

YORK TOWNSHIP

Special Meeting May 22, 2019

Trustees – Chairman William Pavlick, Richard Monroe, Todd Zieja
Fiscal Officer Margaret (Peggy) Russell

William Pavlick called the special meeting to order at 5pm for the purpose of review of the Invitation to Bid for the Collection, Transportation and Delivery for Disposal or Processing of Residential solid Waste and Recyclable Materials Generated in and Collected from Residential Units in York Township and Township Facilities.

Present:

William Pavlick

Rick Monroe

Todd Zieja

Peggy Russell

Beth Biggins-Ramer

Dennis Paul, Prosecutor

Dorothy Crouch

Ted Jaworski.

Dave & Debbie Hull

Norm Hinman

Keith Hinman

Terry Gerspacher

Wes Muhek

Prosecutor Dennis Paul started the meeting by giving background biographical information of his career.

Beth Biggins-Ramer, the Waste District Coordinator works under the Medina County Sanitary Engineer under Amy Lyons. She had sent him an email earlier asking if the board could go forward with advertising for bids tonight. The prosecutor has to prepare the document for release and will need some time to prepare bid documents. Tonight she will go over the working document "Invitation to Bid". After tonight's meeting, we will schedule another special meeting to edit and to approve the final copy.

Together we went over the entire 55 page Invitation to Bid. Invitation to Bid draft can be found on the website under Trustee Minutes. The following sections are noted by Beth with additional explanations:

Section 2.1 Introduction: A bid contract is for a 5-year term, a bid bond will be required. After bids are opened at a public hearing it is nice to have a cloistered room for bidders to go and discuss bids, thereby not disturbing the remainder of the business meeting. Trustees suggested their conference room/office. The township cannot go into executive session to discuss bids; it must be done in front of the public. We can ask Beth for recommendations.

Section 2.2 A bidder must submit one original and three copies of bid. This section contains a list of all documents that must be included.

Section 3 Defined Terms

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Section 4 Instructions to Bidders. When a bid is turned in, it must receive a date stamp. The time it is received may be handwritten. The township retains the right to reject any and all bids. They can declare all bids are rejected unilaterally. They can reject incomplete bids.

Section 4.7 A bid bond of \$1,000.00 must be attached to documents submitted. Rejected bids will have bonds released, winning bid bond will then be converted to a performance bond.

Section 4.8 Performance bond – if for any reason the winning bidder is unable to complete duties as specified; the township is able to get other bids for the stopgap.

4.9 Agreement and Independent Contractor Status, the township authorizes the contractor on an exclusive basis. No other person or entity shall provide trash services.

4.11 After the 5-year award, the Collection agreement may be renewed for three one-year terms if mutually agreed upon.

4.12 At the next meeting, the trustees will need to insert dates for the bid and release schedule.

Section 5-Detailed Scope of Services

5.1 Trustees need to find out if Enclave at Shale Creek is the only entity under contract with C. Martin, or any other contractor and for how long.

5.3 All solid waste is to be transported to the Medina County Solid Waste Facility in Seville.

5.4 Makes provisions/penalties and rules for vehicles and equipment for collections services and shall be inspected to insure they are clean, safe and operating in a manner consistent with industry's standards.

5.5 Currently bags and cans are limited to 40 lbs. Discussion about possibly increasing limits to 70 lbs.

5.7 Contractor must maintain local office and 24 hour phone services for emergency contact.

5.9 Holds contractor accountable for proper training of employees

5.10 d. If a customer does not register for one of two services, they will be defaulted to unlimited. Once a plan has been changed, customers are committed to 90 days at that level before they may switch plans again. Replacement carts will be charged to negligent party. The contractor will be responsible for normal wear and tear.

e. Opt out Procedure – Only 5% of the township (95 households may opt out. If the residential unit chooses to opt out, they must obtain, complete and return an affidavit to

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opt out for Solid Waste Services to Peggy Russell at the Township. This form must be completed annually.

- f. Procedure for changing cart size
- g. Procedure for removal of cart.

