

**MINUTES OF MEETING HELD JANUARY 16, 2019**

At a regular meeting of the Board of Trustees of the ABC Water & Storm Water District, Mahoning County, Ohio, held at the Boardman Township Government Center at 8299 Market Street, Boardman, Ohio 44512 on the above date at 2:00 p.m., the following members were present: Mr. Michael Dockry, Mr. Jason Loree and Mr. Keith Rogers. The public and news media were given proper notice regarding this meeting.

**RESOLUTION 19-01-16-01:** Motion was made by Mr. Loree to approve the Minutes of the Regular Meeting held on November 16, 2018.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-01-16-02:** Motion was made by Mr. Loree to approve and pay all bills and payroll due.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-01-16-03:** Motion was made by Mr. Loree to rescind Resolution 18-11-16-04, on November 16, 2018, and adopt the new Utility Billing Agreement between the ABC Water and Storm Water District, the Mahoning County Commissioners, and the Mahoning County Auditor, as attached to these minutes.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

IDMI gave a presentation on creating a website for the District. They will update their proposal and provide that to the Board for review.


Under Board Member comments, Mr. Loree is waiting for a response from TSI regarding the addition of a phone line and a P.O. Box is also being set up.

**MINUTES OF MEETING HELD JANUARY 16, 2019**

**RESOLUTION 19-01-16-04:** Motion was made by Mr. Loree to adjourn at 2:35 p.m.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

  
Keith Rogers  
President

  
Michael Dockry  
Secretary/Treasurer

**MINUTES OF MEETING HELD FEBRUARY 18, 2019**


At a special meeting of the Board of Trustees of the ABC Water & Storm Water District, Mahoning County, Ohio, held at the Canfield Public Library, 43 West Main Street, Canfield, Ohio on the above date at 6:00 p.m., the following members were present: Mr. Jason Loree and Mr. Keith Rogers. Mr. Michael Dockry did not attend. The public and news media were given proper notice regarding this meeting.

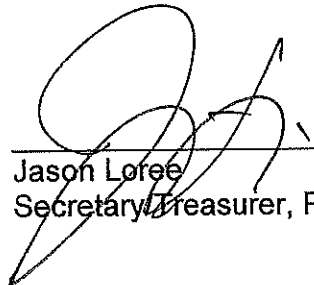
The meeting was opened and Mr. Keith Rogers and Mr. Jason Loree made a presentation on the ABC Water District.

**RESOLUTION 19-02-18-01:** Motion was made by Mr. Loree to adjourn at 8:00 p.m.

Seconded by Mr. Rogers.

Roll Call	Aye	Nay
Mr. Rogers	X	
Mr. Loree	X	

  
\_\_\_\_\_  
Keith Rogers  
President

  
\_\_\_\_\_  
Jason Loree  
Secretary/Treasurer, Pro Tem

**MINUTES OF MEETING HELD MARCH 20, 2019**

At a regular meeting of the Board of Trustees of the ABC Water & Storm Water District, Mahoning County, Ohio, held at the Boardman Township Government Center at 8299 Market Street, Boardman, Ohio 44512 on the above date at 2:00 p.m., the following members were present: Mr. Michael Dockry, Mr. Jason Loree and Mr. Keith Rogers. The public and news media were given proper notice regarding this meeting.

**RESOLUTION 19-03-20-01:** Motion was made by Mr. Loree to approve the Minutes of the Regular Meeting held on January 16, 2019.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-03-20-02:** Motion was made by Mr. Loree to approve the Minutes of the Special Meeting held on February 18, 2019.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-03-20-03:** Motion was made by Mr. Loree to approve and pay all bills and payroll due.

Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-03-20-04:** Motion was made by Mr. Loree to approve the work authorization for CT Consultants as attached to these minutes per the breakdown established regarding payment of 75% for Boardman and 25% for Canfield as established per Resolution 13-03-06-05.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**MINUTES OF MEETING HELD MARCH 20, 2019**

**RESOLUTION 19-03-20-05:** Motion was made by Mr. Loree to adopt the attached update to the Code of Regulations for the ABC Water and Storm Water Utility District.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-03-20-06:** Motion was made by Mr. Loree to approve the 2019 final appropriations as attached to these meeting minutes for \$1,046,600.00.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

Discussion ensued regarding the review of parcels with regards to Adjustments and Credits in addition to more global criteria and a form that can be reviewed with regards to new requests. Parcel credits and adjustments will be discussed and reviewed at the next board meeting.

Under New Business, Mr. Loree stated that an Open House will take place at 6:00 p.m. today at the Boardman Public Library.

Questions were then taken from the audience. Mr. Loree explained the District and the 6119 Ordinance of the Ohio Revised Code.

**RESOLUTION 19-03-20-07:** Motion was made by Mr. Loree to adjourn at 2:50 p.m.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

MINUTES OF MEETING HELD MARCH 20, 2019



Keith Rogers  
President



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Michael Dockry  
Secretary/Treasurer

**MINUTES OF MEETING HELD MARCH 20, 2019**

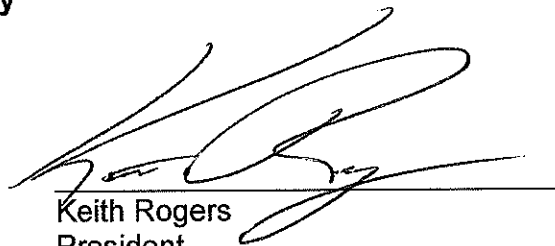
At a special meeting of the Board of Trustees of the ABC Water & Storm Water District, Mahoning County, Ohio, held at the Boardman Public Library, 7680 Glenwood Avenue, Boardman, Ohio on the above date at 6:00 p.m., the following members were present: Mr. Jason Loree and Mr. Keith Rogers. Mr. Michael Dockry did not attend. The public and news media were given proper notice regarding this meeting.

The meeting was opened and Mr. Jason Loree and Mr. Keith Rogers made a presentation on the ABC Water District.

**RESOLUTION 19-03-20-01S:** Motion was made by Mr. Loree to adjourn at 8:00 p.m.


Seconded by Mr. Rogers.

Roll Call	Aye	Nay
Mr. Rogers	X	
Mr. Loree	X	



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Keith Rogers  
President



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Jason Loree  
Secretary/Treasurer, Pro Tem

# work authorization



name: ABC Water and Storm District      date: 3/1/19      wa no.:

attn: Jason Loree, President ABC

phone: 330-726-4177      e-mail: jloree@boardmantwp.com

fax: 330-726-4175      web address: http://www.abcwatdistric  
t.com/

project title: Continuous Utility Fee Support      project description: Responding to inquiries by the District Board, including but not limited to credit and appeal applications.


project location: Townships of Boardman and Canfield      invoicing instructions: Hourly, Not-To-Exceed \$10,000, CT Prevailing Wage Rates

NO WORK SHALL PROCEED UNTIL SIGNED WORK AUTHORIZATION IS RETURNED BY THE OWNER.

**TERMS:**  
Invoices will be rendered for work performed in the preceding month and are due and payable within thirty (30) days after presentation. Cancellation of this contract presupposes payment for work already completed. Balances thirty (30) days past due shall bear finance charges at the legal rates permitted.

**ACCEPTANCE:**  
Upon the authorized signature of both parties to this contract, they agree to the above prices, specifications and conditions as satisfactory. Payments will be made as outlined above and work can proceed.

Owner \_\_\_\_\_ CT CONSULTANTS, INC.

By  \_\_\_\_\_ Mark Delisio, P.E.  
Authorized Signature

Date Accepted March 20, 2019      Date 3/1/2019

Please sign and return one copy to our office.



# work authorization



The fee has been implemented and the District has begun to respond to inquiries by the fee payers. Based upon review of established impervious areas for select non-residential parcels, and billing rate tiers of residential parcels, the District would like CT to validate a sample of CDM-Smith derived billing multipliers assigned to district parcels.

This work authorization (3/1/2019) is generated as per request by the District for CT to;

- Investigate properties, resolve District inquiries, attend meetings, and process credit and/or appeal applications submitted by parcel owners as requested by District officials.
- Develop a memo to deal with parcels who's owners have submitted appeals and been granted corrections to their billing rate based upon newly observed/investigative efforts which call for an amendment to the master billing file.
- Review 20 non-residential properties (10 within the top 100 fee parcels, and 10 not within the top 100 fee parcels), and report back to the District, so as to provide some QAQC of the CDM-Smith analysis and billing rates.
- Update the billing file as requested by District officials.
- This work authorization is to be billed hourly, on a monthly basis, not to exceed \$10,000. As funds are depleted from this budget, CT will submit a subsequent and repetitive work authorization request.

RESOLUTION NO. 19-03-20-05

ABC Water and Storm Water District  
Mahoning County, Ohio

The Board of Trustees of the ABC Water and Storm Water District, Mahoning County, Ohio met in regular session, pursuant to notice, on the 20<sup>th</sup> day of March, 2019 at 2:00 p.m. at the Boardman Township Government Center, 8299 Market Street, Boardman, Ohio 44512, with the following members present: Mr. Keith Rogers, Mr. Jason Loree, Mr. Michael Dockery

Mr. Loree moved the adoption of the following Resolution:

**BE IT RESOLVED** by the Board of Trustees of the ABC Water and Storm Water District:

1. That the District Board hereby approves and adopts the amended ABC Water and Storm Water District Regulations, Appendix 1 "Adjustment and Credit Policy" dated March 20, 2019, as presented.
2. That it is found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were passed in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

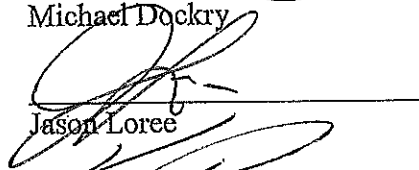
Mr. Dockery moved to second the above.

Michael Dockery	<u>AYE</u>
Jason Loree	<u>AYE</u>
Keith Rogers	<u>AYE</u>

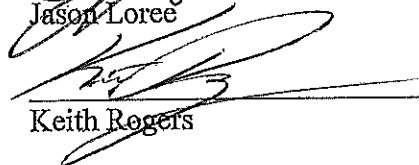
Adopted the 20<sup>th</sup> day of March, 2019.



Michael Dockery

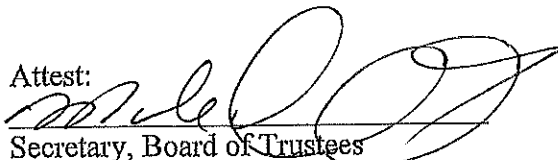


Jason Loree



Keith Rogers

Attest:



Secretary, Board of Trustees

**ABC WATER AND STORM WATER DISTRICT**  
**CODE OF REGULATIONS**

**Originally adopted November 16, 2018; Resolution No. 18-11-16-03**

**By**

**The ABC Water and Storm Water District, Board of Trustees**



**Amendments:**

(Originally November 16, 2018; Resolution No. 18-11-16-03)

Amendment	Date of Amendment	Resolution	Change
1.	March 20, 2019		Amend. Adjustment and Credit Policy Appendix
2.			
3.			
4.			
5.			

**CODE OF REGULATIONS – APPENDIX 1  
ADJUSTMENT AND CREDIT POLICY  
ABC WATER AND STORM WATER DISTRICT**

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## **Section 1 – Introduction**

The ABC Water and Storm Water District (the District or “the District”), formed by Austintown Township, Boardman Township, and Canfield Township under the auspices of Section 6119 of the Ohio Revised Code, established a Storm Water Utility Fee on \_\_\_\_\_, with the passage of Resolution No. \_\_\_\_\_. The Storm Water Utility Fee provides the District with the authorization to establish and collect just and equitable rates, fees, and charges for the services and facilities provided by the Storm Water Utility Fee system.

The District’s Storm Water Utility Fee establishes a mechanism for billing the costs of operating and maintaining the District’s storm water management system, and financing the necessary repairs, replacements, improvements, and extensions. The District’s resolution provides the mechanisms for billing and payment and establishing the Storm Water Utility Fee. This Adjustment and Credit Policy outlines the guidelines under which the District will grant adjustments and credits to Storm Water Utility Fees.

### **1.1 Definitions**

The definitions in CHAPTER 1 of the District’s Regulations shall be used in this Appendix, unless the definition is specifically changed herein.

## **Section 2 – Storm Water Utility Fee Adjustment and Credits**

### **2.1 Adjustments and Credits Procedures**

The following procedure addresses both adjustments and credits of Storm Water Utility Fees.

#### **Storm Water Utility Fee Adjustments**

The District will grant Storm Water Utility Fee adjustments when a customer identifies incorrect information relating to the customer’s property in the District’s billing database. Adjustments typically occur when the District has incorrectly delineated the impervious area within a non-residential property, or when a residential customer is assigned an incorrect storm water billing unit. Storm Water Utility Fee Adjustments are available to residential and non-residential property owners.

#### **Storm Water Utility Fee Credits**

Storm Water Utility Fee Credits are associated with the construction, operation, and maintenance of privately-owned storm water facilities that provide a benefit to the District in controlling storm water. Only non-residential property owners may have projects that qualify for Storm Water Utility Fee credits.

## **2.2 General Application and Evaluation Procedures**

**Exhibit 1-A** contains Storm Water Utility Fee Forms that are to be used to apply for an adjustment or credit. Adjustments or credits will only be granted following the submission and review of a completed application by an Owner. The District, or its designee, will review adjustment and credit applications within 90-days from the date of filing. Fee adjustments and credits shall not be made retroactively. Fee adjustments will be made to the account in the year of the application. A fee credit will be applied only after the project is completed in its entirety.

## **2.3 Storm Water Utility Fee Adjustments**

Applications for an adjustment to the Storm Water Utility Fee shall be submitted to the District, or its designee by an Owner. Review criteria for the adjustment of fees are established herein. A request for an adjustment shall be judged on the basis of the information provided by the Owner, with verification of such information as deemed necessary by the District.

Any Owner who believes that an incorrect number of Equivalent Residential Units (ERUs) is used to calculate the Owner's Storm Water Utility Fee may submit an adjustment request on the appropriate form. Storm Water Utility Fee Form No. 1 is for residential ERU adjustments and Storm Water Utility Fee Form No. 2 is for non-residential ERU adjustments.

Storm Water Utility Fee adjustments shall be granted when the Owner demonstrates that one or more of the following conditions exist:

- **FOR RESIDENTIAL PROPERTIES:** The property contains a different number of dwelling units than used to calculate the number of ERUs assigned. The ERU tier assigned to each residential property was developed using available county data and a regression analysis which estimates impervious area of each residential property from a representative sample. Each residential parcel's tier is determined based upon the building square footprint from the County Auditor's parcel data. Residential adjustments are only available for homes where the building square footprints have been incorrectly calculated. Impervious measurement of residential parcels will not be performed. The method, basis, and regression equation used to estimate total impervious area are supported by the CDM-Smith ERU determination and will not be changed. To request a residential property adjustment an Owner must submit a form 1-A-1
- **FOR NON-RESIDENTIAL PROPERTIES:** The property characteristics (impervious area) are not consistent with the ERU determination developed, or on-site gravel is not compacted, not used for vehicular traffic, and not impervious.

The District may grant adjustments for non-compacted gravel areas used for landscaping or other purposes. The District considers all compacted gravel areas (drives, storage areas, etc.) as impervious areas, and as such, no adjustment will be granted. The District will determine the intended purpose of gravel areas based on the information provided by the Owner. To request a residential property adjustment an Owner must submit a form 1-A-2.

The first step in the adjustment process will be a review of the number of dwelling units and/or the District's calculation of the impervious area. If resolution of the amount of impervious area cannot be made to the District's satisfaction, the District may request the Owner to provide supplemental information to the District including, but not limited to, survey data prepared by an Ohio registered Professional Surveyor (P.S.) and/or engineering reports prepared by an Ohio registered Professional Engineer (P.E.), that presents the amount of impervious area and compacted gravel area on a parcel. Failure to provide such information, if required by the District, may result in the denial of the adjustment request.

The District, or its designee, shall respond in writing to all adjustment requests. The response shall provide an explanation of adjustment approval or denial or may make a request for additional information required, before rendering any decision. Adjustment denials may be appealed to the District, or its designee, as set forth in Section 3.0.

## **2.4 Storm Water Utility Fee Credits**

Residential properties are not eligible for Storm Water Utility Fee credits. Non-residential property Owners may qualify for Storm Water Utility Fee credits when they can demonstrate that a facility provided and adequately maintained by the Owner provides the District with a cost savings that the District otherwise would incur as part of its efforts to manage storm water. This includes a credit for facilities that provide onsite storm water retention. The amount of Storm Water Utility Fee credit will be determined by the District on a case-by-case basis and will generally be applicable to facilities that are designed to exceed minimum District requirements and/or that receive drainage from upstream properties.

Applications for credit requests must be prepared in writing by the Owner using Storm Water Utility Fee Form No. 1-A-3 and submitted to the District. Plans should be submitted online at <http://www.abcwaterdistrict.com/>. To receive the credit, the property Owner shall supply to the District the following:

1. Site plan and as-built construction drawings (signed and sealed by a licensed surveyor or engineer) that are at an appropriate scale, showing the site, topographic details, overland flow paths, all storm water facilities, and surrounding area;
2. If water quality credits are requested, the licensed engineer's design calculations must be submitted for the existing or proposed storm water facilities. The calculations shall document whether the design criteria for the facilities meet or exceed District and/or Ohio EPA criteria for post-construction storm water



management. The maximum credit permitted by the District for water quality credits are listed below in Section 2.

3. If water quantity credits are requested, the licensed engineer's design calculations must be submitted for the proposed storm water facilities. Design calculations shall be based upon hydrologic and hydraulic methodologies approved by the District that accurately describe the runoff and conveyance through the site. The maximum credit permitted by the District for water quality credits are listed below in Section 2.
4. A topographic map must be submitted that outlines the size of the drainage area upstream of the facility/project, including any off-site area that contributes to and/or is controlled by the facility.
5. Detailed floodplain and floodway information of the site must be submitted if it exists.
6. The licensed engineer's detailed report must be submitted that clearly describes how the storm water facility/project functions for design storm events for the 1-, 2-, 5-, 10-, 25-, 50-, and 100-year frequency storm events.
7. A proposed maintenance schedule must be submitted by the property owner that describes in detail the maintenance activities for the storm water facility. In order to receive this credit annually, the applicant agrees to perform adequate and routine facility maintenance. See form 1-A-5 for maintenance certification. Certifications must be submitted online at <http://www.abcwaterdistrict.com/> by August 1<sup>st</sup> of each year.

In cases where the District or its designee determines that conditions exist to warrant a credit pursuant to Section 2.4 the above requirements may be waived or changed.

Credits will be awarded only for facilities that are designed to exceed minimum District requirements, that receive drainage from upstream properties, and/or that the District determines reduces the District's storm water management services. The maximum credit that may be granted for any combination or sum of improvements made to a single parcel is limited to 40% of the Storm Utility Fee for the property. If a project includes features managing stormwater from additional adjacent or upstream properties, the District may determine additional percent reduction on a case-by-case basis.

### **Water Quality Credits**

Non-residential property Owners may receive credits for structural best management practices (BMPs) that provide storm water quality enhancement. Non-residential property Owners provide the District with cost savings by constructing new or retrofitting existing storm water facilities to improve the quality of the storm water that goes into the District's receiving streams. Owners who apply for credits for BMPs that enhance storm water quality must provide supporting documentation that their existing or proposed facilities are properly designed to provide pollution reduction.

Customers requesting a water quality credit must submit documentation that their facilities receive drainage from upstream areas and/or exceed the design requirements outlined in the latest version of the Ohio Department of Natural Resources *Rainwater and Land Development Manual*.

Table 1-1 provides maximum credit percentage for Stormwater Quality enhancement, each project will be reviewed on a case-by-case basis and the credit percent reduction assigned may be less than the maximum credit percent reduction allowable. The application will be approved by the District based upon the information submitted by the Owner. To be eligible for a credit reduction, **any water quality practices that are implemented must at a minimum meet the water quality volume criteria set forth by the ODNR Rainwater and Land Development Manual.**

**Table 1-1  
Water Quality Stormwater Control Measures**

Max Credit Available for WQ SCMs	Stormwater Control Measure
5%	Bioretention
	Infiltration Basin*
	Constructed Wetland (above permanent pool)
	Subsurface Gravel Wetland
	Rainwater Harvesting**
	Sand or other Media Filtration
	Pervious Pavement
	Tree Filter and/or rain garden
	Infiltration Trench
	Wet Extended Detention
	Enhanced Water Quality Swale
	Vegetative Swale
	Dry Extended Detention Basin
	Manufactured Units***

\*Underground galleries that infiltrate the water quality volume shall fall under the infiltration basin credit.

\*\*In order to qualify for a Stormwater Quality Credit, the property Owner must demonstrate that the stored water quality volume will be drained through use in an industrial, commercial or agricultural practice within 3 days (72 hours) to permit capture of consecutive storm events. The actual credit percentage will be prorated based on the number of months the system is operational. Stormwater that is discharged to a

sanitary or combined sewer following industrial or commercial use may be subject to sewerage service charges.

\*\*\*Tested using the protocol in the Technology Acceptance Reciprocity Partnerships (TARP) Protocol for Stormwater Best management Practice Demonstrations, is shown to have a minimum total suspended solid removal efficiency of at least 80%, consistent with the Ohio EPA NPDES Construction General Permit, Part III.2.e: Alternative Post-Construction BMPs requirements.

### Water Quantity Credits & On-Site Retention

FOR NEW PROJECTS: The District's current design standards (Mahoning County Drainage Criteria) require, as a minimum, that storm water facilities manage the runoff generated from the property's developed area. To qualify for water quantity credits, non-residential Owners must demonstrate that their proposed facilities meet the District's minimum requirements and manage storm water generated from their immediate property and/or from additional upstream drainage areas. Structural best management practices (BMPs) that are eligible for credits include, but are not limited to, the following:

- Storm Water Detention Basins
- Storm Water Retention Basins
- Storm Water Channels
- Infiltration/bioretention practices
- Constructed Wetlands (with water quantity benefits)
- Underground storage facilities

Portions of the impervious area within a parcel may be deducted from the total impervious area of the parcel if the property Owner can demonstrate that the runoff meets the criteria set forth in the Mahoning County Drainage Criteria and ODNR Rainwater and Land Development Manual, specifically the Critical Storm Method as defined in Section 3. **To qualify for stormwater quantity fee credits, the following equation is used depending upon the Stormwater Control Measure (SCM) design calculations provided:**

$$\text{Adjusted Billing Units} = \text{Total Billing Units} - [(I_r / I_{\text{ERU}}) * D]$$

where:

Total Billing Units = Total billing units (ERUs) based on all impervious area on property

$I_r$  = Amount of impervious area with runoff retained on-site, sq. ft.

