

Orange Township Board of Trustees  
Delaware County  
Special Trustee Meeting, April 18, 2019

\*\*\*A full and accurate account of this meeting's audio and video can be found at [www.orangetwp.org](http://www.orangetwp.org) \*\*\*

Mr. Rivers called the meeting to order at 10:00 a.m.

PRESENT: Ryan Rivers, Chair – present  
Lisa Knapp, Vice-Chair – present  
Deborah Taranto, Trustee – present  
Wesley Mayer, Fiscal Officer – present

ALSO PRESENT

Bill Cowan	Director of Operations
Amanda Sheterom	Human Resources/Communications Manager
Lee Bodnar	Township Administrator
Michael McCarthy	Township General Counsel

PLEDGE OF ALLEGIANCE

The purpose of this meeting is:

🕒 Regular Session

- Discussion and Possible Action Regarding the Township Hall Renovations Project Scope
- Discussion and Possible Action Regarding Live-Streaming of Trustee Meeting Projects
- Discussion and Possible Action Regarding Mowing of Township Properties
- Discussion and Possible Action Regarding New Plow Truck Purchase (State Cooperative Purchasing Program)
- Discussion and Possible Action Regarding Engineering for the Lewis Center Trail Project

**REGULAR SESSION**

**DISCUSSION AND POSSIBLE ACTION REGARDING THE TOWNSHIP HALL RENOVATIONS PROJECT SCOPE**

Chairman Rivers turned the meeting over to Township Administrator, Lee Bodnar. Mr. Bodnar reviewed what has taken place previously, and where the township is in the process. He reviewed the paperwork that was given to the Board. Mr. Zachary Price from Triad came forward to answer the Board's questions. There was considerable discussion among the Board with the safety of the employees being the main concern of the Board. In answer to questions from Ms. Knapp, Mr. Price stated that Phase 1 would take about 60 days to complete and he estimated the total construction time could be about 6 months.

Fiscal Officer Wes Mayer requested that Triad provide the costs of converting the garage into offices compared to tearing the garage down and building the new offices on that same site. He said he thought it is important to evaluate various options to allow the board to make an informed decision. He recommended that, from a fiscal responsibility point of view, the Board only approve Phase I of the proposal at this time because it should provide the necessary financial information to determine what any additional phases may involve.

Trustee Rivers stated that he would like to do Phase 1 first at a cost of \$12,500.00 because he wanted more information before committing to additional phases. He agreed that a cost comparison regarding the garage was important.

Ms. Knapp said she is fine with Phase 1, but wanted to commit to the whole project now to avoid possible delays. Ms. Taranto agreed. Mr. Bodnar stated that he was fine with approving the whole proposal.

Mr. Mayer confirmed with Mr. Price that the Board would have the information they needed to decide to proceed beyond Phase 1 within about 60 days.

**RES.19-164 AUTHORIZE AND APPROVE THE TOWNSHIP HALL RENOVATIONS PROJECT SCOPE**

Motion by Ms. Knapp to authorized and approve the Township Hall Renovations Project scope submitted by Triad Architects in the amount of \$48,000.

Second: Ms. Taranto.

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VOTE: Knapp – yes, Taranto – yes, Rivers – no.

**RES.19-165 AUTHORIZE THE ISSUANCE OF A PURCHASE ORDER TO TRIAD ARCHITECTS**

Motion by Ms. Knapp to authorized the issuance of a purchase order to Triad Architects in the amount of \$48,000.

Second: Ms. Taranto.

VOTE: Knapp – yes, Taranto – yes, Rivers – no.

Mr. Mayer asked about the status of the contract between the Township and Triad and expressed concern that the above resolutions had been passed without the Board having approved the contract nor authorized its signing. Mr. Bodnar stated that the contract is now in the hands of the prosecutor’s office as part of the back and forth process of finalizing it to the satisfaction of both parties. Mr. Bodnar further stated that he wanted to give surety to Triad that, if they were so inclined to do things on their end to move things forward, they could do so knowing that the Board has approved the scope and a Purchase Order. Though it would be foolish of them to continue working without a contract, but, if they should choose to, they could (Mr. Bodnar and at least one trustee chuckled).

**DISCUSSION AND POSSIBLE ACTION REGARDING LIVE-STREAMING OF TRUSTEE MEETING PROJECTS**

Mr. Rivers gave a synopsis what has taken place so far. Ms. Knapp voiced her concerns about all the Board being kept in the loop; miscommunications. She suggested having a consensus to have Mr. Bodnar be the official coordinator. There was discussion among the Board, Mr. Bodnar and Mr. McCarthy. Consensus was given. Human Resources/Communications Manager, Ms. Amanda Sheterom, gave some history regarding the live-streaming initially. There was also consensus that Mr. Bodnar work on the website project and to keep the Board informed.

**DISCUSSION AND POSSIBLE ACTION REGARDING MOWING OF TOWNSHIP PROPERTIES**

Director of Operations, Bill Cowan, came forward and gave a brief history.

**RES.19-166 AUTHORIZE THE BID ADVERTISEMENT FOR MOWING OF TOWNSHIP PROPERTIES**

Motion by Mr. Rivers to authorize the bid advertisement for the mowing of selected Township properties.

Second: Ms. Knapp.

VOTE: Rivers – yes, Knapp – yes, Taranto – yes.

**DISCUSSION AND POSSIBLE ACTION REGARDING NEW PLOW TRUCK PURCHASE (STATE COOPERATIVE PURCHASING PROGRAM)**

Tabled to the next meeting.

**DISCUSSION AND POSSIBLE ACTION REGARDING ENGINEERING FOR THE LEWIS CENTER TRAIL PROJECT**

Tabled to the next meeting.

**DISCUSSION AND POSSIBLE ACTION REGARDING REQUEST BY COUNTY OFFICIALS TO USE TOWNSHIP HALL FOR INFORMAL MEET AND GREET**

Trustee Knapp commented the new Delaware County Prosecuting Attorney Melissa Schiffel, asked if she could hold a meet and greet here at township hall for herself and her staff. They would like to meet and greet the township officials, trustees, etc., from Delaware County. April 30, 2019 from approximately 4:00 p.m. to 6:30 p.m. was the date and time anticipated. Ms. Knapp asked for consensus from the Board and it was given.

There was no further business, meeting adjourned at 11:03 a.m.

**\*PLEASE NOTE THESE MINUTES WERE NOT APPROVED BY THE BOARD OF TRUSTEES**

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Ryan Rivers, Chairman

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Lisa Knapp, Vice Chairman

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Deborah Taranto, Trustee

Attest: \_\_\_\_\_  
Wesley Mayer, Fiscal Officer