

**MINUTES**  
**SPECIAL BOARD MEETING**  
**Wednesday, October 23, 2013**

**CALL TO ORDER**

The meeting was called to order at 6:35 p.m.

**ROLL CALL**

**Present:** Trustees Len Ruzak, John Manieri, Guy Franzese and Diane Bolos

**Absent:** Mayor Mickey Straub, Trustees Janet Ryan Grasso and Al Paveza

**Also Present:** Village Administrator Steve Stricker, Consultant Josephine Goetz and Space Needs Committee member John Serafin

**PROPOSED RENOVATION OF VILLAGE HALL OFFICES AND PUBLIC SPACES**

Consultant Josephine Goetz began the discussion by explaining that when the bids were received, she placed all the original bids on a spreadsheet. She stated that she requested answers to questions to all contractors and requested them to realign their numbers based on the original spreadsheet that was given to them. She indicated that she received responses back where the contractors moved numbers to the appropriate categories. Ms. Goetz stated that when Envision Contractors was asked to reduce the scope of work, in addition to numbers that were changed to different categories, they also changed a couple of other numbers, which makes it difficult to compare their original bid numbers to the adjusted numbers. Finally, Ms. Goetz stated that a number was incorrectly stated on the spreadsheet that was provided to the Board at its meeting on October 14. She stated that the contractor had inadvertently provided her with incorrect numbers regarding the deductions associated with the workroom and that may have been the reason why the Board members were confused at the last meeting.

Trustee Bolos thanked Ms. Goetz for attending the meeting and providing additional information. She asked Ms. Goetz about the window film included in the bid specs. In response, Ms. Goetz stated that it was not broken out in the contractors' original bids and was put in the wrong category. Trustee Bolos stated

that she understood the reason why the Space Needs Committee suggested eliminating the workroom, but that she thought it was important to do. She indicated that she would like to find other areas in which to cut in order to add back in the \$15,400 for the cabinets and countertops in the workroom.

Trustee Manieri asked about the difference in cost between quartz and Corian. In response, both Josephine Goetz and John Serafin stated that there was no large variance between those two materials. Ms. Goetz stated, however, that, in terms of the use of quartz countertop in the kitchen, a thinner quartz product could be used. She cautioned the Board, however, about reducing either the countertops or the mill work for the cabinetry, due to the fact that there are sheet minimums that must be paid for regardless of the amount you use. Trustee Manieri stated that he felt that the cost for the cabinetry under the front counter was very high and wondered if there could be an alternative. In response, John Serafin agreed and stated that the Board could save anywhere from \$7,000 to \$10,000 if they simply put on new doors.

Trustee Bolos questioned why the contractor would move the furniture and remove the carpeting instead of the Public Works Department. In response, Village Administrator Steve Stricker stated that, originally, a bid was received in the amount of \$9,267 to move the furniture out of the building and into pods and that, once this was completed, the Public Works Department would remove both the ceiling tiles and the carpeting. However, once the bids were received, the contractor who had done a similar project in another municipality had recommended that the furniture not be moved out of the building, but simply moved around from room to room, to allow the contractor to work in each individual space. He stated that, instead of removing all of the carpet at the same time, they would remove it piecemeal and that the cost of furniture removal and carpet removal was less expensive than the quote to simply remove the furniture, which then would also save on the cost of Public Works overtime to do this work. The Administrator indicated that the Public Works Department was still removing the ceiling tiles and would be re-varnishing and repairing all of the wood doors throughout the building and would also be cleaning and refurbishing the tile floor.

Trustee Bolos questioned the amount for the countertop work in the amount of \$17,574. Ms. Goetz stated that she would have to ask the contractor for a breakdown.

Trustee Franzese asked about the ceiling tiles and whether or not better looking tiles would be installed. In response, Ms. Goetz stated that originally she had in the specifications a higher cost for better looking ceiling tiles, but that that was removed early on from the bid specs and that the ceiling tiles included in the specs were just the basic tiles that are currently used in the building.

Administrator Stricker asked if the Board would want to consider eliminating the cleaning and varnishing of the wood ceiling in the foyer area, which amounted to \$4,725. In response, the Board members concurred that this was a stand-alone project that could be done at a later date.

Trustee Franzese stated his concerns regarding the fact that there was \$3,300 in the original bid for concrete topping and that this price was deleted and a smaller allowance put in the section for carpeting. In response, Ms. Goetz stated that, after the bids were received, the contractor sent his carpeting contractor out to review the carpeting and determined that the full amount was not necessary. However, if it is determined that there are severe problems associated with the concrete floor, the contractor may request a change order and then it would be up to the Village Board to determine if it is warranted.

Trustee Bolos suggested not removing the wallpaper in the Mayor's office, the Administrator's office and the workroom and do nothing with those walls. In response, Administrator Stricker stated that he had already asked Ms. Goetz to determine the cost to eliminate the wallpaper in the Administrator's office and she stated that the cost saving was less than \$800. He stated that he did not care whether wallpaper was added or if those rooms were painted, but that they should be completed as part of this project.

In summary, the Village Board members present agreed to add back in the cost of the renovation of the workroom and, in exchange, eliminate the cleaning and varnishing the wood ceiling in the lobby in the amount of \$4,725, to put on new cabinet doors on the cabinets underneath the front counter, reduce the thickness of the quartz material used in the lunchroom and to request a better explanation of the \$17,574 cost for countertops.

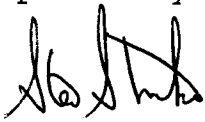
Trustee Franzese stated his concern that the additional funds that may be needed not come from the Capital Projects Fund and next year's Road Program. Administrator Stricker stated that there are already things that will not be spent in the General

Fund, such as the cost savings associated with the elimination of the Assistant to the Administrator position and the fact that he did not attend his annual conference. Trustee Manieri also suggested the \$5,000 earmarked for the bi-annual Strategic Goals session also be used.

**ADJOURNMENT**

There being no further business, a **motion** was made by Trustee John Manieri to adjourn the meeting. The motion was **seconded** by Trustee Len Ruzak and **approved** by a vote of 4-0. The meeting was adjourned at 7:55 p.m.

Respectively submitted,



Steve Stricker  
Village Administrator

SS:bp