

THE CITY OF STREETSBORO, OHIO
BOARD OF CONTROL MEETING AGENDA

Wednesday, March 12, 2025

TIME: 9:30 a.m.
PLACE: Council Chambers

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Disposition of Minutes**
Board of Control Meeting of February 12, 2025
5. **Approve Expenditures not to exceed \$19,000.00 for installing/replacing service lines.**
(B. Miller)
6. **Purchase of Elastec Drug Terminator Portable Incinerator \$6,090.00 (Wain)**
7. **Cianci Electric, LLC Change Order for Parks Maintenance Garage Addition \$650.00**
to be added to P.O. 25-003544. (Parks & Rec)
8. **ICA Dave Bertolone for officiating youth sports leagues (Parks & Rec)**
9. **ICA Linda Solomon for Senior Meditation Classes (Parks & Rec)**
10. **ICA Megan Summers Senior Large Group Art Classes (Parks & Rec)**
11. **ADP Quote for Special Payroll Projects to upgrade modules within ADP (M. Miller)**
12. **Adjournment**

Administrative Offices
9184 St. Rt. 43
Streetsboro, Ohio 44241-5322
(330) 626-4942

City of Streetsboro



Service Department
2094 St. Rt. 303
Streetsboro, Ohio 44241-1707
(330) 626-2856

CITY OF STREETSBORO MEMORANDUM

RECEIVED
FEB 14 2025
CLERK OF COUNCIL
STREETSBORO, OHIO

TO: Board of Control

FROM: Bill Miller
Service Director

DATE: March 13, 2025

RE: Water line Bores.

Vendor: Advanced Industries, INC.

Cost: Not to exceed \$19,000.00

Line Item: 503.52.5713 IOB- Waterline

The Water Department is requesting approval of expenditures up to \$19,000.00 for installing or replacing service lines.

Should you have any questions, please feel free to contact me.



STREETSBORO POLICE DEPARTMENT

2080 State Route 303
Streetsboro OH 44241-1707
www.streetsboropolice.org

Patricia J. Wain
Chief of Police
Phone: 330.626.4976
Fax: 330.626.5239
info@streetsboropolice.com

TO: Board of Controls

FROM: Chief Patricia Wain

DATE: February 25, 2025

REFERENCE: Board of Controls – March 2025 Meeting

RECEIVED
FEB 25 2025
CLERK OF COUNCIL
STREETSBORO, OHIO

- | | |
|--------------|---|
| 1. Amount: | \$6,090.00 |
| Vendor(s): | Elastec |
| Account(s): | 208-11-5745, Equipment |
| Description: | Drug Terminator Portable Incinerator |

We recently began preparing for evidence destruction. The drugs and drug paraphernalia became a serious issue due to the expense. One northeast environmental business that would destroy the drugs and paraphernalia (drug pipes, needles, baggies, papers etc) wanted to charge \$1000 for 150 pounds of product. There are very few places that can and will take these items to destroy so they can set their prices accordingly. Finding a location to take hypodermic needles became even more of a problem as no-one wants to take them. One of our evidence officers did some investigating and found Elastec's Drug Terminator. The portable incinerator uses charcoal, electricity to run a fan and 55-gallon drums to incinerate drugs and packaging. The smoke-free burn produces sterilized waste that can then be disposed of in municipal waste. The Terminator burns approximately 50 pounds an hour depending on what the items are, soft items are left as ash and glass or metal are melted down into a disk that can be removed from the barrel and disposed of in the trash. Elastec's burn barrel is environmentally friendly and much safer than open air burns by reducing the risk of any potential exposure to the evidence officers. It is also possible that we could also rent out space in the burn barrel to other agencies to recoup our investment. The operating cost is significantly less than using the outside business. This is an unexpected expenditure, but the money is available in the Equipment line.