$I_{\text{ERU}}$  = amount of impervious area in 1 ERU = 4,764 sq. ft.

D = Detention factor, expressed as a decimal (i.e., 85% = 0.85), based either on the Design Storm Retention Control using the detention factors listed in **Table 1-2**.

**Table 1-2**  
**Standard Detention Factors**

Design Retained	Storm	Detention Factor, D,
100-year, 24-hour		40%
50-year, 24-hour		30%
25-year, 24-hour		20%
10-year, 24 hour		10%
< 10-year, 24 hour		0%

**Example 1:**

Non-residential property with 100 ERUs (476,400 sq. ft. of impervious area) with the entire impervious area contributing to the detention feature:

Adjusted Billing Units = 100 ERUs – [(476,400 sq. ft. / 4,764 sq. ft./ERU) \* 0.40] = 60 ERUs

**Example 2:**

Non-residential property with 100 ERUs (476,400 sq. ft. of impervious area) with half of impervious area contributing to the detention feature:

Adjusted Billing Units = 100 ERUs – [(238,200 sq. ft. / 4,764 sq. ft./ERU) \* 0.40] = 80 ERUs

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## 2.5 In-Kind Services

If a Storm Water Utility Fee customer provides in-kind services to the District, the monetary value of the in-kind contribution may be deducted from the customer's Storm Water Utility Fee charge. For example, a school that sponsors and organizes a water festival or implements storm water related curriculum for students could negotiate a credit with the District toward the Storm Water Utility Fee. A credit based on in-kind

services would require a signed agreement between the Owner and the District that expressly outlines the scope and monetary value of the services being provided.

## **Section 3 - Appeals**

When the District or its designee has rendered a written determination on an adjustment/credit application, the Owner shall be may within 60 calendar days (from the date of the transmission of the written determination to the Owner) within which to file an appeal, using Storm Water Utility Fee Form No. 1-A-4, with the District.

As part of the appeal submittal, the Owner shall submit the following:

- 1) The determination for which the Owner is submitting an appeal
- 2) The provisions of the Adjustment and Credit Policy that the Owner deems relevant to the appeal.
- 3) The Owner shall state, specifically how the determination is wrong either: (a) factually, based upon the information supplied by the Owner to the District in its application or supplemental submissions; or (b) how it fails comply with the specific provisions of the Adjustment and Credit Policy. .

The District shall complete the review of the appeal within 90 days of receipt of the appeal. The determination on the appeal shall be in writing and set forth, in detail, the reasons for the decision.

Exhibit 1-A FORMS



ABC WATER AND STORM WATER DISTRICT

# STORM WATER UTILITY FEE FORM NO. 1-A-1

RESIDENTIAL ERU ADJUSTMENT

CONTACT NAME:

DATE:

CONTACT PHONE:

EMAIL:

BILLING ACCOUNT NUMBER:

COUNTY PARCEL NUMBER:

TYPE OF RESIDENTIAL UNIT (CHECK APPROPRIATE BOX):

Single Family

Duplex

Condominium

Apartment

Multi-family

Other \_\_\_\_\_

REASON FOR ERU ADJUSTMENT:

Incorrect billing rate applied

Apartment or multi-family complex is being billed more ERUs than the number of units in complex.

Number of ERUs being billed: \_\_\_\_\_

Number of Units in complex: \_\_\_\_\_

Other, explain

APPLICANT'S SIGNATURE:

(DISTRICT USE ONLY) APPLICATION REVIEWED BY:

(DISTRICT USE ONLY) APPLICATION APPROVED:  Yes  No

(DISTRICT USE ONLY) COMMENTS & ADJUSTED VALUE:

ABC WATER AND STORM WATER DISTRICT

# STORM WATER UTILITY FEE FORM NO. 1-A-2

NON-RESIDENTIAL ERU ADJUSTMENT

CONTACT NAME:

DATE:

CONTACT PHONE:

EMAIL:

BILLING ACCOUNT NUMBER:

PROPERTY ADDRESS:

COUNTY PARCEL NUMBER:

TOTAL PARCEL AREA (FT<sup>2</sup>):

TOTAL IMPERVIOUS AREA (FT<sup>2</sup>):

Billed Number of ERUs:

REASON FOR ERU ADJUSTMENT:

CONDITION 1

Incorrect amount of impervious area

CONDITION 2

Gravel areas not used for regular vehicular traffic (ingress/egress or parking) calculated as impervious area on Storm Water Utility Fee bill

Other, explain:

If Condition 1 is checked, complete the following:

Property Impervious Area  
\_\_\_\_\_ (sq ft)

Revised Number of ERUs<sup>(1)</sup>  
\_\_\_\_\_

If Condition 2 is checked, complete the following:

Non-vehicular Gravel Area  
\_\_\_\_\_ (sq ft)

Revised Number of ERUs<sup>(2)</sup>  
\_\_\_\_\_

APPLICANT'S SIGNATURE:

(DISTRICT USE ONLY) APPLICATION REVIEWED BY:

DATE:

(DISTRICT USE ONLY) APPLICATION APPROVED:  Yes  No

CONDITIONS OF APPROVAL OR REASON FOR DENIAL AND COMMENTS:  
\_\_\_\_\_

<sup>(1)</sup> Revised number of ERUs = Property's impervious area divided by \_\_\_\_\_ SQ FT.

<sup>(2)</sup> Revised number of ERUs = Billed number of ERUs – [(Non-vehicular gravel area divided by \_\_\_\_\_)]

ABC WATER AND STORM WATER DISTRICT

# STORM WATER UTILITY FEE FORM NO. 1-A-3

NON-RESIDENTIAL CREDIT

CONTACT NAME:

DATE:

CONTACT PHONE:

EMAIL:

BILLING ACCOUNT NUMBER:

PARCEL NUMBER:

PARCEL AREA (square feet):

ASSESSED ERUs:

**INCLUDE THE FOLLOWING ATTACHMENTS AS NECESSARY:**

Location Map

Site Photographs

Site development plan  
Management Facility

Plans/Drawings of existing

Drainage Area Maps  
Management Structure

Description of Storm Water

Inspection and Maintenance records for existing Storm Water Facility

Technical justification with Engineer's certification, and summary of basis for application

APPLICANT'S SIGNATURE:

(DISTRICT USE ONLY) APPLICATION REVIEWED BY:

DATE:

(DISTRICT USE ONLY) APPLICATION APPROVED:  Yes  No

Fee Reduction (%) \_\_\_\_\_

(DISTRICT USE ONLY) CONDITIONS OF APPROVAL OR REASON FOR DENIAL  
AND COMMENTS:

**STORM WATER UTILITY FEE**

ABC WATER AND STORM WATER DISTRICT

# STORM WATER UTILITY FEE FORM NO. 1-A-4

PETITION TO APPEAL

DATE:

COMPLAINANT:

COMPLAINANT'S ADDRESS:

BILLING ACCOUNT NAME:

BILLING ACCOUNT NUMBER:

COUNTY PARCEL NUMBER:

PARCEL ADDRESS:

TYPE OF DEVELOPMENT (Check one)       Residential     Non-residential

Reason for Appeal (State where a District ruling, interpretation, or order is erroneous and attach a copy of said ruling, interpretation or order from the District, or specify District provision or applicable District resolution, rules and regulations exemption):

(DISTRICT USE ONLY) APPLICATION REVIEWED BY:

DATE:

The Appeal has been reviewed by the District Board of Trustees on \_\_\_\_\_ 20\_\_\_\_. On this date, The District

approved     denied the requested appeal. Comments or conditions:

Fee Reduction (%):

ABC WATER AND STORM WATER DISTRICT

# STORM WATER UTILITY FEE FORM NO. 1-A-5

CREDIT RENEWAL APPLICATION

APPLICANT NAME:

DATE:

CONTACT PHONE:

EMAIL:

PARCEL NUMBER:

ERUs WITHOUT CREDIT:

ERUs WITH CREDIT APPLIED:

INCLUDE THE FOLLOWING ATTACHMENTS AS NECESSARY:

Location Map

Current Site Photographs

Description of Storm Water Management Structure & Proposed Maintenance Schedule

Up-to-date Inspection/Maintenance records for existing Storm Water Facility

Owner/Operator Maintenance Certification

Name \_\_\_\_\_

Signature \_\_\_\_\_

I HEREBY CERTIFY THAT THE STORMWATER CONTROL MEASURE (SCM) FUNCTIONALITY CURRENTLY MEETS THE DESIGN INTENT INCLUDING THE ORIGINAL CAPACITY AND OPERATIONAL INTEGRITY, AND IS BEING ADEQUATELY MAINTAINED.

APPLICANT'S SIGNATURE:

(DISTRICT USE ONLY) APPLICATION REVIEWED BY:

DATE:

(DISTRICT USE ONLY) APPLICATION APPROVED:  Yes  No

Fee Reduction (%) \_\_\_\_\_

(DISTRICT USE ONLY) CONDITIONS OF APPROVAL OR REASON FOR DENIAL AND COMMENTS:

STORM WATER UTILITY FEE

**MINUTES OF MEETING HELD APRIL 25, 2019**

At a regular meeting of the Board of Trustees of the ABC Water & Storm Water District, Mahoning County, Ohio, held at the Boardman Township Government Center at 8299 Market Street, Boardman, Ohio 44512 on the above date at 2:00 p.m., the following members were present: Mr. Michael Dockry, Mr. Jason Loree and Mr. Keith Rogers. The public and news media were given proper notice regarding this meeting.

**RESOLUTION 19-04-25-01:** Motion was made by Mr. Rogers to approve the Minutes of the Regular Meeting held on March 20, 2019.  
Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-04-25-02:** Motion was made by Mr. Rogers to approve the Minutes of the Special Meeting held on March 20, 2019.  
Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-04-25-03:** Motion was made by Mr. Rogers to approve and pay all bills and payroll due.  
Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-04-25-04:** Motion was made by Mr. Rogers to accept the Public Entities Pool of Ohio insurance proposal for \$1,442.00 commencing April 1, 2019 through March 31, 2020.  
Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**MINUTES OF MEETING HELD APRIL 25, 2019**

**RESOLUTION 19-04-25-05:** Motion was made by Mr. Loree to Move to approve the IDMI Project Proposal to provide website design, updates, and monthly hosting for the total cost of \$3,200.00 starting May 1, 2019 through April 30, 2020, with \$1,600.00 due at signing.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

Under Petition Review, discussion ensued to update the 1-A-3 Non-Residential Credit form and the following motion was made:

**RESOLUTION 19-04-25-06:** Motion was made by Mr. Loree to update the 1-A-3 Non-Residential Credit Form to streamline it.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-04-25-07:** Motion was made by Mr. Loree to authorize the obligation threshold by position for Fiscal Services position and the Administrative Services position to two thousand dollars (\$2,000.00).

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-04-25-08:** Motion was made by Mr. Loree to attach a Billing File to these minutes that reflects all current updates as of April 25, 2019.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**MINUTES OF MEETING HELD APRIL 25, 2019**


Discussion ensued regarding the need for a form to be created that tracks all In-Kind Services for Phase II work. Mr. Loree stated that he would contact Albers & Albers for a form that can be used. Lastly, the UAN computer is on order and should be delivered within the next two weeks.

There was no New Business.

**RESOLUTION 19-04-25-09:** Motion was made by Mr. Loree to adjourn at 2:20 p.m.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

  
\_\_\_\_\_  
Keith Rogers  
President

  
\_\_\_\_\_  
Michael Dockry  
Secretary/Treasurer



# **ABC Water and Storm Water District**

8299 MARKET STREET • BOARDMAN, OHIO 44512 • (330) 726-4177 • FAX: (330) 729-2054

## **Austintown**

**Michael Dockry**

**Secretary/Treasurer**

**mdockry@austintowntp.com**

## **Boardman**

**Jason Loree**

**Vice President**

**jlore@boardmantwp.com**

## **Canfield**

**Keith Rogers**

**President**

**keith.ctt@zoominternet.net**

***Stephanie Landers, Assistant to the Secretary, slanders@boardmantwp.com***

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## **ABC WATER AND STORM WATER DISTRICT**

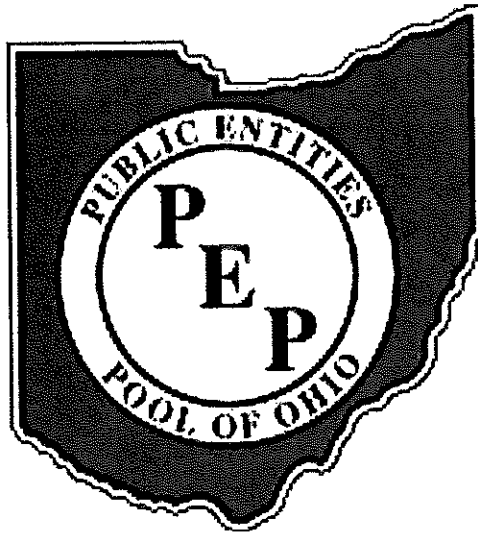
### **PUBLIC NOTICE**

### **NOTICE OF REGULAR MEETING**

The ABC Water and Storm Water District Board of Trustees will conduct a Regular Meeting on Thursday, April 25, 2019, at 2:00 p.m. at the Boardman Township Government Center, 8299 Market Street, Boardman, Ohio.

**Michael Dockry, Secretary/Treasurer  
ABC Water and Storm Water District**

**Release Date: Friday, April 12, 2019**



## **SUMMARY OF COVERAGES**

FOR

**ABC Water & Storm Water District**

PREPARED BY:

Burnham & Flower of Ohio  
Megan Roschek  
315 S. Kalamazoo Mall  
Kalamazoo, MI 49007-4806  
800.748.0554

<http://www.pepohio.org>

**ENDORSED BY**





**FOR: ABC Water & Storm Water District**

**EFFECTIVE DATE: 04/03/2019**

Broad definition of a “member” which includes:

- Any member of the governing body,
- Any member of boards or commissions,
- Any elected or appointed official,
- Any employee acting within the scope of their employment,
- Any volunteer or student who performs a service for you at your request

### **SUMMARY OF COVERAGE LIMITS**

*We will pay those amounts that a member becomes legally obligated to pay as damages, caused by an occurrence to which this Agreement applies:*

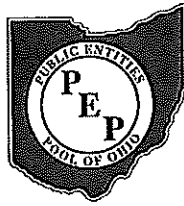
<b>Legal Liability for General Liability Claims</b>	\$2,000,000 Each occurrence \$0 Deductible
	<ul style="list-style-type: none"><li>• <i>Advertising injury, bodily injury, personal injury, or property damage, arising out of your covered operations or premises.</i></li></ul>
<b>Legal Liability for Automobile Claims</b>	\$2,000,000 Each occurrence \$0 Deductible
	<ul style="list-style-type: none"><li>• <i>Ownership, maintenance or use of an automobile in the conduct of your covered operations.</i></li></ul>
<b>Public Officials Wrongful Acts</b>	\$2,000,000 Each occurrence \$1,000 Deductible
	<ul style="list-style-type: none"><li>• <i>A public officials wrongful act rendered in discharging duties on your behalf.</i></li></ul>
<b>Employment Practices Liability</b>	\$2,000,000 Each occurrence \$1,000 Deductible
	<ul style="list-style-type: none"><li>• <i>An employment practices wrongful act rendered in discharging duties on your behalf.</i></li></ul>



## Legal Defense and Claim Payment Agreement – Schedule of Coverages

**FOR:**     *ABC Water & Storm Water District*                             **EFFECTIVE:**                     **4/3/2019**

<u>Coverage</u>	<u>Effective Date</u>	<u>Limit</u>	<u>Deductible</u>
Hired & Non-Owned Auto Liability	4/3/2019	\$2,000,000	\$0
<b>Legal Liability for General Liability Claims</b>	<b>4/3/2019</b>	<b>\$2,000,000</b>	<b>\$0</b>
Appeal Bonds	4/3/2019	Unlimited	\$0
Bail Bonds	4/3/2019	Unlimited	\$0
Bonds to Release Property	4/3/2019	Unlimited	\$0
Broad Legal Defense Fund	4/3/2019	\$5,000/\$5,000	\$0
Post-Judgment Interest	4/3/2019	Unlimited	\$0
Pre-Judgment Interest	4/3/2019	Unlimited	\$0
Stop Gap	4/3/2019	Limits	\$0
Good Samaritan	4/3/2019	2,000,000	\$0
Medical Expenses - Other than Automobile	4/3/2019	\$5,000	\$0
Member Expenses	4/3/2019	\$10,000	\$0
Moral Obligation to Pay	4/3/2019	\$2,500	\$0
Claim and Defense Expenses	4/3/2019	Unlimited	\$0
Fungi or Bacteria Clean Up	4/3/2019	\$25,000	\$0
Fungi or Bacteria Clean Up Aggregate	4/3/2019	\$50,000	\$0
Fungi or Bacteria Injury	4/3/2019	\$25,000	\$0
Fungi or Bacteria Injury Aggregate	4/3/2019	\$50,000	\$0
Non-Monetary Relief Defense Expense	4/3/2019	\$25,000	\$0
Pollution Liability Coverage - Pesticides	4/3/2019	\$250,000	0
<b>Public Officials Wrongful Acts</b>	<b>4/3/2019</b>	<b>\$2,000,000</b>	<b>\$1,000</b>
Employee Benefit Liability	4/3/2019	\$1,000,000	1,000
Employment Expense	4/3/2019	Limits	\$0
Employment Practices Wrongful Acts	4/3/2019	\$2,000,000	\$1,000
<u>Endorsements</u>	<u>Effective Date</u>	<u>Limit</u>	<u>Deductible</u>
Anti-skid Material Storage and Application	4/3/2019	2,000,000	GL Deductible
Chlorine	4/3/2019	2,000,000	GL Deductible
Underground Gasoline, Diesel and Fuel Oil Storage Tanks	4/3/2019	\$55,000	\$0
Aggregate			
Underground Gasoline, Diesel and Fuel Oil Storage Tanks	4/3/2019	\$55,000	\$0
Each Occurrence			
Sewer Back-up	4/3/2019	\$1,000,000 /\$1,000,000	GL Deductible



**FOR:** *ABC Water & Storm Water District*

**EFFECTIVE:** *4/3/2019*

**Automobile Coverages**

**Liability**

Legal Liability for Automobile Claims	\$2,000,000
Hired Non-Owned	\$2,000,000

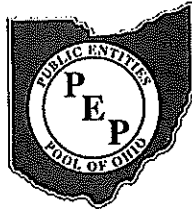
**Cyber Coverages**

Telecommunications Fraud Per Occurrence	\$25,000
Telecommunications Fraud Aggregate	\$50,000
Cyber Liability	2,000,000
Cyber Breach Coverage Aggregate	\$250,000
Cyber Breach Coverage Per Occurrence	\$250,000

**Property Coverages**

**Total Insured Value**

**Employee Dishonesty Coverage**



# **GOVERNMENT PROPERTY AGREEMENT – SCHEDULE OF BENEFITS**

**Public Entities Pool Of Ohio  
ABC Water & Storm Water District**

**Effective Date: 04/03/2019**

**SECTION**

**COVERAGE LIMIT**

**DEDUCTIBLE**



ABC Water & Storm Water District

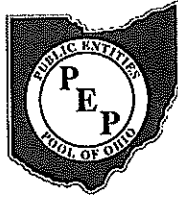
Effective Date: 04/03/2019

<u>Coverage</u>	<u>Contribution</u>	<u>Limit of Coverage</u>
General Liability	\$750	\$2,000,000
Automobile Liability	\$54	\$2,000,000
Public Officials Wrongful Acts & Employment Practices	\$638	\$2,000,000
Excess Liability	\$0	Included
<b>Total Contribution</b>	<b>\$1,442</b>	

Increased Limits Options

\$3,000,000	\$1,106
\$4,000,000	\$2,362
\$5,000,000	\$3,525






### **NOTICE**

This proposal is an overview of coverages and is merely descriptive and should be used for reference purposes only. Please refer to the coverage document for specific terms, conditions and exclusions. Any questions should be referred to your Account Manager.

### **CONDITIONS**

None

 **Demotech, Inc.**

*Financial Stability Rating AAA (Unsurpassed)*



### **SERVICE CENTER**

315 South Kalamazoo Mall  
Kalamazoo, MI 49007

Wendy French  
Ph. 888.748.7966 Ext. 3136  
Fax 269.276.4095  
Email: wfrench@bfgroup.com

### **LOSS CONTROL**

Public Entity Risk Services of Ohio (PERSO)  
6500 Taylor Road, Suite B  
Blacklick, OH 43004

Mike Boyd  
Ph. 866.907.3776  
Email: mboyd@persopool.com

### **CLAIM SERVICE**

Public Entity Risk Services of Ohio (PERSO)  
6500 Taylor Road, Suite B  
Blacklick, OH 43004

Brad Tucker  
Ph. 866.907.3776  
Fax 614.729.6046  
Email: Bradley.Tucker@persopool.com



6500 Taylor Road  
Blacklick, OH 43004  
800.748.0554

<http://www.pepohio.org>



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March 22, 2019

ABC Water & Storm Water District  
ATTN: STEPHANIE LANDERS  
8299 Market Street  
Boardman, OH 44512

RE: OTARMA MEMBER #: RENEWAL OF 1105  
Anniversary Date: 4/3/2019

Dear Stephanie:

We are enclosing your PEP anniversary outline and contribution invoice. PEP values your membership and would like to continue to partner with you as we work through these tough times together.

Please return the following items in the enclosed envelope prior to your anniversary date to continue your coverage.

- Your anniversary payment – **Check should be made payable to "PUBLIC ENTITIES POOL OF OHIO"**.
- Signed Anniversary Information Acknowledgment
- Any schedule changes (**on a separate sheet of paper, as changes will be endorsed**)

As always, please feel free to contact Trent or me with any questions or concerns.

Sincerely,

Christine L. Countryman, CISR  
Customer Service Agent

Enclosures



PUBLIC ENTITIES POOL OF OHIO  
Service Center - 315 S. Kalamazoo Mall  
Kalamazoo, MI 49007-4806

## INVOICE

Date: 3/21/2019

ABC Water & Storm Water District  
8299 Market Street  
Boardman, OH 44512

Effective Date	Description	Amount
4/3/2019	2019-2020 Anniversary Contribution	\$1,442

Please check the appropriate box for any options you would like to purchase and write the additional amount in the space provided to calculate your new invoice balance.

Increased Liability Limits to \$3,000,000	\$1,106	<input type="checkbox"/> _____
Increased Liability Limits to \$4,000,000	\$2,363	<input type="checkbox"/> _____
Increased Liability Limits to \$5,000,000	\$3,525	<input type="checkbox"/> _____

INVOICE BALANCE

\$ 1442.<sup>00</sup>

Payment due upon receipt.



