



*Board of Control Minutes – Stow City Hall*

Mayor's Conference Room on Wednesday, December 2, 2015 at 9:30 a.m.

**MEMBERS PRESENT:** Mayor Sara Drew  
 Law Director Zibritosky  
 Service Director Wren  
 City Engineer McCleary  
 Finance Director Baranek

**ALSO PRESENT:** Lisa Jarvis                      Chief Stone  
 John Earle                                      Chief Film  
 Don Brooker                                  Rob Kurtz  
 Dale Germano

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The Minutes of the Board of Control are attached.

Other items on the agenda were as follows:

REQUEST FROM THE DIRECTOR OF PUBLIC SERVICE REGARDING A LEGISLATION REQUEST FOR CELLCO PARTNERSHIPS FOR WIRELESS ACCESS SERVICE FOR 2016.

PURSUANT TO CITY OF STOW CHARTER, SECTION 4.11 AND CODIFIED ORDINANCE 173.07 (A)(1)F; THE DIRECTOR OF PUBLIC SERVICE IS REQUESTING THAT LEGISLATION BE PREPARED AUTHORIZING THE EXPENDITURE OF UP TO \$24,000.00 TO CELLCO PARTNERSHIPS DBA VERIZON WIRELESS FOR WIRELESS ACCESS SERVICE FOR THE CALENDAR YEAR OF 2016.

IN 2007 THE CITY WAS NOTIFIED BY CUYAHOGA FALLS THAT THEY WOULD BE SHUTTING DOWN THE ANALOG 800 Mhz SERVICES. WIRELESS BROADBAND SERVICE SERVES AS REPLACEMENT FOR THE SERVICES WE PREVIOUSLY RECEIVED FROM CUYAHOGA FALLS FOR STOW. CELLCO IS THE PREFERRED SOURCE BECAUSE THEIR RECEPTION QUALITY IS FAR BETTER THEN OTHER CARRIERS. THE CITY CURRENTLY HAS 47 CARDS AS

WELL AS A CRADLEPOINT DEVICE USED BY THE LAW DEPARTMENT AT THE COURTHOUSE.

Mayor Drew moved for discussion of this item, Mrs. Zibritosky seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE DIRECTOR OF PUBLIC SERVICE REGARDING A REQUEST FOR LEGISLATION FOR SUMMIT COUNTY DOES SEWER SERVICES FOR 2016.

PURSUANT TO CITY OF STOW CHARTER, SECTION 4.11, CODIFIED ORDINANCE 173.07 (A)(1)C AND 173.07 (B)(1)A; THE DIRECTOR OF PUBLIC SERVICE IS REQUESTING LEGISLATION AUTHORIZING THE EXPENDITURE OF UP TO \$31,300.00 FOR SEWER SERVICES FROM SUMMIT COUNTY DEPARTMENT OF ENVIRONMENTAL SERVICES FOR THE CALENDAR YEAR OF 2016.

SUMMIT COUNTY DOES PROVIDES SERVICES TO ALL CITY BUILDINGS FOR THIS UTILITY.

THE DIRECTOR OF PUBLIC SERVICE CERTIFIES THIS PURCHASE TO BE AN EMERGENCY MEASURE NECESSARY FOR THE IMMEDIATE PRESERVATION OF THE PUBLIC HEALTH AND SAFETY FOR THE REASON THAT THERE CAN BE NO BREAK IN SERVICE FOR THIS UTILITY.

Mayor Drew moved for discussion of this item, Mr. Baranek seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE DIRECTOR OF PUBLIC SERVICE REGARDING A REQUEST FOR LEGISLATION FOR TIME WARNER CABLE FOR CABLE AND INTERNET SERVICE FOR 2016.

PURSUANT TO CITY OF STOW CHARTER, SECTION 4.11, CODIFIED ORDINANCE 173.07 (A)(1)H AND 173.07 (B)(1) D; THE DIRECTOR OF PUBLIC SERVICE IS REQUESTING THAT LEGISLATION BE PREPARED AUTHORIZING THE EXPENDITURE OF UP TO \$22,150.00 TO TIME WARNER CABLE FOR THE PURCHASE OF A CABLE TV, INTERNET AND PHONE SERVICE FOR THE CALENDAR YEAR FOR 2016.

INCLUDED IN THIS EXPENSE IS CABLE SERVICE FOR CITY HALL, SENIOR CENTER AND FOX DEN, INTERNET SERVICE FOR THE CITY AND CABLE, INTERNET AND PHONE SERVICE AT THE COURT HOUSE.

