

VILLAGE OF PEMBERVILLE BOARD OF PUBLIC AFFAIRS

July 3, 2023

Present at the regular meeting of the Board of Public Affairs were Dean Krukemyer, Chuck Schulte, Bob Schacht, Clerk Melody Siebenaler, Larry Titkemeier. Dean Krukemyer called the meeting to order at 7:00 p.m. Chuck Schulte motioned to approve June 20, 2023, regular meeting minutes, Bob Schacht seconded the motion. Minutes approved.

The following bills were approved for payment.

Board Of Public Affairs Bills being submitted for payment July 3

<u>Water 5101</u>		
MASI	LAB TESTING	\$ 321.15
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
VERIZON WIRELESS CO.	BROADBAND & CELLULAR SERVICES	\$ 40.11
COMDOC INC.	COPIER MAINTENANCE & SUPPLIES	\$ 42.65
TREASURER, STATE OF OHIO	2021-2022 AUDIT COST	\$ 246.25
AUTOMATIC FIRE PROTECTION SYSTEM	SERVICED FIRE EXTINGUISHERS	\$ 45.20
Total Water		\$ 705.36
<u>Sewer 5201</u>		
JONES & HENRY LABORATORIES INC.	LAB TESTING	\$ 1,373.58
TD ENGINEERING LLC	PUMP STATION GENERATOR	\$ 110.88
LANDRY SHEETS	OPERATING SUPPLIES & MATERIALS	\$ 39.99
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
VERIZON WIRELESS	BROADBAND & CELLULAR SERVICES	\$ 40.90
COMDOC INC.	COPIER MAINTENANCE & SUPPLIES	\$ 42.65
TREASURER, STATE OF OHIO	2021-2022 AUDIT COST	\$ 351.78
AUTOMATIC FIRE PROTECTION SYSTEM	SERVICED FIRE EXTINGUISHERS	\$ 76.00
Total Sewer		\$ 2,045.78
<u>Electric 5301</u>		
SELKING INTERNATIONAL	HYDRAULIC LEAK ON INTERNATIONAL	\$ 766.45
RMS ENERGY CO. LLC	LABOR	\$ 3,800.00
AMP, INC.	COI-OMAP FOR SUBSTATION REBUILD	\$ 27.93
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
COMDOC INC.	COPIER MAINTENANCE & SUPPLIES	\$ 42.65
CARMEMBER SVCS.	LIGHTS	\$ 123.90
TREASURER, STATE OF OHIO	2021-2022 AUDIT COST	\$ 351.78
AUTOMATIC FIRE PROTECTION SYSTEM	SERVICED FIRE EXTINGUISHERS	\$ 336.75
Total Electric		\$ 5,459.46
<u>Water Preventive 5701</u>		
TD ENGINEERING LLC	S. END WATERLOOP CONSTRUCTION ENGINEERING	\$ 3,603.60
Total Water Preventive 5701		\$ 3,603.60
<u>Storm Sewer 5202</u>		
TD ENGINEERING LLC	DETAILED DESIGN-STORM SEWER IMPROVMENT	\$ 967.00
Total Storm Sewer 5202		\$ 967.00
Total for all Utilities		\$ 12,781.20

SEWER- Landry Sheets

Not in attendance

ELECTRIC –Jeff Barres

Not in attendance

WATER-Nathan Schultze

Not in attendance

MISCELLANEOUS

Township Building (Rudolph Libbey)-Board discussed the information and issue with Rudolph Libbey installing outlet pipe into the wrong catch basin. The original **approved** Kleinfelder (township engineer) design drawings called for connecting the storm outlet to existing {structure 1} located west of the proposed driveway. Rudolph Libbey connected storm outlet to existing {structure 2} located east of the proposed driveway and did so without getting any approval from the Village. TD Engineering LLC designed the proposed E. Front St. Storm Sewer Phase 1 Improvements based on the approved drawings for the Township site and {Structure 1} is the closest structure for the best available route to direct the stormwater to the river. According to Steve there is very little vertical clearance available over the existing sanitary sewer under E. Front St. and leaving the outlet to the Township site where it is currently placed would have a negative impact on the new storm sewer and will result in additional costs for re-designing the new Village storm sewer and would also result in additional construction costs due to having to install larger pipe size to keep the hydraulic grade line down. TD Engineering LLC recommends the Village require the contractor (Rudolph Libbey) connect new storm outlet pipe to the existing {structure 1} at the required elevation and remove the outlet that they installed to {structure 2}. Board also discussed the charges associated with Steve having to have conversations, coordination and correspondence due to Rudolph Libbey installing into wrong catch basin and agreed that all charges associated with the issue be accessed back to Rudolph Libbey. The clerk will speak with Mayor Bailey regarding this and ask Mr. Kuhlman to send a letter to Rudolph Libbey to correct installation and assume financial responsibility.