## Anniversary Information Acknowledgement

The undersigned representative of the ABC Water & Storm Water District acknowledges that he/she:

- Reviewed the information provided on all Public Entities Pool Of Ohio applications and all applicable supplemental applications.
- Reviewed all applicable property and vehicle schedules.
- Confirms, to the best of his/her knowledge, that all information provided is complete and accurate.
- Reviewed the optional coverage(s) offered by the Public Entities Pool Of Ohio for increased limits. After consideration of the coverage(s) offered and the contribution for same, ABC Water & Storm Water District has elected to:
  - Waive any and all coverage(s) and any applicable contribution charges. ABC Water & Storm Water District understands that to add increased limits coverage in the future, it will be subject to Public Entities Pool Of Ohio's approval and underwriting guidelines at the time of the request and that such request must be made in writing. In addition, ABC Water & Storm Water District will not hold the Public Entities Pool Of Ohio responsible for this decision to waive optional coverage(s).

Accept the increased limits: \_\_\_\_\_  
(Limit of Liability Accepted)

Executed on the 29<sup>th</sup> day of March, in the year 2019, by the undersigned duly authorized officer of the Governmental Subdivision ABC Water & Storm Water District indicated below:

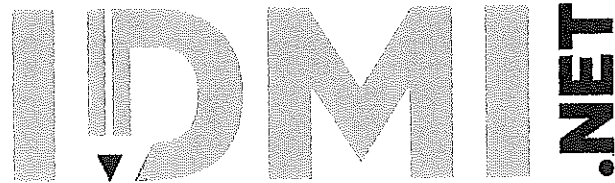
By: \_\_\_\_\_

Title: Vice President

Member: ABC Water & Storm Water District

Member Number: 1105

Anniversary Date: 04/03/2019



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## PROJECT PROPOSAL

**ABC Water & Stormwater District**

**Revised**

January 16, 2019

**PREPARED FOR:**

Keith Rogers  
ABC Water & Stormwater District  
8299 Market Street  
Boardman, Ohio 44512  
[keith@canfieldtownship.org](mailto:keith@canfieldtownship.org)

**PREPARED BY:**

Holly Fritz  
Sales Manager  
IDMI.Net  
124 South Main St.  
Poland, Ohio 44514  
Email: [holly@idmi.net](mailto:holly@idmi.net)  
Phone: 330-707-0432 x102  
Toll Free: 877-367-4364 x102  
Fax: 330-707-0433

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## PROJECT OVERVIEW

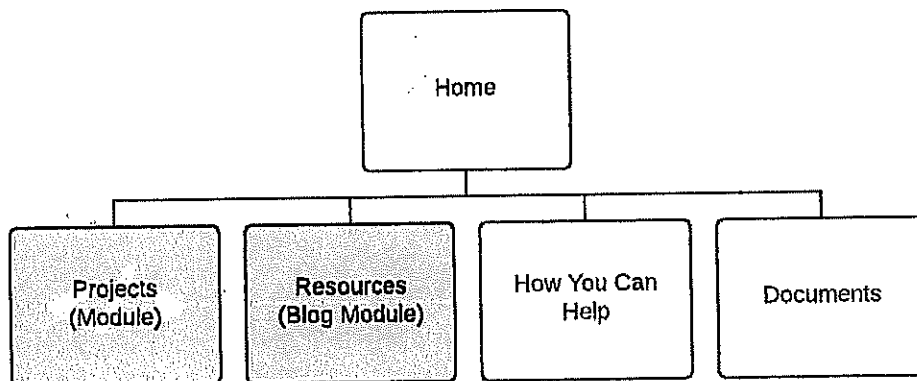
Client has requested a quote to have a site giving them the ability to edit the site in house. Overall design to be replicated to some extent. There will need to be design changes due to intellectual property rights with existing site and page count reduction outlined below.

**Revision:** Following a meeting with district it was determined to remove pages that do not currently have content as client can add those pages in house in the future (see new navigation below)

## SCOPE OF WORK

- 5-Page CMS / Mobile Responsive site
  - Web Content Management System (CMS) allows client to edit site in house
    - Training provided in our offices in Poland or via web session
  - Mobile Responsive Design allows site to appear correctly on mobile devices
- Two modules will be used allowing client to easily update resources & projects
  - Portfolio Module Example for Projects: [www.setinc.biz/home/our-work](http://www.setinc.biz/home/our-work)
    - Blocks at top for each township leading to pages with projects / more detail
  - Blog Module Example for Resources: [www.janvey.com/Web/home/programs](http://www.janvey.com/Web/home/programs)
- Move About Us content and contact form to Home page
  - Add check boxes for township contacts on contact form – no emails listed on page
    - Based on check box selected, email will be sent to that district contact
      - If client wishes, we can also cc another email on all form submissions
    - Keep headshot / phone only
  - SSL Certificate to avoid site being flagged as “Not secure”
    - Current site is being flagged:  Not secure | [www.abcwatardistrict.com](http://www.abcwatardistrict.com)

## NAVIGATION



## DESIGN

- One design concept will be provided utilizing clients logo, company color scheme and any graphics provided by client or stock photography chosen by IDMI.
- We will establish a temporary area, out of view from the public, to post design for client approval.
  - We allow for up to 2 rounds of revisions to the concepts

## Web Design

- A design revision is refinement to overall concept, not creation of a new concept.
- New concept constitute change to scope of work
- Upon final approval of the revised concept we will develop a consistent look for remainder of site
- Site will be coded with software as outlined in Terms and Conditions Section 2.a
- Social Media Icons<sup>1</sup>

## CONTENT INTEGRATION

All existing assets (collateral, photos, copy, etc.) will be collected by Client and given to IDMI.Net in electronic format upon request. In the event of a redesign, content will be taken from customer's existing site as instructed by client. Content more than 300 words may be subject to additional fees.

## TIME TABLE

Time considerations are of the utmost importance in this project. The goal is to have this project fully operational within 45-60 business days of receiving deposit. We will do everything within our means to complete this project on time and expect the client to provide all relevant data (site content) and graphics within the time frame below. Our project manager will communicate deadlines to stay within this time table (see section 3.d. under Terms & Conditions in the event of non-compliance)

- Upon receipt of deposit a kick off meeting will be scheduled
- Following kick off meeting, design process begins
- Within 10 - 14 business days, design layouts will be provided to client for approval
  - Client has 7 days to return design approval
- Request for content will be sent to client
  - Client has 6 weeks to provide all content for site\*
- End of 6-week period site will be sent through Quality Control Phase (no further modifications)
  - While in QC final design fee invoice sent
- Upon receipt of final design fee site will be posted live

*\*In the event client cannot provide content during this time frame, content writing services will be offered with costs added to final billing.*

## SEARCH OPTIMIZATION

- SEO Starter Package applied to each site
  - Unique Meta description and page titles for all pages within site.
  - Simple URL page names
  - Create heading tag structures
  - ALT tags on primary images
  - Favicon for all platforms and Social Media Icons
  - Business schema and structured data included
  - Register site with Google and Bing

---

<sup>1</sup> IDMI.Net will create icons; however, creation of social media accounts and maintenance will be up to customer.

## Web Design

- XML Sitemap creation and submission
- Robots.txt creation

## DOMAIN / HOSTING

This proposal assumes domain management and site hosting with IDMI. When site is complete IDMI will begin the process to move domain to our control. Client will need to notify current host to cancel services and release domains to us. There will be a \$30 fee to transfer the domain. This fee will simply extend the domain registration by one year

## CHANGE TO SCOPE OF WORK

Because the Scope of Work can depend on many technical and logistical factors, it is vital to the success of the project to involve all primary participants early on. For our part, this initial proposal covers the Scope of the work as it is currently understood. *Client* should, for their part, confirm or amend any statements within this document before project work begins. If any new or unforeseen components arise during the development and production of any of the projects, the responsible party should provide full details to the other parties and stakeholders. Client has the prerogative to change the Scope of Work of this contract. A change in Scope will result in a Contract Addendum with any additional fees represented therein if necessary. If subject to additional fees, the amount will, unless otherwise stated in the Contract Addendum, be added to the total due amount and due along with the final payment amount.

## PROJECT SUMMARY

WEB DEVELOPMENT	
Website development 5-page CMS / Mobile Friendly website	\$3,100.00
News, Blog & Portfolio Modules	Included
SSL Certificate (HTTPS://) *	\$100.00
Search Engine Optimization 101	Included
<b>TOTAL</b>	<b>\$3,200.00</b>
<b>50% DUE AT SIGNING</b>	<b>\$1,600.00</b>

\*Requires annual renewal \$100/yr. – in the event client has multiple domains pointing to one site, pricing will be provided.

HOSTING	
Monthly Hosting	\$30.00
Professional Discount	-\$30.00
<b>TOTAL</b>	<b>\$0</b>

## HOURLY RATE SCHEDULE

Web Design

Any work performed by IDMI.Net after completion will be quoted and billed separately at a rate of:

- \$100 per hour (Billable time will be based on 30-minute increments)

## TERMS AND CONDITIONS

This Agreement is entered on date below, (the "Effective Date") by and between, [Company Name] ("Client"), with a principal place of business at:

ABC WATER DISTRICT	[Company Name] ("Client")
BOARDMAN OHIO	[Client's Address]

And Internet Data Management, Inc. ("Designer") with its principal place of business in Poland, Ohio 44514. Customer and Designer are collectively referred to as the "Parties".

WHEREAS, Customer desires to engage Designer to design and develop a website (the "Services") for the purpose of establishing or modifying a site for Customer on the World Wide Web (the "Web Site").

NOW THEREFORE, the parties agree as follows.

### 1. PROVISION OF SERVICES

- DESIGNER RESPONSIBILITIES:** Designer will produce the Work on behalf of Customer pursuant to the Project Scope(s) of Work stated in this contract. Customer acknowledges that Designer shall only be required to produce the Work in accordance with the assumptions specifically stated within the Project Scope. Designer does not undertake any obligations not specifically stated herein.
- CUSTOMER RESPONSIBILITIES:**
  - All text will be submitted in electronic format by way of email or on disk
  - Customer will submit all feedback by email to the designated Project Manager.
  - Customer will designate no more than two (2) primary contacts for Designer / Customer Interaction
- PROJECT SCOPE:** Customer shall be required to provide its written acceptance of each element and phase of the creation and production of the Work as provided within the Timetable prior to Designer's obligation to proceed to the next production element. Customer's written acceptance of each such element shall create a conclusive presumption that said element is acceptable to Customer and passes without objection. Timetables will only be provided upon initiation of select projects.
- CHANGES TO SCOPE:** It is also understood that Customer may decide to change the Scope of Work of this contract. A change in the Scope will result in a Contract Addendum with any additional fees represented therein if necessary. If subject to additional fees, the amount will, unless otherwise stated in the Contract Addendum, be added to the total due amount and due along with the final payment amount.
- THIRD PARTY CONTRACTS:** Designer may contract with other individuals or companies acting on behalf of the Customer to provide additional services such as writing, photography, database design, scripting, illustration, printing, and fabrication. The Customer agrees to be bound by any terms and conditions, including required credits and usage rights, with respect to reproduction of the materials that may be imposed on Designer by those third parties.

### 2. COMPATIBILITY

- SOFTWARE COMPATIBILITY:** All print and electronic materials will be developed using one of more of the following PC or MAC based software packages. Compatibility with software, formats, and files other than those listed below are not guaranteed.

Adobe Creative Cloud	Microsoft Visual Studio
Microsoft IIS v8+	Microsoft SQL Server

- WEB HOSTING TRANSFER:** If the Customer wishes to move their website to a new hosting environment, Designer does not guarantee website and module functionality.

- c. **QUALITY CONTROL AND TESTING:** The Customer's website will be tested with Microsoft Edge, Internet Explorer 11+, Google Chrome, Firefox, and Safari for a minimum screen resolution of 1024 x 768.
- d. **BROWSER / OPERATING SYSTEM COMPATIBILITY:** The website will be designed / optimized for common operating systems and browsers listed below. Older browsers or those that don't support current web standards may vary in appearance and/or functionality

Windows 7 and newer	Internet Explorer: 11 and newer
Edge, Chrome & Firefox – latest 2 stable versions	Mac OS X Mavericks and newer / Safari 7 and newer

- e. **MOBILE DEVICE COMPATIBILITY:** Websites and code are not guaranteed mobile device compatible unless otherwise stated in the SCOPE of the contract. Designer cannot be held responsible or liable for any issues arising from incompatibility with any such devices or changes in operating systems by phone manufacturers.
- f. **DISABILITY / ADA COMPATIBILITY:** Websites and/or code are not guaranteed ADA or Disability compatible unless otherwise stated in the SCOPE of the contract. Designer cannot be held responsible or liable for any issues arising from incompatibility with text readers, translators, or other disability assistance devices.
- g. **PCI COMPLIANCE:** Designer cannot be held responsible if a PCI compliance scan finds a vulnerability in the website itself after the site has been launched. Based on analysis of the scan report, IDMI.Net will provide a quote to the customer to make changes to the website to bring it into compliance.

**3. COMPENSATION**

- a. **DESIGN FEE:** The fee for the Services rendered hereunder shall be as set forth in the project summary, with one half the amount due paid at the time this Agreement is executed, and the remaining balance paid on delivery of the Web Site. Any request by Customer for the delivery of additional services beyond those set forth in this proposal shall incur additional fees payable hereunder.
- b. **MISCELLANEOUS CHARGES:** In addition to the Cost stated herein, Customer shall reimburse Designer for all documented out of pocket costs and expenses incurred in the performance of the contract including, but not limited to, all courier fees, overnight mail expenses, shipping expenses (including the shipping of the work to Customer's designated location), travel expenses, etc. Designer may submit periodic invoices for all such expenses. Additional reimbursable fees, not covered within the contracts, include:
  - i. Copyright, trademark, and legal fees
  - ii. Materials (CD's, DVD's, ZIP Disks, binders, photocopies, etc....)
  - iii. Specialized software (internet applications, design applications outside those listed in SOFTWARE COMPATIBILITY section)
  - iv. Computer output fees (digitizing, drum scanning, film, production)
  - v. Printing and production costs, proofs, reproductions
  - vi. Photography and image licensing
- c. No charges beyond those outlined above will be invoiced without prior notification and approval by client
- d. **SCHEDULES, OVERTIME, AND RUSH WORK:**
  - i. Designer reserves the right to adjust the schedule and or/charge additionally in the event the Customer fails to meet the agreed-upon deadlines for delivery of information, materials, approvals, payments, and for changes and additions to the services outlined in the estimate/proposal.
  - ii. If the Customer has not submitted complete text and graphics content within six weeks after the Effective Date, an additional continuation fee equivalent to ten percent (10%) of the total contract price related to the Web Site may also be assessed each month until the Web Site is published, or the Services are terminated in writing by the Customer.
  - iii. Upon completion of the Project, Customer must give written approval of the Project before Designer will post the Project to the Internet. If written approval is not received within 30 days of completion, the Project will be closed, and a copy of the Project will be given to the Customer. If requested after 30 days, Designer will post the site at the current hourly billing rates of Designer.
- e. **CANCELLATION:**
  - i. If the Customer has not approved or requested revisions to the Initial Design Concept(s) within 7 business days of receipt from Designer, the Designer reserves the right to cancel the Project and

keep the previously received deposit. The Project will be closed but can be reopened within 30 days for a fee of \$100. After 30 days have passed, the Project will be considered cancelled.

- ii. In the event Customer cancels this contract, Customer shall pay to Designer, as liquidation damages and not as penalty, an amount equal to (a) a sum determined by calculating all recorded time at Designer's standard billing rates, as determined by Designer's time records, plus (b) Designer's documented out of pocket expenses, plus a factor of twenty-percent (20%); plus (c) a cancellation fee in the amount of ten percent (10%) of the Cost of the Project.

**4. OWNERSHIP OF MATERIALS**

- a. For all times prior to the completion of the Work and Designer's receipt of full and final payment, all right, title and interest in and to all tangible and intangible work and work products, and all right, title, and interest in and to copyrights, trade secrets, trademarks and other intellectual property derived from such work and work products, shall remain the sole and exclusive property of Designer. Upon receipt of final payment hereunder, Designer shall convey to Customer all of its right, title, and interest in and to the final Work to the extent of Designer's title. Notwithstanding Designer's conveyance of the copyrights to the work, all concepts and ideas utilized in the creation of the Work shall remain the property of Designer, and Customer's ownership of the Work and related materials will not prevent Designer from applying the same or similar concepts reflected in the Scope of Project to other projects undertaken by Designer. All materials submitted to and rejected by Customer will remain the property of Designer after completion or termination of this contract regardless of whether the physical embodiment of the creative work is in Customer's possession in the form of memoranda, copy, renderings, recordings, computer discs, etc.
- b. Designer grants to Customer a limited, personal, non-exclusive, non-transferable license to use any modules or web applications included as part of final Work. This is a license, not a transfer of title, and is subject to the following restrictions: Customer may not (a) modify the Intellectual Property except with the tools incorporated into the Website; (b) use the Intellectual Property for any third party commercial purpose; (c) decompile, reverse engineer, or disassemble any software forming part of the Intellectual Property; (d) remove any copyright or other proprietary notices from the Intellectual Property; or (e) transfer the Intellectual Property to another person. Customer will prevent any unauthorized copying of the Intellectual Property.

**5. WARRANTY AND LIMITATION OF LIABILITY:** Designer represents and warrants as follows:

- a. That Designer is the sole author/creator of all of the Intellectual Property;
- b. That Designer has authority to grant to Customer the license set forth in Section 4;
- c. That Designer will not use any materials which will infringe the copyrights, trademarks, or any other intellectual property or proprietary rights of any third person.
- d. That the Web Site will be designed and developed in a workmanlike and professional manner; and
- e. That Designer has complied with all applicable local, state, and federal laws in performing the Services under this Agreement.

**6. INDEMNITY:**

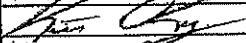
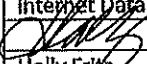
- a. Designer agrees to indemnify and hold Customer harmless from the claims of any third party relating to the Intellectual Property, including, but not limited to, claims of patent, trademark, or copyright infringement, and/or violation of trade secrets.
- b. Customer unconditionally guarantees that any elements of text, graphics, photos, designs, or other artwork furnished to Designer for inclusion in webpages are owned by the Customer, or that the Customer has permission from the rightful owner to use each of these elements and will hold harmless, protect, and defend Designer and its subcontractors from any claim or suit arising from the use of such elements furnished by the Customer.

- 7. VALIDITY OF AGREEMENT:** If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected or invalidated.

Web Design

- 8. **ENTIRE AGREEMENT:** This Agreement (including all Attachments) contains the entire agreement between the Parties relating to the rights granted and obligations assumed herein. Any oral representations or modifications concerning this Agreement shall be of no force or effect.
- 9. **VENUE AND APPLICABLE LAW:** This Agreement shall be governed, construed, and interpreted exclusively in accordance with the laws of the State of Ohio (without respect to principles of conflicts of law), and the Parties hereby submit to the jurisdiction of and venue in the State of Ohio in any legal proceeding necessary to interpret or enforce this Agreement or any part of this Agreement.

Agreed and Accepted by:

COMPANY:	ABC WATER DISTRICT	DESIGNER:	Internet Data Management, Inc.
SIGNATURE:		REP SIGNATURE:	
PRINT NAME:	KEITH ROGERS	PRINT NAME:	Holly Fritz
TITLE:	ABC DISTRICT PRESIDENT	TITLE:	Sales Manager
DATE:	4/25/19	DATE:	4/29/19

**MINUTES OF MEETING HELD JUNE 12, 2019**

At a regular meeting of the Board of Trustees of the ABC Water & Storm Water District, Mahoning County, Ohio, held at Canfield Township Hall, 21 South Broad Street, Canfield, Ohio 44406 on the above date at 2:00 p.m., the following members were present: Mr. Michael Dockry, Mr. Jason Loree and Mr. Keith Rogers. The public and news media were given proper notice regarding this meeting.

**RESOLUTION 19-06-12-01:** Motion was made by Mr. Loree to approve the Minutes of the Regular Meeting held on April 25, 2019.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-06-12-02:** Motion was made by Mr. Dockry to approve and pay all bills and payroll due.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-06-12-03:** Motion was made by Mr. Dockry to adopt a resolution to commit funds to pay for the local match for the Hazard Mitigation Grant that Boardman Township is applying for. The grant is for the acquisition and demolition of the house at 230 South Cadillac Drive, Boardman, Ohio 44512. The local match is \$31,250.00.

Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	



**MINUTES OF MEETING HELD JUNE 12, 2019**

**RESOLUTION 19-06-12-04:** Motion was made by Mr. Loree to approve the attached Work Authorization Request for General Services with CT Consultants for on-going administrative and engineering services as requested by the District Board, including meetings & and Adjustment/Credit application processing, not to exceed \$10,000.00.

Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-06-12-05:** Motion was made by Mr. Loree to approve the attached Work Authorization for CT Consultants for Wet Weather Emergency Services, not to exceed \$8,000.00.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-06-12-06:** Motion was made by Mr. Loree to approve the attached Work Authorization for CT Consultants for South Cadillac Culvert Repair Design, not to exceed \$15,000.00.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-06-12-07:** Motion was made by Mr. Loree to approve the attached Work Authorization for CT Consultants for Asset Management Software and Data Collection and Evaluation Services, not to exceed \$15,000.00.

Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**MINUTES OF MEETING HELD JUNE 12, 2019**

**RESOLUTION 19-06-12-08:** Motion was made by Mr. Loree to approve the attached Work Authorization for CT Consultants for the installation of six (6) Weather Stations within the ABC Water and Storm Water District Territory, not to exceed \$12,000.00.

Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-06-12-09:** Motion was made by Mr. Loree to approve the attached Work authorization for CT Consultants for Flow Monitoring Services for three (3) meters for three (3) months, not to exceed \$8,000.00.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-06-12-10:** Motion was made by Mr. Loree to approve the purchase of three (3) Hach Sigma AV Flow Meters FL902 including modem, data logger, sensor, banding and associated/necessary accessories at a cost not to exceed \$21,035.60. Price will vary based on site location accessories.

Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

Under Public Comment, a number of residents of Boardman and Canfield addressed the Board with their questions and concerns.

Under New Business, the following motion was passed:

**MINUTES OF MEETING HELD JUNE 12, 2019**

**RESOLUTION 19-06-12-11:** Motion was made by Mr. Loree to approve the Statement of Qualifications for Engineering Design Services as attached to these meeting minutes and authorize that it be published two times in a paper of general circulation.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

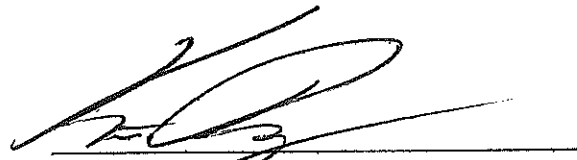
Mr. Dockry left the meeting at 3:13 p.m.

