussion took place regarding dimmable lighting zones and where they would be necessary.

Chief Hall established the current generator will not be relocated to the new station.

Mr. Thorne confirmed with Mr. McCall that no additional pertinent information from the fire department that is needed at this time that could potentially interfere with the scheduled progress and timeline. Mr. McCall added that typically security and data are completed once the building is finished.

Review of the clinic room took place including the necessary phone, data and electric. Ms. Bowers will review the schematics of the University Center's Clinic and relay any pertinent information to Mr. McCall along with photos of each wall.

Hot water tank for the residential area of the building would require large amounts of hot water and the engineer does not recommend an "on demand tank less" system in this area of the safety services building due to the increase initial cost, higher maintenance cost and no appreciative savings in energy cost. McCall Sharp has designed for two 50 gallon tanks in tandem which allows for a "back up" to each other. Chief Hall feels 100 gallons should be sufficient.

McCall Sharp has been granted permission for the placement of the outdoor sign and the potential location was confirmed with the committee. Mr. Warchola has been obtaining information on a variety of signs and will forward any necessary information.

Chief Hall requested the fire department connection be changed to a 4" storz fitting. On the plans after the hydrant a 2 1/2" flushing assembly is shown and if it is not required the chief recommends removing it.

Mr. Palmer voiced concerned about having a 6" concrete base for the floor and strongly recommended an 8" thickness. The committee was in agreement to install the 8" thick concrete in order to withstand the weight of the heavy equipment and to better allow for expansion and contraction.

Mr. Palmer recommends Mr. McCall check with Medina County Health Department regarding the type of pipe used for the plumbing.

Discussion over the cost and benefits of the permeable asphalt. It was determined that the high cost does not outweigh the benefits.

Mr. Costello requested a current estimate for the new safety services building reflecting all the changes to date.

Mr. Thorne stated that the township does not need to bid all the trades and gave an explanation as to the reasons. Mr. McCall recommends using a single prime that bids everything for the construction of this building, if allowed by law, which would allow for one point of responsibility..

Discussion was held weighing the pros and cons of placing qualifiers in the advertisement for "lowest and best bid". Mr. Thorne said by bidding "lowest and best" it legally gives more authority for rejection. The committee agreed not to add additional specific qualifications to the bid. The committee will review the lowest bids and then will review the qualifiers which will determine the "best" bid. Mr. Thorne suggested including a questionnaire as part of the bid to help gather the necessary information to make the best informed choice. Mr. McCall said his firm will devise a list of questions they feel best to include in the appendix.

Ms. Bowers confirmed that once the bid information has been advertised, the township can follow up with local companies to be sure they have received notification of the bid.

Mr. Thorne confirmed he has already sent McCall Sharp the modifications from the standard AIA contact which will become part of the specifications.

The next safety services building design meeting is scheduled for November 20, 2017 at 3:00 p.m.

**Ms. Bowers made a motion to approve the cemetery deeds for Dennis, Trudy, Brian, Allison, Joseph and Lauren Ryncarz. Mr. Costello seconded the motion. All voting in favor.**

**Ms. Bowers made a motion to accept the road use and repair maintenance agreement, RUMA, for the County Commissioners and the townships impacted by Nexus. Mr. Warchola seconded the motion. All voting in favor.**

**4:15 p.m. Ms. Bowers made a motion to recess into executive session for the purposes of consulting with an attorney pending a court action pursuant to ORC 121.22G3.  
Roll Call Vote- Bowers-yes, Costello-yes, Warchola-yes**

**4:25 p.m. Ms. Bowers moved to adjourn executive session and reconvene to the Special Meeting.  
Roll Call: Bowers-yes, Costello-yes, Warchola-yes**

Ms. Bowers announced no decisions were made in executive session.

Ms. Bowers moved to adjourn, seconded by Mr. Warchola

Meeting adjourned at 4:27 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