

VILLAGE OF BENTLEYVILLE

STREETS & SAFETY COMMITTEE MINUTES

Wednesday, January 9, 2019

ATTENDEES

- ☒ Ken Kvacek, Committee Chairperson
- ☒ Terry Hemmelgarn, Council Committee Member
- ☒ Gabe Barone, Police Chief
- ☒ Lloyd Nagle, Service Director
- ☒ Kathleen Esposito, Councilwomen
- ☒ Kathleen Hale, Councilwomen
- ☒ Alex Goetsch, Councilman
- ☒ Len, Spremulli, Mayor

The meeting was called to order at 9:00 a.m. by Ken Kvacek.

Kvacek reported that the part time service worker was hired, that Jeff Filarski has not been notified if the county has accepted the Chagrin River North project for 2019, That Chagrin River South road construction will be completed in spring 2019. He also reported that Filarski will be preparing bid documents for the replacement of the Village salt bin storage facilities and an ordinance will be prepared for review and consideration at the upcoming meeting.

SERVICE DIRECTOR'S REPORT

- He reported that they have completed leaf collection and are in process of converting trucks for snow removal. Currently 2 trucks have been converted for winter duties and they have adequate salt quantities on hand. The committee discussed the need to perhaps place a deadline on completion of leaf collection and advise the community in 2019. A prolonged leaf pick up season, such as this year reduces the preparedness for snow duties, it was discussed to complete a mailing, newsletter or article in newspaper to advise residents of collection start and finish dates so residents can make plans accordingly.
- Lloyd reported that the new part time employee was acclimating to the position.
- Lloyd indicated that the department has been completing some cold patch repairs throughout the village including Chagrin River rd.

POLICE CHIEF'S REPORT

- The Chief reported that he has spoken with Ryan Rubin in regards to the necessity of upgrading village computers to Windows 10. Ryan offered assistance from his IT resource to further identify the number and type of equipment necessary to upgrade to Windows 10 prior to January 2020. By upgrading they will be able to meet the needs and compatibility with LEEDS. The Chief will coordinate further investigation and provide updates as required. The Mayor

asked that as a result of the investigation that the Chief would complete a 5 year MDT purchase schedule.

- The Chief stated that the used Ford Taurus was delivered and they are beginning the new car equipment switch over and were currently on hold pending plating. Goetsch again mentioned that there was no rush to do so, so we can optimize mileage on the existing vehicle before retirement and disposal.

OLD BUSINESS

- Lloyd had received a preliminary cost estimate for the replacement of the plow, salt spreader and auger drive for the 1 ton pickup truck. Lloyd indicated that the Chagrin Falls Service Department contacted him in regards to a plow blade that they have that is surplus and may be an option to purchase. Kvacek spoke to the Chagrin Village CFO and Service Director identifying a potential sale price of approximately \$1,500.00. The committee discussed the possible savings and asked Lloyd to investigate additional cost necessary to install on the truck. With this information the committee will accept a recommendation for purchase to the finance committee.
- Lloyd reported that he had Gillespie Co. replace the fire suppression service line backflow preventer at a cost of \$2,156.00. It was completed December week 3. He stated that the City of Cleveland Division of Water was advised of the replacement and that the Village was now in compliance.
- The Chagrin River rd south road repair work is complete with the exception of restriping and landscaping that will need to be completed in April /May timeframe pending weather break. The completion will be coordinated by Jeff Filarski.
- Kodiak Consulting has completed most all of the vinyl and aluminum siding repairs on the service department building and has done a good job with repairs. Lloyd will follow up on one remaining repair prior to payment.
- The project listing and listing of improvements to the service garage has been a focus of Lloyd and the Service department and they have completed or have begun work on several items. Lloyd has provided an update on their completed items. See additional attachment.
- Kvacek discussed the initial results of the implementation of the credit card processing for the Police Department waived tickets. The Chief reported that everything was going well and that 75-80% of waivers was being paid via credit card. The Mayor has asked the Finance Director to provide a report on fee collection and expenses for this new service.
- The Chief secured additional information for the proposed installation of a prescription medicine disposal box to be placed at Village Hall. The Chief stated that the potential site location as the lobby entrance of Village Hall and that it must be secured. The Mayor thought that due to a low number of requests that perhaps we can refer residents to local police stations that have this program already in place. The Chief stated that he will contact the City of Solon

and the Village of Chagrin Falls to ask if it was ok to advise residents if they can use their containment receptacles. If affirmative he will provide an update to village personnel and post information on the village website.

NEW BUSINESS

- The committee has worked with the Service and the Police Departments to identify items no longer used by the village including some aluminum wheels, street signs, a leaf machine and leaf box etc. The Mayor asked that a complete list be identified and that it be provided to the Law Director so that he can provide his opinion on disposal and the processes required. Some items were donated by residents, others no longer in service or no longer needed.
- Kvacek reported that he discussed the State purchasing program utilization or lack thereof, in which the Village is a member, with the Finance Director to investigate if potential savings can be identified on purchases with the program resulting in cost savings to the Village. The Finance Director will report her findings pending her investigation.

The meeting concluded at 9:55 am

The next meeting is scheduled at Village Hall on February 13, 2019 at 9:00 a.m.

Submitted on 1/9/2019 by Committee Chairman Ken Kvacek

Bentleyville Service Department Projects

Review prepared August/September 2018

Updated by: Lloyd Nagle, Service Director, 1/09/2019

Project:	Location:	Status of Project:
Guard Rail replacement	Chagrin River Road – North	
Street Sweep Concrete Roads	Quartermane & Solon Rd Bridge	
	(Cost \$522.00)	Completed
PVC Pipe Repair /Salt Bin	(Use of Moreland scissor jack)	Completed
Construct small wall around loading ramp	EPA requested	Underway
Hot/Cold Mix-all concrete roads	Liberty & Solon Rd Bridge (approaches)	Complete- all but Liberty Road
Repair water leak erosion	Right-of-Way- Look about Lodge	Completed
Fire Hydrant paint	Miles Road – North	Not in Village
Remove cement guard rail post	Chagrin River Road- North	
Notification of paint, chemical, computer-round-ups	Published to residents & disposal	
Snow equipment operational- October		Requires equipment. Replacement of 1 ton truck
Leaf equipment operational- September		Completed
Grass seed and fill	Solon/Chagrin River Roads, NE & SE corners	REMOVED
Set informational Street Signs (7 Ft. from bottom/realign vertical	Throughout Village	Completed
Contact Chagrin Water	Hydrant issued in Village needing repair	Will advise in Summer 2019
Notify Cleveland Water Hydrant Repairs	Village	Will advise in Summer 2019
Contact Service Directors Group,	Job posting- part-time employee (requires CDL)	Completed
Walk through – (Inside/Outside) repair/replace items	Village Hall	Completed: “Ceiling paint & Lobby wall heater”
Finalize list of items for disposal or sold		
Power wash Village Hall	Exterior, as needed	
Village Mail Box - replacement	Village Hall	Completed
Pot hole- fill	Chagrin River/ Holbrook Roads	Completed
Pot hole-fill	Miles Road	Completed

Bentleyville Service Department Projects

Review Prepared Aug/Sept 18

Updated Lloyd Nagel 1/9/19

Guard Rail replacement or repair on Chagrin River rd north

Street Sweep concrete roads (Quartermaine and Solon rd bridge approaches)\$522 Completed

PVC Pipe Repair on Salt Bin with use of Moreland scissor Jack Completed

Construct small wall around loading ramp: EPA requested Underway

Hot / cold Mix all concrete roads Liberty and Solon rd bridge approaches Complete all but liberty

Repair water leak erosion in right of way at Look about lodge Completed

Fire Hydrant paint, miles rd north Not in Village

Remove cement guard rail post on Chagrin River rd north

Notification of paint, chemical, computer round ups published to residents and disposal

Snow equipment operational October Requires equipt. Replacement on 1 ton truck

Leaf equipment operational September Completed

Solon and Chagrin River NE and SE corners require fill and grass seed REMOVED

Set informational street signs at 7 ft from bottom and realign vertical throughout village Completed

Contact Chagrin Water re any hydrant issues needing repair

Notify Cleveland water for any needed hydrant repairs Will advise in summer

Contact service directors group for job posting of part time employee (requires CDL) Completed

**Walk through and around village hall for possible repair or replace items Completed (ceiling paint
and lobby wall heater)**

Finalize list of items to be sold or disposed.

