

# VILLAGE OF BOLIVAR COUNCIL MEETING May 7, 2018

The Bolivar Village Council met in regular session on **Monday, May 7, 2018**. Mayor Hubble called the meeting to order at 7:04 p.m. The Pledge of Allegiance was said. Lloyd opened the meeting with a moment of prayer. Gettan, Lang, Lapp, Lebold, Lloyd and Vincent answered to roll call.

Lapp moved, seconded by Lang to accept the previous meeting minutes, bills paid and financials. In a roll call vote, all members present voted yes.

The Fiscal Officer read the bills for the month of April totaling \$65,212.31. Gettan moved, seconded by Vincent to approve the bills. In a roll call vote, all members present voted yes.

There were no corrections or additions to the agenda.

**PUBLIC SPEAKS:** - Gerry Swigert asked Franks if the hydrant was back in working order yet; he stated yes. Franks went on to explain the valve box is low and barely covered to protect it from mowing. In regards to the drain, he stated Miller Pipeline ran a camera in the drain. It's been discovered there's an object in there; either black top or concrete. It will need jack hammered to dig it up to see what's plugging the line.

Swigert went on to ask about whether Canal Street would be blacktopped this year. Blacktop will begin in 2019 with the downtown project, however, it wouldn't reach as far down as their house. Dave went on to state other parts of Canal Street will be looked at within the next two to three years but it may be pushed up sooner due to the downtown project.

**MAYOR HUBBLE** – The Mayor announced there are three engineering firms present that will be giving a ten (10) minute presentation followed by an opportunity for council to ask questions after each segment. After that, council will have a brief discussion followed by rating/scoring each company. The Mayor will then contact the engineering firms to let them know who has been chosen for the meter project.

The first presenter was Tom Powell with Hammontree & Associates. Their firm has been around 50 years plus to include doing water, sewer, roads and bridges, etc. In regards to the water meters, RCAP has already been through town with GPS mapping. Their mapping will be used along with aerial photos to put together some plans pretty easily. They would then do a walk through to verify location details. Tom stated what he considers to be the important part of the whole thing is the communications since there will be meter pits and meters that people aren't used to having. They would work together with the Village to put together some communications to be able to notify everyone about it, take inquiries from people who are concerned about it and keep council, the Mayor and everyone updated about it. Mr. Powell also said they can add to their website information about the project as well as some schedules for the residents to view on their own.

Tom would be available for the Village to contact him if there are any questions or situations. Construction observation can also be provided if needed.

Before proceeding to the next firm, the Mayor asked if anyone had any questions. Vincent noted she liked the possibility of linking Hammontree on our web page.

Next to speak was Dan Kletcha with GPD. He distributed a "placemat" for Council to follow along. He stated he has been with GPD for 18 years and works in the client relations side of the business. He can address questions as well as be an extra layer of support to make a phone call to. Mr. Kletcha added he wasn't going to spend much time talking about GPD since everyone already received a packet and is familiar with them. He referred Council's attention to the placemat and pointed out that GPD specializes in municipal engineering services. Currently GPD serves eighteen (18) municipalities in Northeast Ohio as their Municipal Engineer.

Mr. Kletcha went on to introduce Dave Neumeyer who Council may remember from the past. Dave would be the Project Manager if selected for this project. To add a little more to it, they also brought along Tim Ledrich. Tim had grown up in this area; he currently runs their GIS department.

Dave Neumeyer started by identifying the project which consists of installing approximately 420-430 water meter pits ranging from residential to commercial. The meter pits would be placed between the roadway and the property line. To do that, it would require communication and coordination between the village, property owners, utility companies, the consultant and the selected contractor; whoever bids.

Mr. Neumeyer stated there were several ways to go about this project. The first way is via traditional survey with a crew; surveying all the topographic features, driveways, sewers (sanitary & storm). However, he feels that would be overkill for this project. What GPD is proposing is to take all the GIS information from RCAP, download it and make their own GIS map for the Village. That would be supplemented with any field work with crews going out to walk the sites. They would look for any drainage structures or sewers in the right-of-way line or tree line area and get those identified so the contractors know what they are dealing with when they are building. Neumeyer added that's the most important thing that would need done; when the contractor is bidding it, is identify what they are most likely going to encounter. He said they would first get all the information, then they would be able to update the Villages GIS map as they go. The Village would be able to identify where all their meter pits are located; in turn the map would be sent to RCAP so they could update their GIS map. Neumeyer noted they could provide some GIS training to Franks on his Ipad. In addition, they could also train some other officials in the Village on what all can be done with the GIS. He said the GIS is a very powerful tool if you know how to use it. Currently it is available on the Ipad, but possibly put it on some computers and allow people to know what the GIS can actually do.