Mayor Drew moved for discussion of this item, Mrs. Zibritosky seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE CITY ENGINEER REGARDING THE AUTHORIZATION OF A CONTRACT FOR AN INDEPENDENT CONSULTANT, TERRY DONOVAN, P.E., LLC.

TO ALLOW THE ENGINEERING DEPARTMENT TO FUNCTION EFFICIENTLY AS WE DESIGN AND BUILD WITHOUT HIRING FULL-TIME EMPLOYEES, WE HAVE HIRED PROFESSIONAL ENGINEERING SERVICES BY INDEPENDENT CONSULTANTS IN THE PAST WITH GREAT SUCCESS.

THE INDEPENDENT CONSULTANTS HAVE PROVEN VERY BENEFICIAL TO THE CITY OF STOW AS THEY ARE AN AT-WILL INDEPENDENT CONTRACTOR AND DO NOT CHARGE FRINGE BENEFITS AND OVERHEAD FEES SUCH AS CONSULTING FIRMS CHARGE. THE PROFESSIONAL ENGINEERING THAT TERRY DONOVAN HAS PROVIDED IN ROADWAYS, STORM WATER, AND WATER LINES ALLOW FULL TIME EMPLOYEES TO CONTINUE TO WORK ON PROJECTS THAT ARE REIMBURSABLE FROM O.D.O.T. , SUCH AS GRAHAM ROAD, SPRINGDALE BIKE LANES, SUM-91-11-83 (PART 1), SUM-SR 91 AND NORTON ROAD (PART 2) AND SUM-91-9.59 GRAHAM ROAD INTERSECTION.

THE CITY ENGINEER IS REQUESTING APPROVAL AT THE DECEMBER 10, 2015, COUNCIL MEETING TO AUTHORIZE A CONTRAC FOR TERRY DONOVAN, P.E., LLC, INDEPENDENT CONSULTANT, BILLING AT A RATE OF \$54.10 PER HOUR, ALL INCLUSIVE, FOR A MAXIMUM OF 800 HOURS, WITH A TOTAL NOT TO EXCEED \$43,280.00. TERRY DONOVAN, P.E., WILL RECEIVE NO OTHER PAYMENTS, BENEFITS, OR EMOLUMENTS OF ANY KIND FROM THE CITY OF STOW. THIS AMOUNT IS LESS THAN USED IN 2015.

THE CITY ENGINEER IS REQUESTING COUNCIL'S FAVORABLE CONSIDERATION AND IS REQUESTING AN EMERGENCY CLAUSE FOR THE IMMEDIATE PRESERVATION OF THE PUBLIC HEALTH AND SAFETY FOR THE REASON THE CITY IS COMPLETING THE BIDDING PACKAGE FOR SUM-91-11-83 (PART 1) AND SUM-SR 91-NORTON ROAD IN JANUARY, 2016.

Mayor Drew moved for discussion of this item, Mrs. Zibritosky seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE CITY ENGINEER REGARDING THE AUTHORIZATION OF A CONTRACT FOR AN INDEPENDENT CONSULTANT, PETER BELL, P.E., P.S.

THE INDEPENDENT CONSULTANT WILL BE ASSIGNED PROJECTS IN THE ENGINEERING DEPARTMENT INCLUDING, BUT NOT LIMITED TO, SURVEYING FOR STORM WATER, ROADWAYS, WATERLINES, BIKE TRAILS, LOT SPLITS AND ANY OTHER AREAS AS DIRECTED BY THE CITY ENGINEER. THE CITY ENGINEER WILL EVALUATE THE PROCESS AND RESULTS OF ALL ASSIGNED PROJECTS.

THE CITY ENGINEER IS REQUESTING APPROVAL AT THE DECEMBER 10, 2015, COUNCIL MEETING TO AUTHORIZE A CONTRACT FOR PETER BELL, P.E., P.S., INDEPENDENT CONSULTANT, BILLING AT A RATE OF \$46.82 PER HOUR, ALL INCLUSIVE, FOR A MAXIMUM OF 532 HOURS, WITH A TOTAL NOT TO EXCEED \$24,908.24. THIS IS A REDUCTION FROM PREVIOUS YEARS.

THE CITY ENGINEER IS ALSO REQUESTING AN EMERGENCY CLAUSE FOR THE IMMEDIATE PRESERVATION OF THE PUBLIC HEALTH AND SAFETY FOR THE REASON ENGINEERING PLAN REVIEWS, LOT SPLIT REVIEWS, AND PROJECT ENGINEERING CONTINUE IN WINTER MONTHS TO MEETING CONSTRUCTION TIMETABLES.