5.11 Procedure for Collection requirements- where the trash must be placed.

5.13 Provides instructions for unusual items

5.14 Provides instructions for CFC Appliances.

5.16 Provides for township containers, and adding containers for special events to populate exhibits.

5.17 Commercial Establishments are not included.

Section 6 – Maps of the collection route will be provided.

6.2 Only the big Holidays will be observed.

6.3 Starting times will be 5am – 7 pm. Pavlick stated that 5 seemed early. Prosecutor Paul said no, his is picked up at 4:30am. You will not hear them. An early start is preferred because of safety factors/school bus routes.

6.4 The contractor will help with outreach and education. They will provide a PDF version to put on the website.

6.6 Procedure for carry out service- Trustees will need to determine a reasonable distance to provide service for medical/disability services. 200' suggested. We need to be reasonable to the bidder and to the resident.

6.7 Services can be suspended for 90 days for travel/absence once per year.

6.11 Provider can suspend services and refuse to collect, but they must provide notification as to the reason.

Section 7

7.5 Must provide Proof of Insurance and Worker's Comp

8.3 Provides for an annual meeting with contractor to review volumes and pricing

The bid form on page 34 allows for flexibility in pricing due to price fluctuations of tipping fees or gas prices. Savings must be passed on the residents and offer protection against price differences. Fuel Surcharges and adjustments are monitored on a quarterly basis.

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8.8 Contractor shall prepare and report data on the collection services provided on a monthly basis.

Section 9 Deals with Breach and sets terms if this were to happen, the prosecutor will be involved to protect the township.

Thank you to Beth for the great effort involved in putting this bid together. On page 38, for the a la cart trash listing Carpet and Padding should be added. Trustee Pavlick will find out what size container the township utilizes at the town hall and the cemetery, and what size is dropped off for the Swiss Steak Dinner for the Fire Department. Educating the residents will be done similarly to what Montville provided, a mailer to residents and a posting to the website. People will know what the rules are, and family and neighbors will help take care of each other.

Trustee Pavlick stated Montville initially had many objections, but now that they are paying approximately \$17 per month for services reduced from \$90 every two months they are happy. Trustee Zieja stated we want to protect and help the residents. The next meeting to discuss edits to the contract will be June 5, at 5 pm at the Township Complex.

Norm Hinman wanted to know if the truck will be going down the road one or two times. The routes will be submitted and approved by the trustees. Can a trash hauler turn around in a driveway? The route and rules are approved by the trustees. If a citizen notices a violation, call the Trustees, or the Police. The contractor will be put on notice.

Wes Muhek questioned why are the trustees so interested in trash pickup. What benefit does the township derive from this? Trustee Pavlick said several reasons, 1. To eliminate many different haulers on roads. 2. Save residents money. 3. Most residents are happy about this. Muhek feels competition is a good thing. Having these bids might eliminated competitors and we may not have anyone to offer bids in 5 years. Beth assured him that we have four national companies with local roots who are not going anywhere. The Prosecutor stated according to ORC.505.20 township trustees can set up a waste district, and once the district is formed, the trustees have the statutory ability to determine the trash hauler. Trustee Pavlick said if the bids come back without decent savings, they we will not do this.

What is Valley City doing? Both Valley City and Litchfield were interested at one point, but neither have followed through.

Keith Hinman wanted to know if the establishment of the Trash District was voted upon. No. Mr. Paul said after the district is established, the residents have the opportunity to file a petition requiring a certain amount of residents to overturn.

Can we use our own cans? Initially cans will be provided, but we can arrange to change or remove levels of services.

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If we have 6% of the township opt out will they still move forward? No. The township has to guarantee the contractor the ability to put out a bid based on firm numbers.

How many contractors will bid? Montville had four bidders and it was a tight offering.

Trustee Monroe made the motion to adjourn, second by Trustee Zieja. Roll: Zieja, yes; Monroe, yes; Pavlick, yes. Meeting adjourned 4:30pm.

William Pavlick, Chairman

Margaret Russell, Fiscal Officer