Power wash Village Hall exterior as needed

Village Hall mailbox replacement Completed

Chagrin river/Holbrook pot hole fill Completed

Miles rd pothole fill Completed

VILLAGE OF BENTLEYVILLE

STREETS & SAFETY COMMITTEE MINUTES

Wednesday, February 13, 2019

ATTENDEES

- ☒ Ken Kvacek, Committee Chairperson
- ☒ Ryan Rubin, Council Committee Member
- ☒ Gabe Barone, Police Chief
- ☒ Lloyd Nagle, Service Director
- ☒ Kathleen Esposito, Councilwomen

The meeting was called to order at 9:00 a.m. by Ken Kvacek.

Kvacek reported that the law director will be contracting the Village of Orange Law Director for information regarding processes for unclaimed funds, that Jeff Filarski has not been notified if the county has accepted the Chagrin River North project for 2019 and believes no funding will support the project. He also reported that Filarski is reviewing 3 bids received for the replacement of the Village salt bin storage facilities and will make a recommendation at the upcoming council meeting. Also discussed was a brief review of a road work financing meeting that will be discussed in detail at the upcoming finance meeting.

SERVICE DIRECTOR'S REPORT

- Lloyd reported that snow removal has been going well although the 2010 plow truck is not currently working (electrical issues), he believes the truck will need to be towed to a repair shop for work, and no estimates are available at this time. Currently they have adequate salt quantities on hand. 200 tons of salt are on hand and 100 additional is on order awaiting delivery. To date 600 tons have been delivered for the season.
- Lloyd reported that one of the garage doors at the service garage has broken and requires repairs, he has received 3 bids and the Mayor authorized him to have the repairs completed.
- Lloyd indicated that the department received an email stating that the county is looking to revise the load levels on the Miles rd bridge. The Village Engineer with contact the county roads department to inquire on the notice.

POLICE CHIEF'S REPORT

- The Chief reported that he believes they have adequate desk top computers that can be upgraded to Windows 10 Pro. Kvacek reported that he believes they will receive an additional desktop donation. The Chief stated that one of the MDTs requires replacement by year end. This will be included in the 5 year MDT replacement schedule requested by the Mayor at last month's meeting.
- Kvacek will make inquires to a computer consultant if additional Windows 10 licenses are available at a reduced rate below the \$200.00 each.

- The Mayor submitted an article that detailed the introduction of Ford's new line of Police vehicles. Kvacek reviewed and reported preliminary information on of the new products available for consideration. Additional information will be required. The Chiefs initial impression is to wait a year on any acquisition so the he can monitor if there are any problems reported with these new vehicles.

OLD BUSINESS

- Lloyd had been in contact with the Village of Chagrin Falls for the purchase of the surplus plow owned by the Chagrin Falls Service Department. Lloyd stated that he will coordinate the purchase and they should have it by the end of the month. Lloyd will look into the required cost and processes to have the truck updated to use the new plow.
- The project listing and listing of improvements to the service garage has been a focus of Lloyd and the Service department and they have completed on several items. Lloyd has provided an update on their completed items. This list was circulated to the committee for review. The committee thanked Lloyd for his efforts and stated that they will be working with the Parks and Facilities committee to update the list in March for spring and summer projects.
- Kvacek asked the chief for an update on the implementation of the credit card processing for the Police Department waived tickets. The Chief reported that everything was going well and that 75-80% of waivers was being paid via credit card providing additional convenience to users.

NEW BUSINESS

- The committee has worked with the Service and the Police Departments to identify items no longer used by the village including some aluminum wheels, street signs, a leaf machine and leaf box etc. The Mayor asked that a complete list be identified and that it be provided to the Law Director so that he can provide his opinion on disposal and the processes required. Some items were donated by residents, others no longer in service or no longer needed. A preliminary listing has been identified and the Chief and Service director will update information to be submitted to the law director.
- Kvacek asked Nikki Sell to report on her investigation of the State purchasing program in which the Village is a member; she reported that she has a contact that can negotiate on behalf of the Village. The Chief will provide specifications for a new MDT to Nikki to investigate if potential savings can be identified on this potential purchase with the program and determine if there are cost savings to the Village. The Finance Director will report her findings pending her investigation.

The meeting concluded at 9:43 am.

The next meeting is scheduled at Village Hall on March 13, 2019 at 9:00 a.m.

Minutes submitted on 2/13/2019 by Committee Chairman Ken Kvacek

VILLAGE OF BENTLEYVILLE

STREETS & SAFETY COMMITTEE MINUTES

Wednesday, March 13, 2019

ATTENDEES

- ☒ Ken Kvacek, Committee Chairperson
- ☒ Ryan Rubin, Council Member
- ☒ Gabe Barone, Police Chief
- ☒ Lloyd Nagle, Service Director
- ☒ Kathleen Esposito, Councilwomen
- ☒ Kathleen Hale, Councilwomen

The meeting was called to order at 9:00 a.m. by Ken Kvacek.

Kvacek reported that Jeff Filarski has updated the 5 yr street improvement and infrastructure plan to be discussed at Special Council meeting on March 13, 2019.

SERVICE DIRECTOR'S REPORT

- Lloyd reported that the 2010 plow truck is in the shop for repairs (electrical issues), the truck was towed to a repair facility and found that it needed a new computer, it was replaced and tested today which seems to have fixed the problem, Once repairs (estimated at \$4,600.00) are completed it will be placed back into service. Currently they have 100 tons of salt on hand. 300 additional tons are contracted on hold pending salt storage construction. The service department will attempt to manage additional deliveries pending building construction.
- Lloyd reported that the hydraulic piston on one of the plow trucks is leaking and may need replacement.

POLICE CHIEF'S REPORT

- The Chief reported that he believes they have adequate desk top computers that can be upgraded to Windows 10 Pro. Kvacek reported that he believes they will receive an additional desktop donation. The Chief stated that they may be receiving 4 additional desk top computers as a donation that will address computer equipment needs.
- The Chief submitted a plan in regards to the MDT purchase schedule for the next 5 years. The Chief stated that one of the MDTs requires replacement by year end. Currently planned is to purchase a refurbished MDT since they have reduced acquisition cost, have a 3 year warranty and have been lasting 5-6 years each. The Chief will also keep an eye out for potential grants as they may become available in the future.
- Kvacek will check with Nikki to identify if state purchase contracts provide savings on Windows 10 software licenses at a reduced rate below the \$200.00 each retail price.

- The Chief reported that he has made his selection for a Part Time Sergeant to assume the position as soon as approved by council. The Chief recommends that Officer John Manson, currently one of our Detectives) be promoted to part time Sergeant. Officer Manson currently works 20-23 hours per week. Council will review his recommendation at the upcoming council meeting.

OLD BUSINESS

- Lloyd has received approval to purchase a surplus plow owned by the Chagrin Falls Service Department. Council will review and vote on the purchase at the upcoming council meeting. Lloyd will look into the required cost and processes to have the truck updated to use the new plow. He will contact Judco and others to obtain cost estimates.

NEW BUSINESS

- The committee has worked with the Service and the Police Departments to identify items no longer used by the Village. The Mayor asked that a complete list be identified and that it be provided to the Law Director so that he can provide his opinion on disposal and the processes required. A preliminary listing has been provided to the Chief and Service director so they can update descriptions to the items to then be submitted to the law director and the Village treasurer for disposal.
- Kvacek asked Nikki Sell to report on her investigation of the State purchasing program she reported that she had provided a website for the Chief for a new MDT. Findings suggested a purchase price of \$4,800.00. Nikki will be asked to check on pricing for Windows 10 software to investigate if potential savings can be identified on this potential purchase with the program and determine if there are cost savings to the Village.
- We discussed additional potential items to be considered for future purchase from the Chief and he indicated the need to acquire an animal capture pole for loose animals. He will identify potential sources.
- State of Ohio increased gasoline excise tax was discussed in regards to potential funding for village infrastructure. We will continue to monitor to determine if this excise tax will benefit the village.

