

Walnut Township Trustees Special Meeting – Final

June 14, 2018

The meeting was called to order at 7:00 PM. Trustee Horn and Trustee Yates were present.

The Pledge of Allegiance was recited.

In attendance were: Mike Berry (Zoning) and one (1) guest.

The purpose of this Special Meeting was to:

1. Open bids for the Maintenance Garage - 2018 Roofing Project.
2. Discuss repairing the garage roof.
3. Interview and discuss the open position for the Township Recording Secretary.

The Recording Secretary candidate, Patricia McLoughlin was asked if she would be willing to take the minutes for the meeting. She willingly accepted.

There was one (1) bid received for the Roof Repair project which was provided by Elevated Integrity Construction Services of Baltimore, Ohio. The estimate for the project was \$35,000. The bid was as follows:

1. Item #1, Block wall repairs - \$3,000
2. Item #2, Electrical relocations - \$600
3. Item #3, Fire dampers in existing fire separation wall - \$1,830
4. Item #4, All other work of the project including roof trusses and roofing - \$63,350
5. Alternate #1, Upgrade to ABC Signature 300 Series roof panel. No bid
6. Alternate #2, Performance Bond \$2,500
7. Alternate #3, Roof vents on office - \$310.

The total for all items plus alternates was \$71,590. Less Performance Bond was \$69,090.

Discussion followed the opening of the bids. If we were to move forward we should plan on the following costs to complete the project:

1. Base cost = \$69,090
 2. 10% contingency = \$6,909
 3. Engineer of Record, Construction Administration = \$2,000 est.
 4. Special Inspections = \$1,000 est.
- Total estimated cost = \$78,999

It was decided that the bid with contingency and other costs was well beyond the township's budget. Trustee Horn made a motion not to accept the bid at this time, second by Trustee Yates, motion passed with two (2) yes votes. Discussion ensued on other options for a single ply roof system. Carl T. Johnson Inc. submitted an estimate on June 11, 2018 for the Township's consideration. The options were as follows:

1. Single ply, EPDM .045 mechanically attached with a 15-year warranty roof for \$15,950
2. Single ply, EPDM .060 fully adhered with a 20-year warranty roof \$20,350
3. Single ply, TPO 0.45 mechanically attached with a 15-year warranty roof for \$13,950.
4. Single ply, TPO 0.60 fully adhered with a 20-year warranty roof \$16,500.

It was decided to request that Carl T. Johnson provide an estimate to add additional insulation to their bid at least an option for R-19 and R-38. In addition, we will ask them to do the masonry repair work that was a part of the Roof Repair Bid. It was decided to ask a representative from Carl T. Johnson to attend our June 28th meeting to explain the options.

The Trustees and Mike Berry discussed the Recording Secretary position with Patricia McLoughlin. There is one position open to serve two (2) functions. One (1) is for the Zoning Boards meetings and one (1) is for the Trustees meeting. They gave her a verbal general job description and duties of each of the two functions. There was general discussion of what the job entails, the hours and dates for the meetings for both positions. After the discussion, Trustee Yates moved to hire Patricia at a rate of \$12 per hour with a second by Trustee Horn the motion passed with two (2) yes votes.

Trustee Horn will provide Patty with startup information for her position.

Trustee Horn moved to adjourn the meeting, second by Trustee Yates. Motion passed with two (2) yes votes. Meeting adjourned at 8:00 pm.

Minutes recorded by Patricia McLoughlin, Recording Secretary

Lynn Kraner, Fiscal Officer

Douglas G. Leith, Chairman

William R. Yates, Vice Chairman

Terry W. Horn