Mayor Drew moved for discussion of this item, Mr. McCleary seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE DIRECTOR OF PUBLIC SERVICE REGARDING A REQUEST FOR LEGISLATION FOR OHIO EDISON COMPANY FOR ELECTRIC SERVICE FOR 2016.


PURSUANT TO CITY OF STOW CHARTER, SECTION 4.11, CODIFIED ORDINANCE 173.07 (A)(1)C AND 173.07 (b)(1)A, THE DIRECTOR OF PUBLIC SERVICE IS REQUESTING LEGISLATION BE PREPARED AUTHORIZING THE EXPENDITURE OF UP TO \$570,000.00 ELECTRIC SERVICE FROM OHIO EDISON COMPANY FOR THE CALENDAR YEAR OF 2016.


ALL CITY FACILITIES USE THIS LOCAL PROVIDER FOR ELECTRIC SERVICES.

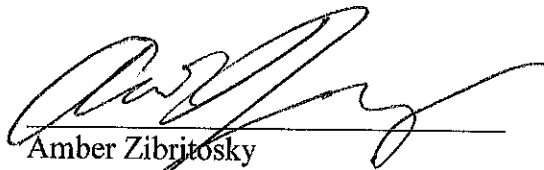
Mayor Drew moved for discussion of this item, Mrs. Zibritosky seconded This motion.

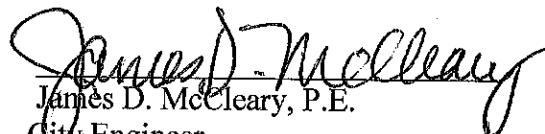
After this item was discussed, it was unanimously approved.

With no further business, Mr. Baranek moved, Mayor Drew seconded to adjourn the meeting at 9:41 a.m.

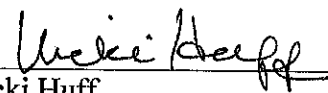
  
\_\_\_\_\_  
Sara Drew  
Mayor

  
\_\_\_\_\_  
Nicholas Wren  
Service Director

  
\_\_\_\_\_  
Amber Zibritosky  
Law Director

  
\_\_\_\_\_  
James D. McCleary, P.E.  
City Engineer

  
\_\_\_\_\_  
John M. Baranek  
Finance Director

  
\_\_\_\_\_  
Vicki Huff  
Secretary

City of Stow  
Sara Drew, Mayor  
Board of Control  
12/21/15

| <u>DEPT</u> | <u>VENDOR</u>   | <u>DESCRIPTION</u>               | <u>BID/QUOTE</u>                 | <u>AMOUNT</u>                  |
|-------------|---|----------------------------------|----------------------------------|--------------------------------|
| ENGINEERING | DONOVAN TERRY M   | ENGINEERING CONSULTANT           |                                  |                                |
|             |   | VARIOUS PROJECTS-2016            |                                  |                                |
|             |   | SBP-ENGINEERING CONSULT SVC      | BEST PRACTICAL SOURCE            | \$43,280.00                    |
| Discuss:    | Motion: Mr. McCleary                                    | Second: Mrs. Zibrifosky          | Abstain:                         | <b>TOTAL PO AMOUNT:</b>        |
| Approve:    | Unanimously Passed: <input checked="" type="checkbox"/> | Passed: <input type="checkbox"/> | Denied: <input type="checkbox"/> | Held: <input type="checkbox"/> |
|             |   |                                  |                                  | \$43,280.00                    |
| FOX DEN     | JOHN DEERE LANDSCAPE LLC                                | SBP-FERTILIZER & CHEMICALS       | BEST PRACTICAL SOURCE            | \$14,500.00                    |
|             |   | FERTILIZERS & CHEMICALS          |                                  |                                |
|             |   | FOR USE AT FOX DEN               |                                  |                                |
| Discuss:    | Motion: Mr. McCleary                                    | Second: Mrs. Zibrifosky          | Abstain:                         | <b>TOTAL PO AMOUNT:</b>        |
| Approve:    | Unanimously Passed: <input checked="" type="checkbox"/> | Passed: <input type="checkbox"/> | Denied: <input type="checkbox"/> | Held: <input type="checkbox"/> |
|             |   |                                  |                                  | \$14,500.00                    |
| INCOME TAX  | K M S 2000 INC DBA PPI GRAPHICS                         | FORM AND LETTERSHOP SVC          | PREFERRED SOURCE                 | \$4,576.34                     |
|             |   | FORM/LETTERSHOP SVC 2016         |                                  |                                |
|             |   | FOR MONTHLY/QTRLY BILLING        |                                  |                                |
| Discuss:    | Motion: Mr. McCleary                                    | Second: Mayor Drew               | Abstain:                         | <b>TOTAL PO AMOUNT:</b>        |
| Approve:    | Unanimously Passed: <input checked="" type="checkbox"/> | Passed: <input type="checkbox"/> | Denied: <input type="checkbox"/> | Held: <input type="checkbox"/> |
|             |   |                                  |                                  | \$4,576.34                     |
| INCOME TAX  | K M S 2000 INC DBA PPI GRAPHICS                         | POSTAGE REIMBURSEMENT            | SOLE SOURCE                      | \$7,000.00                     |
|             |   | POSTAGE-MONTHLY/QTRLY BILLS      |                                  |                                |
|             |   | 2016                             |                                  |                                |
| Discuss:    | Motion: Mr. McCleary                                    | Second: Mayor Drew               | Abstain:                         | <b>TOTAL PO AMOUNT:</b>        |
| Approve:    | Unanimously Passed: <input checked="" type="checkbox"/> | Passed: <input type="checkbox"/> | Denied: <input type="checkbox"/> | Held: <input type="checkbox"/> |
|             |   |                                  |                                  | \$7,000.00                     |