The meeting concluded at 9:58 am.

The next meeting is scheduled at Village Hall on April 10, 2019 at 9:00 a.m.

Minutes submitted on 3/13/2019 by Committee Chairman Ken Kvacek

VILLAGE OF BENTLEYVILLE

STREETS & SAFETY COMMITTEE MINUTES

Wednesday, April 10, 2019

ATTENDEES

- ☒ Ken Kvacek, Committee Chairperson
- ☒ Ryan Rubin, Council Committee Member (via conference call)
- ☒ Gabe Barone, Police Chief
- ☒ Lloyd Nagle, Service Director
- ☒ Kathleen Esposito, Councilwomen

The meeting was called to order at 9:00 a.m. by Ken Kvacek.

Kvacek reported that Jeff Filarski has been in talks with the contractor for the salt bin reconstruction project and they indicated that they will begin the project in June and will be completed in 7-10 days. Also Jeff updated that he is reviewing the 5 yr street improvement and infrastructure plan and believes that there may be an additional \$100,000 in savings with change of specifications. Additional details to follow at the upcoming council meeting.

Also discussed was the need to review and post the part time summer service department position. The previous advertisement will be updated and posted.

SERVICE DIRECTOR'S REPORT

- Lloyd reported that they currently have adequate 100 tons of salt on hand an additional 300 tons are contracted to be delivered after April 30th. Lloyd has contacted the vendor to identify cost of it being stored off site pending construction of the salt bin. We discussed the historical and estimated salt usage and recommended that we will request 400 tons of salt for 2019/2020 snow season under the state bid program.
- Lloyd reported that the hydraulic piston on one of the plow trucks is leaking and may need replacement. He will seek estimates on repairs this summer.
He reported that all trucks are in food order with that exception.
- He also reported that they have begun stick pick up based on the weather conditions folks are placing sticks for pickup prior to the planned implementation dates.

POLICE CHIEF'S REPORT

- The Chief reported that he believes they have adequate desk top computers that have been upgraded to Windows 10 Pro. The Chief stated that they have received 4 additional desk top computers as a donation that will address computer equipment needs.

- The Chief stated that one of the MDTs requires replacement by year end. Currently planned is to purchase a refurbished MDT since they have reduced acquisition cost, have a 3 year warranty and have been lasting 5-6 years each. The goal is to acquire the MDT prior to year end.
- Kvacek will follow up with Nikki to identify if state purchase contracts provide savings on Windows 10 software licenses at a reduced rate below the \$200.00 each retail price.
- The Chief reported that he has conducted a survey of street stop signs and found that several should be considered for new installation. Kvacek and the service director will review and follow up with the village engineer to implement.
- The Chief stated that they will continue to have cable service in the Police department to provide emergency information as needed.

OLD BUSINESS

- Lloyd is awaiting word from the Village of Chagrin Falls after its council vote to approve the sale to Bentleyville for a surplus plow owned by the Chagrin Falls Service Department. Council voted on the purchase at the previous council meeting. Lloyd will look into the required cost and processes to have the truck updated to use the new plow. He will contact Judco and others to obtain cost estimates once the plow has been delivered.

NEW BUSINESS

- The committee has worked with the Service and the Police Departments to identify items no longer used by the Village. The Mayor asked that a complete list be identified and that it be provided to the Law Director so that he can provide his opinion on disposal and the processes required. A preliminary listing has been provided to the Chief and Service director so they can update descriptions to the items to then be submitted to the law director and the Village treasurer for disposal. Lloyd and the Chief will be updating the information for consideration. The Chief may be adding additional computer and furniture items as new donated furniture is incorporated.
- Lloyd recalls that Councilman Hemmelgarn had suggested that he may be donating a riding lawn mower for the service department. We will follow up to see if that is still a possibility.
- Nikki has been asked to check on pricing for Windows 10 software to investigate if potential savings can be identified on this potential purchase with the program and determine if there are cost savings to the Village.
- We discussed additional potential items to be considered for future purchase from the Chief and he indicated the need to acquire an animal capture pole for loose animals. He will identify potential sources. No update at this time.
- The chief reported that they have received donations of furniture for the police department including tables, desk and chairs. He would like to have the hallway and squad room painted, old

flooring replaced in squad room, and the new furniture placed when completed. Kvacek will investigate flooring options and Lloyd will work in painting of the specified areas.

- We discussed power washing village hall and some painting as required since completion of the Village Hall roof shingle replacement. Lloyd will place on schedule for projects in summer season.
- Also discussed was the need to power wash the roof of the park pavilion and to have it resealed. Lloyd will look to secure estimates for this work.
- Kvacek reported that the Mayor intends to publish a spring edition of a newsletter to the residents. Kvacek asked the Mayor, service director and the committee to think of items that they may want incorporated in the newsletter. They were asked to consider topics to discuss recent achievements and projects for the spring and summer. The goal is to publish the newsletter in the next 30-45 days.

The meeting concluded at 10:00 am.

The next meeting is scheduled at Village Hall on May 8, 2019 at 9:00 a.m.

Minutes submitted on 4/10/2019 by Committee Chairman Ken Kvacek

VILLAGE OF BENTLEYVILLE

STREETS & SAFETY COMMITTEE MINUTES

Wednesday, May 8, 2019

ATTENDEES

- ☒ Ken Kvacek, Committee Chairperson
- ☐ Ryan Rubin, Council Committee Member (via conference call)
- ☒ Gabe Barone, Police Chief
- ☒ Lloyd Nagle, Service Director
- ☒ Kathleen Esposito, Councilwomen
- ☒ Kathleen Hale, Councilwomen
- ☒ Alex Goetsch, Councilman

The meeting was called to order at 9:00 a.m. by Ken Kvacek.

Announcements:

Kvacek reported that Jeff Filarski updated the status of the salt bin reconstruction project and they indicated that they will begin the project in June and will be completed by month end.

Also discussed was the need to post the part time summer service department position, Kvacek will ask if the application can be posted on the Village website.

The Village engineer reported that there are 2 drainage swales that require work or to be cleaned out, 10 Winding River and Berkshire. Cleaning can occur now but he will look at potential repairs if necessary and will advise.

Kvacek suggested that we may consider changing the cul de sac on Pheasant Court from all concrete to a grass and concrete area, thus increasing the attractiveness, water retention and reducing cost during the resurfacing. He will contact Councilman Rubin to solicit comments from residents.

Kvacek reported that during the volunteer park clean up he observed that there was recent graffiti on the solon rd bridge support. The Chief was aware of this but the service department was not advised. Lloyd will follow up with the county for refurbishment.

SERVICE DIRECTOR'S REPORT

- He reported that they have been busy with stick pick up based on the weather conditions folks are placing sticks for pickup prior to the planned implementation dates.
- Lloyd reported that they have received the pricing for road salt for the 2019/2020 season. The price of salt was set at \$73.00 per ton. He placed an order for 300 ton.

POLICE CHIEF'S REPORT

No report

OLD BUSINESS

- Lloyd has received the surplus plow from the Village of Chagrin Falls service department. Lloyd will look into the required cost and processes to have the truck updated to use the new plow. He will contact Judco and others to obtain cost estimates to purchase in time for the winter.
- Lloyd reported that the hydraulic piston on one of the plow trucks is leaking and may need replacement. He will seek estimates on repairs this summer. No action at this time.
- Lloyd reported that they currently have adequate 100 tons of salt on hand an additional 300 tons are contracted to be delivered after May 31. Lloyd has contacted the vendor to identify cost of it being stored off site pending construction of the salt bin. The cost is \$15.00 per ton to be held to Dec.31 2019. The finance director will contact to supplier to discuss additional options. Lloyd ordered 400 tons of salt for 2019/2020 snow season under the state bid program.
- The Chief acquired an animal capture pole for loose animals. It was placed in service this week.
- Lloyd has followed up with Councilman Hemmelgarn about a possible donation of a riding lawn mower for the service department. It is currently being repaired. The committee discussed the future need to obtain a commercial mower such as a zero turn but until budgets allow they will continue to use residential style mowers.
- The Chief stated that one of the MDTs requires replacement by year end. Currently planned is to purchase a refurbished MDT since they have reduced acquisition cost, have a 3 year warranty and have been lasting 5-6 years each. The goal is to acquire the MDT prior to year end.