Thank You,

Patricia Wain

Patricia J. Wain
Chief of Police

RECEIVED

FEB 25 2025

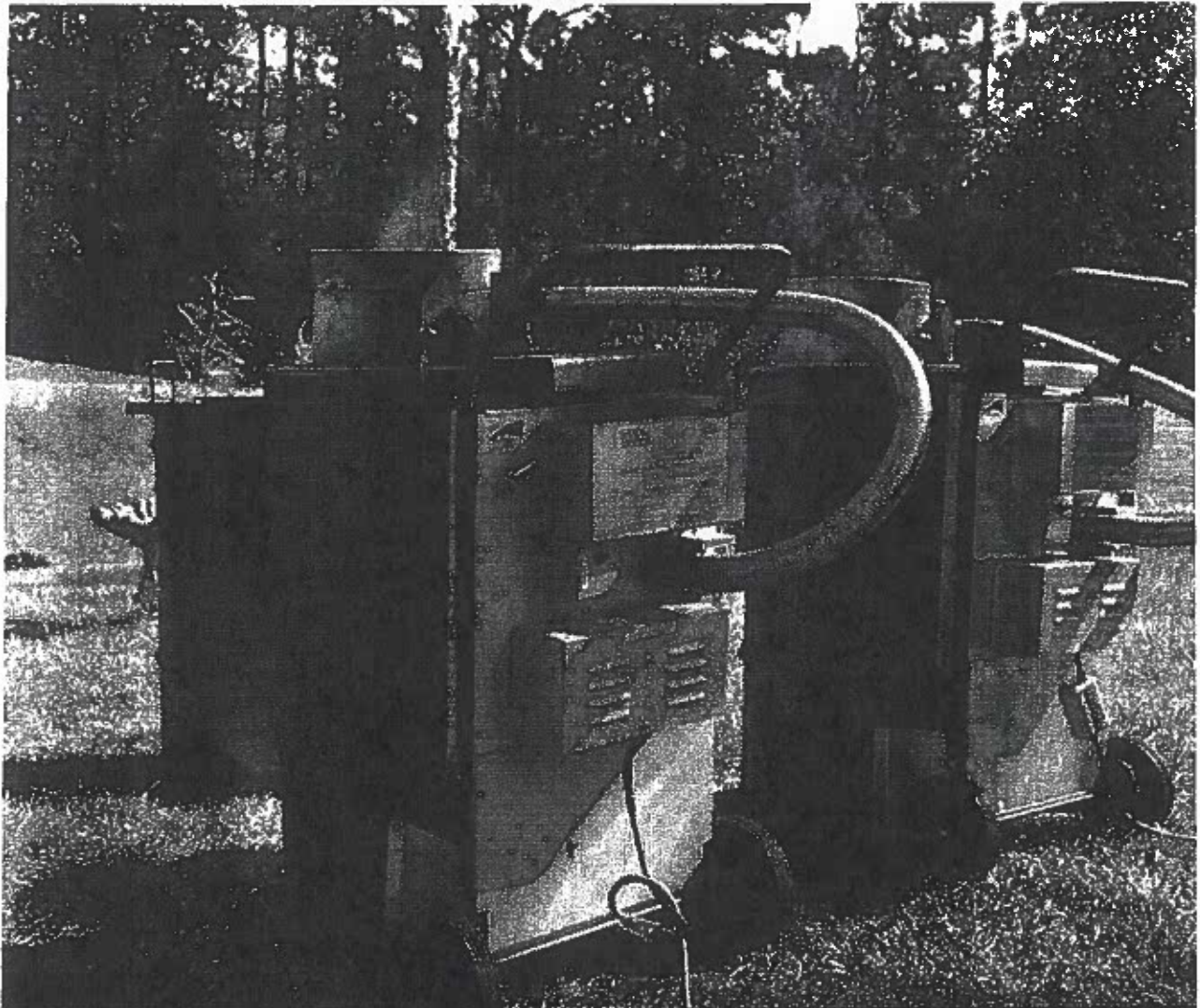
CLERK OF COUNCIL

ELASTEC

Drug Terminator

Portable Incinerator

Technical Description



 ELASTEC

Oil Spill Equipment | Floating Barriers | Incinerators

208115745
Equipment

Product Introduction

The ELASTEC Drug Terminator is a portable, drug disposal incinerator for evidence drugs, paraphernalia and Active Pharmaceutical Ingredients (APIs) that was designed with law enforcement in mind. Drugs are safely destroyed by injecting them into a cyclone of fire with our patented Easy-Feed Cartridge.