| <u>DEPT</u> | <u>VENDOR</u>         | <u>DESCRIPTION</u>          | <u>BID/QUOTE</u>      | <u>AMOUNT</u> |
|-------------|-----------------------|-----------------------------|-----------------------|---------------|
| INCOMETAX   | SHAMROCK GRAPHICS INC | 2016 MONTHLY W/H BOOKLETS   | BEST PRACTICAL SOURCE | \$1,274.00    |
|             |                       | 2016 W/H BOOKLETS           |                       |               |
|             |                       | QUOTES OBTAINED IN 2014     |                       |               |
|             |                       | 2016 QUARTERLY W/H BOOKLETS |                       | \$792.00      |

Discuss: Motion: Mr. McCleary Second: Mrs. Zibrutsky Abstain: \_\_\_\_\_ **TOTAL PO AMOUNT: \$2,066.00**

Approve: Unanimously Passed:  Passed:  Denied:  Held:

**INCOMETAX SHAMROCK GRAPHICS INC** 2015 INDIVIDUAL TAX MAILER BEST PRACTICAL SOURCE \$2,550.00

2015 INDIV TAX MAILER QUOTES OBTAINED IN 2014

10% OVERRUN \$255.00

Discuss: Motion: Mayor Drew Second: Mr. McCleary Abstain: \_\_\_\_\_ **TOTAL PO AMOUNT: \$2,805.00**

Approve: Unanimously Passed:  Passed:  Denied:  Held:

**INCOMETAX K M S 2000 INC DBA PPI GRAPHICS** 2014 1099G FORMS PREFERRED SOURCE \$252.00

2014 1099G FORMS FOR 2015 AS IRS REQUIRED

ESTIMATED POSTAGE \$756.00

Discuss: Motion: Mayor Drew Second: Mrs. Zibrutsky Abstain: \_\_\_\_\_ **TOTAL PO AMOUNT: \$1,008.00**

Approve: Unanimously Passed:  Passed:  Denied:  Held:

| <u>DEPT</u> | <u>VENDOR</u>        | <u>DESCRIPTION</u>             | <u>BID/QUOTE</u> | <u>AMOUNT</u> |
|-------------|----------------------|--------------------------------|------------------|---------------|
| INCOME TAX  | MUNICIPAL INCOME TAX | ANNUAL SUPPORT RENEWAL         | SOLE SOURCE      | \$3,492.00    |
|             |                      | ANNUAL SOFTWARE RENEWAL        |                  |               |
|             |                      | FOR INCOME TAX PROGRAM/MODULES |                  |               |
|             |                      | WORD MODULE                    |                  | \$175.00      |
|             |                      | CCA INTERFACE                  |                  | \$351.00      |
|             |                      | E-FILE MODULE                  |                  | \$2,544.00    |
|             |                      | E-FILE HOSTING                 |                  | \$500.00      |
|             |                      | E-PAYMENTS                     |                  | \$600.00      |

Discuss: Motion: Mayor Drew Second: Mrs. Zibritosky Abstain: \_\_\_\_\_ **TOTAL PO AMOUNT: \$7,662.00**

Approve: Unanimously Passed:  Passed:  Denied:  Held:

**INCOME TAX POSTMASTER**  
 FIRST MERIT LOCKBOX RENTAL SOLE SOURCE \$1,400.00  
 FOR INCOME TAX/UTILITY BILLING

LOCK BOX RENTAL 3649-INC TAX \$1,400.00  
 LOCK BOX RENTAL 3650-UTIL BILL

Discuss: Motion: Mayor Drew Second: Mrs. Zibritosky Abstain: \_\_\_\_\_ **TOTAL PO AMOUNT: \$2,800.00**