**RESOLUTION 19-06-12-12:** Motion was made by Mr. Rogers to adjourn at 3:22 p.m.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry		
Mr. Loree	X	
Mr. Rogers	X	

Motion passes 2-0.



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Keith Rogers  
President



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Michael Dockry  
Secretary/Treasurer

## MINUTES OF MEETING HELD JULY 18, 2019

At a regular meeting of the Board of Trustees of the ABC Water & Storm Water District, Mahoning County, Ohio, held at Canfield Township Hall, 21 South Broad Street, Canfield, Ohio 44406 on the above date at 6:00 p.m., the following members were present: Mr. Michael Dockry, Mr. Jason Loree and Mr. Keith Rogers. The public and news media were given proper notice regarding this meeting.

**RESOLUTION 19-07-18-01:** Motion was made by Mr. Rogers to approve the Minutes of the Regular Meeting held on June 12, 2019.  
Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-07-18-02:** Motion was made by Mr. Rogers to approve and pay all bills and payroll due.  
Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-07-18-03:** Motion was made by Mr. Loree to approve the Statement of Qualifications for Engineering Design Services for Canfield and authorize that it be published two times in a paper of general circulation.  
Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	Abstained	

Motion passes 2-0-1.

**RESOLUTION 19-07-18-04:** Motion was made by Mr. Loree to adopt the Resolution approving the In-Kind forms to be used for projects performed by Canfield Township as attached to these minutes.  
Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**MINUTES OF MEETING HELD JULY 18, 2019**

**RESOLUTION 19-07-18-05:** Motion was made by Mr. Loree to approve the one-time grant payment to Canfield Township for storm sewer repairs that will be undertaken due to the May 28, 2019, flooding event as attached to these minutes.

Seconded by Mr. Dockry.

**Roll Call                      Aye                      Nay**

**Mr. Dockry                      X**  
**Mr. Loree                        X**  
**Mr. Rogers                      Abstained**

**Motion passed 2-0-1.**

**RESOLUTION 19-07-18-06:** Motion was made by Mr. Loree to adopt the Resolution to make immediate emergency permanent repairs to be known as the "South Cadillac Drive Culvert Repair Project" as attached to these minutes.

Seconded by Mr. Dockry.

**Roll Call                      Aye                      Nay**

**Mr. Dockry                      X**  
**Mr. Loree                        Abstained**  
**Mr. Rogers                      X**

**Motion passed 2-0-1.**

**RESOLUTION 19-07-18-07:** Motion was made by Mr. Loree to approve CT Consultants as the engineering firm with the highest ranking for the ABC Water and Storm Water Sewer and Watershed Master Plan and Analysis for Boardman Township and to enter into negotiations for fee structure scope of work and other terms and conditions.

Seconded by Mr. Dockry.

**Roll Call                      Aye                      Nay**

**Mr. Dockry                      X**  
**Mr. Loree                        Abstained**  
**Mr. Rogers                      X**

**Motion passed 2-0-1.**

There were no petitions to review.

Under New Business, Mr. Rogers stated that he received a Request for Assistance from The Cloisters. In addition, Mr. Loree stated that the FEMA Disaster Recovery Center is currently located at the Boardman Township Meeting Room. Mr. Tamim Choudhury, a representative from the Small Business Administration, presented on the Disaster Recovery Process and encouraged everyone to apply for assistance as that is the first step in the process.

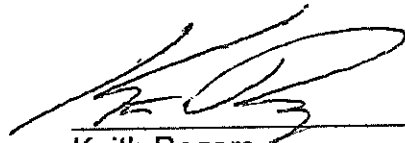
**MINUTES OF MEETING HELD JULY 18, 2019**

Residents of Boardman and Canfield then addressed the Board with their questions and concerns.

**RESOLUTION 19-07-18-08:** Motion was made by Mr. Rogers to adjourn at 7:15 p.m.


Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	



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Keith Rogers  
President



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Michael Dockry  
Secretary/Treasurer

# ABC Water and Storm Water District

8299 MARKET STREET • BOARDMAN, OHIO 44512 • (330) 726-4177 • FAX: (330) 729-2054

**Austintown**  
**Michael Dockry**  
**Secretary/Treasurer**  
[mdockry@austintowntwp.com](mailto:mdockry@austintowntwp.com)

**Boardman**  
**Jason Loree**  
**Vice President**  
[jloree@boardmantwp.com](mailto:jloree@boardmantwp.com)

**Canfield**  
**Keith Rogers**  
**President**  
[keith.ctt@zoominternet.net](mailto:keith.ctt@zoominternet.net)

**Stephanie Landers, Assistant to the Secretary, [slanders@boardmantwp.com](mailto:slanders@boardmantwp.com)**  
**ABCWaterDistrict.com**

RESOLUTION NO. 19-07-18-04

ABC Water and Storm Water District  
Mahoning County, Ohio

The Board of Trustees of the ABC Water and Storm Water District (the "District"), Mahoning County, Ohio met in regular session, pursuant to notice, on the 18<sup>th</sup> day of July, 2019 at 6:00 a.m. (p.m.) at the Canfield Township Hall, 21 South Broad Street, Canfield, Mahoning County, Ohio, with the following members present:

Keith Rogers, Jason Loree, and Michael Dockry

Mr. Jason Loree moved the adoption of the following Resolution.

**BE IT RESOLVED** by the Board of Trustees of the ABC Water and Storm Water District:


1. The District Board of Trustees hereby approves the In-Kind forms, as presented, to be used for projects performed by Canfield Township.
2. That it is found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were passed in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Mr. Michael Dockry moved to second the above.

As to the above, vote resulting as follows:

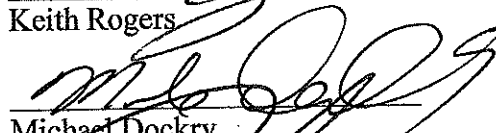
Keith Rogers	<u>AYE</u>
Michael Dockry	<u>AYE</u>
Jason Loree	<u>AYE</u>

Adopted the 18<sup>th</sup> day of July, 2019.



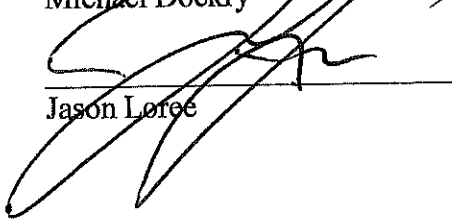
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Keith Rogers



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Michael Dockry



---

Jason Loree

Attest:



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Secretary, Board of Trustees



# ABC Water and Storm Water District

8299 MARKET STREET • BOARDMAN, OHIO 44512 • (330) 726-4177 • FAX: (330) 729-2054

**Austintown**  
**Michael Dockry**  
**Secretary/Treasurer**  
[mdockry@austintowntwp.com](mailto:mdockry@austintowntwp.com)

**Boardman**  
**Jason Loree**  
**Vice President**  
[jlore@boardmantwp.com](mailto:jlore@boardmantwp.com)

**Canfield**  
**Keith Rogers**  
**President**  
[keith.ctt@zoominternet.net](mailto:keith.ctt@zoominternet.net)

**Stephanie Landers, Assistant to the Secretary, [slanders@boardmantwp.com](mailto:slanders@boardmantwp.com)**  
**[ABCWaterDistrict.com](http://ABCWaterDistrict.com)**

RESOLUTION NO. 19-07-18-05

ABC Water and Storm Water District  
Mahoning County, Ohio

The Board of Trustees of the ABC Water and Storm Water District (the "District"), Mahoning County, Ohio met in regular session, pursuant to notice, on the 18<sup>th</sup> day of July, 2019 at 6:00 a.m. (p.m.) at the Canfield Township Hall, 21 South Broad Street, Canfield, Mahoning County, Ohio, with the following members present:

Keith Rogers, Jason Loree, and Michael Dockry

Mr. Jason Loree moved the adoption of the following Resolution.

**BE IT RESOLVED** by the Board of Trustees of the ABC Water and Storm Water District:

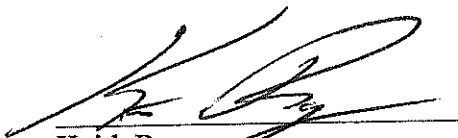
1. The District Board of Trustees, pursuant to Ohio Revised Code Section 6119.06(F), hereby authorizes a one-time grant payment in the amount of Fifty two thousand two hundred dollars (\$52,200.00), to Canfield Township related to storm sewer repairs said Township will undertake in connection with the May 28, 2019 flooding event.
2. That it is found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were passed in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

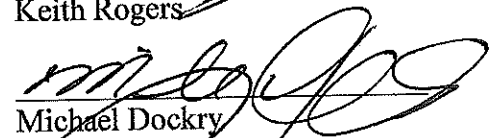
Mr. Michael Dockry moved to second the above.

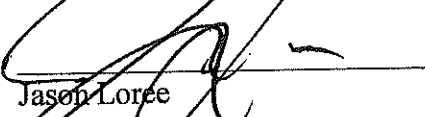
As to the above, vote resulting as follows: Keith Rogers  
Michael Dockry  
Jason Loree

ABSTAINED  
AYE  
AYE


Adopted the 18<sup>th</sup> day of July, 2019.

  
\_\_\_\_\_  
Keith Rogers

  
\_\_\_\_\_  
Michael Dockry

  
\_\_\_\_\_  
Jason Lorce

Attest:

  
\_\_\_\_\_  
Secretary, Board of Trustees

**TRUSTEES**

Joe Paloski  
Brian Governor  
Marie Izzo Cartwright

**FISCAL OFFICER**

Carmen I. Heasley

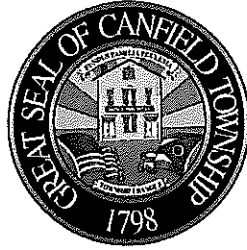
**TOWNSHIP ADMINISTRATOR**

**SUPERINTENDENT**

Keith Rogers

**ZONING INSPECTOR**

Traci DeCapua



**OFFICE**

21 S. Broad Street  
Canfield, Ohio 44406  
Phone: 330-533-4239  
Fax: 330-533-1085

**MEETINGS**

The 2<sup>nd</sup> and 4<sup>th</sup> Tuesday  
of each month at 7PM

**CANFIELD TOWNSHIP**

Mahoning County, Ohio  
[www.canfieldtownship.org](http://www.canfieldtownship.org)

July 16, 2019

ABC Water & Stormwater District  
8299 Market St.  
Boardman, OH 44512

Dear District Board:

Canfield Township Board of Trustees met July 9, 2019 in regular session. During the meeting, discussion on the damages from the May 28, 2019 flooding event took place along with the costs associated with the repairs to three streets in Canfield Township. The Board of Canfield Township Trustees is requesting assistance to bridge the costs difference between the Emergency Funding received from the Ohio Public Works Commission OPWC and the engineer's estimate to make the required repairs.

The following streets were affected: Fairway Drive, Pheasant Run and Cedar Park.

The total assistance requested is \$52,200.00.

Respectfully,

# ABC Water and Storm Water District

8299 MARKET STREET • BOARDMAN, OHIO 44512 • (330) 726-4177 • FAX: (330) 729-2054

**Austintown**  
**Michael Dockry**  
**Secretary/Treasurer**  
[mdockry@austintowntwp.com](mailto:mdockry@austintowntwp.com)

**Boardman**  
**Jason Loree**  
**Vice President**  
[jlore@boardmantwp.com](mailto:jlore@boardmantwp.com)

**Canfield**  
**Keith Rogers**  
**President**  
[keith.ett@zoominternet.net](mailto:keith.ett@zoominternet.net)

**Stephanie Landers, Assistant to the Secretary, [slanders@boardmantwp.com](mailto:slanders@boardmantwp.com)**  
**ABCWaterDistrict.com**

RESOLUTION NO. 19-07-18-06

## ABC Water and Storm Water District Mahoning County, Ohio

The Board of Trustees of the ABC Water and Storm Water District (the "District"), Mahoning County, Ohio met in special session, pursuant to notice, on the 18<sup>th</sup> day of July 2019 at 6:00 p.m. at the Canfield Township Hall, 21 S. Broad Street, Canfield with the following members present: Mahoning County, Ohio

Keith Rogers, Jason Loree, and Michael Dockry.

Mr. Jason Loree moved the adoption of the following Resolution.

**WHEREAS**, due to extreme flooding caused by a 500 year storm event which occurred on May 28, 2019, as described in the attached Ohio Public Works Commission Emergency Program Pre-Application attached (the "Pre-Application"), on Cadillac Drive in Boardman Township, Ohio, the roadway around the culvert has become severely damaged and the pavement on one side of the culvert has partially collapsed requiring emergency temporary repairs; and

**WHEREAS**, such roadway and culvert now require immediate emergency permanent repairs to be known as the "South Cadillac Drive Culvert Repair Project" (the "Project") to prevent further damage and flooding, and the District hereby desires to undertake such Project; and

**WHEREAS**, Boardman Township has made application for emergency assistance from the Ohio Public Works Commission and will make application to other potential grant funding sources to pay for said Project, and, in the event it receives any such funding, will reimburse the same to the ABC District, and will enter into any agreements as are necessary with the ABC District to effectuate the construction of such Project and said reimbursement; and

**BE IT RESOLVED** by the Board of Trustees of the ABC Water and Storm Water District:


1. The said Project includes the exercise of powers with another political subdivision and such repair Project constitutes a real and present emergency as delineated in said Pre-Application and the President of the Board is hereby authorized to enter into a contract to perform said Project and for the purchase of supplies and materials without formal bidding or advertising; and
2. The Contract to perform such repair Project shall be awarded to J.S. Bova Excavating for a total cost of \$ 128,591.00, provided, however, that said contractor shall provide good and approved bond with ample security to perform the Contract in accordance with plans and specifications approved by the Board and attached to said Contract and incorporated therein by reference.
3. That it is found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were passed in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

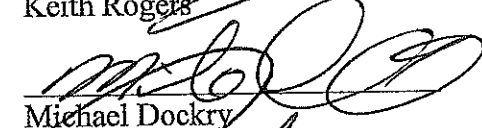
Mr. Michael Dockry moved to second the above.

As to the above, vote resulting as follows:

Keith Rogers	<u>AYE</u>
Michael Dockry	<u>AYE</u>
Jason Loree	<u>ABSTAINED</u>

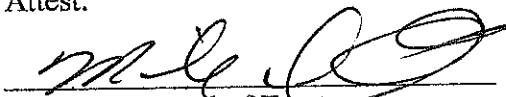
Adopted the 18<sup>th</sup> day of July, 2019.

  
Keith Rogers

  
Michael Dockry

  
Jason Loree

Attest:

  
Secretary, Board of Trustees



## OHIO PUBLIC WORKS COMMISSION EMERGENCY PROGRAM PRE-APPLICATION

**Applicant:** Boardman Township

**Subdivision Code:** 099-07468

**Project Manager Name & Phone Number:** Marilyn Sferra Kenner, PE (330.726.4190)

**Project Name:** South Cadillac Drive Culvert Repair

**County:** Mahoning

**Amount Requested:** \$87,021 (90% of total estimated project cost)

**Total Project Cost:** \$96,690

**CEO Name & Title:** William Leicht, Fiscal Officer

**CEO Address:** 330.726.4177, Also Chief Executive Officer is Jason Loree 330.726.4177

### **Describe nature of emergency. Include history and status of alternative infrastructure:**

This site is located on Cadillac Dr in Boardman Twp inside of the existing road right-of-way. This section of roadway was completely flooded in a severe rain storm on May 28, 2019 in which the Township experienced a 500-Year storm event. The flooding at this culvert/roadway crossing breached the stream banks and the roadway and encroached onto private property. The roadway around the culvert (specifically the roadway immediately west of the culvert) has become severely damaged and the pavement on one side of the culvert has partially collapsed requiring the Twp road crews to temporarily fill in with low-strength mortar immediately following the event. The roadway is now traversable by vehicle but the repairs made will not reliably prevent further damage. The cavern-like void created in the roadway posed an immediate hazard to safety of pedestrians and to traffic. The Township hired CT Consultants, Inc. to perform a structural investigation of the inside of the culvert. This inspection occurred on June 4, 2019 and a written detailed report was provided to the Township.

The culvert is a cut sandstone box culvert likely constructed in approximately the 1930's. The opening size of the culvert is approximately 8-FT wide x 5-FT height and the culvert length is approximately 60-FT. The culvert also has a cut sandstone headwall and endwall. The interior ceiling of the culvert is comprised of a steel reinforced concrete slab supported by the sandstone walls. Some of the steel reinforcing is exposed at the head and end walls. The walls and the ceiling appear to have no visible damage. The ceiling does have some exposed and broken rebar which are visible from the inside of the culvert. The stream channel entering and exiting the culvert is lined on each side of the channel with 4-FT tall cut sandstone walls in nearly a vertical position. The width of the channels entering the culvert and leaving the culvert are nearly equal in width to the culvert. The channel floor entering and leaving the culvert appears to be river-bed stone. The roadway atop the culvert is a two-lane asphalt paved local road with concrete curbing. The depth of roadway stratum sitting atop the culvert is approximately 24-inches thick. The culvert conveys the runoff in a small stream flowing south to north across Cadillac Dr. Piles of loose small diameter stone was found piled up near the outlet of the culvert possibly from the backfill behind the culvert wall and probably from the roadway base aggregate where the void was found under the collapsed road. The sandstone lining the channel entering the culvert on the south side has been dislodged. The interior floor of the culvert is no longer existent and the bearing material

Attach Engineer's Estimate with useful life statement, photos, and map showing project location and detours. Should your request be approved you will need to complete an OPWC Application for Financial Assistance.



## OHIO PUBLIC WORKS COMMISSION EMERGENCY PROGRAM PRE-APPLICATION

beneath portions of the foundations supporting the walls was also non-existent – therefore there is a significant concern relative to scour condition for this culvert. The culvert walls and ceiling exhibited no signs of deflection. The interior ceiling of the culvert does have some material loss (due to age) but we estimate the remaining useful life of the ceiling slab to be another 5-years. In the future, this ceiling slab can be removed and replaced.

The recommended repair is to pour a new concrete floor inside the culvert from the head of the entrance foundation to the outlet foundation but not higher than the elevation of the existing footing tops. And the repair will also entail excavating the roadway areas outside of the culvert walls to expose the outside of the footings beneath the culvert walls to confirm the concrete poured for the new floor has adequately plugged off the voids beneath the wall foundation to prevent further scour. If necessary additional concrete will be placed along the outside of the wall foundations to ensure the voids are adequately plugged. Then proper backfill and backfill compaction can occur and roadway pavement restoration can occur.

All work is expected to occur inside the existing road right-of-way aside from in-channel restoration efforts up and downstream of the culvert. Given the age of the structure this project may also require application to the US Army Corps of Engineers for culvert repairs since it is likely this culvert does not have a permit. This project needs completed immediately to ensure the channel can safely convey future high-flow events with the concern for similar scour and to ensure the road is reliably stable.

Engineering and construction services will need to be acquired by the Township.

**Availability of other funding sources:** The Township has also contacted OEMA and ODSA to request similar funding assistance but has received no reply of commitment to assist. The Township understands that OPWC's emergency funding is depleted for the State but the Township understands the emergency funding will be replenished on July 1, 2019. The Township has no ability to fund such an effort and does not have the manpower to conduct the work themselves. The Township is seeking funding assistance from OPWC for the aforementioned repair recommendation.

### Project Schedule:

<b>Engineering &amp; Design</b> 2019 (provided USACE permitting can be completed in this time frame)	<b>Begin Date:</b> July 1, 2019	<b>End Date:</b> July 26,
<b>Construction</b> 2019 (provided Twp can proceed in an emergency manner to secure a contractor for this work)	<b>Begin Date:</b> August 5, 2019	<b>End Date:</b> August 19,

Attach Engineer's Estimate with useful life statement, photos, and map showing project location and detours. Should your request be approved you will need to complete an OPWC Application for Financial Assistance.



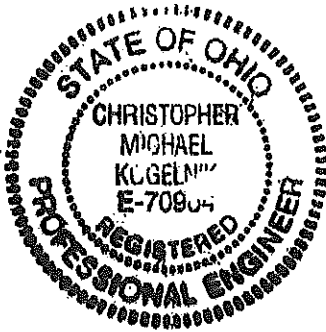
June 11, 2019

ENGINEER'S USEFUL LIFE CERTIFICATE  
FOR  
BOARDMAN TOWNSHIP  
SOUTH CADILLAC DRIVE CULVERT REPAIR

CT Consultants, Inc., Project Consultant for Boardman Township, Ohio, South Cadillac Drive Culvert Repair Project, certifies that said project shall be designed with an estimated useful life of twenty (20) years. The project is located on South Cadillac Drive approximately 600-FT east of the intersection with Glenwood Avenue. The subject culvert and roadway is owned and operated by Boardman Township.

CT Consultants, Inc.