The drug disposal incinerator also burns other non-hazardous substances such as documents, plants, food, and lab materials with minimal environmental impact. Non-combustibles, such as syringes and sharps, are sterilized and can be disposed in municipal waste.

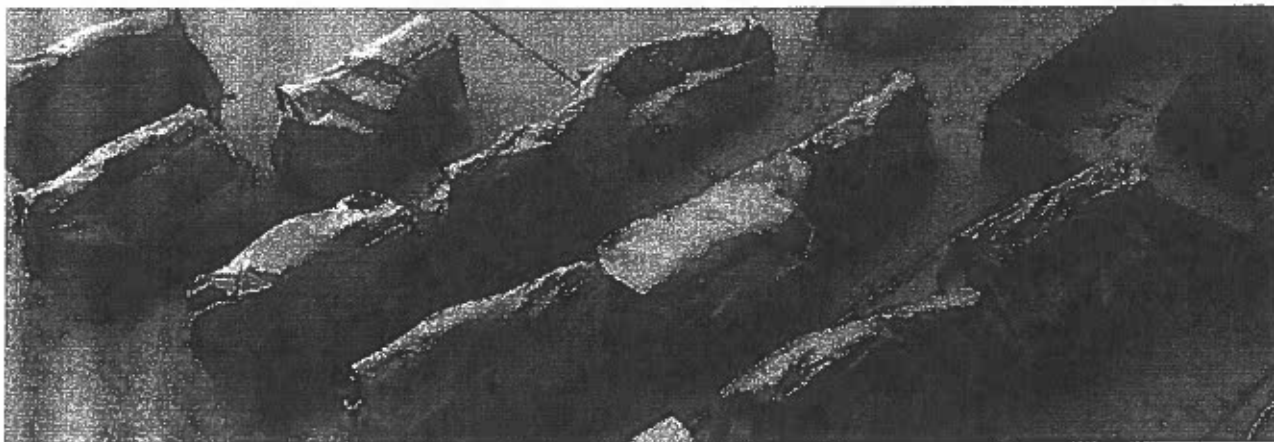
A more efficient method than open barrel burning, the intense heat creates a clean, smoke-free burn disintegrating the discarded materials into an

average of 1% to 3% ash residue. The drug disposal incinerator assembly is easily moved from one location to another on a dolly-like cart. The incinerator attaches to a removable head or "open-end" drum as specified by ISO Standards.

Elastec manufactures drug drop-off boxes that can be used in conjunction with either our Drug Terminator or Mediburn for take-back programs. The boxes can be set up at locations to collect expired and unused prescription drugs so that they can safely be incinerated. Our drug drop-off boxes can be painted or wrapped with graphics to suit the needs of your location. Each box has a lockable deposit door, retrieval door for emptying, and 4 bolt anchor holes in the base.

Typical List of Burnables

- Methamphetamines
- Cocaine
- Marijuana
- Opiates
- Ecstasy
- Heroin
- Paraphernalia
- Lab Materials
- Sterilizes Metal (Needles, Pipes, etc.)