Approve: Unanimously Passed:  Passed:  Denied:  Held:



| <u>DEPT</u> | <u>VENDOR</u>               | <u>DESCRIPTION</u> | <u>BID/QUOTE</u> | <u>AMOUNT</u> |
|-------------|-----------------------------|--------------------|------------------|---------------|
| JUDGES      | MATTHEW BENDER & CO INC DBA | ANNUAL ORC UPDATES | SOLE SOURCE      | \$1,432.77    |
| \$1432.77   |                             | FOR USE BY JUDGES  |                  |               |

Discuss: Motion: Mayor Drew Second: Mrs. Zibritlevsky Abstain: TOTAL PO AMOUNT: \$1,432.77

Approve: Unanimously Passed:  Passed:  Denied:  Held:

DEPT VENDOR  
 MAYOR OHIO MUNICIPAL LEAGUE  
 \$3710.00 2016 MEMBERSHIP DUES

| <u>DESCRIPTION</u>        | <u>BID/QUOTE</u> | <u>AMOUNT</u> |
|---------------------------|------------------|---------------|
| 2016 MEMBERSHIP DUES-1101 | SOLE SOURCE      | \$1,731.31    |
| 2016 MEMBERSHIP DUES-1103 |                  | \$494.68      |
| 2016 MEMBERSHIP DUES-1104 |                  | \$247.34      |
| 2016 MEMBERSHIP DUES-1109 |                  | \$247.34      |
| 2016 MEMBERSHIP DUES-1501 |                  | \$247.34      |
| 2016 MEMBERSHIP DUES-1113 |                  | \$247.33      |
| 2016 MEMBERSHIP DUES-1108 |                  | \$247.33      |
| 2016 MEMBERSHIP DUES-1102 |                  | \$247.33      |

Discuss: Motion: Mrs. Zibritosky Second: Mr. Baranek Abstain: \_\_\_\_\_ **TOTAL PO AMOUNT:** \$3,710.00

Approve: Unanimously Passed:  Passed:  Denied:  Held:

| <u>DEPT</u> | <u>VENDOR</u>   | <u>DESCRIPTION</u>             | <u>BID/QUOTE</u> | <u>AMOUNT</u> |
|-------------|-----------------|--------------------------------|------------------|---------------|
| PLANNING    | XCELLIGENT, INC | AVAIL PROPERTY DATABASE        | SOLE SOURCE      | \$4,550.00    |
|             |                 | MARKET RESEARCH DATA           |                  |               |
|             |                 | MAINTAIN DATABASE-AVAL PROPRTY |                  |               |

Discuss: Motion: Mayor Drew Second: Mrs. Zibritosky Abstain: \_\_\_\_\_ TOTAL PO AMOUNT: \$4,550.00

Approve: Unanimously Passed:  Passed:  Denied:  Held:

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| <u>DEPT</u> | <u>VENDOR</u>                | <u>DESCRIPTION</u>         | <u>BID/QUOTE</u> | <u>AMOUNT</u> |
|-------------|------------------------------|----------------------------|------------------|---------------|
| WATER       | PARR PUBLIC SAFETY EQUIPMENT | SBP-VEHICLE LIGHTING EQUIP | LOW QUOTE OF 2   | \$5,000.00    |
|             |                              | VEHICLE LIGHTING EQUIPMENT |                  |               |
|             |                              | FOR WATER DEPT VEHICLES    |                  |               |

Discuss: Motion: Mayor Drew Second: Mr. McCleary Abstain: \_\_\_\_\_ TOTAL PO AMOUNT: \$5,000.00

Approve: Unanimously Passed:  Passed:  Denied:  Held:

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| <u>DEPT</u> | <u>VENDOR</u> | <u>DESCRIPTION</u>          | <u>BID/QUOTE</u>      | <u>AMOUNT</u> |
|-------------|---------------|-----------------------------|-----------------------|---------------|
| WATER ENG   | BELL PETER    | SBP-ENGINEERING CONSULT SVC | BEST PRACTICAL SOURCE | \$24,908.24   |
|             |               | ENGINEERING CONSULTING SVCS |                       |               |
|             |               | VARIOUS PROJECTS-2016       |                       |               |

Discuss: Motion: Mayor Drew Second: Mr. McCleary Abstain: \_\_\_\_\_ TOTAL PO AMOUNT: \$24,908.24

Approve: Unanimously Passed:  Passed:  Denied:  Held: