

RECORD OF PROCEEDINGS  
Village of Peninsula Council  
SPECIAL SESSION

Held: November 28, 2016

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**CALL TO ORDER:** The Village of Peninsula Council convened from 6:07 p.m. to 6:59 p.m. in the Peninsula Village Hall. Mayor Douglas Mayer called the meeting to with the following members and visitors present:

**COUNCIL MEMBERS:**

|                      |         |               |         |
|----------------------|---------|---------------|---------|
| Mary Booth           | Present | Pam Schneider | Present |
| Diane Holody         | Present | Mike Kaplan   | Present |
| Carol Kramer         | Present | Joe Mazur     | Present |
| Michael Matusz       | Absent  | Karen Walters | Present |
| Douglas Mayer, Mayor | Present |               |         |
| Daniel Schneider     | Absent  |               |         |

**OTHERS PRESENT**

Brad Bryan, Elizabeth Workman, Mark Anson, Jennie Evans, Dennis Nostor Jr., Jacki Zevenbergen, Dave McCallops, Rick Butler, Kathy Bertsch, Richard Slocum

**PURPOSE OF MEETING:**

Discussion of Wastewater Collection and Treatment System Preliminary Engineering Report and Proposed Agreement with Stantec Consulting Services, Inc.

Ms. Holody welcomed Dave McCallops from Stantec, who presented information on Stantec Consulting Services and its team members. Stantec was selected by the Wastewater Advisory Committee to put together a proposal to conduct the Preliminary Engineering Report for the Village.

Mr. McCallops reported that part of the service Stantec would provide to the Village is to help with finding funding. He clarified that this is a desktop analysis using existing data. One of the first things they will do is meet with the Rural Community Assistance Partnership (RCAP) who will help conduct an income survey. The median household income in Peninsula is \$86,000, which disqualifies Peninsula for certain grant funding available. By doing an income survey concentrated on the area being served, Stantec anticipates that the income survey will come in at a much lower figure, which would open more windows for potential funding.

Stantec plans to hold a series of stakeholder meetings. One of the first meetings will be with the Ohio EPA. He stated that the sooner they are involved the better. Mr. McCallops explained that one of the things Stantec looked at when putting the proposal together for the Village, is that the ground conditions on either side of the river are an issue, the river, the CVNP, the railroad, and utilities all create a barrier. One of the things they will discuss with the EPA is whether they are okay with the Village having 2 collection systems. The EPA's view is the fewer treatment plants the better, but they know that there are very few options for Peninsula. They also plan to meet with Village's primary commercial and institutional organizations, the CVNP, Northeast Ohio Regional Sewer District, Summit County Department of Sanitary Sewer Systems, Congressional Representatives, and of course Funding Agencies.

Stantec will collect the data, meet with the stakeholders, and then they will look at the different collection systems and treatment system options. Once they put together the options, they will meet with the Village to make sure we are on the same page and then present the options to the public and get their feedback. Once the options are refined, they will

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then put together the capital and maintenance costs for each viable option. Whichever system is built, it will need to be maintained by operators licensed by the state of Ohio. Depending on the system, the operator may be a Village employee or a third-party vendor. They will then put together a sample sewer bill. The timetable to complete the report is approximately 4-6 months.

The Solicitor stated that there is a Resolution on the agenda for first reading. He clarified that the agreement will have revisions prior to the December 12, 2016 Council meeting. The Solicitor has sent changes to Stantec's legal department and they will make the necessary changes prior to the agenda going out for the December Regular Council Meeting.

Mr. Kaplan raised a question regarding the emergency language on the resolution, stating that this is not an emergency. Mr. Kaplan asked Council to object to that language. He also pointed out several concerns he had with the proposal. Mr. Kaplan explained that the Planning Commission created a Committee to look at the Wastewater needs of the Village, The Wastewater Advisory Committee. He stated that committee went by the wayside. Next, Council created a different committee, the Wastewater RFQ Evaluation Committee, which has also gone away. He asked Council who will be shepherding the project. He pointed out several areas in the agreement where it states that Stantec will meet with "the Village." Mr. Kaplan questioned who that would be, as well as who will set appointments, who will meet with the EPA, etc. Mr. Kaplan asked where the funds were coming from, and commented that it is \$50,000 for just the preliminary study and asked how the Village would afford this study.

Ms. Holody reported the proposal amount is \$51,684.35. Funding breaks down to:

CVNP Cooperative Agreement \$10,000

Stakeholders \$14,750

Summit County Sewer Fund \$25,000, which is Mike Wendt's department

Village of Peninsula \$10,000 from the general fund

Ms. Holody agreed that the Village needs to decide who will be the point person or point people, but respectfully disagreed that the Wastewater Advisory Committee has been disbanded. The Committee just held a public presentation 2 weeks ago. The committee is still intact through Planning. The RFQ Evaluation Committee under Council was formed because Council was the one to issue the RFQ. Council suggested that the Wastewater Advisory Committee be the RFQ Evaluation committee, because they had the most background and knowledge, and they added the Village Engineer to the committee. Council will discuss who is the best person/people to work with Stantec and be the point person/people for the Village. Ms. Holody stated that Council asked that a Village member be present at any meeting that Stantec has with any entity on behalf of the Village.