NEW BUSINESS

- The committee has worked with the Service and the Police Departments to identify items no longer used by the Village. The Mayor asked that a complete list be identified and that it be provided to the Law Director so that he can provide his opinion on disposal and the processes required. A preliminary listing has been provided to the Chief and Service director so they can update descriptions to the items to then be submitted to the law director and the Village treasurer for disposal. Lloyd and the Chief will be updating the information for consideration. The Chief may be adding additional computer and furniture items as new donated furniture is incorporated.
- Nikki has been asked to check on pricing for Windows 10 software to investigate if potential savings can be identified on this potential purchase with the program and determine if there are cost savings to the Village. No update.
- The Chief reported that they have received donations of furniture for the police department including tables, desk and chairs. He would like to have the hallway and squad room painted, old

flooring replaced in squad room, and the new furniture placed when completed. Kvacek will investigate flooring options and Lloyd will work in painting of the specified areas.

- We discussed power washing village hall and some painting as required since completion of the Village Hall roof shingle replacement. Esposito suggested that we check the condition of the cupola for possible painting. Lloyd will place on schedule for projects in summer season.
- Also discussed was the need to power wash the roof of the park pavilion and to have it resealed. Lloyd will look to secure estimates for this work.
- Kvacek reported that the Mayor intends to publish a spring edition of a newsletter to the residents. Kvacek asked the Mayor, service director and the committee to think of items that they may want incorporated in the newsletter. They were asked to consider topics to discuss recent achievements and projects for the spring and summer. The goal is to publish the newsletter in the next 2 weeks. Potential topics include: graduation Parties, House watch for vacations, Watch speed with kids out of school.
- Kvacek reported that he has reviewed the survey of street stop signs as recommended by the Chief and found that several should be considered for new installation. Kvacek and the service director will review and follow up.
- The committee discussed a suggestion from Kvacek regarding a possible purchase of a trail camera that can be used in the park as well as for other Police investigations. Hale stated that she had a new trail camera that she would donate to the department.
- Goetsch and Kvacek discussed the need for the service department to focus on straightening street identification signs and informational signs throughout the village. Also discussed was a fallen tree on Solon road that requires removal, Lloyd will review and contact service providers or remove this potential hazard by the service department. In addition it was discussed and requested that the service department spend time and efforts to focus on the right of ways to remove debris, drop wood, and trash so to enhance the appearance of the roadways.
- Kvacek reviewed a list of suggested service department projects for summer 2019. See attached.

The meeting concluded at 10:07 am.

The next meeting is scheduled at Village Hall on June 12, 2019 at 9:00 a.m.

Minutes submitted on 5/9/2019 by Committee Chairman Ken Kvacek

Bentleyville Service Department Projects 2019

Updated May 19

- A) Guard Rail replacement or repair on Chagrin River rd north and Solon Rds**
- A) Construct small wall around loading ramp: EPA requested** **Completed**
- C) Remove cement guard rail post on Chagrin River rd north**
- A) Notification of paint, chemical, computer round ups published to residents and disposal**
- B) Snow equipment operational October** **on going**
- B) Leaf equipment operational September** **on going**
- A) Solon and Chagrin River NE and SE corners require fill and grass seed**
- A) Set informational street signs at 7 ft from bottom and realign vertical throughout village**
- B) Contact Chagrin Water re any hydrant issues needing repair**
- B) Notify Cleveland water for any needed hydrant repairs**
- B) Contact service directors group for job posting of summer part time employee**
- A) Finalize list of items to be sold or disposed.**
- A) Power wash Village Hall exterior and paint walkway over hang**
- B) New and updated stop signs (AS INDICATED)**
- A) Cold patch as required**
- B) Park pavilion roof power wash and seal** **(bids being requested)**
- A) Pick up debris, sticks out of right of way throughout Village, (solon and liberty rds)**
- C) Fire Hydrant Paint**
- A) Removal of dead tree on solon rd on utility lines**
- B) Obtain plow upgrades for new plow.**
- A) Complete Service building trim painting and clean up.**

VILLAGE OF BENTLEYVILLE

STREETS & SAFETY COMMITTEE MINUTES

Wednesday, June 12, 2019

ATTENDEES

- ☒ Ken Kvacek, Committee Chairperson
- ☐ Ryan Rubin, Council Committee Member (via conference call)
- ☒ Gabe Barone, Police Chief
- ☒ Lloyd Nagle, Service Director
- ☒ Kathleen Esposito, Councilwomen

The meeting was called to order at 9:00 a.m. by Ken Kvacek.

SERVICE DIRECTOR'S REPORT

- Lloyd reported that they have been busy with grass cutting and resident pickups. A summer part time employee was hired to assist with summer projects.

POLICE CHIEF'S REPORT

- The Chief reported that they have been identifying quotes for new floor coverings in the Police department and planning painting in the offices. He has received 3 bids for new flooring and is recommending Calvetta flooring at a cost of some \$3,000. The Chief recommends a motion to accept the bid and schedule installation. Painting will be completed by the service department.
- The Chief also reported that they advertised and sold the former 1543 police car on Gov. Deals and has received \$7,050.00.

OLD BUSINESS

- Lloyd will look into the required cost and processes to have the truck updated to use the new plow. He will contact Judco and others to obtain cost estimates to purchase in time for the winter.
- Lloyd reported that the hydraulic piston on one of the plow trucks is leaking and may need replacement. He will seek estimates on repairs this summer. No action at this time. The repairs will be completed prior to September.
- Lloyd has received a donation of a riding lawn mower for the service department. It was serviced before being put into service. The committee requests a motion on council agenda to accept the donation from resident and councilman Hemmelgarn.

- The committee recommends that a motion be prepared for council that increases the rate of the part time summer workers compensation pay rate from \$10.00 per hour to \$12.00 per hour.
- The Chief also stated that they would like to purchase 2 or 3 additional body cameras and will seek quotes on the purchase and present at upcoming meeting. The committee advised to proceed as long as funds are available in his budget.
- Councilwomen Esposito brought up that this past weekend that there was a water main break in Chagrin Valley Trails and that the Chagrin Water Department as standard practice places notices on the front doors of residents homes advising them of the necessity of a boil alert. Many residents did not see the notice on the doors and were concerned that incomplete information was provided. It was understood that the police department reported that the water main required repair and was there for aware of the incident. Esposito stated that since we were aware that we should make efforts to advise the residents. The information was placed on the Village Facebook page but it was discussed that additional methods of communication should be used during this and other time that important and urgent communications are required. The Chief was unaware that the reverse 911 program was still in existence and was not aware of the procedure to utilize this service. The Chief will confirm our service is still viable and it was recommended that processes be put into place where additional signage and use of the reverse 911 program be utilized.
- The Service Department will be closed on June 17th. Lloyd will be on vacation all of next week.

The meeting concluded at 9:49 am.

The next meeting is scheduled at Village Hall on July 10, 2019 at 9:00 a.m.

Minutes submitted on 6/14/2019 by Committee Chairman Ken Kvacek

VILLAGE OF BENTLEYVILLE

STREETS & SAFETY COMMITTEE MINUTES

Wednesday, July 10, 2019

ATTENDEES

- ☒ Ken Kvacek, Committee Chairperson
- ☒ Ryan Rubin, Council Committee Member
- ☒ Lloyd Nagle, Service Director
- ☒ Kathleen Esposito, Councilwomen
- ☒ Kathleen Hale, Councilwomen

The meeting was called to order at 9:00 a.m. by Ken Kvacek.

SERVICE DIRECTOR'S REPORT

- Lloyd reported that they will begin painting of the Police department.