Neumeyer added, in going through the downtown project, part of the waterline work is design standards. "What does the Village expect; what type of material; what type of backfill. Basically what they can do is give the Village their own set of standards for anyone that comes in there to put in a new residential or commercial building, that package can specify what they will need." Once we get out of the design process, we would get into the construction administration. GPD has multiple people who are qualified and have been down this way before; this is not something outside of their realm at all.

Lebold asked Neumeyer how many years has he been around. Neumeyer stated he has been with GPD for six (6) years and an engineer for sixteen (16).

Kletcha added, GPD has been around since 1961. Lebold went on to ask if they would be running this project out of their Akron office. Neumeyer said yes. The Mayor asked if anyone else had any questions. Lebold also asked Neumeyer if they have a division for waterlines and meters. Neumeyer stated they have several divisions. In the public realm they have transportation, public works, water, waste water, CSO's and things of that nature.

Next, Harry Matter with Civil Design & Associates introduced himself. He is the President of the firm which started in 1990. He said he was the one that started the company and is still there. Mr. Matter added that he brought with him, Robert Heady who would be the project manager. Mr. Heady has been with Civil Design for a year. He thanked the Village for the opportunity to present their qualifications.

Mr. Matter handed out a summary sheet that contained highlights of their company to include their contact information. The qualifications packet they provided last month goes through their history of their firm, the services they provide and some innovative projects they have done in the past that are specific to the Villages particular project. Matter also stated they have worked with grant funding agencies that deal with this type of project in the past and had a good relationship with them. He added they can do studies, design, bidding and the construction and inspection if the Village would like them to do that. He said they have also worked on projects where the village did their own inspection and that's not a problem. There is one project they would like to discuss that is very similar to what the Village is looking to do. Robert Heady was the project manager on that and he would like to have him explain it.

Mr. Heady said the project is from New Holland, Ohio. The project was very similar in size with a population of approximately 800 people. It included 362 meters; 7 of which were commercial. The main difference with that project is some of them already had existing meters; some were inside and some outside. The Village project, having no meters, has some additional options with meters. He went on to detail different types of meters with new technology and meter reader systems. There is the option of touch read, drive by, etc. Cellular is a new system that's out; it's more expensive but it has some great features. The cellular option offers remote shut off that can be done right at the street. The next innovation will be to shut it off from a desk. He went on to review how that could work. He said that technology is coming and the prices are coming down too. Heady went on to explain the village could potentially buy a half dozen of these higher tech meters for the habitual issues and shut it off at the street. There are some additional features coming out that can partially shut off water; allowing enough for a shower or something.

Heady went on to highlight some great features of different types of meters and readers. He also discussed different types of water lines from cast iron to plastic. The signal will go through plastic. Typically we would want to install these as close to the driveway line as possible.

Heady feels this is an exciting project; something that is a great way to get our clients to conserve water.

Matter concluded that he appreciates the opportunity to present to council. "We are looking forward to hearing back from you in a positive way I hope. We are right down the street and anxious to work for the Village".

The Mayor opened the floor to Council to ask any questions. Lang asked if they did the New Holland project in 2012. (Inaudible response). Vincent stated

everyone mentioned the number of home, meter pits and commercial; what is the difference between commercial and a home meter pit. Heady said it's the size of the meter. Heady added with the cellular there are options where we can give the commercial customers access to watch their usage. To answer the question, it's typically a bigger meter with a fire prevention system. He provided more technical details regarding the differences.

Lebold asked if they have done local work in Tuscarawas County. Mr. Matter said they have worked for the Tuscarawas Metropolitan Water District. He added they basically did an investigation of their entire meters and reported on the condition and so forth. They did backflow prevention for the county and several villages.

Lebold asked about the life of these meters; what is the life of the battery run. Heady stated some are battery run and the touch reads are energized by the reader so there's no battery actually on the reader. The automated reader is probably the option you would want with approximately a 10 year life; perhaps a little longer depending on the manufacturer. Lebold asked to clarify whether or not Bolivar would use the battery type; yes, that is recommended. The Mayor interjected the County would be doing the drive by readings so the Village would not need to invest in that equipment.

Lapp asked about the appearance of the meter; if it was going to be above ground where the residents would have to landscape around. Heady said it could be above or set down flush with the ground.

Vincent asked Mr. Powell and Mr. Matter, based on the information we already have with the GIS mapping; GPD would enhance what we already have by adding theirs to it; would the same thing be true from both of you? Both said yes; to include the comment, "with the capabilities that we have, yes".

The Mayor asked if there were any further questions; no one had any. She thanked the firms for presenting and advised she would be in contact on Wednesday.

The three firms left; Council began the scoring for each of the firms, beginning with Hammontree.