Features

- Elevated Stand (Protects Floors from Heat)
- Airflow Controls
- Easily Removed Motor Covers
- Quick Access to Air Filters
- Stainless Steel Spark Screen
- Stir Port Cover
- Integral APC System
- Four Fast Lock Barrel Clamps that create a tighter seal on the drum (and prevent smoke emission)
- Stainless Steel Air Feed Hose
- Automatic Killswitch
- Shielded Electric Cord
- Shielded Wheels and Handle
- Weatherproof Toggle Switch
- Instructional Labels and Videos

Emissions

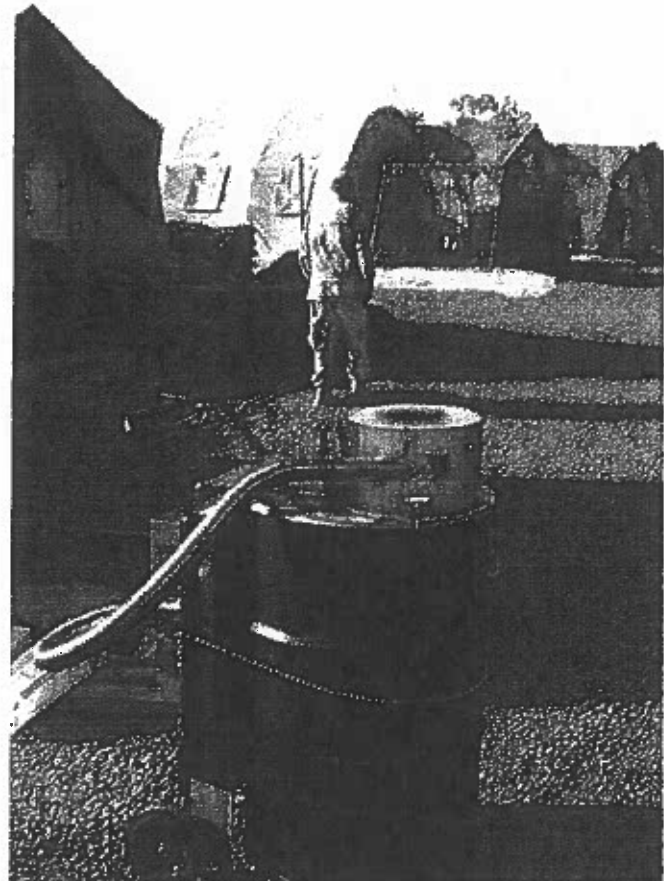
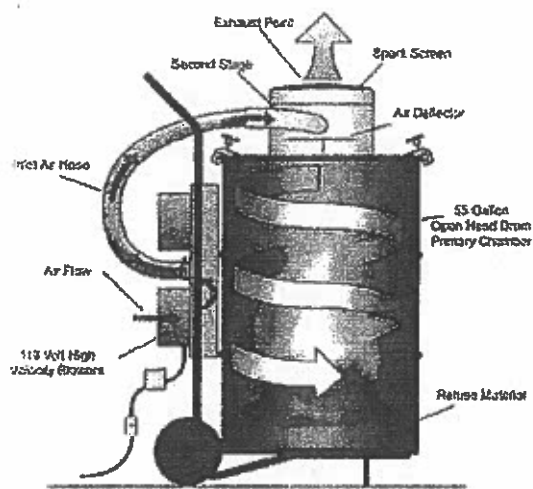
The Drug Terminator falls into the category of Cyclonic Barrel Burner covered by EPA Regulation 40 CFR Part 60 (Standards of Performance), exempted under section 60.2555. Always contact your regulatory authority before use.

Actual emissions will depend on a number of factors including waste type, volume of waste, moisture content, fuel used and local environmental conditions

40 CFR 60.2887 - What combustion units are excluded from this subpart?

(p) Units that combust contraband or prohibited goods. Your incineration unit is excluded if the unit is owned or operated by a government agency such as police, customs, agricultural inspection, only illegal or prohibited goods such as illegal drugs, or agricultural food products that can not be transported into the country or across State lines to prevent biocontamination. The exclusion does not apply to items either confiscated or incinerated by private, industrial, or commercial entities.

Incineration is a waste treatment process that involves the combustion of organic substances contained in waste materials. Incineration and other high-temperature waste treatment systems are described as "thermal treatment". Incineration of waste materials converts the waste into ash, flue gas and heat. The ash is mostly formed by the inorganic constituents of the waste.