Township Water (Jim Palmer Proposal)-Nathan requested a proposal to connect waterline to the new township building since E. Front St. waterline project will not be completed prior to cold weather. This is a temporary connection but needed now. Jim Palmer Excavating proposal--to include excavating south side of road exposing existing water line and force main sewer. Excavate on the North side of the road then push/pull 1" water line under the road. Install a new tap at the South end and connect to the line from the Township Hall on the North End. The village will provide all pipe, fittings, and misc. materials. Price does not include asphalt patching or Maintenance of traffic. \$4826.94; additional to provide flaggers for one day \$2002.00 totaling \$6,828.94. The board reviewed the proposal and Chuck Schulte motioned to accept the proposal, Bob Schact 2nd the motioned. The proposal was approved in the amount of \$6828.94. The clerk will notify Nathan of the Board's decision.

South End Loop project- Clerk provided final completion paperwork for President's signature regarding change order #3, stating final contract price with change order \$51,1798.28. Dean Krukemyer signed; Clerk will provide to Fiscal Officer.

Steve email updates-Clerk provided Board with email from Steve giving updates on projects (See attached)

Equipment Keys-Clerk suggested to have extra set of keys for all equipment to be kept at the Village office (in case of need). Has been an issue recently with keys not being available for other employees to use a vehicle when needed. The board agreed and approved for extra keys to be made and kept at the town hall. The clerk will notify all employees of the Board's decision.

Interconnection Agreement-Board reviewed Woodville's agreement and had several questions as to who municipal utility representative is, needing higher liability insurance, who determines equipment requirements, resident paying all costs associated with installation and billing along with additional

questions. Chuck mentioned solar be installed on roof top not on the ground. Board would like input from John Courtney and Solicitor.

Payment approvals-12

Miscellaneous adjustments-**approved** (1) removal late fee/ (10) GovPay late fee removed/ (1) hose issue / (1) budget transfer to electric/ (2) NSF account reversals- **not approved** (1) grass watering.

Vacation Requests **approved**- (1) Jeff.

With no further business to discuss, the meeting was adjourned at 8:37 p.m. The next meeting will be held on Monday July 17, 2023, at 7:00 p.m.

***Audio recordings of the meetings are available upon Public Records request.**

President

Clerk

From: Steve Darmofal <steve.darmofal@tdengineeringllc.com>
Sent: Monday, July 3, 2023 4:37 PM
To: townhall@villageofpemberville.org; Dean Krukemyer
Cc: Mayor Bailey; clerk@villageofpemberville.org; Pemberville Water; Landry Sheets
Pemberville WWTP
Subject: Pemberville Engineering Update for BPA Meeting Tonight (7/3/23)

Follow Up Flag: Follow up
Flag Status: Completed

Hello Mel,

Here are project updates as to pass along to the BPA members for their board meeting tonight (7/3/23):

1. **E. Front St. WL & FM Replacement.** The preconstruction meeting was held on May 3. We have been reviewing shop drawings for the project. At the pre-construction meeting the Contractor, Underground Utilities, wasn't sure whether they would begin the project in mid-June or wait until fall. I spoke with Colton from Underground Utilities late last week, and he told me that they won't begin mobilizing the crew until at least after the Pemberville Fair, and they will probably be pushing this back even farther, into mid-September, to try to avoid road closures during harvest season. I will keep you posted on start dates when I hear more about this. The Contractor has ordered construction materials, and some have been delivered already and are being stored by the Wastewater Plant. They will be submitting a partial pay request for stored materials in the next week or so.
2. **Freedom Township Site Plan / East Front Street Storm Sewer.** The topographic survey work for the new storm sewer is completed, and we have prepared a detailed design and drawings for Village review (we sent a PDF of the drawings on June 2). We are designing the new storm sewer to handle the existing runoff in this area, and the new storm sewer will be able to handle the stormwater outlet from the Freedom Township site. Based on our present design, it looks like there will only need to be a small adjustment to the E. Front Street WL & FM project design to change the depth of the new Force Main to help provide more clearance from the proposed storm sewer where it crosses beneath SR 105. Other considerations include:
 - The Village will need to secure an easement for the storm sewer outlet. We are showing a 25' wide easement for the storm sewer on the drawings, and we are trying to keep the new storm sewer 15' away from property line between the Lee property and the Mauk property as the decking on the Mauk house extends to the property line and we don't want to get too close to it. After talking with Landry last week, it is our understanding that this alignment looks good to the Village. We have requested our surveyor to prepare the metes-and-bounds legal description of the proposed easement so that it can be included in the official easement agreement to be prepared by the Village Solicitor. We will send you a copy of the easement description as soon as we get it back.
 - It is our understanding that the Village and Township will equitably share the cost of the storm sewer upgrades. The total cost and a breakdown will be better known once we get the storm sewer designed and pricing quotes from contractors.
 - We performed a site visit on June 13, 2023 and found that the contractor (Rudolph Libbe) for the Freedom Township new building site installed their storm sewer outlet to connect to the wrong catch basin. (They connected their new storm outlet to the existing catch basin on the east side of their proposed entrance driveway instead of the west side of their entrance driveway). We sent the Village an email on June 30 explaining this in more detail. We recommend that the contractor be required to go back and connect the new storm outlet pipe to correct structure on the approved design drawings at the required elevation and