Lang expressed he would like to go with Civil Design; Gettan added that they had a lot of meter knowledge. Lloyd said they were really nice guys. Vincent expressed she really liked Dave with GPD. The Mayor added she agrees, the one guy has worked for Civil Design for a year but the firm has been around for many years. The gentlemen did a good job with what he was talking about. However she went on to add that what she liked the most with GPD is they could take our GIS and put it into their GIS and enhance it and make it better and more accessible. Lang added the other two firms said they could do the same; Vincent said that's why she asked that question at the end. The Mayor said that's the one thing she would question the most is if the others could take care of it the same way.

Lebold stated that he was involved with GPD on the Trail project and the quality they had. However, he also worked with Hammontree on some bridge projects. But Civil Design is a local firm and they did work at Wilkshire and have a good record in the county. Lang added, all three are high class but he was impressed with the knowledge from Mr. Heady. Lloyd added he heard Civil Design has done a fantastic job on other jobs and spoke highly of them. Lang liked that Civil Design did a similar size village; GPD seems competent but they seem better at bigger projects. Lebold said GPD is doing the engineering for the downtown

project, but when it comes to the construction of it, they won't be involved. Vincent reiterated that she really liked Dave with GPD; ODOT engineers would take over. Lebold said that Civil Design is closer so there price should be a little less.

Lang asked to go over the scoring process again. Gardner said there are different categories and the weight and the score. She continued to explain how the weighting works; to include the rating would be multiplied by the weight to reach the total scores. Once all the scores are in, they will be added together to see who has the best score. First Council needs to determine which of the criteria is the most important and assign the weight.

Council continued to review each of the criteria and came up with a scale that they felt was most important. The same scale would be used for each candidate across the board. The weights are assigned first and everyone would use the same weight; followed by the rate which council can independently record their rate. The weights are as follows: 1) Firm and individual qualifications is a five; 2) Proximity to the project is a two; 3) Individual firm's capacity to perform work is a four; 4) References is a three; 5) Past performance is a one.

Council individually rated the firms; using the same weighting scale as established. Gardner added they can still have discussion about the firms. She reiterated the weight is the same across the board but the rate will differ. She encouraged discussion as they go through each one but Council will independently score them and they don't have to agree with each other. Vincent asked if they can go through line by line to have discussion for each firm. At that point, they started with the first firm which was Hammontree and began recording their scores. For clarification, the scoring ranges from 1-5. If there was no previous performance in the village, the firm would get a zero for that category.

Discussions amongst council continued as everyone weighed in with their opinion of the individual firms as they related to the five weighted categories. Gettan asked if GPD was the one that had an engineer who lives really close by; Franks replied yes he lives in Bolivar on Brace Street. It was unknown at the time if that engineer was assigned to the project.

Council continued to go through each firm and score them according to their credentials. Gardner added the point of this discussion is to determine who is best for this project; it is not based on the lowest and best. Council is free to choose who they feel is best.

The Mayor added the advantage to GPD is they have previously performed projects for the Village. Council started reviewing their scores. The Mayor asked if Council can still go with Civil Design if their score is lower than GPD. Gardner reminded they can but need to have a justification for why. In other words, if GPD scores higher based on prior experience but Council wants to go with another firm for this particular project this firm....Lang added, they worked in our back yard; they did a project of similar size and did a lot of work in our county and in Philly.

The Mayor collected all the total scores from council; one by one. Council reported the following for Civil Design: Gettan - 71; Lapp - 70; Lang - 80; Lebold - 62; Vincent - 70; Lloyd - 66. For Hammontree: Gettan - 67; Lapp - 63; Lang - 62; Lebold - 43; Vincent - 68 Lloyd - 61; For GPD: Gettan - 70; Lapp - 65; Lang - 61; Lebold - 50; Vincent - 72; Lloyd - 64.

The Fiscal Officer calculated the scores for each form and reported the following: Civil Design - 419; Hammontree @ 364 and GPD @ 382. Gardner reminded council the next step is to contact Civil Design since they were the first ranked and invite them to submit a contract. If for some reason, something breaks down in the contract section Council would move on to the next highest ranked which would be GPD. The Mayor asked for Council to turn in their score sheets so they can be filed.

Before moving on with committee reports, the Mayor added the Strawberry Festival is coming up on June 14-16 and they are still in need of crafters. There are a lot of businesses and food vendors but not enough crafters. In addition, as of today there aren't any queen nominations. The requirements are 65 years and older and within the Bolivar zip code area. There is a form that needs filled out that would include some background information. We really need nominations.

May is Motorcycle Awareness Month. Route 212 in Bolivar is famous for motorcyclists. The motorcycles can appear invisible to many drivers so please be mindful at stop signs or wherever you're at. Franks added, it's illegal to blow your grass into the roadway. There have been more motorcycle fatalities from grass clippings. The clippings get wet and they go sideways. Lastly, in our Zoning meeting, the Mayor announced she received a letter of resignation from Richard Lebold as chair person and committee member effective May 1, 2018. Lebold served this committee and Village for a very long time. The Mayor thanked Lebold for his many years of service, not only on zoning but in our community.