Specification

Construction:	Heavy gauge stainless steel lid Powder coated steel frame Two Axial Vane Blowers - 110V or 220V Galvanized plenum & tool storage tray
Requires:	55 gallon / 200 litre open head drum (not included) ISO 15750 with outer bead of 597mm / 23.5 inches
Height:	46 inch / 1.17 m (without Easy-Feed Cartridge)
Floor Space:	36 x 26 inch / 0.91 x 0.66 m with drum
Weight:	96 lb / 44 kg without drum, 139 lb / 63 kg with steel drum (optional)
Average Burn Rate:	50 lb per hour / 22 kg per hour
Power Consumption:	110 volt - 12 amps - 1350 watts 220 volt - 6.8 amps - 1550 watts
Optional:	Steel or Stainless Steel Open Top Drum, Oil Away and Pump Unit, Spares Kit



Testimonials

Thousands of satisfied customers are currently using Drug Terminator around the world to eliminate a wide variety of burnable waste materials.

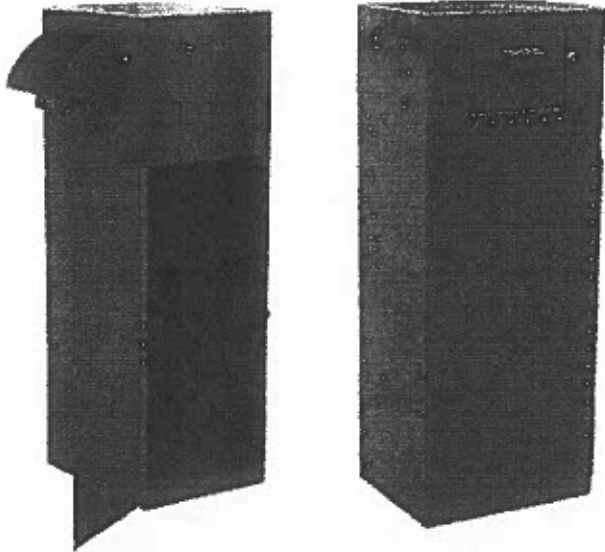
Richmond, IN PD

"Our first use of the [Drug Terminator] reduced seven 55-gallon drums of miscellaneous expired prescription medications and their containers into a small amount of ash which filled about 1/3 of one drum."

Schaumburg, IL Forensics

"We burned several large and small items that were slated for disposal. There was literally nothing left when the burn was complete."

Optional Accessories



Elastec manufactures drug drop-off boxes that can be used in conjunction with either our Drug Terminator or Mediburn for take-back programs. The boxes can be set up at locations to collect expired and unused prescription drugs so that they can safely be incinerated. Our drug drop-off boxes can be painted or wrapped with graphics to suit the needs of your location. Each box has a lockable chute and access door for emptying. Contact us for more information.

Specification

Weight:	180 lb / 82 kg
Dimensions:	17 x 21 x 54 inches 43 x 53 x 137 cm
Color:	Blue or white
Options:	Custom paint color Custom decals

Features

4 bolt anchor holes in base
8 x 11 inch / 20 x 28 cm deposit door with key lock
17 x 38 inch / 43 x 96 mm retrieval door with padlock

The optional OilAway Attachment (fuel injection) enables loads with a moisture content above 15% to be burnt. A pump delivers waste oils into the drum using a spray rail arrangement. If you have your own open top 55 gallon drum, the Drug Terminator is available in a kit that can be shipped by parcel post and assembled on site.

Alternatively we can supply the unit with drums (steel or stainless steel) ready to be put into use.