POLICE CHIEF'S REPORT

- The Chief reported that they have contacted Calvetta flooring to install the new flooring in the Police department and planning painting in the offices in the next few days. The flooring is scheduled to be installed on July 15th.
- The Chief also reported that he has purchased the 2 new body cameras and have been received and put in use. They were \$299.00 each lower priced than anticipated. He is investigating download / charging stations at \$79.00 each. The policy for use has been created and distributed.

OLD BUSINESS

- Lloyd will look into the required cost and processes to have the truck updated to use the new plow. He will contact Judco and others to obtain cost estimates to purchase in time for the winter. No Update.
- Lloyd reported that the hydraulic piston on one of the plow trucks needs replacement. He will seek estimates on repairs this summer. No action at this time. The repairs will be completed prior to September. No Update
- The Chief stated that one of the MDTs requires replacement by year end. Currently planned is to purchase a refurbished MDT since they have reduced acquisition cost, have a 3 year warranty

and have been lasting 5-6 years each. The Chief has placed an order to acquire the MDT. A revised estimated cost is \$1,400.00.

- The committee has worked with the Service and the Police Departments to identify items no longer used by the Village. The Mayor asked that a complete list be identified and that it be provided to the Law Director so that he can provide his opinion on disposal and the processes required. A preliminary listing has been provided to the Chief and Service director so they can update descriptions to the items to then be submitted to the law director and the Village treasurer for disposal. Lloyd and the Chief will be updating the information for consideration. The Chief may be adding additional computer and furniture items as new donated furniture is incorporated. No Update.
- We discussed power washing village hall and some painting as required since completion of the Village Hall roof shingle replacement. Lloyd is coordinating the work with CertaPro painters who will be completing the work in the next 30 days.
- Regency Roofing has power washed the roof of the park pavilion and will have it resealed. Lloyd stated that it looks like new and there was no sign of damaged shingles requiring replacement.
- The service department is awaiting the construction of the new salt storage barn. There were some questions from the state on the application which will be addressed and construction will be completed as soon as possible prior to fall.
- The service department has completed some swale drainage work at 10 Winding River but the engineer will be seeking some outside vendors for additional swale work.
- During the May meeting Goetsch and Kvacek discussed the need for the service department to focus on straightening street identification signs and informational signs throughout the village. It was discussed and requested that the service department spend time and efforts to focus on the right of ways to remove debris, drop wood, and trash so to enhance the appearance of the roadways. The service department has begun work on the right of way areas. Lloyd reported that have made some updates on Chagrin River rd and Miles rd and will complete additional.

NEW BUSINESS

- The Chief and the Service Director has posted a position of a permanent Part time service worker and has received some 50-75 applications and resumes. This position is scheduled for 28 hrs per week and has a requirement of having a CDL license to allow for street plowing during winter season. Kvacek, Nagel and the Chief conducted a few interviews and the chief will be checking background and contact one of the applicants in regards to next steps.
- The Chief also stated that he would like to promote Officer Lee Renton to the position of full time patrol officer. This position is open based on a resignation.

- The Chief provided an update in regards to the reverse 911 program. The Chief was not provided the information from a departed employee about the reverse 911 program and its procedures to utilize this service. The Chief confirmed our service is still viable and he will review the policy on use. It is recommended that processes be put into place where additional signage and use of the reverse 911 program be utilized.
- Kvacek suggested that Lloyd contact street sweepers for the curbed streets in the village.
- Kvacek provided information for a county funded tree program grant to Kathleen Hale for review by Parks Committee.
- The road projects will begin this summer construction season. The village engineer will be meeting with the vendors next week for preconstruction meeting. At that point he will be able to provide start and finish dates for each project. He will draft a letter for the Mayor to send to the residents of the village and to residents on each of the streets scheduled for work.
- Kvacek reported on a meeting with the Chief and Nagel with representatives of the Village of Chagrin Falls in regards to storage and disposal of resident stick and leaf materials. For several years we have worked cooperatively with Chagrin Service to store materials at the CF service facility at no cost. The removal company had notified CF Service that they will be charged for haul out services. Kvacek followed up with CF and discussed that we will monitor the quantity in yards dumped by each village and the associated cost would be split based on use. We committed that we will continue this use in 2019 as we investigate additional options. The village does not have storage space and it was discussed to investigate options to reduce the intake and perhaps revise our policies to limit material pick up times and discourage vendors from using the village instead of having it removed by them. Lloyd estimates that we produce something like 550-600 cubic yards per year. Kvacek will investigate Solon's processing plant.

The meeting concluded at 9:50 am.

The next meeting is scheduled at Village Hall on August 14, 2019 at 9:00 a.m.

Minutes submitted on 7/10/2019 by Committee Chairman Ken Kvacek

VILLAGE OF BENTLEYVILLE

STREETS & SAFETY COMMITTEE MINUTES

Wednesday, August 14, 2019

ATTENDEES

- ☒ Ken Kvacek, Committee Chairperson
- ☒ Ryan Rubin, Council Committee Member
- ☒ Gabe Barone, Police Chief
- ☒ Lloyd Nagle, Service Director
- ☒ Kathleen Esposito, Councilwomen
- ☒ Officer Jim Perkins

The meeting was called to order at 9:00 a.m. by Ken Kvacek.

SERVICE DIRECTOR'S REPORT

- Lloyd reported that they had repaired the leaking toilet at village hall that caused minimal damage to women's locker room. Seal was original and was replaced.

POLICE CHIEF'S REPORT

- Officer Perkins reported that they have completed renovations in the Police department.
- Perkins also reported that he has purchased a new MDT that was put in service. An older model has been upgraded with new software. Also 2 new radio batteries have been purchased to replace 2 that were at end of their useful life. Cost approximately \$200.00
- Perkins reported that a strong odor of natural gas has been found on Cannon rd, also discovered by metro parks and service department. Police has coordinated and investigation with the Gas Company and fire department that was unable to locate the leak. Perkins will investigate the gas well to monitor if further odor is detected. Kvacek confirmed a strong odor was evident and was being monitored last night by the police department.

OLD BUSINESS

- Lloyd received a quote of \$2,823.00 to have the truck updated to use the new plow. He will contact others to obtain additional cost estimates to purchase in time for the winter.
- Lloyd reported that the hydraulic piston on one of the plow trucks needs replacement. He received an estimate on repairs at \$1,610.00 and will proceed with repairs. The repairs will be completed prior to September.
- The committee has worked with the Service and the Police Departments to identify items no longer used by the Village. The Mayor asked that a complete list be identified and that it be provided to the Law Director so that he can provide his opinion on disposal and the processes

required. A preliminary listing has been provided to the Chief and Service director so they can update descriptions to the items to then be submitted to the law director and the Village treasurer for disposal. Lloyd and the Chief will be updating the information for consideration. The Chief may be adding additional computer and furniture items as new donated furniture is incorporated. Lloyd has additional items such as a ladder rack. Lloyd plans on organizing items for disposal in late Fall.

- We discussed power washing village hall and some painting, Lloyd is coordinating the work with Certa Pro painters, who have yet to complete. It is anticipated completion in next 2 weeks.
- The service department is awaiting the construction of the new salt storage barn. The engineer is working with the vendor which will be addressed and construction will be completed as soon as possible prior to winter.
- The service department has completed some swale drainage work at 10 Winding River and the engineer has had outside vendors complete the additional swale work.
- During the May meeting Goetsch and Kvacek discussed the need for the service department to focus on straightening street identification signs and informational signs throughout the village. It was discussed and requested that the service department spend time and efforts to focus on the right of ways to remove debris, drop wood, and trash so to enhance the appearance of the roadways. The service department has begun work on the right of way areas. Lloyd reported that have made some updates on Chagrin River rd and Miles rd and will complete additional. Signs on Quartermaine have been removed, new signs have been ordered for Miles road and north fork.
- Lloyd coordinated vendors for completion of street sweeping for the curbed streets in the village. Completed

NEW BUSINESS

- The Chief and the Service Director have selected a candidate for the position of a Permanent Part time service worker after reviewing some 75 applications and resumes. This position is scheduled for 28 hrs per week and has a requirement of having a CDL license to allow for street plowing during winter season. The Chief and Nagle have made their recommendation to the Mayor for consideration of hire.
- Officer Perkins provided an update in regards to the reverse 911 program. The Chief was not provided the information from a departed employee about the reverse 911 program and its procedures to utilize this service. The Chief confirmed our service is still viable and he will review the policy on use. The system has recently been tested and is functional. Kvacek suggested reviewing policies on use.
- The road projects are underway in many of the planned road construction projects and will be completed this season. The engineer worked with the vendors and the mayor has

communicated with respective residents on construction notices. The police department is working in conjunction with road workers. All work in progress is due to be completed on schedule. The Quartermaine project has been briefly delayed but will commence soon. Worst case is that phase 3 of this project may need to be postponed till next spring. The engineer will provide updates as available. It was discussed that Lloyd work to upgrade signs as needed in the construction areas as well as look to replace damaged guard rails as necessary so to have coordinated upgrades to all streets as construction is finished. Kvacek asked Perkins and Barone to make observations to the service department as needed.

