

**RECORD OF PROCEEDINGS  
MINUTES OF SPECIAL MEETING  
MARCH 17<sup>TH</sup>, 2016  
4:30 PM**

The Medina Township Board of Trustees met in special session at the Medina Township Hall on March 17<sup>th</sup>, 2016, to conduct the business of the Township. Chairman Ostmann called the meeting to order at 4:36 pm with the following Trustees in attendance: Bill Ostmann, Ray Jarrett and Ken DeMichael. Also in attendance were Fiscal Officer DeHoff, Fire Chief Crumley, Road Foreman Miller, Architect Edward McCall and the general public.

**Roll Call**

Mr. Ostmann asked for a roll call of all members present. Trustees present were Mr. Ostmann, Mr. Jarrett and Mr. DeMichael.

**Pledge**

Mr. Ostmann led the Pledge of Allegiance to the flag.

**Moment of Silence**

Mr. Ostmann asked for a moment of silence for our service members both here and abroad and for our first responders who are risking their lives every day.

**New Fire Department Architect**

Chief Crumley said the Prosecutor's Office requested that the architect needed to explain to the Trustees the scope of work and the cost at a public forum. Chief Crumley also said they used the standard American Institute of Architects Form B101-2007. The Prosecutor looked the form over and there were items that he did not agree with. The Prosecutor spoke to Mr. McCall and the changes were made. Chief Crumley reviewed the contract and had some questions. Mr. McCall explained about his company and stated they do mostly Fire Station designs.

Mr. McCall said they do not charge for change orders if something is missed by them or the contractor, they try to work with the contractor to come up with a solution. This contract covers landscaping, interior design, the structure, mechanical, HVAC plumbing and electrical. This does not include surveying or civil engineering.

Chief Crumley said the start and finish date is open ended on this contract and he questioned several portions of the contract that Mr. McCall answered. Chief Crumley asked if a project manager should be hired. Mr. McCall said the meeting to be held every two (2) weeks should be okay and they will be using the quality control company, QCI Group, Bedford, Ohio, to monitor the job site.

Chief Crumley asked if Mr. McCall will make change orders without permission of the Trustees or himself. Mr. McCall said no, he would not make any change orders without permission and the change orders would be in writing. Chief also asked if the Architect will be present for the final building inspection and if there are issues will they be there for the re-inspection. Mr. McCall said they can be but, that should be part of the contractual agreement with the contractor and they should also state that, before the architect will issue the substantial completion certificate we have to have the final occupancy permit from the governmental authority.

Mr. Ostmann said when they talk about the owner, the owner would be the Board of Trustees, and we have the final say. If we need to do something quickly are we going to have to hold a special meeting to have the issue taken care of or should we designate someone? Mr. Jarrett said Chief Crumley can communicate with him and he can give him the response to address the issue. They can give a threshold of say \$5,000.00 or \$10,000.00 and authorize Denny to threshold up to that amount, anything over that we would have to threshold another amount to one Trustee and anything over that threshold would have to involve all three Trustees. A trustee should attend the monthly draw meeting.

Chief Crumley is going to meet with the family about the possible purchase of another parcel for the new fire station. This is all contingent on the zoning approval, soil samples and the final survey. There will have to be variances because of the setback. Also, there will have to be approval, by the County, of the driveway ingress/egress on Fenn Road. The lot size is 2.8 acres.

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Mr. Jarrett asked what the township will receive after all is over and done with. Mr. McCall said you will have two (2) printed sets of the approved drawings and a set of manual's that you will want to keep. They can also provide a digital copy. You will also have a set of as-builts from the contractor. Mr. Jarrett asked if the changes will be highlighted so they can see what was changed from the beginning of the project to the end of the project. Mr. McCall said the contractor uses colored markers to show the change.

Mr. Jarrett asked what the reimbursable items would be and Mr. McCall said there would only be a charge if you asked for something over and above what was to be done. They will provide their Certificate of Liability insurance and workers comp. Mr. McCall said it is part of the contract. Mr. Jarrett said the next meeting will be to review and update regarding the additional property and additional comments that they will have. Would he be available and he said he would be. Chief Crumley suggested it be a special meeting with just Mr. McCall. Chief Crumley wants to move fast regarding the financing and said the Prosecutor said they can form a finance group and they do not have to be public meetings or recorded meetings. That group would make the decision on whether they need a levy or bonds to finance this fire department and if we do have to go for a levy everything has to be in place by August 8, 2016. Mr. Jarrett asked if a project estimator for this project and Mr. McCall said not really.

There being no further business to come before the Board Mr. Ostmann adjourned the meeting at 6:16 pm.

  
Linda DeHoff, Fiscal Officer

  
Bill Ostmann, Chairman

  
Ray Jarrett, Vice-chairman

  
Ken DeMichael, Trustee