remove the outlet that they installed to incorrect structure east of their proposed driveway. I am not sure what the proper channels are to go through to notify the Contractor about this, but it should probably come directly from the Village from the person with authority to issue this. The BPA will probably need to act to confirm that the contractor needs to correct this mistake.

- Once we know that the contractor at the Freedom Township site will be correcting the mistake and will be directing their new storm outlet to the correct catch basin, then we can finish our design drawings and specifications for the storm sewer project. If the Village can confirm this week that the Freedom Twp. contractor will be correcting the storm outlet, then we should be able to wrap up design drawings and specifications and have a cost estimate for the project prepared by the July 17 BPA meeting.
- We would like to get a ruling from the Village Solicitor on what the minimum size project is that would require public bidding. In the past, state law typically required infrastructure projects with construction costs over \$50,000 to be put out for public bidding, and projects under \$50,000 could be awarded as long as at least 3 contractor quotes were obtained. We heard from one of the Freedom Township Trustees at the E. Front St. WL and FM preconstruction meeting in early May that there may be a recent change in this law to raise the amount for to \$75,000 before a project is required to be advertised for public bidding. I haven't been able to find anything online to confirm legislative changes to the dollar amount. We would like to get clarification from the Village Solicitor on what the current threshold is for the Village for this project.

3. **Water Tower Project.** Pemberville was successful obtaining funding through the OPWC Small Governments program. The total OPWC funding amount is \$836,000 with \$418,000 in grant and \$418,000 in loan. I spoke with Ashley Ellrod from OPWC last week. She said they would be emailing out the grant / loan agreements on Saturday, July 1. She said the agreement needs to be electronically signed. Since Pemberville's project involves both a grant and a loan it must be electronically signed in the following order: 1. By the CEO (mayor), and then 2. By the CFO (fiscal officer). Make sure to check your email so that it doesn't get filtered out as spam. She said it may be from signers@signers.com or something like that. It will also reference Ohio Public Works Commission.
- The Village will need to decide how much of the \$1 million ARPA grant from the Wood County Commissioners will go towards the Water tower project, how much local share will go to the tower, and how much will need to be borrowed from OWDA or Ohio EPA/DEFA. The funding allocation shown on the OPWC application did not account for receiving the grant from Wood County, as that wasn't finalized at the time. If any money is to be borrowed from Ohio EPA/DEFA, it will cause a delay in bidding as we will need to go through their additional plan approval process and add their project requirements to the project documents. It will probably be better to borrow any additional funding directly from OWDA since it will only be a small part of the overall project.
 - The next step for us on the engineering side is to prepare for bidding, and we are working on the bid package for advertisement to start in the next several weeks. We are anticipating beginning advertising around July 27 and opening bids Thursday August 24. We will provide a draft of the bidding/contract documents this week for Village review and also to the Wood County Commissioners for their review. Wood County will need to let us know what other project requirements need to be added to contract documents for the ARPA grant.
 - We previously asked if the Village wanted a special logo and colors on the tower. It is our understanding that there will not be a special logo, and only the word "Pemberville" will be painted on the tower. At present the design specifications call for a light blue color for the exterior paint. The Village will need to confirm the color of paint it desires for the tower exterior. We can leave in the color currently shown for bidding, as a change in color shouldn't affect pricing as long as the color isn't a special bright color that needs gloss and color retention.
 - The tank is presently specified to only have provisions for Amplex's communication system on the top of the tower. We spoke about possibly allowing another cell phone provider to put an antenna communications system on top of the tower. We would need to make design/specification revisions to accommodate another cell service provider, and we will need to know what technical requirements they have and the details of their equipment to be mounted. Making upgrades to a standard design to allow for one cell provider can add around \$10,000 to \$20,000 to the tank costs based on conversations that I had with tank constructors. They tell me that each cell carrier is different in what they want and there is no standard "one