- Kvacek reported that he had received a draft agreement from Chagrin Falls after the meeting with the Chief and Nagel with representatives of the Village of Chagrin Falls in regards to storage and disposal of resident stick and leaf materials. Kvacek distributed the draft to the Chief and service director as well as the Mayor for review and consideration. Nagel reported that the use of the debris removal from January through the end of July resulted in an expense of \$496.00. He now suggests that the cost estimate maybe around \$1,500.00 per year. Nagle will monitor the quantity in yards dumped by each village and the associated cost would be split based on use. We committed that we will continue this use in 2019 as we investigate additional options. The village does not have storage space and it was discussed to investigate options to reduce the intake and perhaps revise our policies to limit material pick up times and discourage vendors from using the village instead of having it removed by them. Lloyd estimates that we produce something like 550-600 cubic yards per year. Kvacek provided copies of the city of Auroras webpage procedures and asked him to review for possible updates to our website and residents communications. The Mayor will be contacting the Mayor of Solon to investigate any possible opportunities to work together on material disposal.
- A tree was damaged due to an accident on Solon road this summer; Lloyd has contacted a tree company to replace the tree and will provide an estimate to the insurance company of the offender for reimbursement.
- The possible replacement of incandescent light bulbs to LED for street lights and traffic control devices was referred to Utilities committee to consider as a priority for use of NOPEC grant.

The meeting concluded at 10:10 am.

The next meeting is scheduled at Village Hall on September 11, 2019 at 9:00 a.m.

Minutes submitted on 8/14/2019 by Committee Chairman Ken Kvacek

VILLAGE OF BENTLEYVILLE

STREETS & SAFETY COMMITTEE MINUTES

Wednesday September 11, 2019

ATTENDEES

- ☒ Ken Kvacek, Committee Chairperson
- ☒ Ryan Rubin, Council Committee Member
- ☒ Gabe Barone, Police Chief
- ☒ Lloyd Nagle, Service Director
- ☒ Kathleen Esposito, Councilwomen
- ☒ Kathleen Hale, Councilwomen

The meeting was called to order at 9:06 a.m. by Ken Kvacek.

SERVICE DIRECTOR'S REPORT

- Lloyd reported that they had recently completed drainage ditch repairs. He also commented that Alexis Pacanosky has been acclimating well to her position as part time service worker and that she is working on completing requirements for her CDL by winter. Kvacek suggested he should complete a 30 day performance review.
- The service department has completed hydrant flushing of City of Cleveland hydrants and also completed paint touch up on them. He will be rechecking for proper drainage on a few to ensure they are operational in the winter months.
- He reported that the recently donated riding mower is again in the shop for repairs.

POLICE CHIEF'S REPORT

- The Chief reported that all computers have been upgraded to current software as well as the MDTs. The new MDT was put in service.
- Chief reported that one of the cars has some minor car issues and may need a new catalytic convertor.

OLD BUSINESS

- Lloyd received quotes of \$2,600 - \$2,823.00 to have the truck updated to use the new plow. He recommended the lowest and best bidder and will commence with the work being done.
- Lloyd reported that the hydraulic piston on one of the plow trucks was replaced. He received an estimate on repairs at \$1,610.00 and was completed at \$2,200.00

- The committee has worked with the Service and the Police Departments to identify items no longer used by the Village. Lloyd and the Chief are updating the information. The Chief has added additional computer and furniture items since new items were donated.
- Village Hall pressure washing and painting was completed. Additional items for paint not in the quote were identified. The Chief is following up for an additional quote from Certa Pro painters. Lloyd has discussed replacing some of the Plexiglas in the cupola.
- The service department is awaiting the construction of the new salt storage barn. The engineer is working with the vendor and the state to ensure construction will be completed as soon as possible if issues cannot be resolved we may have to postpone construction .
- The service department will complete some repairs on the Village Hall sign as well as having it painted.
- The service department has completed straightening street identification signs and informational signs throughout the village. The service department has also installed additional signage at Winding River and Miles rd. Additional signage is on order.

NEW BUSINESS

- Kathleen Hale asked if the current insurance policy covers computer hacking since this has been in the news with ransom ware. Kvacek will inquire if it is covered with Nikki Sell.
- Lloyd has asked for quotes for the tree replacement from the accident this summer but would probably not install them til spring as recommended by the vendor.
- The road projects are underway in many of the planned road construction projects and will be completed this season. All work in progress is due to be completed on schedule. The Quartermaine project has been briefly delayed but will begin after 9/15. It was discussed that Lloyd work to upgrade signs as needed in the construction areas as well as look to replace damaged guard rails as necessary so to have coordinated upgrades to all streets as construction is finished.
- Kvacek reported that he had received a draft agreement from Chagrin Falls after the meeting with the Chief and Nagel with representatives of the Village of Chagrin Falls in regards to storage and disposal of resident stick and leaf materials. Kvacek distributed the draft to the Law Director and he will contact the Village of Chagrin Falls Law Director to discuss. Nagel reported that he had spoken with the City of Solon Service Department and they are unable to assist us in storage or disposal at this time. The

Mayor also spoke to the Mayor of Solon to investigate any possible opportunities to work together on material disposal.

- Kvacek asked the Chief and Service Director to complete a capital request projection so that it can be discussed at the next meeting and referred to the Mayor and finance committee to be considered in the 2020 budget.
- The Chief noted that there is a broken window in the Police garage and that Lloyd will contact the window company to investigate repair options. Lloyd will also check on repair of one of the offices windows.
- Lloyd reviewed the listing of trees in the right of way that require pruning and or removal that was completed by a Metro Park audit. He verified the location and will have the work completed by the department. Kvacek commented about the significant tree removal on park property on Cannon rd and questioned why several standing deadwood trees on park property have not been removed and suggest that we contact the metro parks prior to winter to remove the trees so to not encounter power outages in the village due to falling dead trees on power lines.

The meeting concluded at 10:20 am.

The next meeting is scheduled at Village Hall on October 9, 2019 at 9:00 a.m.

Minutes submitted on 9/19/2019 by Committee Chairman Ken Kvacek

VILLAGE OF BENTLEYVILLE

STREETS & SAFETY COMMITTEE MINUTES

Wednesday October 9, 2019

ATTENDEES

- ☒ Ken Kvacek, Committee Chairperson
- ☒ Ryan Rubin, Council Committee Member
- ☒ Gabe Barone, Police Chief
- ☒ Lloyd Nagle, Service Director
- ☒ Kathleen Esposito, Councilwomen
- ☒ Kathleen Hale, Councilwomen
- ☒ Alex Goetsch, Councilman via con call

The meeting was called to order at 9:04 a.m. by Ken Kvacek.

Chairperson Report

Kvacek reported the status of the road project that is well under way with all roads completed or in process. He also noted that he has asked Lloyd to inspect a guard rail on Solon rd for possible replacement.

The law Director has reached out to Village of Chagrin Law director but they have not spoken regarding the agreement regarding leaf and stick disposal.