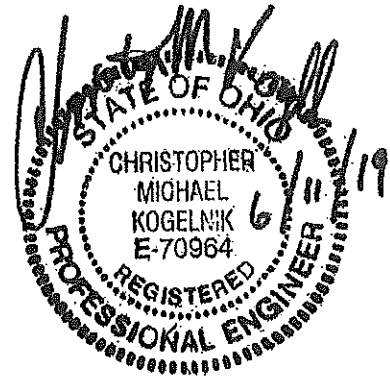
Christopher M. Kogelnik, P.E.  
Project Engineer

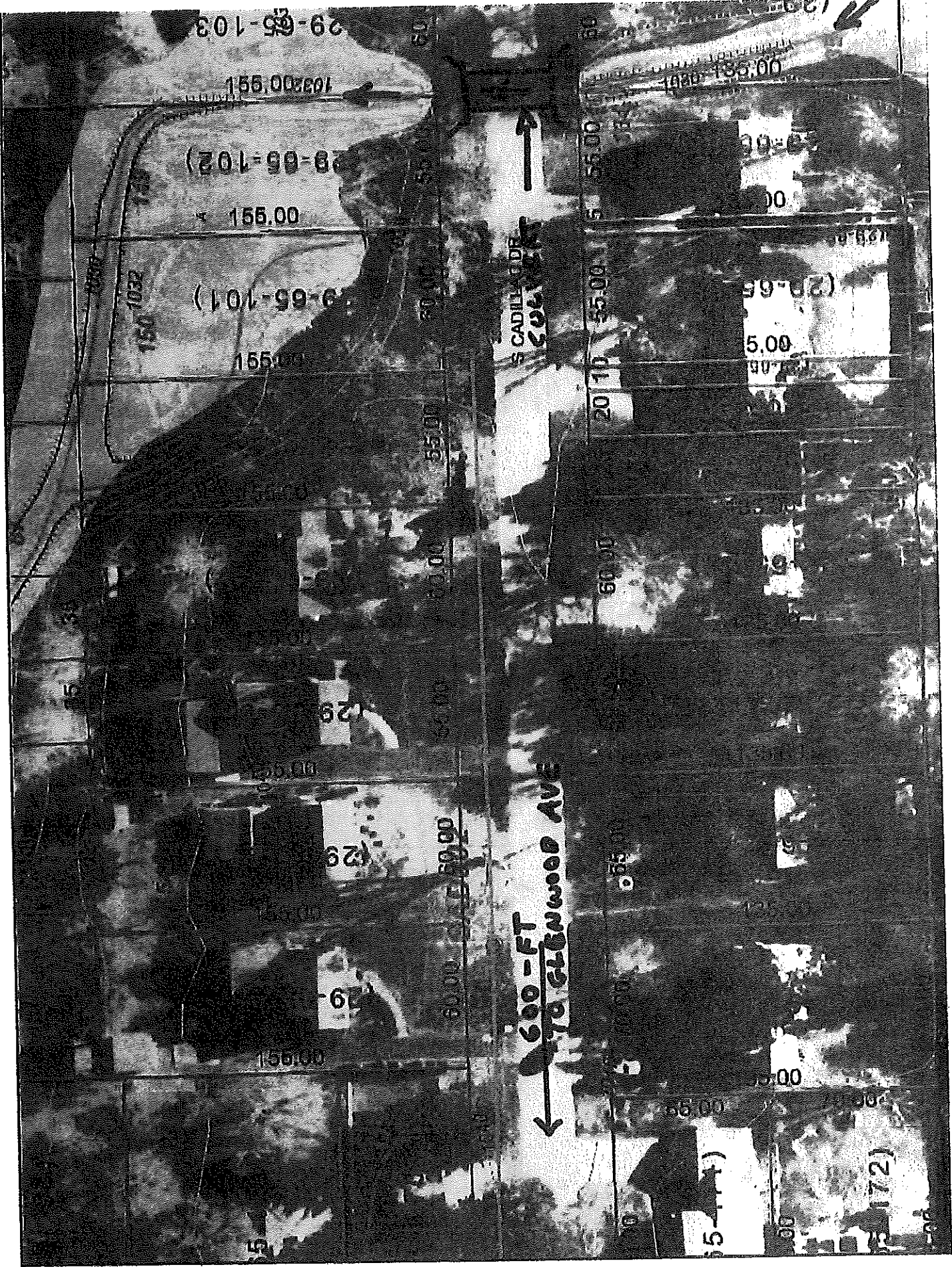




**Boardman Township  
South Cadillac Drive Culvert Repair  
Probable Construction Costs  
Prepared by CT Consultants, Inc.**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QTY & UNIT	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION	1 LS	\$5,000	\$5,000
2	REMOVE ROCK AND DEBRIS INSIDE OF CULVERT	1 LS	\$1,000	\$1,000
3	POUR NEW CONCRETE FLOOR IN CULVERT	165 CY	\$220	\$36,300
4	EXCAVATION ALONGSIDE CULVERT	170 CY	\$60	\$10,200
5	POUR CONCRETE ALONG BACK EDGE OF EXPOSED FOOTING	4 CY	\$220	\$880
6	INSTALL GRANULAR BACKFILL ALONGSIDE CULVERT	170 CY	\$70	\$11,900
7	CURB REMOVAL (EACH SIDE OF ROAD)	100 LF	\$3	\$300
8	PAVEMENT RESTORATION (7" THK x FULL-WIDTH OF ROAD x 50-LF)	25 SY	\$190	\$4,750
9	BYPASS PUMPING	1 LS	\$5,000	\$5,000
10	SEEDING & MULCHING OF AREA BETWEEN ROADWAY AND CULVERT EN	1 LS	\$1,500	\$1,500
11	MAINTENANCE OF TRAFFIC	1 LS	\$3,500	\$3,500
CONSTRUCTION SUB-TOTAL:				\$80,330
CONSTRUCTION CONTINGENCY (2%):				\$1,610
CONSTRUCTION TOTAL:				\$81,940
ENGINEERING (DESIGN, BID, CONSTRUCTION, ADMIN) (18%):				\$14,750
PROJECT TOTAL				\$96,690





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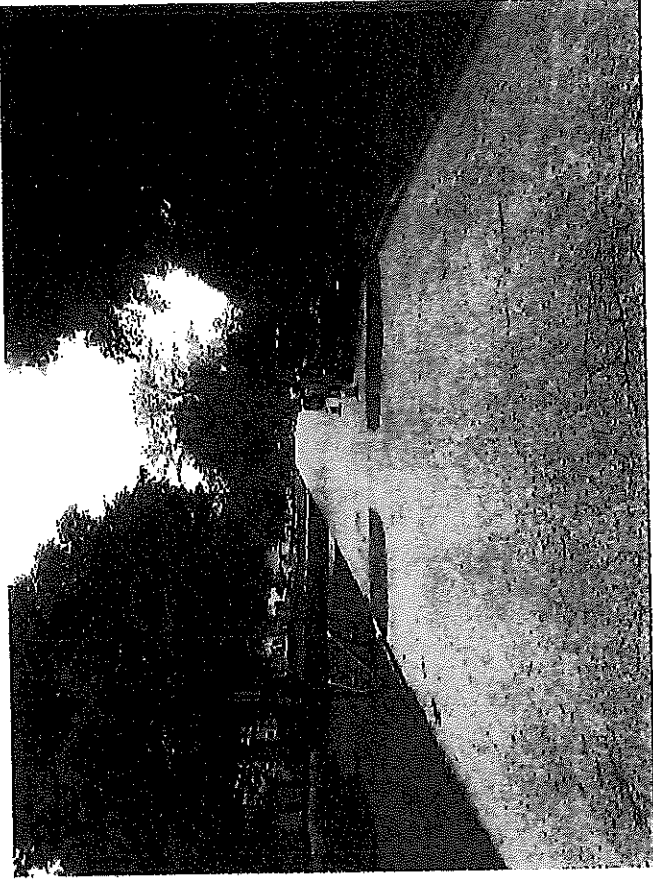
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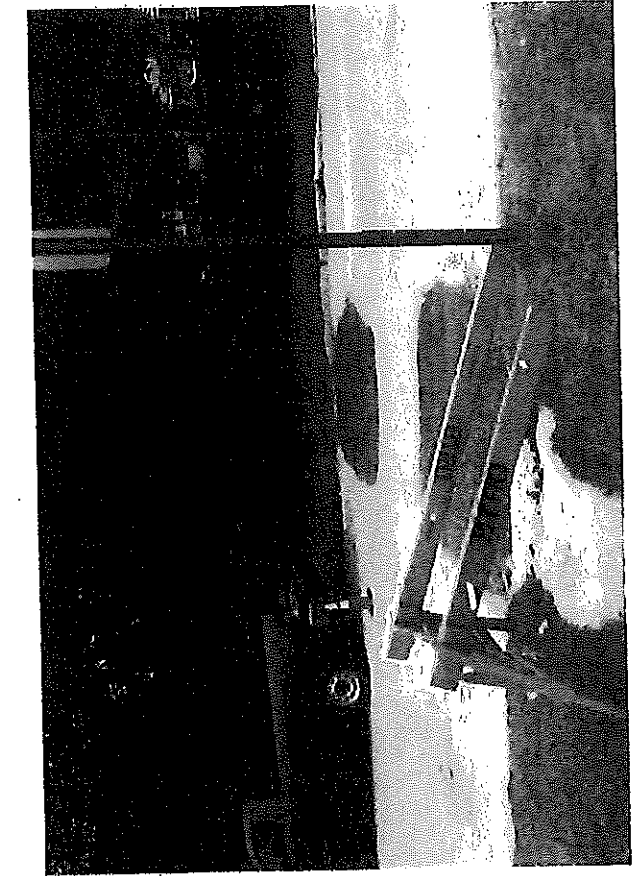
Photos of South Cadillac Drive Culvert in Boardman Township on June 4, 2019



On west side of culvert crossing and looking east

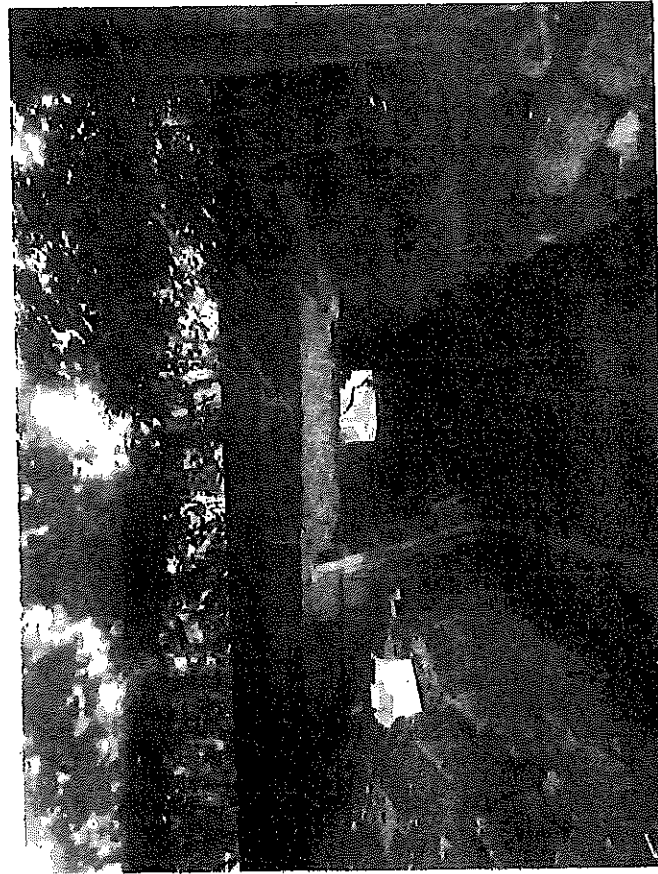


On east side of culvert crossing and looking west

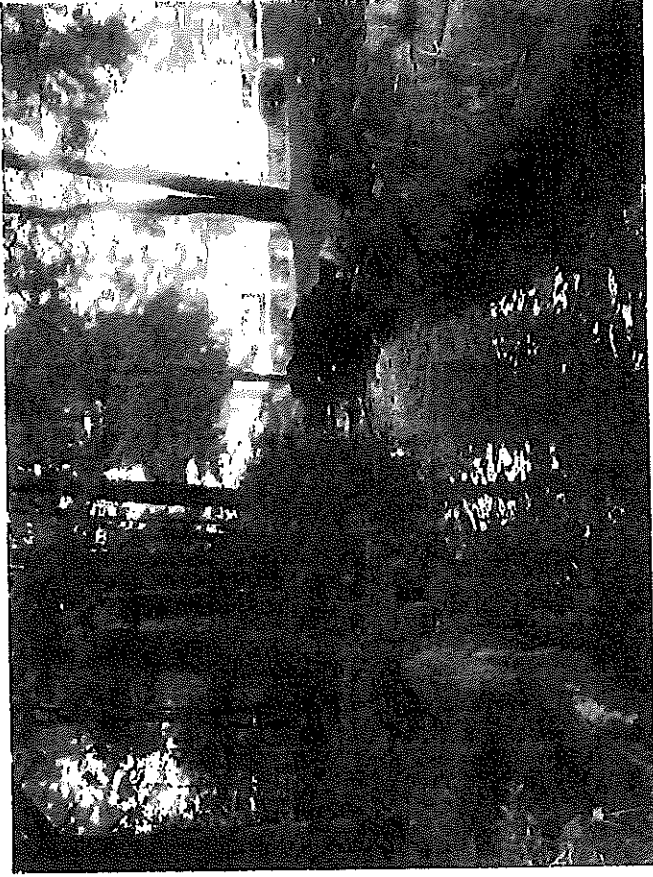


Over

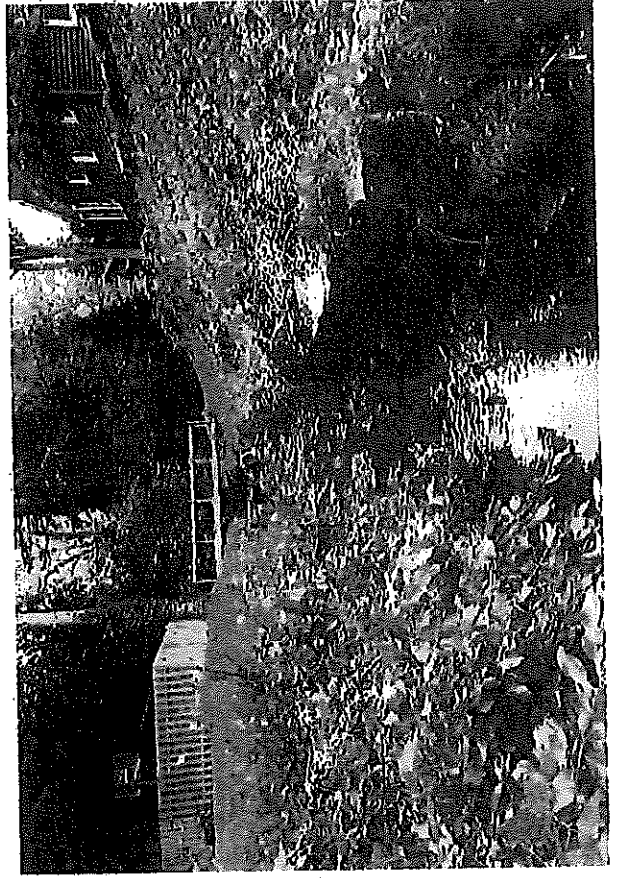
Photos of South Cadillac Drive Culvert in Boardman Township on June 4, 2019



At outlet end of culvert looking south



At outlet end of culvert looking north



**MINUTES OF MEETING HELD SEPTEMBER 11, 2019**

At a regular meeting of the Board of Trustees of the ABC Water & Storm Water District, Mahoning County, Ohio, held at Boardman Township Fire Department, 7440 Market Street, Boardman, Ohio 44512 on the above date at 2:00 p.m., the following members were present: Mr. Jason Loree and Mr. Keith Rogers. Mr. Michael Dockry did not attend the meeting. The public and news media were given proper notice regarding this meeting.

**RESOLUTION 19-09-11-01:** Motion was made by Mr. Rogers to approve the Minutes of the Regular Meeting held on July 18, 2019.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-09-11-02:** Motion was made by Mr. Rogers to approve and pay all bills and payroll due.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-09-11-03:** Motion was made by Mr. Loree to approve CT Consultants, Inc. as the engineering firm that scored the highest with the RFQ submission for the ABC Water and Storm Water District and Master Plan and Analysis for Canfield Township and to enter into negotiations for the fee structure, scope of work, and other terms and conditions.

Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-09-11-04:** Motion was made by Mr. Loree to approve the letter of request from the Board of Canfield Township Trustees asking for financial assistance for permanent emergency repairs for the project known as Emergency Roadway Repairs Fairway & Pheasant Run.

Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Loree	X	
Mr. Rogers	X	

**MINUTES OF MEETING HELD SEPTEMBER 11, 2019**

There were no new petitions to review.

There was no New Business.

**RESOLUTION 19-09-11-05:** Motion was made by Mr. Loree to adjourn at 2:30 p.m.

Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Loree	X	
Mr. Rogers	X	



Keith Rogers  
President



Jason Loree

Vice President / Secretary / Treasurer Pro Tem

**MINUTES OF MEETING HELD NOVEMBER 7, 2019**

At a regular meeting of the Board of Trustees of the ABC Water & Storm Water District, Mahoning County, Ohio, held at Boardman Township Government Center, 8299 Market Street, Boardman, Ohio 44512 on the above date at 10:00 A.m., the following members were present: Mr. Michael Dockry, Mr. Jason Loree and Mr. Keith Rogers. The public and news media were given proper notice regarding this meeting.

There was no Old Business.

**RESOLUTION 19-11-07-01:** Motion was made by Mr. Dockry to approve the Minutes of the Regular Meeting held September 11, 2019.  
Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-11-07-02:** Motion was made by Mr. Dockry to approve and pay all bills and payroll due.  
Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-11-07-03:** Motion was made by Mr. Dockry to approve CT Consultants, Inc. as the engineering firm to provide survey and hydraulic analysis for the Hazard Mitigation Grant application for three properties in Boardman Township (230 Wildwood, 233 Wildwood and 241 S. Cadillac) not to exceed \$5,400.00.  
Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**MINUTES OF MEETING HELD NOVEMBER 7, 2019**

**RESOLUTION 19-11-07-04:** Motion was made by Mr. Dockry to approve CT Consultants, Inc. as the engineering firm to prepare the NPS-IS 2020 plan for four (4) HUC-12 watersheds, and to prepare one (1) 319 grant application for Boardman Township not to exceed \$36,820.00.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-11-07-05:** Motion was made by Mr. Dockry to approve CT Consultants, Inc., as the engineering firm to design, bid, provide construction administration, and construction observation for the replacement of one culvert on Loch Heath Lane and one culvert on Red Grouse Court in Boardman Township not to exceed \$53,400.00, with the design and bid phase services not to exceed \$43,000.00 and construction administration and construction observance services not to exceed \$10,000.00.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-11-07-06:** Motion was made by Mr. Dockry to approve CT Consultants, Inc. as the engineering firm to prepare a storm water plan for Cranberry Run, Phase 1, not to exceed \$94,500.00 for Boardman Township.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	



**MINUTES OF MEETING HELD NOVEMBER 7, 2019**

**RESOLUTION 19-11-07-07:** Motion was made by Mr. Dockry to approve CT Consultants, Inc. as the engineering firm to respond to inquiries by the District Board, including but not limited to credit and appeal applications, not to exceed \$20,000.00, with a cost breakdown per Township to be provided by CT Consultants, per CT Work Authorization dated 9/03/19.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-11-07-08:** Motion was made by Mr. Dockry to adopt a resolution to hire TranSystems for appraisal and acquisition services for 230 Wildwood, 233 Wildwood and 241 South Cadillac in Boardman Township based upon the recommendation of Marilyn Sferra Kenner, Road Superintendent. The cost for these services is \$23,100 which will be applied to the local match for the Hazard Mitigation Grant.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-11-07-09:** Motion was made by Mr. Dockry to approve the reimbursement of \$38,918.00 to Canfield Township as part of the Emergency OPWC Funding for repairs to Fairway Drive and Pheasant Run in Canfield Township from the May 28, 2019 flood event. The District's reimbursement will be used for the storm water side of the repairs and the engineering costs.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**MINUTES OF MEETING HELD NOVEMBER 7, 2019**

**RESOLUTION 19-11-07-10:** Motion was made by Mr. Dockry to approve the reimbursement to Canfield Township for the following storm sewer projects completed during 2019: Briarwood Drive culvert replacement at a cost of \$18,426.82; Pheasant Run Phase I and II culvert replacements at a cost of \$20,860.15; and Catawba Drive storm sewer replacement at a cost of \$18,502.40 with an additional \$1,368.40 to be paid by the District to Canfield Township for restoration, for a total of \$59,157.77.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-11-07-11:** Motion was made by Mr. Dockry to approve Craig Edward Susany, Inc. to perform the installation of 56 feet of 36" RCP in the Indian Run Detention area in Canfield Township to create positive flow of the existing storm sewer that drains a portion of Pebble Beach Drive and relieve the existing system from standing water at a cost not to exceed \$15,000.00, payable to Canfield Township.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-11-07-12:** Motion was made by Mr. Dockry to approve task orders #1 and #2 of the attached proposal from Eco Environmental Collaborative, dated October 23, 2019, for a total not to exceed \$8,880.00 for content development and design for Boardman Township.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**MINUTES OF MEETING HELD NOVEMBER 7, 2019**

**RESOLUTION 19-11-07-13:** Motion was made by Mr. Dockry to approve CT Consultants to proceed with the master planning services as part of the Canfield Township Work Plan - Indian Run Phase I proposal with 1/3 of the overall project cost and not to exceed \$33,100.00. The Work will continue once the first half collection is complete in 2020.

Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

Under New Petitions to Review, the following motion was passed:

**RESOLUTION 19-11-07-14:** Motion was made by Mr. Dockry to accept the Petition to Appeal for 171 Melbourne Avenue / Parcel Number: 29-066-0-366.00-0 as this parcel is owned by the Boardman Township Land Reutilization Program and it is vacant and has no impervious surface.

Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	


There was no New Business.

**RESOLUTION 19-11-07-15:** Motion was made by Mr. Loree to adjourn at 10:19 a.m.

Seconded by Mr. Rogers.

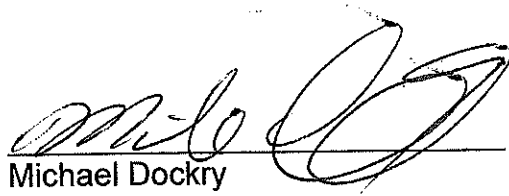
<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

MINUTES OF MEETING HELD NOVEMBER 7, 2019



---

Keith Rogers  
President



---

Michael Dockry  
Secretary/Treasurer

# work authorization



name: ABC Water and Storm District    date: 10/8/2019    wa no.:  
attn: Jason Loree, President ABC  
phone: 330-726-4177    e-mail: jloree@boardmantwp.com  
fax: 330-726-4175    web address: http://www.abcwaterdistrict.com/

---

project title: Hazard Mitigation Grant Application Assistance    project description: Providing Survey and Hydraulic Analysis. See attached Scope.  
project location: Boardman Township    invoicing instructions: Lump Sum, \$5,400

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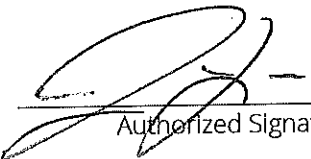
NO WORK SHALL PROCEED UNTIL SIGNED WORK AUTHORIZATION IS RETURNED BY THE OWNER.

### TERMS:

Invoices will be rendered for work performed in the preceding month and are due and payable within thirty (30) days after presentation. Cancellation of this contract presupposes payment for work already completed. Balances thirty (30) days past due shall bear finance charges at the legal rates permitted. This agreement shall be authorized in accordance with the District's Master Service Agreement Signed 11/21/2017.

### ACCEPTANCE:

Upon the authorized signature of both parties to this contract, they agree to the above prices, specifications and conditions as satisfactory. Payments will be made as outlined above and work can proceed.

Owner	_____	CT CONSULTANTS, INC.	_____
By	 _____	Authorized Signature	_____
Date Accepted	11-7-2019	Date	_____

Please sign and return one copy to our office.

