

Minutes
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES
Regular Meeting
Monday, March 12, 2018

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

Members Present: Trustee Lynda Bowers, Trustee Michael Costello, Trustee Martin Warchola, Fiscal Officer Shirley Bailey, Legal Counsel William Thorne.

Police Department Report:

Deputy Harhay reported 446 calls for the month of February in Lafayette Township with an additional 128 calls to the Village of Chippewa Lake. He gave a brief breakdown of the nature of the calls.

Trustee Costello informed the Medina County Sheriff's Office will be meeting with the prosecutor's office later this week regarding the Community Policing Law Enforcement Services between Lafayette Township and the Sheriff's Department and anticipates a response shortly.

Fire Department Report:

Chief Hall reported a total of 31 runs for the month February (2-Fire, 17-EMS to Lafayette Township, 0-Fire, 5-EMS to Village of Chippewa Lake, 0-Fire, 4-EMS to Gloria Glens, 1-Fire, 2-EMS Mutual Aid). Fuel Usage: 143.1 gallons of fuel, 998 miles were logged on all vehicles. 1,605 personnel hours were recorded for night call and staffing.

Trustee Warchola reminded Chief Hall the report was to reflect mutual aid given and mutual aid received calls and asked when the trustees can anticipate that. Chief Hall explained incoming mutual aid has not been kept track of in the past and has Lieutenant Savetski working on the change and hopes to be able to provide the information next month.

Trustee Costello introduced Mr. Ed McCall, McCall Sharp Architects from Springfield, Ohio. He explained the township has been working with him for approximately a year designing the new safety services building.

Trustee Bowers explained the township continues to seek all monies available to help defray the cost of the new safety services building. She said, "The more money we can come up with, including relying on the reserves we currently have and are able to put at it, the less time we collect the levy". The township filed for a \$20,000.00 technology grant. Mr. McCall provided a color coded floor plan of the training areas that may be eligible for USDA funds. He will forward Trustee Bowers an electronic copy of the training areas.

Trustee Bowers questioned the pricing of the oil interceptor and requests the price be reviewed. Discussion took place as to when to re-bid and the necessary steps in order to achieve the optimal time frame.

Trustee Bowers request the bids be broke down into components in order to compare the bids and see where pricing fluctuations occur. Some of the categories should include; electrical, HVAC, plumbing, site work, fire protection, concrete, masonry, glass, flooring, pre-engineered metal

building, pre-engineered roofing, and painting. Mr. McCall said the above are major areas of the "Schedule of Values" and they can request the general conditions.

Mr. Thorne and Trustee Costello request adding a provision that would list their sub-contractors in order to evaluate them and recommend they be a part of the general conditions. Mr. McCall said another option is to bid the project as separate primes but agrees it is better for the overall quality of the project to have one responsible party. Mr. McCall said, "When bids and schedule of values are received they take notice of anyone requesting a substantial amount of money up front and the schedule of values are consistent with normal range". Trustee Costello stated there should not be any "deducts" only "adds" in regards to the alternates. Trustees agreed. It was agreed to a list a generator and remove the diesel, utilizing natural gas.

Trustee Bowers informed the Nexus pipeline project is set to start. Discussion took place pertaining to the installation of the new safety services building's sanitary lines and the benefits of having the lines installed prior to Nexus commencing their project. The township will have cost saving benefits by taking advantage of the earlier installation. Trustee Bowers obtained an estimate for the costs associated with the installation which is slightly below \$30,000.00. Mr. McCall does not foresee any issues and noted doing so is under the bid threshold. Additional discussion over the size and type of the sanitary lines and manholes took place. The trustees agreed to pursue having the sanitary lines installed prior to the Nexus pipeline project. Mr. McCall suggested putting out an addendum eliminating the portion of the sanitary installation in order to prevent prolonging the bid advertisement. Trustee Bowers thanked Mr. Albrecht for bringing this matter to the trustee's attention.

Trustee Bowers and Trustee Warchola previously gave Trustee Costello the authority to make certain decisions in order to keep the project moving forward and recommends allowing him the authority to obtain the necessary information regarding the sanitary lines, the application process, and any addendums on the bidding. All trustees were in agreement.