Kvacek also discussed that need to review a non emergency communication policy to be used to communicate information to residents via email vs. letter correspondence. This would provide a more timely delivery of information at a lower cost. All agreed that we should proceed with enabling the village to provide email communication.

SERVICE DIRECTOR'S REPORT

- The service department has completed hydrant flushing of City of Cleveland hydrants and also completed paint touch up on them. He will be rechecking for proper drainage on a few to ensure they are operational in the winter months.
- He reported that the leaf program will begin on September 21st and that a flyer was created and will be posted on the website.

POLICE CHIEF'S REPORT

- No Report

OLD BUSINESS

- Lloyd has had a truck updated to use the new plow and is ready for plow duty.

- Lloyd reported that he has received a quote for \$9,054 for replacement of a turbo charger on the 2005 International dump truck. The committee discussed getting an alternative quote which he is in process of getting for consideration of Finance. Kvacek discussed the need for the truck and was concerned that we were investing funds for a 2005 truck with 44,000 miles. He suggested that we should consider reducing the fleet by 2 of the oldest trucks and consider purchasing a new one to have 2 dependable snow trucks and 2 smaller trucks. Lloyd felt that it is a year timeframe to order a new truck. Additional discussions are necessary to review a long term capital purchase schedule.
- The committee has worked with the Service and the Police Departments to identify items no longer used by the Village. Lloyd and the Chief are updating the information. The Chief has added additional computer and furniture items since new items were donated. Lloyd has identified additional items.
- Village Hall. Additional items for paint not in the quote were identified. The Chief is following up for an additional quote from Certa Pro painters although he was not able to reach them. Lloyd has discussed replacing some of the Plexiglas in the cupola and will replace burned out light bulb.
- The construction of the new salt storage barn status was discussed. The engineer reported that he has not heard back from the vendor engineer and that we are running out of time for fall construction. It was decided to postpone the demolition and construction this fall which would require that the salt is returned to the building to make way for resetting trucks for leaf pickup.
- The service department will complete some repairs on the Village Hall sign as well as having it painted. They will try to complete by winter.
- The service department has completed straightening street identification signs and informational signs throughout the village. The service department has also installed additional signage at Winding River and Miles rd.
- Kathleen Hale asked if the current insurance policy covers computer hacking since this has been in the news with ransom ware. Nikki Sell has contacted the insurance carrier and they advised that the upgraded insurance coverage included computer hacking. She will identify what levels of coverage are provided for ransom.
- Lloyd has received quotes for the tree replacement from the accident this summer and we have received compensation from the insurance company but would not install them till spring as recommended by the vendor.

NEW BUSINESS

- Kvacek asked the Chief and Service Director to complete a capital request projections so that it can be discussed at the meeting and referred to the Mayor and finance committee to be considered in the 2020 budget. The Chief did not submit a request for vehicles but reported that 2 of the cars have 115,000 and 100,000 miles on them. He thought that the cars would be pushed off to 2021 per the Mayor. The Chief mentioned that he would like to consider a phase out of the current radios (12) and may be seeking grants for replacement as they are 10 years old. They are all functioning but he feels they are near their useful life. Cost was suggested at \$2,500 plus each. He did not identify any other capital purchases for 2020 or beyond.

Lloyd provided a 2016 asset listing showing the listing of assets but did not have a chance to update the document with mileage, condition, approximate projected replacement dates or anticipated cost. Currently there are no capital items under consideration for 2020 and beyond. The committee will continue to work with the Chief and Service Director to provide updated information and a plan for replacement schedules.

- The Chief noted that there is a broken window in the Police garage and that Lloyd received quotes from the window company for repairs. This was referred to the public utilities committee for consideration for NOPEC grant. Kvacek also asked the Chief to have the officers identify the functionality of all lights in village such as street lights and advise Rubin.
- Lloyd reviewed the listing of trees in the right of way that require pruning and or removal that was completed by a Metro Park audit. He verified the location and will have the work completed by the department. Lloyd also reported that the tree on utility lines on Solon rd has been cleared and that he will have the tree removed from the right of way.
- During the last council meeting it was asked if it was possible that we could utilize the diesel tank at the service building to refill trucks since it is on property and would reduce out of village travel as well as a reduced potential bulk purchase price. Lloyd identified that he would save 25 to 50 cents per gallon with bulk purchase. He will contact the supplier to investigate more routine refueling, larger tank and cost to determine if we would have savings as well as convenience.

The meeting concluded at 10:12 am.

The next meeting is scheduled at Village Hall on November 13, 2019 at 9:00 a.m.

Minutes submitted on 10/9/2019 by Committee Chairman Ken Kvacek

VILLAGE OF BENTLEYVILLE

STREETS & SAFETY COMMITTEE MINUTES

Wednesday November 13, 2019

ATTENDEES

- ☒ Ken Kvacek, Committee Chairperson
- ☒ Ryan Rubin, Council Committee Member
- ☒ Gabe Barone, Police Chief
- ☒ Lloyd Nagle, Service Director
- ☒ Kathleen Esposito, Councilwomen

The meeting was called to order at 9:03 a.m. by Ken Kvacek.

Chairperson Report

Kvacek reported the status of the road project is well under way with all asphalt roads completed. The Village Engineer has confirmed that 60-70% of the cement program has been completed. Due to the change of weather he has asked the vendor to hold completion of cement work until better weather permits.

The Law Director and the Village of Chagrin Law director has completed an agreement regarding leaf and stick disposal. This agreement will be provided to council for their consideration and approval. The committee recommended the agreement be approved by council.

Kvacek asked the Chief if the administrative assistant was were able to gain updates to the email address database during voting. Little was gained but will be reviewed to be able to identify additional efforts to consider use of the database for non-emergency communication such as communication to residents via email vs. letter correspondence. This would provide a more timely delivery of information at a lower cost.

Kvacek reported that the Engineer has been in communication with the county in regards to the \$108,000 due for the Chagrin River Road resurfacing and anticipates that the village will receive funds prior to the end of the year.

SERVICE DIRECTOR'S REPORT

- The service department has completed hydrant flushing of City of Cleveland hydrants and identified 3 that will be rechecked for proper drainage to ensure they are operational in the winter months. Lloyd has contacted the City of Cleveland Water Department to have them confirm operability or to initiate repairs.
- He reported that the leaf program that began on September 21st is well underway and has been placed on hold pending better weather and loss of snow cover.
- Lloyd reported that a hydraulic line failed on the front end loader that is used to load road salt in the trucks. Temporary repairs will be made today until a permanent repair is made with an item to be ordered and installed.

- Lloyd reported that Alexis has had a chance to observe snow plowing with Jonathan and Lloyd and she will sit for the written exam for her CDL certificate this weekend.

POLICE CHIEF'S REPORT

The Chief reported that past officer Mike Tsevdos would like to return as a part time officer. The Chief agrees and the committee will ask that an ordinance be placed on the council agenda confirming the rehiring of officer Tsevdos.

OLD BUSINESS

- Lloyd reported that 2 large trucks and the 2 smaller trucks have been updated and is ready for plow duty.
- Lloyd has discussed replacing some of the Plexiglas in the cupola and will replace burned out light bulbs as soon as they can be sourced. His goal is to have them sourced and installed prior to the end of November.
- The construction of the new salt storage barn has been tabled. It was decided to suspend the demolition and construction this fall and the salt has been returned to the building. An additional salt order of 300 tons is pending as needs require prior to year-end.
- The service department will complete some repairs on the Village Hall sign as well as having it painted. They will try to complete during winter.
- The Chief noted that the broken window in the Police garage has been repaired. This was referred to the public utilities committee for incorporation in the NOPEC grant request. The Chief identified the functionality of all lights in village such as street lights and bridge lights that require repair or replacement and has advised the utilities committee. The finance director has been in contact with Signal Services and CEI to have the lights estimated and or repaired.
- During the last council meeting it was asked if it was possible that we could utilize the diesel tank at the service building to refill trucks since it is on property and would reduce out of village travel as well as a reduced potential bulk purchase price. Lloyd identified that he would save 25 to 50 cents per gallon with bulk purchase. Lloyd has calls into the supplier to investigate more routine refueling, larger tank and cost to determine if we would have savings as well as convenience.