# work authorization



ABC Water & Stormwater District  
Work Authorization 10/08/2019

## Hazard Mitigation Grant Application Assistance

### SCOPE OF SERVICES

CT will perform the following surveying services to aid in the hydraulic analysis on a tributary of Cranberry Run for three properties adjacent to the said tributary. The three properties are located in Boardman Township, Mahoning County with a physical address known as 241 S. Cadillac, 230 Wildwood Dr. and 233 Wildwood Dr. (PPN 29-065-0-252.00-0, 29-065-0-184.00-0, and 29-065-0-086.00-0):

1. Setup the project control complying with FEMAs data capture standards
2. We will locate the dwellings Finish Floor Elevation above grade for the three address mentioned above
3. We will locate one (1) typical cross section adjacent to the three properties and perpendicular to the Finish Floor Elevation. (Please see exhibit "a")
4. Site Photo of the three properties
5. Prepare a drawing file "only" with the three (3) cross -sections and the three (3) finish floor elevations.

CT will prepare a brief hydraulic analysis based upon measurable local stream cross sections (provided by survey) and associated culverts within 500 feet of the point of interest (field measured) along the stream. Estimated flow data will be gathered from available online USGS data sources. Hydraulic Grade Line (HGL) elevations at the points of interest will be calculated based upon open channel flow equations and a measured cross section of the stream adjacent to the point of interest, and if applicable a cross section of any culverts within 500 feet. There will be a total of three points of interest, one respective to each home; 241 South Cadillac, 230 Wildwood Drive, & 233 Wildwood Drive. No FIS study has been completed for the project area, so limited stream bed/bank cross section data is available. Cross sections obtained will be assumed as constant in the proximity of the points of interest for the purposes of calculating a hydraulic grade line. HGL elevations for the 10, 50, 100, & 500 year events will be provided in tables for each home as the deliverable.

*A CT employee will assist the District to obtain field measurements at each home from window sill to basement slab, or first floor to basement slab. The measurement location will be marked with tape and communicated to CT Survey Crew so they may shoot the tape location when on site. If a walkout basement or garage at the lowest level is available, CT Survey will shoot this elevation, requiring no internal measurement.*

### SCHEDULE:

# work authorization



Once the work authorization is received the survey work will be completed in the following timeframe:

- Field Survey: 2 weeks to complete the field survey.
- Development of the drawing file: 1 week after the field survey is completed.
- Hydraulic analysis: 1 week after the drawing file is completed.

Total Project Duration Estimate: 1 month from authorization.

## EXCLUSIONS

- Re-establishing the Right-of-Way, Property lines, or easements.
- Prepare a legal description and plat of survey for a FEMA Application.
- Does not include a topographic survey
- The location and elevation of the basement slabs for the three properties mentioned above
- The preparation of an exhibit for a plan set or permit application.
- No HEC-RAS model or FIS Study will be completed as a part of this information preparation to support the Hazard Mitigation Grant Application process.

## FEE AND BILLING

- Field Crew hours will be 18 hours with (2) mobilizations to the site.
- Office hours will be 8 hours.
- Total survey cost: \$3,100
- Estimate 18 hours effort to measure structures, complete hydraulic calculations, prepare 1 page summary.
- Total Hydraulic Analysis Cost: \$2,300

Total Project Cost: \$5,400 Lump Sum to be billed upon completion of all tasks.

# work authorization



name: ABC Water and Storm District    date: 10/18/19    wa no.:  
attn: Jason Loree, President ABC  
phone: 330-726-4177    e-mail: jlore@boardmantwp.com  
fax: 330-726-4175    web address: http://www.abcwaterdistrict.com/

project title: ABC NPS-IS Plans 2020; Anderson's Run, MC Headwaters, Indian Run, & Burgerss Run    project description: Preparing NPS-IS Plans for (4) HUC-12 Watersheds, prepare (1) 319 grant application. See attached Scope.

project location: Townships of Boardman and Canfield    invoicing instructions: Hourly, Not-To-Exceed \$36,820, CT Prevailing Wage Rates

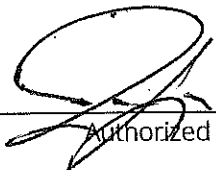
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### ACCEPTANCE:

Upon the authorized signature of both parties to this contract, they agree to the above prices, specifications and conditions as satisfactory. Payments will be made as outlined above and work can proceed.

Owner \_\_\_\_\_ CT CONSULTANTS, INC. \_\_\_\_\_  
By  \_\_\_\_\_ Mark Delisio, P.E.  
Date Accepted 11-7-2019 Date \_\_\_\_\_

Please sign and return one copy to our office.



## Project Understanding

The ABC Water and Stormwater District has identified critical areas for restoration. These critical areas fall into four Hydrologic Unit Code sixth-level subwatersheds (HUC-12):

- Anderson Run-Mill Creek
- Indian Run
- Headwaters Mill Creek
- Burgess Run

CT Consultants proposes to conduct simultaneously the four needed NPS-IS plans for the ABC Water and Stormwater District, working with Eastgate Regional Council of Governments to enable ABC to pursue Section 319 grant funds and other funding. Section 319 has been identified as possible funding sources for restoration of these critical areas. To pursue any Section 319, a Non-Point Source Implementation Strategic (NPS-IS) plan at the HUC-12 level is required. NPS-IS plans are intended to be concise, but detailed, summary documents that focus on specific non-point source management measures that will solve known water quality problems and attain water quality standards. The purpose is to focus efforts and funds on projects that are most likely to improve water quality and attain water quality standards. These plans can be amended and modified to add new critical areas and projects.

## Scope of Services

The following scope of services outlines the necessary steps to develop qualifying NPS-IS plans and critical areas to successfully compete for 319 funding. No tasks can be eliminated. These tasks are essential.

### Task 1 – Project Management

Working with Eastgate, CT will coordinate with watershed communities, agencies, and partners will be ongoing throughout the project:

### Task 2 - Review of Secondary Source Data and Production of HUC 12 Maps

Working with Eastgate, CT will compile the background material for each NPS-IS plan from sources such as:

- Any watershed planning documents;
- Available data including land cover, physical/topographic features, publicly owned lands, water resources, soils, special habitat;
- Water quality monitoring data from Ohio EPA; and
- Local knowledge of problem/resource areas and priorities.

Working with Eastgate, CT will produce a draft plan document for each HUC 12 (with the requisite data and maps for Chapter 1 and 2 with place holders for public participation. CT will work with Eastgate to create draft suggestions for Chapters 3 and 4). Background material will be produced and organized into the following sections:

- Chapter 1: Introduction
  - Report Background
  - Watershed Profile and History
  - Public Participation (Placeholder)
- Chapter 2: Watershed Characterization and Assessment Summary

- Physical and Natural Features
- Land Use and Protection
- Summary of Biological Trends
- Fish Community Health
- Macroinvertebrate Community Health
- Fish Habitat
- Summary of Pollution Causes and Associated Sources
- Dams and Impoundments
- Riparian Habitat
- Additional Information
- Chapter 3: Conditions and Restoration of Strategies for Critical Areas
  - Overview of Proposed Areas
  - Critical Area: Conditions, Goals & Objectives
    - Detailed Characterization
    - Detailed Biological Condition
    - Detailed Causes and Associated Sources
    - Goal and Objectives
      - Goals
      - Objectives
- Chapter 4: Projects and Implementation Strategies
  - Critical Area Overview Table and Project Sheets
  - Project Implementation Strategy Overview Table
  - Project Summary Sheets
- Chapter 5: References

### Task 3 – Public Meeting to Discuss Critical Areas, Goals and Objectives, and Projects and Implementation Strategies

Communities within the watershed, agencies, and partners will be invited to a kickoff meeting. CT, working with Eastgate, will provide a slide presentation highlighting work completed in Task 1 & 2. Participants will be asked to participate in reaching consensus on the critical areas as well as the goals and objectives, projects, and implementation strategies for each critical area. The general public will also be invited so that this meeting qualifies as a public participation event.

### Task 4 – Field Survey/Field Review

Once goals and objectives are developed and final critical areas and projects are determined, limited field reconnaissance will be conducted of the critical areas in order to gather site specific details to develop the Project Summary Sheets.

### Task 5 – Projects and Implementation Strategies Development

Project Summary Sheets will be developed for critical areas in order to provide sufficient information to prioritize the projects in Task 6. including:

- Project Lead Organization and Partners
- HUC-12 and Critical Area
- Project Location

- Strategy
- Project Schedule and Duration
- Short Description of the Project
- Project Narrative
- Estimated Total Cost
- Possible Funding Sources
- Identified Causes and Sources
- Removal of the NPS Impairment Needed
- Removal of the NPS Impairment to be Accomplished
- Information and Education

## Task 6 – Meeting to Discuss Project Summary Sheets

Upon the completion of Tasks 3-5, CT will produce draft Chapters 3 and 4. The participating communities, agencies, and partners will be invited back to another public meeting to review and comment on the goals and objectives, the detailed analysis of each critical area, and the list of potential projects. At this meeting, critical area projects will be prioritized.

## Task 7 – Final Plan

The NPS-IS plan for each HUC 12 area will be finalized. Each plan will include the following required NPS-IS elements:

- a) An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in the watershed based plan.
- b) An estimate of the load reductions expected for the management measures described under paragraph (c) below.
- c) A description of the NPS management measures (solutions) that will need to be implemented to achieve the load reductions estimated under item (b) above and an identification (using a map or description) of the critical areas in which those measures will be needed to implement this plan.
- d) An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon, to implement this plan.
- e) An information/education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the NPS management measures that will be implemented
- f) A schedule for implementing the NPS measurements in this plan that is reasonably expeditious
- g) A description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented
- h) A set of criteria that can be used to determine whether loading reductions are being achieved over time and substantial progress is being made toward attaining water quality standards, and, if not, the criteria for determining whether this watershed-based plan needs to be reviewed, or if a NPS TMDL has been established, whether the NPS TMDL needs to be reviewed.
- i) A monitoring component to evaluate the effectiveness of the implementation measures over time, measured against the criteria established under item (h) immediately above.

Once completed, each plan will be submitted to OEPA. Once the plans are approved, Section 319 applications can be prepared.

### Task 8 – Section 319 Grant Application

A grant application will be prepared to meet the 2020 deadline. Additional grant proposal for GRLI and other grants will be prepared as needed for an additional fee.

### Information/Services Provided by Others and Assumptions

ABC and Eastgate shall assist in requesting data from agencies and adjacent communities when necessary; provide the meeting facilities for the public participation, invite watershed communities, agencies and partners to public meetings, and send out press releases; and secure access to critical area sites and accompany CT Consultants during field reconnaissance.

Participation by all watershed communities, agencies, and partners is encouraged but not required.

### Schedule

In order to complete these NPS-IS plans to be ready to apply for Section 319 funding in 2020, Assuming authorization to proceed is granted on November 7<sup>th</sup>. The meeting with the ABC District to discuss critical areas would occur in mid-November. The tentative date for the first public meeting would be December 18<sup>th</sup>. After Tasks 4 and 5 are completed, a second public meeting will be held in the new year to discuss projects and implementation strategies. The Section 319 grant would be prepared in 2020 after the grant applications are announced.

### Fee Estimate and Billing

We will accomplish the work outlined in the Scope of Services for the following total NPS-IS plans amount:

Task 1 – Project Management .....	\$3,950
Task 2 - Review of Secondary Source Data & Production of HUC 12 Maps.....	\$2,400
Task 3 –Meeting to Discuss Critical Areas.....	\$4,340
Task – 4 Field Survey/Field Review.....	\$5,400
Task – 5 Projects and Implementation Strategies Development.....	\$7,680
Task 6 – Meeting to Discuss Project Summary Sheets.....	\$3,720
Task 7 – Final Plans.....	\$5,730
<b>Total NPS-IS Plans.....</b>	<b>\$33,220</b>
Task 8 – Section 319 Grant Application .....	\$3,600

*Note: No tasks can be eliminated in completing these NPS-IS plans.*

*Additional critical areas, beyond six, will be an additional fee of \$3,000 to \$5,000 depending on their scope. Jurisdictions outside of the ABC Water District can be asked to cover the costs of critical areas in their geographic locations. There can be multiple projects in each critical area.*

*The fees cover the preparation of up to six critical areas and one grant application for the ABC Water District.*

We appreciate the opportunity to submit our proposal on this project and look forward to working with the ABC Water District. Should you have any questions or require additional information on this proposal, please do not hesitate to call.

Respectfully submitted,

Laura DeYoung  
Senior Planner

CT CONSULTANTS, INC.

Cc: Mark Delisio, P.E. – CT Consultants

# work authorization



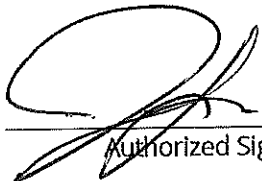
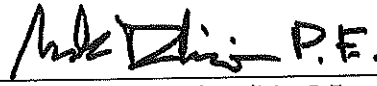
name: ABC Water and Storm District    date: 8/29/19    wa no.:  
attn: Jason Loree, President ABC  
phone: 330-726-4177    e-mail: jloree@boardmantwp.com  
fax: 330-726-4175    web address: <http://www.abcwaterdistrict.com>

project title: Loch Heath Lane & Red Grouse Court Culvert Replacements  
project description: Design, Bid, Construction Administration and Construction Observation for the replacement of one culvert on Loch Heath Lane and one culvert on Red Grouse Court.  
project location: Township of Boardman  
Invoicing Instructions: Design and Bid Phase Services, Lump Sum, \$43,400. Construction Administration and Construction Observation Services, Hourly with Recommended Budget of \$10,000.

NO WORK SHALL PROCEED UNTIL SIGNED WORK AUTHORIZATION IS RETURNED BY THE OWNER.

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**ACCEPTANCE:**  
Upon the authorized signature of both parties to this contract, they agree to the above prices, specifications and conditions as satisfactory. Payments will be made as outlined above and work can proceed.

Owner \_\_\_\_\_ CT CONSULTANTS, INC. \_\_\_\_\_  
By  \_\_\_\_\_  \_\_\_\_\_  
Date Accepted 11-7-2019 \_\_\_\_\_ Date 8/30/2019 \_\_\_\_\_  
Authorized Signature Mark Delisio, P.E.

Please sign and return one copy to our office.

# work authorization



ABC Water & Stormwater District  
Work Authorization – August 29, 2019  
Loch Heath Lane & Red Grouse Court Culvert Replacements

## SCOPE:

### Design Phase (\$37,000, Lump Sum)

1. Place Ohio Utilities Protection Service call to locate existing utilities.
2. Conduct a site survey for design of the proposed facilities.
3. Evaluate tributary drainage area.
4. Model culverts, ponds and weirs.
5. Design of two (2) culverts and technical specifications.
6. Provide a final construction cost estimate
7. Conduct two (2) design meetings with Owner.
8. Prepare and submit all permit applications on behalf of the Owner. This includes preparing drawings for permit applications.
9. Preparation of easement exhibits for Owner. Owner to meet with property owners and secure signatures.
10. Preparation of drawings, contract documents and technical specifications for construction.

### Bid Phase (\$6,400, Lump Sum)

11. Preparation of the Bid Advertisement. Owner to pay advertising fee.
12. Distribute plans and contract documents. Please note that we are assuming the use of CT Standard Contract Documents (EJCDC – Standard General Conditions of the Construction Contract prepared by Engineers Joint Contract Documents Committee). These are industry standard contract documents.
13. Conduct a preconstruction meeting with Contractor and provide meeting minutes.
14. Provide needed Addendums.
15. Review bids and provide opinion to award contract.

### Construction Administration & Construction Observation Phase (\$10,000, Hourly – Recommended Budget)

16. Conduct one (1) preconstruction meeting and provide meeting minutes.
17. Review shop drawings submitted by Contractor.
18. Review and process payment applications submitted by Contractor, make recommendation for payment to Owner.
19. Provide change order reviews and recommendations.

# work authorization



20. CT proposes to provide spot Construction Observation services (typically referred to as "part-time") to check on the Contractors progress. We have assumed a total of 40 hours for this service, which includes travel time.
21. Provide "As-Constructed" final plans from the information submitted by the Contractor.
22. Provide project close out documentation.

## Additional Services

The following services are not included in this project scope, but can be provided if requested:

1. Full-time Construction Observation services. If Owner desires full-time inspection, this can be provided at any time in the project life. Since CO services are proposed to be completed on an hourly basis, a revised time estimate and budget will be provided if full-time CO services are requested.
2. Geotechnical engineering.
3. Pavement, soil, backfill and/or compaction testing.
4. Subsurface Utility Exploration (SUE) services.
5. Wetland impact permitting to the United States Army Corps of Engineers (USACE), if required.
6. Modify documents resulting from significant changes in general scope, extent, or character of the project or its design, including but not limited to changes in size, complexity, schedule, and revision of previously accepted studies, reports, design documents, or contract documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders acted on subsequent to the preparation of such studies, reports or documents, or are due to any other causes beyond CT's control.



*A Nice Place to Call Home*

# BOARDMAN TOWNSHIP

ROAD DEPARTMENT: Marilyn Sferra Kenner, P.E., ROAD SUPERINTENDENT

October 16, 2019

ABC Water and Storm Water District  
P.O. Box 3554  
Boardman, Ohio 44512

Re: Request for Engineering Services  
Red Grouse (Heathers Development)  
Hazard Mitigation Grant (three properties)

Gentlemen:

It has come to the attention of this office that the culverts within the Heathers Development are at the end of their useful life and will need to be repaired or replaced. Our office is respectfully requesting that the ABC Water and Storm Water District hire CT Consultants to inspect the culverts to determine whether to repair or replace same and to provide design services for this project. Please see the attached work authorization.

As you also may know, the Township is applying for a Hazard Mitigation Grant to acquire three homes along the Boardman Ditch. In an effort to meet the Benefit Cost Analysis of 1.0, some survey work is required. Our office is respectfully requesting that the ABC Water and Storm Water District also hire CT Consultants to provide these services. Please see the attached work authorization. The grant is due on November 18, 2019 so time is of the essence for this survey work.

Thank you in advance for your consideration in this matter. If you have any questions, please feel free to contact our office.

Sincerely,



Marilyn Sferra Kenner, P.E.  
Road Superintendent

[www.boardmantownship.com](http://www.boardmantownship.com)

8299 Market Street, Boardman, Ohio 44512 (330) 726-4190 Fax (330) 726-4157

Trustees: Brad Calhoun Thomas P. Costello Larry Moliterno Fiscal Officer: William D. Leicht

# work authorization



name: ABC Water and Storm District      date: 9/13/19      wa no.:

attn: Jason Loree, President ABC

phone: 330-726-4177      e-mail: jloree@boardmantwp.com

fax: 330-726-4175      web address: http://www.abcwaterdistrict.com/

project title: ABC Stormwater Planning - Cranberry Run Phase 1      project description: Cranberry Run Stormwater Planning. See Attached Scope

project location: Boardman Township      invoicing instructions: Hourly, Not-To-Exceed \$94,500, CT Prevailing Wage Rates

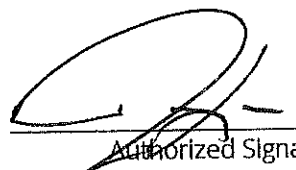

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### ACCEPTANCE:

Upon the authorized signature of both parties to this contract, they agree to the above prices, specifications and conditions as satisfactory. Payments will be made as outlined above and work can proceed.

Owner	_____	CT CONSULTANTS, INC.
By	 Authorized Signature	 Mark Delisio, P.E.
Date Accepted	11-7-2019	Date 9/13/2019

Please sign and return one copy to our office.



# Memorandum

To: ABC Water & Stormwater District Board Members/ Boardman Township Staff

From: Mark Delisio, P.E.

Subject: ABC Stormwater Master Planning – Boardman Township Work Plan

Cranberry Run Phase 1

Date: 2019.09.13

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## PROJECT DEVELOPMENT AND APPROACH

The purpose of this memo is to serve as a first step in creating a “living” work plan such that the District can begin achieving its goals as efficiently as possible. Estimating a scope and fee without basic information, would open possibilities for mis-managed expectations. Therefore, CT proposes to approach the master planning in a methodical, phased, and pragmatic approach.

The preferred approach outlined within this document includes focusing on one high priority sub-watershed first. This style of approach will provide the following benefits:

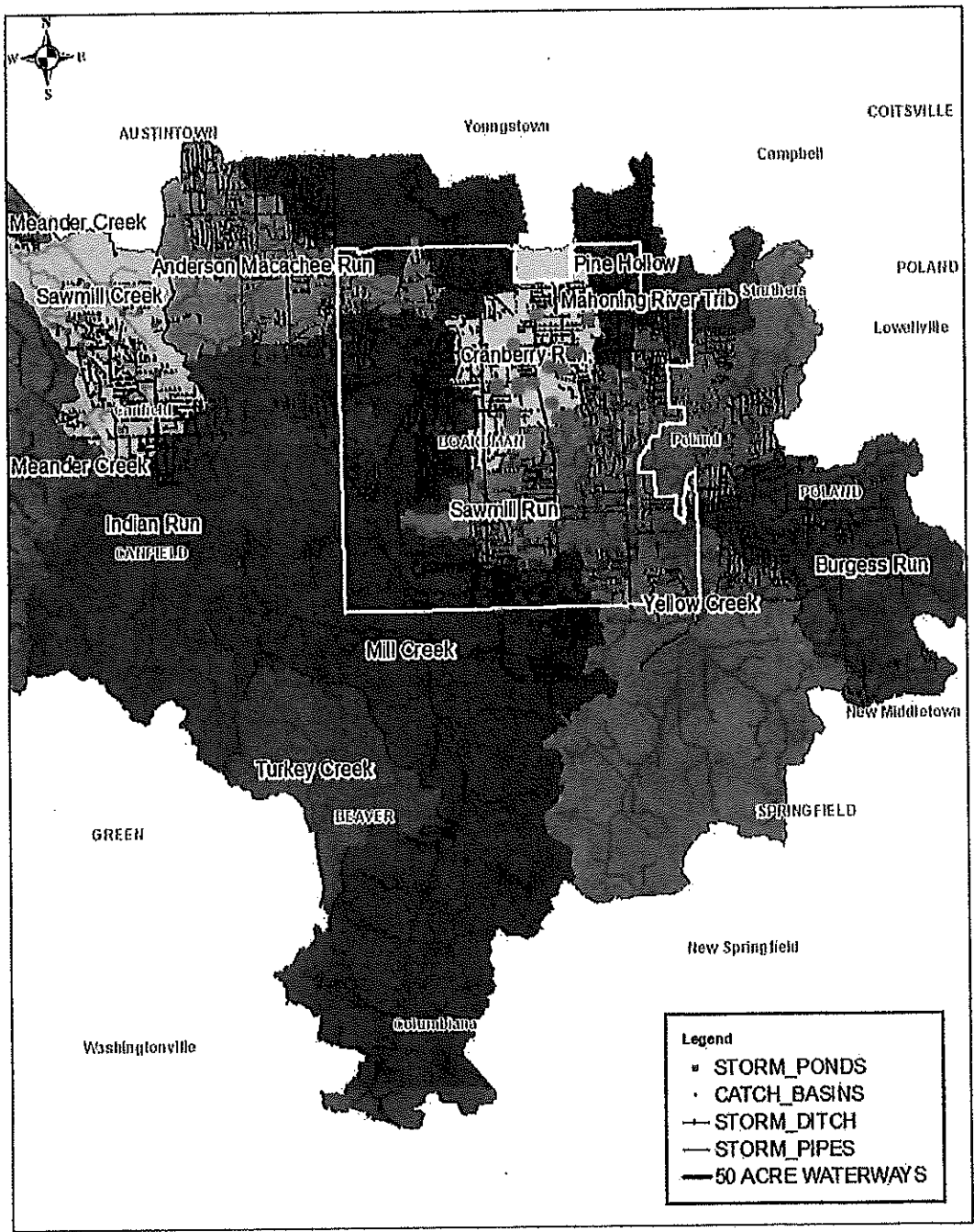
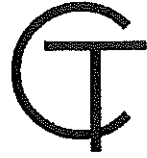
- Allows the District to focus on areas which are of obvious concern, thereby not wasting any effort or fee payer dollars.
- Delivers results more quickly rather than a planning effort encompassing all sub-watersheds at one time. This provides the fee payers with a quicker/more visible return as well.
- Establishes program protocols for obtaining/reviewing data. This provides the District with opportunities for refinement and lessons learned prior to tackling other sub-watersheds.
- Makes budgets smaller in attempts to avoid overspending.
- Requires necessary guidance (Check-ins) with the District Board and Township Staff – assuring the District’s goals are being met along the way.
- Limits the amount of unknowns into smaller phases. Currently there are many such as how information will flow between the District/Township/CT, what local data is available, and the condition of the District’s stormwater infrastructure system.
- Gathers “buy in” from District Board, Township Staff, and other Stakeholders sooner, as opposed to waiting for larger deliverables to come at some later date.