Mr. McCall stated the reengineering on the floor and the structure will be completed by Wednesday. Discussion over the bid schedule took place. The economy is thriving which is aiding in the rise of construction costs.

Trustees agreed to remove item# 2 in the bid document - the floor coating alternate. Asphalt will be the base bid with the metal roof as an "add". Item# 3- include RFP Tile as an "add". Item#4 will be a gas generator. Items# 5 & 6 - pressure washer and air compressor were changed to "adds".

The pros and cons of radiant heat versus forced air heat were discussed. It was determined to utilize 6" concrete in the bays of the new building. By not having radiant floor heat there is no need for 8" concrete which Mr. McCall believes it is approximately \$100,000.00 savings. The above stated are the main changes to the plans.

It was determined to advertise for bid on Friday, March 16, Wednesday, March 21, and Monday, March 26, 2018 with a bid deadline for submission at 4:00 p.m. on Wednesday, April 4, 2018. The trustees agree the bid will be listed at \$4 million. Written questions regarding the bid need to be submitted no later than March 28th. Mr. McCall said a \$4 million dollar building equals out to \$177 per square foot which is realistic pricing for the economy.

Financial Report: Ms. Bailey reported:

Fund Balance: \$2,490,229.96

Pooled Investments: \$1,957,257.90

Available Checking Balance: \$532,972.06

Ms. Bailey stated there are no requisitions this evening. An advance of taxes was received this afternoon for approximately \$30,000.00. Ms. Bailey responded to Fire Companies informing the invoice was paid and requested they contact her before another check is issued. Trustee Costello requests she call to rectify the issues.

Zoning Secretary informed Ms. Bailey that Mr. Steve Shields is no longer on the zoning board and needs to return the township laptop. Trustee Bowers will send him a letter requesting the return.

Ms. Bailey received a *statement* from Target Solutions in the amount of \$4,417.10 but has yet to receive an invoice. Trustee Costello requests Ms. Bailey contact them and request the invoice for payment so there is no disruption in service.

Great Lakes Portables has forwarded a quote in addition to an agreement for the yearly rental of the portable toilets for the Lafayette Youth Baseball League season.

Trustee Costello made a motion accepting the Great Lakes Portables agreement for one standard portable toilet unit and one handicap unit delivered to Mann Field on April 16, 2018, pick-up date of July 16, 2018. Mr. Warchola seconded the motion. All voting in favor.

Ms. Bailey received a thank you from the Medina County Engineers Office for acceptance of the annual township mileage certification. She received the subdivision drainage maintenance fund balance sheet and forward copies to the trustees and Service Supervisor. Trustee Bowers announced there are \$499,373.00 in funds available for storm drain projects which are to cover Ryan Farms, Lafayette Meadows, Laurel Crossing, Dover Highlands and Bennington Point. Hunter's Run was not listed, Mr. Evans stated Hunter's Run drain maintenance has not been completed. He will contact Mr. Dan Willhoite, Medina County Civil Engineer to discuss funds available.

Trustee Bowers explained at last month's meeting there was discussion regarding the low checking account balance. Due temporary appropriations of the carry overs which were sufficient to cover beyond the first quarter of the year, there was confusion as to the account balance was low. The documents were not available at the last meeting to review. The next day Fiscal Officer Bailey sent a correspondence to the trustees stating the transfers approved the evening before were not needed because the actual balance in the account was \$327,679.00. This was consistent of what the trustees believed there should be. It was a result of record keeping catching up. There was never that low of a balance in the checking account and no transfers were needed.