Mayor Mayer stated both committees have reported back to Council. The Mayor stated he feels very comfortable with where the Village is today. He stated he appreciates and is very proud of everyone for getting to this point. He acknowledged Mr. Kaplan's concerns. The Mayor stated the Village has been addressing each step as it is presented. He recognized that the committee members have put in a lot of personal time.

Ms. Holody asked if there were any questions from Council for Mr. McCallops on the proposal.

Mrs. Kramer stated she did not have a question for Stantec, but had a question for the Solicitor regarding the date on #2 of the agreement stating that the work will be done no later than June 30, 2016. The Solicitor stated that it was a typo and he will fix it.

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Mr. Mazur asked if the scope includes an option of working with the County. Ms. Holody stated it is required by law to include an option to hook into an existing system. Hooking into the County system will be one of the options evaluated by Stantec.

Mr. Kaplan asked the Solicitor if the Advisory Committee could have a copy of the final agreement. The Solicitor stated that he would send it out when he receives it.

Mrs. Kramer asked what the process was and whether the two groups would be meeting again. The Solicitor stated that Council will authorize the agreement. Mrs. Kramer asked how the "who" would be decided. The Solicitor stated that that is a decision for Council to make, whether Council appoints a committee, or agrees to appoint certain individuals as point people, such as a primary with two backups. The point person/people would be responsible to do the work and report back to Council.

Mrs. Kramer questioned whether it was a Council decision and not a Planning decision. The Solicitor stated that Council is authorizing the Mayor and Fiscal Officer to contract with Stantec and expend the money, so it is a Council decision. Mr. Kaplan stated he had the same concern. He stated he understands that the decision to move forward and authorizing the Mayor and Fiscal Officer to sign the contract is a decision made by Council. However, once that is done, what is the role of the Planning Commission. Does it go back to Planning? Does it stay with Council? He stated he understood Council is the one that ultimately makes the decision. The Solicitor stated if Planning wants to be involved then Council and Planning should discuss how they want to handle things once we get to that point of the study. He explained once Stantec has completed the study and evaluated the different types of systems and options and it comes time for deciding what works for the Village and what doesn't, then everyone will be asked to weigh in. Mr. Kaplan asked if at that point it shouldn't come back to Planning, for Planning to vote to send on to Council for Council's approval. Ms. Holody asked Mr. Kaplan if he was asking when the Village decides specifically which system the Village wants to go forward with or when deciding the alternatives. Mr. McCallops stated that Stantec will create scenarios and alternatives, then they will recommend what they believe would be the best choice. Ms. Holody and Mr. Kaplan agreed that the report should come back to Planning, who will then send it on to Council with its recommendations to Council. Council will then make the final decision.

The Solicitor recommended that everyone think about who they want to be the point person/people to handle the project and bring their ideas to the Council Meeting on December 12, 2016.

*First Readings:*

**RESOLUTION 21-2016**

AN EMERGENCY RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO AN AGREEMENT WITH STANTEC CONSULTING SERVICE, INC. TO CONDUCT A STUDY AND PREPARE A WASTEWATER COLLECTION AND TREATMENT SYSTEM PRELIMINARY ENGINEERING REPORT

The Solicitor stated it was his understanding Council would like to keep this resolution on first reading, with the second reading taking place at the December 12, 2016 meeting. The Solicitor stated the new draft of the agreement will be sent out when it is finalized.

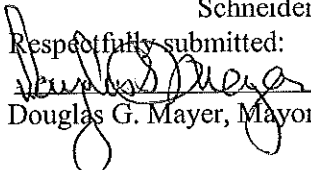
**ADJOURNMENT**

**MOTION: TO ADJOURN, AT 7:18 PM.**

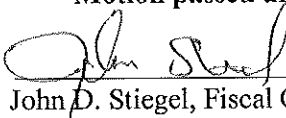
Moved by Ms. Schneider, seconded by Ms. Holody.

Votes were: Mary Booth, aye; Dee Holody, aye; Carol Kramer, aye; Michael Matusz, absent; Daniel Schneider, absent; Pamela Schneider, aye. **Motion passed unanimously.** (Motion 182 -2016)

Respectfully submitted:

  
Douglas G. Mayer, Mayor

1-5-2017  
Date

  
John D. Stiegel, Fiscal Officer

1/3/17  
Date

12/7/16

