

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.

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Second: Ms. Taranto.

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

Mr. Rivers commented he would like to see the Board approve phase 1; so he voted 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 commented he had a question about the contract. He asked if they needed to approve/authorize signing of the contract, separately. He wondered if Mr. McCarthy was here. Mr. Mayer asked Mr. McCarthy about the first resolution regarding the scope. Mr. McCarthy interjected Mr. Mayer and commented that they were approving the scope as that was what was on the agenda. Mr. Mayer wondered if that approved the contract. Mr. McCarthy commented he was not involved in the generation of the resolution or contract packet; without seeing that he would be taking a blind guess. He thought at some point the Board would approve the scope and he would think you would authorize the execution of the agreement specializing then who would authorize in name of Orange Township.

Mr. Bodnar commented that unfortunately it is at the prosecutor's office and still in review. There is business of back and forth, between Triad and the prosecutor's office over the contract. Currently it is in the hands of the prosecutor's office.

Ms. Knapp wondered how long it had been in the hands of the prosecutor's office. Mr. Bodnar replied since the review of last evening.

Ms. Knapp questioned last night. Mr. Bodnar commented it has been; the prosecutor's reviewed it; it was sent to Triad; they returned it last night and he sent it to the prosecutor's office last night. There have been several iterations.

Ms. Knapp asked if we would have it by the next meeting. Mr. Bodnar thought he should have it by the end of next week.

Mr. McCarthy suggested having the final version before moving forward. Mr. Bodnar commented and that is why that was not added; he did not want to bring it to the fore front without having that contract. Mr. Bodnar continued he wanted to bring some surety to Triad; if they were so inclined to do things on their end; to move the ball forward; they could do that; knowing the Board has approved the scope in a purchase order; although it would be foolish of them to continue to be working without a contract; but should they choose to they could.

Ms. Knapp thought it made sense. Ms. Knapp and Mr. Mayer thanked Mr. Price.

**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.

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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.

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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