Service Department Report:

Mr. Evans Reported;

- Plowing and salting of the roads has been ongoing. The department has balance of 50 tons of salt left which will be 20 percent under the quota through Cargill. Once the 50 ton is received our 575 ton limit will be met
- Ordered 375 ton of #8 slag stone for the 2018 road projects
- March 22, 2018 Lafayette Township 2018 Road Projects Bid Opening at the county
- Mr. Evans discussed the application of OPWC funds for the paving of Ryan Road with Mr. Andy Conrad, Medina County Engineer. Mr. Pat Crouch will be conducting a traffic study of Ryan Road. Ryan road was last chip and sealed in 2015 and is quickly deteriorating due to the "cut-through" traffic. Mr. Evans hopes to receive funds in order to widen the road and convert to a hard surface

road. Mr. Conrad suggests waiting until after the Nexus pipeline construction due to the construction vehicles utilizing the road as a haul road. Nexus has a \$6.5 million bond for the roads and they have videoed the roads/berms prior to the construction. Westfield Township wishes to secure OPWC funds and Trustee Bowers suggested including Seville and recommends all three entities prepare resolutions and hold a presentation in October

- Culverts had to be cleared during the recent heavy rains to aid the flooding issues. Near the 6000 block on Ballash a log was removed from a culvert. Trustee Bowers stated the county trap located on the corner of Route 162 and Ballash backs up as well.
- The department cold patched in Chippewa Lake and Mr. Evans addressed with Mr. Keith Riedel, a rusted out cross over pipe which caused a road cave in on Briarwood Blvd... Mr. Evans purchased a steel plate from standard welding as a temporary fix
- Vehicle and equipment maintenance (washing, waxing, greasing, etc.) is ongoing
- Pallota Ford replaced the wiring harness, speed sensor and the throttle body for fuel injection on the 2012 Ford F550- \$1245.89. This was necessary after the vehicle lost power while plowing in Chippewa Lake. The vehicle could only go in reverse and not forward. The township service department replaced the dump cable on the vehicle
- Country View Construction has completed the repairs on the baseball dugouts and concession stands
- The windows for the Administration Building have been ordered and the contractor will schedule with Ms. Buell a date and time for the replacement
- There have been two burials this year at Waltz necessitating ground work in the spring which will consist of topsoil and seeding
- Trustee Bowers inquired the date of the department CDL testing. Mr. Evans stated May 16, 2018 is the expiration date on the employees temporary licenses
- Trustee Bowers stated at February's meeting it was noted, per the reciprocal agreement with Westfield Township, that documentation is being kept. Mr. Evans is concerned that the reciprocity is not always man hours but machinery hours. Trustee Bowers said it doesn't concern her whether it is man or machine hours just that documentation is being kept. She stated, "Westfield Township has equipment we don't have. We borrow it so we don't have to purchase it and we have more men than they have and occasionally we send our guys there. I think that is perfect reciprocal agreement". Mr. Thorne said man hours versus equipment hours as long as it has equal value. It is the total overall exchange of value.

Zoning Department Report:

Ms. Strogin reported the month of February 2018 was surprisingly busy with six new home permits. The year to date total is eleven new homes. The valuation is \$3,365,766.00 versus \$16,626,000.00 for the entire 2017 year. Fees collected for February 2018 are \$8,111.73 versus last year total of \$42,882.00.

Ms. Strogin stated she and Mr. Thorne completed the deposition regarding the accident that occurred in front of the Roadside Inn. She received a message from the court recorder stating a copy of the deposition is available for a fee. Mr. Thorne will make the necessary phone calls to obtain a copy and advises reviewing the deposition before signing off.

Ms. Strogin reported the tiny home on Egypt Road has been removed.

Recreation:

Lafayette Youth Baseball League will be holding league drafts this Sunday in town hall. Mr. Davison and the league wish to publically thank the trustees for approving the necessary work on the baseball dugouts. Ms. Buell stated the annual "backflow testing" paperwork has arrived. She contacted Mr. Davison and

advised he contact Mr. Evans to schedule for the testing. Trustee Costello request Ms. Buell see if there is anything additional the league contemplates needing this year. The trustees confirmed the township does not receive a bill for electric for the field.

Economic Development:

Trustee Bowers attended a meeting and no decision was made on changing realtors for Technology Park. SVN currently has the property listed but she understands SVN has indicated when the listing agreement expires they don't wish to extend the agreement. SVN indicated the property is too far from interstates and there is plenty of available land around the interstates. The Port Authority is planning a meeting to discuss other alternatives.

Old Business:

Trustee Costello stated the employee random drug screen will be re-implemented soon.