NEW BUSINESS

- Kvacek asked the Chief and Service Director to review a copy of the draft 2020 budget to review and comment on budget items to understand the funds being earmarked for their area of operations. Kvacek will ask the finance director to provide a copy for their review.

- Lloyd reviewed the listing of trees in the right of way that require pruning and or removal that was completed by a Metro Park audit. He verified the location and will begin work as time permits by the department. Lloyd also reported that some brush and trees will need to be trimmed for proper operation of snow plows.
- Kvacek asked the service director to inspect the Village Hall entry way wall heater and consider contacting an outside vendor for repair or replacement. He will obtain a quote for consideration.

The meeting concluded at 9:53 am.

The next meeting is scheduled at Village Hall on December 13, 2019 at 9:00 a.m.

Minutes submitted on 11/13/2019 by Committee Chairman Ken Kvacek

VILLAGE OF BENTLEYVILLE

STREETS & SAFETY COMMITTEE MINUTES

Wednesday December 11, 2019

ATTENDEES

- ☒ Ken Kvacek, Committee Chairperson
- ☒ Ryan Rubin, Council Committee Member
- ☒ Gabe Barone, Police Chief
- ☒ Lloyd Nagle, Service Director
- ☒ Kathleen Esposito, Councilwomen
- ☒ Kathleen Hale, Councilwomen

The meeting was called to order at 9:03 a.m. by Ken Kvacek.

Chairperson Report

Kvacek reported that the Engineer has been in communication with the county in regards to the \$108,000 due for the Chagrin River Road resurfacing project and anticipates that the village will receive funds prior to the end of the year. Kvacek reported that the engineer and the finance manager will follow up with the anticipated receipt of the reimbursement to secure an understanding of the reimbursement otherwise council will need to alter the 2020 budget.

SERVICE DIRECTOR'S REPORT

- The service department advised the City of Cleveland Water department that 5 fire hydrants required inspection for proper drainage to ensure they are operational in the winter months. The City of Cleveland Water Department has completed repairs (replaced) 3 of 5. The 2 remaining are located on Holbrook road and are on schedule for repair or replacement.
- He reported that the leaf program that began on September 21st will conclude on December 16th. The website will be updated to reflect the notification to suspend the service for 2019.
- Lloyd reported that Alexis was taking the written test for her CDL certificate this week.

POLICE CHIEF'S REPORT

- The Chief reported that he is identifying capital expense items for future budgets. The safety items include new cameras with DVR capabilities for the Police Department and the Service garage. He stated that he has identified that it would be a benefit to have a camera at Village Hall at the rear door and interview room. In addition he stated that a separate unit at the service garage would enhance safety and security. The Chief also stated that he would like to investigate a barcode scanner and inventory management system to identify, inventory and manage evidence, it can also be used to identify village equipment. Kvacek asked the status of the evidence room management and the Chief stated that it has been reviewed and he is working with the law director to consider disposal. The Chief will continue to investigate and present to the committee at future meetings.

OLD BUSINESS

- Lloyd reported that all snow and ice removal equipment is ready for plow duty and that he has ordered and received all road salt that we were obligated under contract to have purchased and it has been delivered to the salt bins. The outstanding order was 350 tons that have been delivered concluding our purchase obligation.
- Lloyd reported that a hydraulic line that had failed on the front end loader has been repaired.
- Lloyd has discussed replacing some of the Plexiglas in the Village Hall cupola and will replace burned out light bulbs. On the suggestion of the Utilities and S&S Committees the service director completed an inventory of Village Hall lighting fixtures for the purpose of purchasing LED lighting bulbs to reduce the frequency of replacement, electricity cost savings etc. The committee recommended replacement with soft white light options. The service director intends to purchase and replace this week.
- The service department will complete some repairs on the Village Hall sign as well as having it painted. They are investigating best materials to withstand the weather and they plan to complete during winter.
- The Chief noted that the broken window in the Police garage has been repaired. The Chief has also purchased a new energy efficient refrigerator for the Police break room since the prior older refrigerator was broken. These items were referred from the public utilities committee for incorporation in the NOPEC grant request. The Chief identified the functionality of all lights in village such as street lights and bridge lights that required repair or replacement and has advised the utilities committee. The finance director on the direction of the utilities committee has been in contact with Signal Services and CEI to have the lights repaired. Repairs have been completed by CEI and Signal Services. It was stressed that the lighting selected for the decorative lighting on the Miles Rd Bridge should be of low lumen and should not be enhanced so that light pollution to surrounding homeowners would not be enhanced. The finance director reported that she has been working with Signal Services for repair and replacement.
- During the last council meeting it was asked if it was possible that we could utilize the diesel tank at the service building to refill trucks since it is on property and would reduce out of village travel as well as a reduced potential bulk purchase price. Lloyd contacted Ullman Oil and identified that he would save \$ per gallon with bulk purchase. Lloyd worked with the supplier to investigate a remote monitoring device to assist in more routine refueling, in addition he provided the law director with a purchase agreement which he will discuss with the vendor. Kvacek suggested that the Service Department begin truck refueling as soon as possible prior to the completion of the agreement. The service director also investigated the possibility of purchasing an additional larger tank for use with gasoline for service and police vehicles. Based on investments and possible security issues it was considered to be more costly and would not offset investments. The consideration of gasoline storage will be suspended and reviewed at a later time.
- The service director inspected the Village Hall entry way wall heater and will contact an outside vendor for repair or replacement. He will obtain a quote for consideration. The Chief stated that

he had previously investigated cost of replacement units that would work in the opening. This is being referred to Parks and Facilities committee for follow up.

- Lloyd reviewed the listing of trees in the right of way that require pruning and or removal that was completed by a Metro Park audit. He verified the locations and will begin work as time permits by the department. Lloyd also reported that some brush and trees have been trimmed for proper operation of snow plows.

NEW BUSINESS

- Kvacek asked if the Chief and Service Director had an opportunity to review a copy of their respected budgets provided by the Finance director included in the draft 2020 budget. Both indicated that they had and have communicated suggestions to the Mayor. The Chief reported that he has discussed the replacement of a police car with the purchase of a Ford explorer in 2020. He stated that he has placed an order for this vehicle. Kvacek reported that the Mayor has asked Kvacek and the committee to consider an update to the service and police capital equipment replacement schedule. He asked the committee to consider a comprehensive review of a 5 year schedule be completed and that this review begin in January of 2020 so that it can be reviewed by council and committees to ensure long term planning for future expenditures.
- Based on the discussion of the security cameras under consideration by the Chief Kvacek suggested that the Chief should consider the installation of peep holes in the Police department doors so that officers can identify visitors before entering a secure area. The Chief discussed that this would be an inexpensive option to consider the service department to install. This was referred to the Parks and facilities committee.
- Kvacek distributed a draft copy of the proposed 5 year infrastructure planning budget recommended by the Village Engineer. The committee briefly reviewed the updated plan.
- Kvacek introduced the issue brought up by Councilwomen Hale in a recent email regarding her inquiry of damaged mailboxes damage during icy conditions on Grey Fox in Chagrin Valley Trails. There have been mailbox collisions repeatedly for the last several years at 2 specific residences located adjacent to the hill and curve. Kvacek reported that he had spoken with the Village Engineer, Service Director and the Chief regarding this issue. Several measures have already been implemented including the addition of signage indicating an upcoming curve, as well as reduced speed (20MPH) signage, special speeding enforcement as well as priority ice prevention and management by the service department all in an effort to reduce this issue. The homeowners have considered altering their mailbox location as well as installation of landscaping to reduce mailbox collision damage. Additionally the engineer considered road texturing that he feels will not improve the situation. The chief encourages that residents and visitors on the road slow their speed especially when wet and adverse weather conditions exist.

The meeting concluded at 10:33 am.

The next meeting is scheduled at Village Hall on January 8, 2019 at 9:00 a.m.

Minutes submitted on 12/12/2019 by Committee Chairman Ken Kvacek