In order to facilitate discussion, CT has developed some base mapping for planning purposes. Map 1 displays Boardman Township’s watersheds from a macro level. Map 2 displays a micro



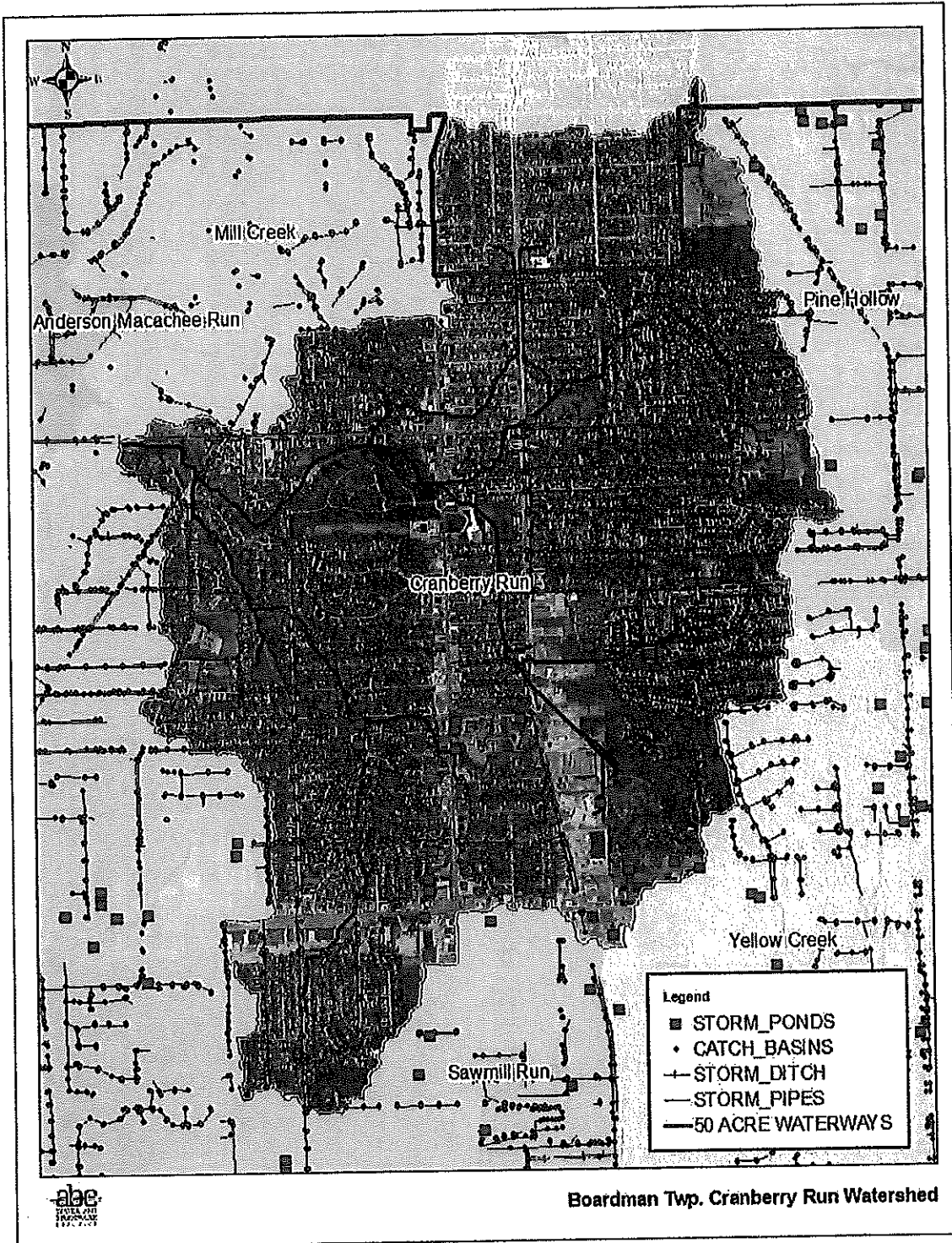
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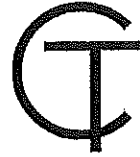
level zoom to the Cranberry Run Sub-Watershed – the area we perceive to be of the most concern at this time due to complaints received.



Boardman Twp. Sub Watersheds

Map 1





## SCOPE

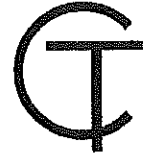
CT proposes that the District approach master stormwater planning with the following phases:

- 1) Watershed Development & Data Collection
- 2) H&H Model Development & Calibration
- 3) Review Modeling Results & Alternatives Analysis
- 4) Prepare Report of Findings
- 5) Develop Operation and Maintenance Program
- 6) Develop Long-Term Strategy
- 7) Identify Next Watershed for Analysis

### Phase 1 – Watershed Development & Data Collection

This is a mapping phase to defined overall watersheds, sub-watersheds, flow paths and infrastructure of relevance. Pertinent existing conditions data will be collected. Areas of concern will be identified in coordination with available data and knowledge from District/Township staff. Existing data will be used to prepare a map of the system. This will include Mahoning County GIS which as a starting point. In order to complete the mapping, other drawings will be reviewed. Remaining gaps and questionable data will be verified by field reconnaissance. Field Recon will also include documentation and evaluation of the condition of District Stormwater Infrastructure (DSI) along with maintenance concerns. CT will use ArcGIS On-Line (AGOL) to catalogue the District's infrastructure for both modeling and maintenance purposes. CT will work with the District to measure level of effort associated with field recon, and manage expectations of how much DSI can be evaluated within budget. Current budget costs may not reflect the level of detail the District ultimately desires to include for maintenance and/or modeling purposes. Maintenance needs will be identified, logged in AGOL, and shared with the District for completion by Township Staff or District Contractors. Once complete, the District can mark maintenance needs as completed within the living AGOL DSI database to track progress. If maintained properly, this information will serve as a valuable up to date maintenance log for use with future funding applications. The deliverables will be a database and map of the Cranberry Run District Stormwater Infrastructure, capable of supporting modeling efforts, O&M recommendations, and documentation of progress.

Public involvement and engagement during this phase can include sharing of maps and maintenance records at public meetings to discuss the approach being taken. Pictures are taken during field investigations, tagged within the AGOL DSI database, and can be used for show and tell. CT will work with the District to understand how much public engagement is necessary and on developing a plan for public engagement in accordance with the fee estimate below.



The map will become a living document. There becomes a breakpoint at which the information being collected is so refined that it will be of little to no benefit for model development and maintenance. Determination of problem areas and DSI is critical. CT's QA/QC team will work diligently with the District to determine these breakpoints.

Phases 2 through 7 will be expounded upon in future work authorizations. To give the District an understanding of the direction CT envisions, brief descriptions of each subsequent phase are provided below.

#### **Phase 2 – H&H Model Development and Calibration**

Includes flow monitoring services, the construction of a Hydraulic and Hydrologic Model using PCSWMM, and calibration of the model. The beginning of this phase is contingent upon phase 1 mapping being adequately complete.

#### **Phase 3 – Review Modeling Results & Alternatives Analysis**

Includes simulating select design storms and testing the capacity limitations of the current system. Then, problem areas are validated and the model is used to analyze various alternatives to solve said limitations. The various alternatives will be weighed after developing planning level project costs for comparison.

#### **Phase 4 - Prepare Report of Findings**

Includes a report documenting the data collection, mapping, modeling, cost evaluating processes, and results of planned projects. Once additional sub-watersheds are also evaluated, the report can be updated and projects from different sub-watersheds can be compared against one another. Recommendations can then be made on how best to proceed. Funding opportunities can also be identified.

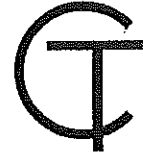
#### **Phase 5 – Develop Operation and Maintenance Program**

CT will begin developing AGOL tools during phase 1. This will be a growing process as CT, the District, and the Township work together to integrate services. An AGOL DSI platform will be developed during phase 1. Phase 5 will serve as an opportunity to properly document the system which has been built, and how the involved parties can best maintain the information collected. Final deliverables from this stage are yet to be determined, and will be a result of the processes employed during phase 1. The "Program" may include documentation of best management practices, and explanations of data management standards.

#### **Phase 6 – Develop Long-Term Implementation Strategy**

Includes development of planning standards, model management protocols, and future model development based upon land use changes, updated regulations, redevelopment and





added/completed stormwater management features and projects. Final deliverables from this stage are yet to be determined, and will be a result of lessons learned through various sub-watershed evaluations and attempts to fund projects.

#### Phase 7 - Identify Next Watershed for Analysis

Includes using available data to determine where the next best "bang for the buck" can be achieved with regard to aged infrastructure, past development issues, and known problem areas.

#### FEE

CT proposes the following fees to be charged on an hourly basis, not to exceed the Phase 1 Sub-total unless authorized by the District Board. CT may shift funds between subtasks as required. Fee requests for latter phases of the stormwater master planning process will be submitted under request of separate work authorizations. This fee covers only Phase 1 services.

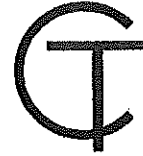
#### Projected Phase 1 Spending by Sub-task;

- 1a Project Approach/Development & Kickoff (\$4,000)
- 1b Existing Data Collection & Review (\$18,200)
- 1c Mapping District Stormwater Infrastructure (\$8,500)
- 1d Field Reconnaissance for Model Data/ O&M (\$55,000)
- 1e Public & Stakeholder Engagement (\$6,300)
- 1f Project Management (\$2,500)

Phase 1 Sub-total (\$94,500)

Note that the field reconnaissance fees are based on assumptions about the amount of infrastructure that is not well documented and that is needed to develop a DSI model.

Depending on the problem areas and existing data encountered, it is possible that more or less field investigation may be required once mapping progresses. Effective communication will keep the District informed of progress and the required level of effort and budget to achieve program goals.



### ITEMS TO BE PROVIDED BY THE DISTRICT

- 1) Access and rights to make copies of any drawings available through the Township
- 2) Access to township facilities including fire stations, detention sites, and the township administration building as needed to collect information.
- 3) Coordination with CT's field team on any ROW and property access issues, including assistance from police and/or firemen such that a safe environment can be maintained during field investigation for both safety and access purposes.
- 4) Honest and detailed tacit knowledge of the problem areas to help facilitate stormwater planning.
- 5) Access to any flood complaint related data, or relevant zoning department information or GIS files that the Township may possess.
- 6) CCTV Costs will be passed through to the District. CT will coordinate with the Contractor.
- 7) Access to County Data and other local datasets that are not available for free or readily by the public.

### SCHEDULE

Field Reconnaissance will continue as needed through the spring and summer of 2020, however, CT proposes to provide a draft working map of the system by 4/1/2020. This would provide the District with enough foresight to select flow meter installation locations during the spring (wet months). CT envisions also beginning phases 2 & 3 in the spring of 2020.

# work authorization



name: ABC Water and Storm District    date: 9/03/19    wa no.:

attn: Jason Loree, President ABC

phone: 330-726-4177    e-mail: jloree@boardmantwp.com

fax: 330-726-4175    web address: http://www.abcwaterdistric  
t.com/

project title: General Services – Continuous Utility Fee Support    project description: Responding to inquiries by the District Board, including but not limited to credit and appeal applications. See attached Scope.

project location: Townships of Boardman and Canfield    invoicing instructions: Hourly, Not-To-Exceed \$20,000, CT Prevailing Wage Rates

NO WORK SHALL PROCEED UNTIL SIGNED WORK AUTHORIZATION IS RETURNED BY THE OWNER.

### TERMS:

Invoices will be rendered for work performed in the preceding month and are due and payable within thirty (30) days after presentation. Cancellation of this contract presupposes payment for work already completed. Balances thirty (30) days past due shall bear finance charges at the legal rates permitted. This agreement shall be authorized in accordance with the District's Master Service Agreement Signed 11/21/2017.

### ACCEPTANCE:

Upon the authorized signature of both parties to this contract, they agree to the above prices, specifications and conditions as satisfactory. Payments will be made as outlined above and work can proceed.

Owner

CT CONSULTANTS, INC.

By

Mark Delisio PE.

Authorized Signature

Mark Delisio, P.E.

Date

Accepted

11-7-2019

Date

9/3/19

Please sign and return one copy to our office.

# work authorization



ABC Water & Stormwater District  
Work Authorization 9/03/2019  
General Services – Continuous Utility Fee Support

## SCOPE:

1. Develop and mail response letters related to any board approved adjustments/credits etc., provide updated adjustment logs to the Board upon request.
2. Investigate properties, resolve District inquiries, attend meetings, and process credit and/or appeal applications submitted by parcel owners as requested by District officials.
3. Update the billing file and furnish to Auditor when requested, coordinate with Auditor when needed.
4. Continue to provide administrative assistance upon request.
5. Provide in-kind services proposals upon request. i.e. Forest Lawn Memorial Park Cemetery.

Note: These are services billed hourly upon request from the District Board. No design is included in this work authorization. Hourly breakdown of fees is available upon request with invoicing. This work authorization and scope are provided in accordance with the Master Service Agreement signed 11/21/2017.



# Memorandum

To: Keith Rogers, ABC Board Member

From: Mark Delisio, P.E.

Subject: Indian Run Watershed Planning – Budget Management

Date: 11/1/2019

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The purpose of this memo is to document a financial expenditure limitation requested by the ABC Board with regard to the subject project.

CT Consultant expenditures on master planning services associated with the 10/11/2019 "ABC Stormwater Master Planning – Canfield Township Work Plan - Indian Run Phase 1" work plan shall not exceed 1/3 of the proposed Canfield Township budget until the 2020 ABC Stormwater 1<sup>st</sup> half fees are collected. The fees are due the 2<sup>nd</sup> Friday of March each year. It is understood that the remaining budget can then be used to complete the task work proposed in the work plan after the March collections are received.


The Canfield Township budget is \$99,300 for the subject work plan. The not-to-exceed by March 2<sup>nd</sup> of 2020 amount is \$33,100.

Signatures of acknowledgment:

Mark Delisio, P.E. – CT Consultants

 Date: 11/1/2019

Keith Rogers - ABC Board Member

 Date: 11/7/19



Real Estate Consulting, Inc.

TranSystems Real Estate Consulting, Inc. 39 W. McKinley Way Poland, OH 44514 Tel: 330-726-5316 Fax: 216-274-9595

www.transystems.com

October 31, 2019

Boardman Township, Ohio 8299 Market Street Boardman, OH 44512 Attn: Marilyn Sferra Kenner, PE

Re: Cost Proposal - R/W Acquisition Services - 230 Wildwood, 233 Wildwood & 241 South Cadillac

Dear Mrs. Kenner:

Per your request, TranSystems Real Estate Consulting, Inc. is pleased to submit a cost proposal for acquisition services for the total take parcels listed above. All of the acquisition services will be completed following ODOT's Policies and Procedures.

Table with 5 columns: Type of Service, Unit, No. of Units, Fee Per Unit, Total Amount. Rows include Project Management, 42-year Title Report, Summary Appraisal, Negotiation, Formal Closing & Recording, Mortgage Release / Satisfaction, and a TOTAL row.

The project management and negotiations will be invoiced 50% when the offer is made and 50% when the billing package is submitted. We will be able to start work once we have a fully executed agreement and Notice to Proceed.

If you have any questions or there is anything else needed, please contact me directly at (330) 726-5316.

Respectfully,

Handwritten signature of James M. Fisher

James M. Fisher Vice President

Handwritten signature with 'OK' and '11-6-19' written next to it.

TRUSTEES

Joe Paloski  
Brian Governor  
Marie Izzo Cartwright

FISCAL OFFICER

Carmen I. Heasley

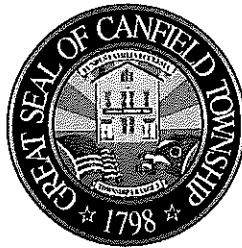
TOWNSHIP ADMINISTRATOR

SUPERINTENDENT

Keith Rogers

ZONING INSPECTOR

Traci DeCapua



OFFICE

21 S. Broad Street  
Canfield, Ohio 44406  
Phone: 330-533-4239  
Fax: 330-533-1085

MEETINGS

The 2<sup>nd</sup> and 4<sup>th</sup> Tuesday  
of each month at 7PM

**CANFIELD TOWNSHIP**

Mahoning County, Ohio  
[www.canfieldtownship.org](http://www.canfieldtownship.org)

October 30, 2019

ABC Water & Stormwater District  
8299 Market St.  
Boardman, OH 44512

To whom it may concern:

Canfield Township Board of Trustees is requesting financial assistance to aid in the cost as part of the Emergency OPWC funding for repairs to Fairway Drive and Pheasant Run from the May 28, 2019 flooding event at a cost of \$38,918.00.

Thank you for this consideration,

Joe Paloski  
Canfield Trustee, *Chairman*

**TRUSTEES**

Joe Paloski  
Brian Governor  
Marie Izzo Cartwright

**FISCAL OFFICER**

Carmen I. Heasley

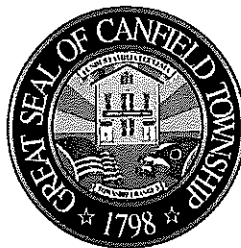
**TOWNSHIP ADMINISTRATOR**

**SUPERINTENDENT**

Keith Rogers

**ZONING INSPECTOR**

Traci DeCapua



**OFFICE**

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**CANFIELD TOWNSHIP**

Mahoning County, Ohio  
[www.canfieldtownship.org](http://www.canfieldtownship.org)

October 30, 2019

ABC Water & Stormwater District  
8299 Market St.  
Boardman, OH 44512

To whom it may concern:

Canfield Township Board of Trustees is requesting financial assistance to cover costs relating to culvert replacement on Briarwood Drive at a cost of \$18,426.82.

Thank you for this consideration,

A handwritten signature in cursive script that reads "Joe Paloski".

Joe Paloski  
Canfield Trustee, *Chairman*



TRUSTEES

Joe Paloski  
Brian Governor  
Marie Izzo Cartwright

FISCAL OFFICER

Carmen I. Heasley

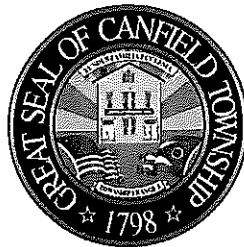
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Mahoning County, Ohio  
[www.canfieldtownship.org](http://www.canfieldtownship.org)

October 30, 2019

ABC Water & Stormwater District  
8299 Market St.  
Boardman, OH 44512

To whom it may concern:

Canfield Township Board of Trustees is requesting financial assistance to cover costs relating to culvert replacements on Pheasant Run – Phase I and II at a cost of \$20,860.15.

Thank you for this consideration,

Joe Paloski  
Canfield Trustee, *Chairman*

**TRUSTEES**

Joe Paloski  
Brian Governor  
Marie Izzo Cartwright

**FISCAL OFFICER**

Carmen I. Heasley

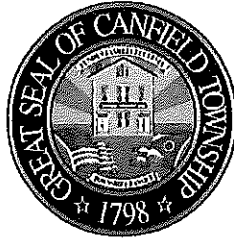
**TOWNSHIP ADMINISTRATOR**

**SUPERINTENDENT**

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**CANFIELD TOWNSHIP**

Mahoning County, Ohio  
[www.canfieldtownship.org](http://www.canfieldtownship.org)

October 30, 2019

ABC Water & Stormwater District  
8299 Market St.  
Boardman, OH 44512

To whom it may concern:

Canfield Township Board of Trustees is requesting financial assistance to cover costs relating to storm sewer replacement on Catawba Drive at a cost of \$18,502.40.

Thank you for this consideration,

A handwritten signature in black ink that reads "Joe Paloski". The signature is written in a cursive style.

Joe Paloski  
Canfield Trustee, *Chairman*

**TRUSTEES**

Joe Paloski  
Brian Governor  
Marie Izzo Cartwright

**FISCAL OFFICER**

Carmen I. Heasley

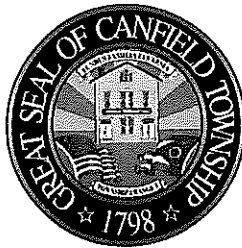
**TOWNSHIP ADMINISTRATOR**

**SUPERINTENDENT**

Keith Rogers

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**MEETINGS**

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**CANFIELD TOWNSHIP**

Mahoning County, Ohio  
[www.canfieldtownship.org](http://www.canfieldtownship.org)

October 30, 2019

ABC Water & Stormwater District  
8299 Market St.  
Boardman, OH 44512

To whom it may concern:

Canfield Township Board of Trustees is requesting financial assistance to cover costs relating to storm sewer replacement on Catawba Drive with an additional cost to Foust construction, Inc. for restoration at a cost of \$1,368.40.