Before concluding, she wanted to remind everyone the week of May 16th is the National Police Officers week. I would like for us to say a special thank you to our police officers since this week is designated as police officers recognition week. The Mayor added that Hennis is planning to do something for our local police department as well as invite some other departments. They are planning to do a little cookout or something. The Mayor said the police do a lot for our community and everyday they risk their lives. On that note, the Mayor thanked our Police Department; to include our chief, sergeant and all of our officers who work tirelessly to provide safety for our community.

**FINANCE:** - Vincent reported the fiscal officer already read the payment of the bills for April totaling \$65,212.31. Vincent went on to state that council needs to discuss the trash ordinance. As everyone knows, the ordinance was already approved however we need to approve an ordinance tonight as an emergency because the new contract rate is coming effective as of June 1, 2018. The increase will be \$1.00 per month or \$3.00 per quarter. Vincent moved, seconded by Gettan to suspend the rules. In a roll call vote, all members present voted yes. Vincent moved, seconded by Gettan to approve **AN ORDINANCE, O-14-2018, INCREASING THE REFUSE RATES FOR THE VILLAGE OF BOLIVAR; ESTABLISHING AN EMERGENCY.** In a roll call vote, all members present voted yes.

**PLANNING** – Lebold had nothing to report at this time. He added that he has offered to Franks if he needs any help with zoning questions to contact him. The Mayor added that we need to advertise for the open seat on zoning. At the next Zoning meeting there will be some decisions to make and appoint a president of zoning. We will still need a resident to fill the open seat.

**SAFETY** - Gettan reported the police had 111 calls for the month of April. In addition, our crossing guard resigned and we are looking for a new crossing guard.

**CHIEF** – Absent

**STREET & ALLEY** - Lapp reported the committee met on April 16 at 5:30. He reported composting started today.

**STREET SUPERINTENDANT / ADMINISTRATOR** - Franks reiterated composting started today and added they are to be no bags and no 55 gallon drums.

A gentlemen from the Sportsman's Club called to see if they can place a temporary sign at the 3-way stop where the Ragon House sign is now. Lang moved, seconded by Vincent to allow the Sportsman's Club to place signs for their event. In a roll call vote, all members present voted yes. Franks added he will confirm the dates for the signs; he believes it will be after Memorial Day.

**SHADE TREE** – Franks reported he bought sixteen (16) trees; thirteen (13) have already been planted. The Arbor Day celebration with the nursing home will be on May 9 at 10:00a. It will take place across the street from Hennis on Grand Street. Franks invited anyone to join stating the Hennis residents really have a lot of fun at this event.

**RECREATION** - Lebold reported they are looking at some additional fencing and some grants. In regards to the Strawberry Festival, he would like to place a banner at the 3-way stop on the weekend of May 26, 2018 which would be 2.5 weeks prior to the festival. In addition, he would like to place a sign for the car show that will take place on July 21; with signs to go up between June 30 and July 22, 2018. Vincent asked about the time line. The Mayor said non-profits can leave their signs up for a month; everyone else is for one week. Lebold moved, seconded by Lloyd to allow the placement of the signs for the two events. In a roll call vote, all members present voted yes.

**FISCAL OFFICER** – none

**LAW DIRECTOR** – Gardner stated that she has two third readings tonight. The first is for **AN ORDINANCE APPROVING THE WATER RATES FOR OUR OUT OF TOWN USERS AND HOMESTEAD RATES FOR THE VILLAGE OF BOLIVAR**. This has been discussed at two previous meetings. Lang moved seconded by Vincent to approve the **ORDINANCE, O-15-2018**. In a roll call vote, all members present voted yes.

Gardner also presented the **third reading of an ORDINANCE TO EDIT ARTICLE 3 OF THE POLICIES AND PROCEDURES MANUAL** to add a few additional job descriptions and clarify some duties. Lang added, that he's surprised at how many duties the sergeant has. He said there is a whole bunch for the sergeant and how little the chief has. Gardner added if there's anything they don't feel is appropriate, it can be changed. Lang moved, seconded by Gettan to approve the **ORDINANCE, O-16-2018**. In a roll call vote, all members present voted yes.

Before adjourning, Lebold added, in regards to the zoning member that it needs to be noted it's an unpaid position.

There being no further business, Lang moved, seconded by Gettan to adjourn until the next regularly scheduled council meeting on Monday, June 4, 2018. In a roll call vote, all members present voted yes.

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Mayor Rebecca S. Hubble

ATTEST: 

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Maria A. App, Fiscal Officer

Approved: June 4, 2018