size fits all” as far as additional requirements to specify if we don’t know exactly who the cell provider will be. Let us know if the Village wants the tank design to be modified to allow another cell provider or providers on the top. Adding provisions for a new cell provider will require additional openings in the steel shell and conduit connections, may require more bracing on the roof, and could require a larger diameter stem / access tube to the top. We can at least plan on putting in additional conduits through the foundation now so that in the future event that the Village later finds a cell provider to utilize the tower space there won’t need to be any cuts in the foundation or tower base cone to accommodate this.

4. **Main Pump Station Back-up Generator Project:** The Village has obtained an updated quote on the electrical/generator equipment, and on 4/17/23 we submitted the information requested by DEFA, along with the Cummins generator equipment quote. DEFA is presently waiting on the Village to get at least 3 contractor quotes for the installation/construction of the project. EPA has pushed the loan closing date back until the end of August now, but it will likely get pushed back again. The Village should hold off for now on actually placing the generator equipment order until we can confirm that everything is good from DEFA to move forward with that. Jake from Cummins just sent me technical data, including some technical drawings, on the new generator set on July 1. We will help the Village get at least 3 contractor quotes to install the generator. At this point we are thinking of requesting quotes directly from electrical contractors to bid on this as a “prime” contractor, and for them to include all work to set the generator, including pouring the pad, setting the generator, plumbing work to hook up the natural gas connection, and all electrical work. The Village will be purchasing the generator set directly from Cummins. There is not an engineering design for the generator upgrades, but it is our understanding that Cummins will be assisting the Village to provide a required scope for installation items so that contractors are all quoting on the same thing. We are expecting that the installation quotes for construction will be under \$50,000 and that the project won’t need to be advertised for public bidding. We will need to find out the following from the Village:
 - What insurance requirements does the Village have for contractors for this type of work? We would like to include these requirements in the paperwork requesting quotes.
 - Does the Village have a standard contract agreement that it wants to use with the contractor or does the Village typically use the Contractor’s standard contract with review by the Village Solicitor?
5. **South End WL Loop Project:** This project is at final completion. We completed as-built drawings and submitted them to the Village late last week. Last Friday we also submitted close-out materials, including the final change order and Contractor’s pay request for Village approval.
6. **Pine St and Main St Waterline Replacement Design:** We sent a design proposal to the BPA dated 2/6/23 for consideration. This is something that the Village could get a planning/design loan for – from either OWDA or Ohio EPA/DEFA if desired. Construction costs for this project can be paid for by the ARPA grant through the Wood County Commissioners. It is our understanding that the BPA has been waiting to hear back from OPWC on whether the water tower funding will be awarded before making a decision on this project. We did a quick evaluation to see how the Pine and Main St waterline project would score for OPWC Small Governments for the upcoming funding round due this fall. The project looks like it would be viable for possible OPWC Small Government funding if the Village is able to pledge a portion of the ARPA grant as committed match money to help secure OPWC grant and loan funding to cover the Village’s portion of the project. The project would be on the bubble as far as Small Government scoring goes in order to qualify in the top 5 to 7 Small Government projects in District 5 based on last year’s scores. It would help to have a completed design, or at least a preliminary design, to improve the score. A completed preliminary design would put it at about where the Water Tower Project’s raw score was last fall when we made the initial application.
7. **Downtown Waterline Improvements Design Grant Update:** The Village submitted this project to the Ohio Department of Development for Water/Wastewater Infrastructure grant funding in late summer/early fall 2021. It did not get funded with the first 3 rounds of ODD grant funding. ODD was awarded another \$250 million from the state for grant funding for this program at the end of 2022. On June 16, 2023 ODD released the results for Round 4 of this program. Pemberville was not included on the list of awarded projects. I spoke with Mike Frazier at ODD this morning. He told me that Round 4 spent about \$114 million of the \$250 million in new

funding. There will be a fifth round coming up soon to finish the available funding. He said that if we submitted a project in 2021 that has yet not been funded, there is still a chance that it can be funded with the upcoming Round 5.

Let me know if you have any questions or need any additional information.

Thank you,

Steven J. Darmofal, P.E.

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