Trustee Bowers stated the check cashing policy was completed at last month's meeting.

Discussion over a noise resolution took place. Mr. Thorne approves the resolution. Ms. Bowers will correct the typographical errors and present at next month's meeting.

Trustee Bowers stated our current cemetery deed was consistent with the Ohio Revised Code at the time it was prepared. The ORC has completed updates and expanded the authority townships have. She said townships have been granted the authority to recover lots that have been left vacant for years and there is no owner record the township can identify. The township has areas in the old cemeteries where there has not been a burial for sixty plus years with no known family members. The sites could be used now for indigent burials, cremations, etc. Mr. Thorne suggested a provisions be listed in the deed requiring the owner keep the township advised of any changes. Trustee Bowers said township cemetery records were lost when the township clerk's home caught fire back in the 1950's. Trustee Bowers with the assistance of Mr. Mike McMann and Mr. John Galdden spent approximately seven years searching on microfiche at the library and searching the gazette for burials to recreate as many records as possible.

Trustee Bowers made a motion to update the Lafayette Township Deed to include all of the rights afforded to the township by section 517.07 of the Ohio Revised Code including as that section may be amended in the future from time to time and update as needed. Trustee Costello seconded the motion. All voting in favor.

New Business:

Trustee Bowers will contact Borlandia regarding the new website and forward Trustee Warchola's suggestions. She will forward a list of utility companies, trash haulers and Home Owner Association contact information to be placed on the website. Ms. Buell suggested the meeting minutes be listed by year and then select a meeting on the main page of the website for easier access for residents. Trustees agreed to have a "rolling" three years of meeting minutes listed on the website at a time.

Astro Computers informed Ms. Buell that a large amount of memory is being consumed by audio recordings of meetings. Trustees agreed to follow record retention and once minutes have been approved delete the audio recording. Trustee Costello will schedule a records commission meeting with a review of the record retention schedule during 2018. He requests calling a special meeting to allow for items to be added to the retention schedule that currently are not listed.

Trustee Costello attended the recent Hunter's Run HOA meeting and the residents proposed the township select a single trash hauler. Ms. Strogin explained the HOA has the authority to list in their bylaws. It was

explained by choosing a single trash hauler for the entire township, other companies will be forced to leave the area and once gone, the prices of the chosen hauler will rise. Mr. Thorne stated if the township feels roads are being compromised by the number of trash haulers, the township can request a road study which will aid in the justification in weight reduction on the roads.

Trustee Bowers made a motion to dispose of a Cannon Mp11DX calculator and an administration office clock because neither are in working condition and deemed to be of no value nor of no public purpose. Trustee Warchola seconded the motion. All voting in favor.

Ms. Buell stated the town hall recording system has not been able to record meetings for some time. The company will come and diagnosis the problem at a rate of \$120.00/hr including travel time. Trustee Bowers will take the unit to Apple Creek where it was purchased for them to check it.

Public Participation:

Assistant Chief Holzman questioned the funds the township will receive from Nexus that were listed in the newspaper. Trustee Bowers explained the process.

8:26 p.m. Trustee Bowers moved to recess into executive session to consider the appointment and compensation of a public employee and to discuss details relative to security reasons and emergency response protocols of the township pursuant to ORC 121.22G1 for personnel and 121.22G6 for security arrangements.

Roll Call Vote; Costello-yes, Warchola –yes, Bowers-yes. Joining executive session will be Legal Counsel, William Thorne.

9:40 p.m. Mr. Costello moved to adjourn executive session and reconvene to the Regular Meeting
Roll Call: Bowers-yes, Costello-yes, Warchola-yes
No decisions were made.

Trustee Costello made a motion to approve the minutes of the Special Meeting of February 9, 2018 and the Regular Meeting of February 19, 2018. Trustee Bowers seconded the motion. All voting in favor.

Trustee Costello moved to adjourn, seconded by Trustee Warchola
Meeting adjourned at 9:48 p.m.

Approved: _____

Lynda Bowers, Trustee

Michael Costello, Trustee

Martin Warchola, Trustee

Shirley Bailey, Fiscal Officer