Thank you for this consideration,

A handwritten signature in black ink that reads 'Joe Paloski'. The signature is written in a cursive style.

Joe Paloski  
Canfield Trustee, *Chairman*

# FOUST CONSTRUCTION, INC.

1700 Wilson  
Girard, Ohio 44420

General Contractor

**PHONE: 330/539-6173 FAX: 330/539-6106**

**DATE:** 10/23/2019

## PAY ESTIMATE

**COMPANY:** CANFIELD TOWNSHIP  
**ATTENTION:** Keith Rodgers  
**CONTRACTOR:** Charles F. Foust, Jr  
**COMPANY:** Foust Construction, Inc.

**RE:** CATAWBA STREET  
CANFIELD TWP.

REF	DESCRIPTION	UNIT	QTY	UNIT AMT	TOTAL
1	DRIVE APPROACH	SY	15.55	\$ 88.00	\$ 1,368.40
	<b>TOTAL AMOUNT DUE</b>				<b>\$ 1,368.40</b>

**NOTE:** TERMS: Net Pay 30 Days











# Canfield Township Road Department

## ABC Time Reporting Record Project Name: Pheasant Run #1

Employee Name	Classification	Task Performed	Location	Project Hours Worked Each Day							Total Prof. Hrs	Hourly Rate of Pay	Fringe Benefits Paid Per Hour		Total Hourly Comp.	Total Salary/Cost
				S	M	T	W	T	F	S			P.E.R.S.	Other		
				u	n	d	e	r	d	a						
Bob Burkett	Asst. PW Foreman	Operator	Pheasant Run	8	8	8	8	8	2	42	\$52.68			\$ 52.68	\$ 2,212.56	
Shawn Stack	Labor	Pipe Installation	Pheasant Run	8	8	8	8	8	2	42	\$48.59			\$ 48.59	\$ 1,956.78	
Mike Fuchilla	Labor	Pipe Installation	Pheasant Run	8	8	8	8	8	2	42	\$19.71			\$ 19.71	\$ 827.82	
Rick Lukian	Labor	Pipe Installation	Pheasant Run	8	8	8	6		2	32	\$17.77			\$ 17.77	\$ 568.64	
										0			\$ -	\$ -		
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										0			\$ -	\$ -		
										0			\$ -	\$ -		
											Total	\$	5,565.80			

I hereby certify that the above information is accurate and properly reflects hours worked on the above referenced project.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_







TRUSTEES

Joe Paloski  
Brian Governor  
Marie Izzo Cartwright

FISCAL OFFICER

Carmen I. Heasley

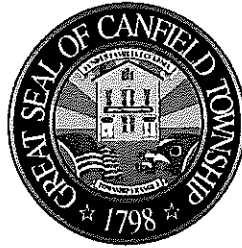
TOWNSHIP ADMINISTRATOR

SUPERINTENDENT

Keith Rogers

ZONING INSPECTOR

Traci DeCapua



OFFICE

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MEETINGS

The 2<sup>nd</sup> and 4<sup>th</sup> Tuesday  
of each month at 7PM

**CANFIELD TOWNSHIP**

Mahoning County, Ohio  
[www.canfieldtownship.org](http://www.canfieldtownship.org)

October 30, 2019

ABC Water & Stormwater District  
8299 Market St.  
Boardman, OH 44512

To whom it may concern:

Canfield Township Board of Trustees is requesting financial assistance to cover costs relating to the installation of 56 feet of 36" RCP in the Indian Run Detention area to create positive flow of the existing storm sewer that drains a portion of Pebble Beach Drive and relieve the existing system from standing water at a cost of \$15,000.00

Thank you for this consideration,

Joe Paloski  
Canfield Trustee, *Chairman*

1003

**CRAIG EDWARD SUSANY, INC.**

13535 Market Street, North Lima, OH 44452

October 16, 2019

Canfield Township  
21 South Broad Street  
Canfield, OH 44406

**INVOICE**

Completed work, Indian Run Detention:

Inaccessible undergrowth/brush mowing	\$2,000.00
Installation 36" class 4 RCP, establish flow line grade	\$13,000.00

**Total this invoice due and owing** **\$15,000.00**

Thank you.

Craig Susany



October 23, 2019

Mr. Jason Loree  
District Board Member  
ABC Water and Stormwater District  
P.O. Box 3554  
Youngstown, Ohio 44512

Dear Mr. Loree:

I am pleased to present to you this proposal for consulting services from Environmental Collaborative of Ohio (ECO) to develop an 8-page community mailer providing education and information related to past, current and future activities of the ABC Water and Stormwater District efforts for comprehensive stormwater planning. ECO will provide the following services organized by task to ABC Water and Stormwater District as part of this scope of work:

- Task 1: Community Mailer Layout Development
- Task 2: Community Mailer Detailed Development
- Task 3: ABC Water District Open House/Public Education Assistance

Attached please find a detailed scope of work with activities, deliverables, assumptions, fee and schedule outlined for each task. Should you have any questions on the scope or fee please feel free to contact me. Once the hours and fee are agreed upon, I will send a contract. Work for Tasks 1 and 2 are expected to be completed within 9 weeks of signed contract. We are honored to collaborate with ABC Water and Stormwater District on this exciting project!

Sincerely,

A handwritten signature in black ink that reads "Courtney Bayle". The signature is written in a cursive, flowing style.

Owner/Principal

Environmental Collaborative of Ohio

# ENVIRONMENTAL COLLABORATIVE OF OHIO

## SCOPE OF SERVICES

**Submitted to:**  
**ABC Water and Stormwater District**  
**2019 Community Mailer Project**

### PROJECT APPROACH

The purpose of this project is to develop an eight-page community mailer providing education and information related to past, current and future activities of the ABC Water and Stormwater District's efforts for comprehensive stormwater planning. Outside of project-related items, topics to be covered include grant management, non-point source pollution, the benefits of a stormwater district, the importance of digitizing record data and files, a stream health approach to stormwater management, and general education around why stormwater management is needed and important. ECO will provide the following services organized by task to ABC Water and Stormwater District (the District) as part of this scope of work:

#### Task 1: Community Mailer Outline Development

##### Scope of Activity

- Produce an outline with general layout, priority of topics and overview of content to be developed, including recommended graphics
- A progress meeting will be held with the District to walk through the proposed outline and finalize as a team what content to move forward with in Task 2.

##### Deliverables

- Outline of flyer in PDF electronic format
- Meeting minutes from progress meeting

##### Assumptions:

- 4-6 detailed graphics will be included in the community mailer for educational purposes.
- Since there are many topics that would be beneficial to cover, ECO and the District will select as a team the highest priority to include in the 8-page mailer.

#### Task 2: Community Mailer Detailed Development

##### Scope of Activity

- ECO will prepare a draft community mailer based on the progress meeting and outline discussion in Task 1. Once the draft is developed, the District will review and provide comments.
- Provide final community mailer in electronic format for printing and distribution.
- ECO will coordinate with stormwater comprehensive plan team to include project information in flyer.



**Deliverables**

- Draft and final community mailer in electronic format.
- Graphics in electronic format for future use.

**Assumptions:**

- Prior to development of graphics, the District and ECO will agree upon those to be developed. As review of draft, only minor revisions will be made to graphics.
- Text in the content will be minimized to convey the information in the most digestible format for residents.
- One revision of community mailer after District review is part of this scope of work.
- ABC Water and Stormwater District responsible for printing and distribution.

**Task 3: ABC Water District Open House/Public Education Assistance**

**Scope of Activity**

- Organize and coordinate open house meeting to include up to 4 topic stations to be discussed with 2 technical experts present for each topic.
- Prepare materials and resources for each topic station, including handouts, posters, and surveys.
- Prepare promotional materials for meeting, including social media graphics and flyers.

**Deliverables**

- Materials and resources for meeting in electronic format.
- Promotional materials in electronic format.

**Assumptions:**

- The District will secure a location and pay any necessary fees.
- The District will coordinate with other partners in their attendance and participation of the open house.

## PROJECT FEE STRUCTURE

This project will be billed on an hourly basis, with invoices submitted monthly and a contract total not to exceed \$12,570. The following billing rates are included as part of the 2019 Stormwater Services Program:

- Principal Engineer: \$120/hour
- Public Educator/Administrator: \$78/hour
- Graphic Designer: \$60/hour

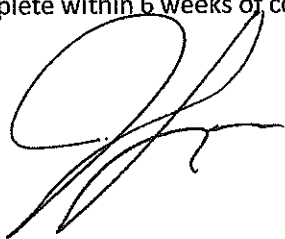
Task #	Task Name and Scope Items	Estimated Hours to Complete	Hourly Rate	Estimated Fee
1	Community Mailer Outline Development			\$1,320
	<i>Principal Engineer</i>	6	\$120	\$720
	<i>Public Educator</i>	8	\$75	\$600
2	Community Mailer Detailed Development			\$7,560
	<i>Principal Engineer</i>	8	\$120	\$960
	<i>Public Educator</i>	40	\$75	\$3,000
	<i>Graphic Designer</i>	60	\$60	\$3,600
3	<del>Public Meeting</del>	<del>8</del>	<del>\$120</del>	<del>\$960</del>
	<del><i>Principal Engineer</i></del>	<del>30</del>	<del>\$75</del>	<del>\$2,250</del>
	<del><i>Public Educator</i></del>	<del>8</del>	<del>\$60</del>	<del>\$480</del>
	<del><i>Graphic Designer</i></del>			
<b>Total:</b>		<b>168</b>		<b>\$12,570</b>

~~\$12,570~~  
#8800.00

## ANTICIPATED PROJECT SCHEDULE

The following schedule is estimated for this project:

- Task 1: Complete within 3 weeks of signed contract
- Task 2: Complete within 6 weeks of completed Task 1
- Task 3: TBD



ok 11-6-19

*A Nice Place to Call Home*  
**BOARDMAN TOWNSHIP LAND  
REUTILIZATION PROGRAM**

October 2, 2019

ABC Water and Storm Water District  
P.O. Box 3554  
Boardman, Ohio 44512

Re: Petition to Appeal


Gentlemen:

Attached is a Petition to Appeal for a parcel owned by the Boardman Township Land Reutilization Program. We are appealing to have the ABC Storm Water Fees waived for this parcel as it is vacant and have no impervious surface. The structure on this parcel has been demolished. The following is the parcel we are appealing:

ADDRESS	PARCEL NUMBER
171 Melbourne Avenue	29-066-0-366.00-0

Thank you in advance for your consideration in this matter. If you have any questions, please feel free to contact our office.

Sincerely,



Marilyn Sierra Kenner, P.E.  
Road Superintendent/Land Bank Manager

[www.boardmantownship.com](http://www.boardmantownship.com)

8299 Market Street, Boardman, Ohio 44512 (330) 726-4190 Fax (330) 726-4157

Trustees: Brad Calhoun Thomas P. Costello Larry Moliterno Fiscal Officer: William D. Leicht

Property Information		
Property Number	29-066-0-366.00-0	Property Address: 171 MELBOURNE AVE
Owner Name	BOARDMAN TOWNSHIP LAND REUTILIZATION PROGRAM	
Owner Address	8299 MARKET BOARDMAN OH 44512	
Tax Set	29 BOARDMAN TWP BOARDMAN LSD	Tax Payer Address: BOARDMAN TOWNSHIP LAND 8299 MARKET ST BOARDMAN OH 44512 USA
School District	5002 BOARDMAN LSD	
Neighborhood	01800 Boardman Park	
Use Code	500 Residential - Vacant Land	
Acres	.21700	
Description LOT 682 75 X 150 IRR BDMAN PARK ALLOT		

Assessment Info		Current Value		Recent Transfer	
Board of Revision	N	Mkt Land Value	\$12,530	Valid Sale	N
Homestead/Disability	Y	CAUV	\$0	# Parcels	1
Owner Occupied	Y	Mkt Impr Value	\$45,120	Deed Type	5E-SHERIFF'S DEED EXEMPT
Divided Property	N	Total	\$57,650	Amount	\$0
New Construction	N	<b>Current Tax</b>		Sale Date	9/6/2019
Foreclosure	N	Annual Tax *	\$2,512.91	Conveyance	
Other Assessments	Y	Paid **	\$0.00	Deed #	2903
Front Ft.	0	Delq	\$1,817.68		

<< Previous Card      Card 1 of 1      Next Card >>

Dwelling Information					
Sq Ft Finished	1320	Room Count	6	Fireplace(s)	1
1st Floor Area	1320	Story Height	1	Year Built	1956
Upper Floor Area	0	# Bedrooms	3	Year Remodeled	0
Half Story Area	0	Full Baths	1	Grade	C 00
Attic Area	0	Half Baths	0	Style	Convention
Finished Basement	0	Heating	Base	Ext Walls	Siding w/Masonry 1
Basement Type	None	Air Cond	None		

Land							
Land Type	Acres	Square Ft.	Actual Frontage	Eff. Frontage	Depth	No Of Units	Value
L1Regular Lot	.21690	0	63.00000	63.00000	150.00000	0	\$12,530

**CAUV Land**  
No CAUV Land On This Property

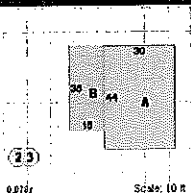
Card - 1

Improvements					
IMPR Type	Description	Area	Length	Width	Year Built
Addition	Carpport Frame	540 SQ FT			
Other Improvement	Shed Utility	80	20	4	0
Other Improvement	Shed Utility	96	12	8	0

Card - 1

Property Sketch and Photos -- Card 1

Property Sketch



0.0100 Scale: 10 ft

ID	Label	Area	Perimeter	Location
A	1 x ft	1320	148	N/A
B	CP1	640	102	N/A
C		0	0	
D		0	0	

**ABC WATER AND STORM WATER DISTRICT  
STORM WATER UTILITY FEE FORM NO. 1-A-1  
RESIDENTIAL ERU ADJUSTMENT**

CONTACT NAME: *MARILYN KENNER* DATE: *10/2/19*

CONTACT PHONE: *330-726-4190* EMAIL: *mkennet@boardmantwp.com*

BILLING ACCOUNT NUMBER:

COUNTY PARCEL NUMBER: *29-066-0-366.00-0*

TYPE OF RESIDENTIAL UNIT (CHECK APPROPRIATE BOX):

- Single Family                       Duplex                       Condominium  
 Apartment                       Multi-family                       Other *VACANT PARCEL*

REASON FOR ERU ADJUSTMENT:

- Incorrect billing rate applied  
 Apartment of multi-family complex is being billed more ERUs than the number of units in complex.

Number of ERUs being billed: \_\_\_\_\_

Number of Units in complex: \_\_\_\_\_

Other, explain *VACANT PARCEL - HOUSE DEMOED ON 4/9/19*

APPLICANT'S SIGNATURE: *Marilyn S. Kenner*

(DISTRICT USE ONLY) APPLICATION REVIEWED BY:

(DISTRICT USE ONLY) APPLICATION APPROVED:                       Yes     No

(DISTRICT USE ONLY) COMMENTS & ADJUSTED VALUE:

## MINUTES OF MEETING HELD DECEMBER 11, 2019

At a regular meeting of the Board of Trustees of the ABC Water & Storm Water District, Mahoning County, Ohio, held at Boardman Township Government Center, 8299 Market Street, Boardman, Ohio 44512 on the above date at 2:00 p.m., the following members were present: Mr. Michael Dockry, Mr. Jason Loree and Mr. Keith Rogers. The public and news media were given proper notice regarding this meeting.

There was no Old Business.

**RESOLUTION 19-12-11-01:** Motion was made by Mr. Loree to approve the Minutes of the Regular Meeting held November 7, 2019.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-12-11-02:** Motion was made by Mr. Loree to approve and pay all bills and payroll due.

Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-12-11-03:** Motion was made by Mr. Loree to approve appropriations, transfers, and supplementals as shown on the resolution of the minutes.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**MINUTES OF MEETING HELD DECEMBER 11, 2019**

**RESOLUTION 19-12-11-04:** Motion was made by Mr. Loree to adopt the Resolution in accordance with Section 121.22(F) of the Ohio Revised Code and as attached to the minutes herein, the Resolution notifying the public and news media of Regular, Special, and Emergency meetings for calendar year 2020.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-12-11-05:** Motion was made by Mr. Loree that, to provide for the current expenses and other expenditures of said Board of Trustees during the fiscal year beginning January 1, 2020 and ending December 31, 2020, the sums shown on "Exhibit A", attached hereto and incorporated herein, be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-12-11-06:** Motion was made by Mr. Loree to appropriate funds in the amount of \$857,166.00 for all regular and necessary expenditures pending the filing of the statutory appropriate resolution in March, as attached to these minutes.

Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-12-11-07:** Motion was made by Mr. Loree to approve the first installment of reimbursement payments of \$25,000 for legal expenses to the Board of Canfield Township Trustees for the expenses accumulated by the District from 2009 – 2017 as shown on the attached spreadsheet.

Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	



## MINUTES OF MEETING HELD DECEMBER 11, 2019

There were no Petitions to review.

Under New Business, Mr. Loree stated that a NPS-IS Planning Meeting will take place on Wednesday, December 18, at 6:00 p.m. at the Boardman Government Center Meeting Room. It is open to the public.

**RESOLUTION 19-12-11-08:** Motion was made by Mr. Loree to adjourn into Executive Session at 2:15 p.m. for purposes of discussing **Personnel** (employment).  
Seconded by Mr. Dockry.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-12-11-09:** Motion was made by Mr. Loree to adjourn Executive Session at 2:58 p.m. and return to Open Session.  
Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-12-11-10:** Motion was made by Mr. Rogers to pay \$25,000 for Fiscal and Administrative Services for 2019 to Boardman Township in addition to associated payroll taxes with a breakdown as follows: \$15,000 for Fiscal Services and \$10,000 for Administrative Services to be shared between Boardman Township, Austintown Township, and Canfield Townships. The breakdown of this reimbursement for Fiscal Services is: 40% for Boardman Township, 40% for Canfield Township and 20% for Austintown Township. The breakdown of this reimbursement for Administrative Services is: 33.3% for Boardman Township, 33.3% for Canfield Township, and 33.3% for Austintown Township.

Seconded by Mr. Dockry.

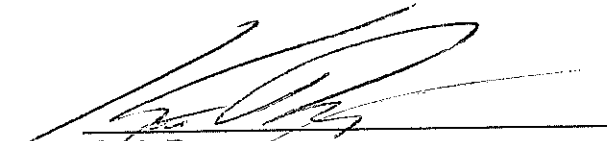
<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**MINUTES OF MEETING HELD DECEMBER 11, 2019**

**RESOLUTION 19-12-11-11:** Motion was made by Mr. Loree to adjourn at 3:00 p.m.

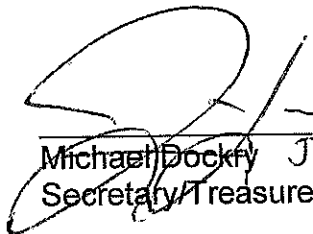
Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	



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Keith Rogers  
President



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Michael Dockry    Jason Loree  
Secretary/Treasurer    Pro Tem

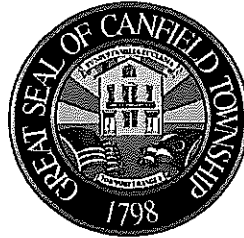
TRUSTEES

Joe Paloski  
Brian Governor  
Marie Izzo Cartwright

FISCAL OFFICER  
Carmen I. Heasley

TOWNSHIP ADMINISTRATOR  
SUPERINTENDENT  
Keith Rogers

ZONING INSPECTOR  
Traci DeCapua



OFFICE  
21 S. Broad Street  
Canfield, Ohio 44406  
Phone: 330-533-4239  
Fax: 330-533-1085

MEETINGS  
The 2<sup>nd</sup> and 4<sup>th</sup> Tuesday  
of each month at 7PM

**CANFIELD TOWNSHIP**

Mahoning County, Ohio  
[www.canfieldtownship.org](http://www.canfieldtownship.org)

December 11, 2019

ABC Water & Stormwater District  
8299 Market St.  
Boardman, OH 44512

To whom it may concern:

Canfield Township Board of Trustees is requesting the first installment of \$25,000.00 for reimbursement from Legal Expenses accumulated from 2009 – 2017 as listed in the attached spreadsheet.

Thank you for your consideration.

Joe Paloski  
Canfield Trustee, *Chairman*

# Albers and Albers-Total Invoices for Canfield

<u>Year Invoiced</u>	<u>Amunt Invoiced</u>
2008	\$ 11,097.18
2009	\$ 32,580.55
2010	\$ 14,597.10
2011	\$ 11,983.89
2012	\$ 8,561.07
2013	\$ 8,329.85
2014	\$ 9,423.25
2015	\$ 949.08
2016*	\$ 9,701.24
2017*	\$ 6,680.27
<b>Total</b>	<b><u>\$ 113,903.48</u></b>

\*charged \$205.00 in 2016 separate from ABC amount

\*charged \$4,939.50 in 2017 separate from ABC amount

12-11-11 ABC  
minutes

**MINUTES OF MEETING HELD DECEMBER 23, 2019**

At a special meeting of the Board of Trustees of the ABC Water & Storm Water District, Mahoning County, Ohio, held at Boardman Township Government Center, 8299 Market Street, Boardman, Ohio 44512 on the above date at 2:00 p.m., the following members were present: Mr. Michael Dockry, Mr. Jason Loree and Mr. Keith Rogers. The public and news media were given proper notice regarding this meeting.

**RESOLUTION 19-12-23-01:** Motion was made by Mr. Loree to approve appropriations, transfers, and supplementals as shown on the resolution of the minutes. Seconded by Mr. Rogers.


<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

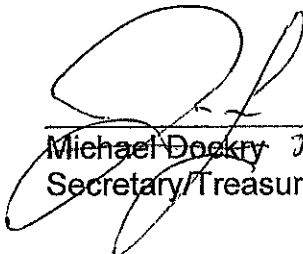
**RESOLUTION 19-12-23-02:** Motion was made by Mr. Rogers to approve filing application to register with the Ohio USDA to become eligible for grants and low interest loans for future projects within the District. Seconded by Mr. Loree.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

**RESOLUTION 19-12-23-03:** Motion was made by Mr. Loree to adjourn at 2:12 p.m. Seconded by Mr. Rogers.

<u>Roll Call</u>	<u>Aye</u>	<u>Nay</u>
Mr. Dockry	X	
Mr. Loree	X	
Mr. Rogers	X	

  
\_\_\_\_\_  
Keith Rogers  
President

  
\_\_\_\_\_  
Michael Dockry Jason Loree  
Secretary/Treasurer Pro Tem