

<<<BLOOM TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING 7/05/06 @ 6:00 P.M.>>>

David Petty, Chairperson, opened the meeting at 6:00 p.m. at the township's Greencastle Office complex. Members present were Trustees Petty, Brian Randles, Joseph Smith, and Fiscal Officer Carol Moore. Also present were Anne Darling Cyphert, Board & Bldg/Zoning Admin; Fire Chief Terry Gill; Randy Solt, Acting Road Supervisor; Brad Shull, and other interested firefighters. Stanley Wilson joined the meeting prior to its conclusion.

Purpose of the Special Meeting: FIRE DEPT SUB-STATION CONSTRUCTION PLANNING.

Gill presented suggested wording for a "request for statements of qualifications from professional design firms and statements of interest" and for an advertisement for a design firm. He asked if the trustees would approve the documents at this meeting and authorize him to begin advertising as soon as he receives it back from the Prosecutor's Office. Cyphert agreed to review the wording for the ad prior to it being sent to the prosecutor's office for review.

Moore asked if there is an evaluation spreadsheet. Gill said the evaluation spreadsheet is not completed yet but will follow the items on the form once approved by the Prosecutor's Office. Moore asked who will do the evaluation of the applicants. Randles suggested the Fire Department evaluate the offers and make a recommendation to the trustees who would make the final selection. Discussion, all agreed.

Petty restated for the minutes that the Fire Department will evaluate applications and make a recommendation to the trustees.

Smith suggested that the wording on second page, first paragraph, be changed from "will enter contract negotiations" to "may enter contract negotiations." Discussion, all agreed.

Moore asked about a disclaimer if the trustees are not interested in any applicants. Discussion, decision is to add disclaimer.

Petty asked if Lloyd Zuck's opinion has been sought. Gill said when Lloyd cannot make the meetings; he stops in the fire station for Gill to go over everything with him.

Smith suggested also asking an engineer he knows who lives in the Twp. for input.

Petty clarified that once the documents come back from the Prosecutor's Office, Gill would not need to come back to the trustees before advertising.

Discussion of length of time required for advertising. Brad Shull said it is three consecutive weeks. Discussion, all agreed it should be advertised for 30 days and the deadline should coincide with a regular trustee meeting time. Cyphert requested that applicants pick up and drop off their proposals at the Fire Station rather than the Greencastle Office. Gill agreed.

All agreed that Gill could begin advertising as soon as the documents are approved by the Prosecutor's Office unless the Prosecutor has a significant change.

It was decided to add that a presentation or a visitation may be required.

Moore asked why the estimated project cost on the documents was \$450,000 rather than the previously discussed amount of \$350,000 to \$400,000. Moore said this increase should have been discussed with her as the fiscal officer because it exceeds the building fund amount of \$409,000 projected for next year. She said since Gill and Petty had discussed this higher figure, they should have brought it to the attention of her and the other two trustees. Petty stated they did nothing wrong. He said that is why everyone was meeting this evening so it could be discussed. Gill said the architectural prices added to the cost. Petty said that (\$409,000) is the target number he is shooting at. Moore said she had specifically asked on more than one occasion if the \$409,000 would include paying for the design services and each time Petty and Gill had assured her that was the case. Smith said if you put \$450,000 that's what people are going to be looking at to spend is \$450,000.

Shull asked if a dollar figure has to be mentioned in the selection of the architect.

Moore said make sure it is under \$400,000. She said she does not want to see layoffs as a result of doing something we should not do. Petty said there will not be any layoffs. Randles said he will not support the building if we don't have the cash on hand to pay for it. Shull said maybe there shouldn't be a dollar figure in there anyhow because you are still going to have a bid process after that. Gill said the reason for the dollar figure is that it will eliminate the steel guys.

Shull asked if you could put a range like \$350,000 to \$450,000. Moore said she liked the idea of a range but it should not go to \$450,000 because we don't have that much in the building fund. Randles said if you give them the figure, you will find out what they are capable of providing for that price. Randles asked for more explanation of the building funds. Moore provided him with a spreadsheet showing the building substation project fund balance of \$259,000 in 2006, increasing to \$409,000 in 2007.

Petty said he wants it understood point blank he did not agree to anything with Gill. He had open conversations with Gill and did not agree to anything. Moore said she should have been consulted since she is the fiscal officer and Gill and Petty were aware there was a higher figure on the document than is in the budget; she shouldn't have to "find" the figure in the documents. Smith agreed that they had never discussed \$450,000.

Stanley Wilson entered the meeting at 6:46 p.m.

Petty adjourned the meeting.

David Petty
Chairperson

Carol J. Moore
Fiscal Officer