The SmartAsh family of products (Drug Terminator, Oil Away, SmartHeat) represent original patented designs that have been manufactured by Elastec for over 30 years. Available in 110V or 220 V models



1309 West Main St.
Carmi, Illinois 62821, USA
+1 (618) 382-2525
www.elastec.com elastec@elastec.com

000-MKT-SL-339
REV#3

SKIMOIL LLC

1891 GEORGETOWN ROAD
HUDSON, OH 44236-4059

Estimate

Date	Estimate #
2/19/2025	50219C

Name / Address
Streetsboro Police Department 2080 State Route 303 Streetsboro, OH 44241

			Project
Description	Qty	Cost	Total
Drug Terminator - 110V, Portable Drug Incinerator.	1	5,695.00	5,695.00
Shipping and handling - Unit will ship from Carmi, IL and its a flat charge Elastec charges. The unit comes fully assembled in a crate.		395.00	395.00
		Total	\$6,090.00

Customer Signature _____

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) SKIMOIL LLC	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. 1891 Georgetown Rd, Suite 101 6 City, state, and ZIP code Hudson, Ohio 44236-4059 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
8	5	-	3	3	4	5	0	7 1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person 

Date **6/13/24**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Purchase Order

BILL TO: **CITY OF STREETSBORO**
9184 STATE ROUTE 43
STREETSBORO, OH 44241
(330) 626-4942 * FAX: (330) 626-4035

Purchase Order # 25-003544
Purchase Order Date 01/10/2025
Requisition # 25-003619
Ship Via
Terms None
Vendor #: 04987

DELIVER TO:

SUPPLIER: CIANCI ELECTRIC LLC
1120 SHAWNEE TRL
STREETSBORO, OH 44241

THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL
BILLS AND PACKAGES.
Material on this order is exempted from the Ohio Sales tax and
Federal Excise Taxes

Quantity	Description	Account Number	Unit Price	Amount
ELECTRIC	ELECTRICAL UPGRADE FOR SERVICE GA	101.32.5338	2,000.00	2,000.00
SUP ELEC	SUP ELECTRICAL UPGRADE	101.32.5338	7,500.00	7,500.00
Total:				9,500.00

FISCAL OFFICER'S CERTIFICATE

It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the Treasury or in process of collection to the credit of the required fund free from any obligation or certification now outstanding.



DIRECTOR OF FINANCE

01/10/2025

DATE

THIS ORDER VOID UNLESS FISCAL OFFICERS CERTIFICATE IS SIGNED

RECEIVED
MAR 04 2025
CLERK OF COUNCIL
STREETSBORO, OHIO

QUOTE

CIANCI ELECTRIC LLC
1120 SHAWNEE TRAIL
STREETSBORO, OHIO 44241
330-807-5958
OH#17413

November 20, 2024

1. Install electrical upgrade for new service garage.
 - Includes a new 100-amp single phase 240/120 30 circuit panel.
 - Install a new 25kva single phase transformer.
 - Remove PVC conduit in the panel room and replace with EMTconduit.
 - Install 6 receptacles in the new addition.
 - Install 6 LED lights.
 - Install 1-240 volt 30 amp receptacle,
 - Materials and labor.

Labor and materials: **\$9,500**

***Change order per architect drawing:**

- Install 1-70 amp 2 pole breaker: **\$350.00**
- Install 1-150 amp main breaker panel, instead of 100 amp: **\$200.00**
- Install 1-100 amp sub panel for the office: **\$100.00**

Total change order: \$650

Total PO" \$10,150.00

RECEIVED
MAR 04 2025
CLERK OF COUNCIL
STREETSBORO, OHIO

Bridget Pavlick

From: Greg Mytinger
Sent: Tuesday, March 4, 2025 1:21 PM
To: Bridget Pavlick; Rachel Miller; Sal Ruffo
Cc: Matthew Miller; David Nott
Subject: Fw: change order for Parks Maintenance Garage Addition
Attachments: Streetsboro Parks Change order.pdf; STREETSBORO_PO (29).pdf

RECEIVED

MAR 04 2025

CLERK OF COUNCIL
STREETSBORO, OHIO

Bridget,
Can the attached Change order be added to the March 12th BOC?
The changes order is needed due to the changes required by the approved electrical design/drawings.

This change order is for an additional \$650 to be added to purchase order number 25-003544. (attached)

Please let me know if you have any questions.

Greg Mytinger
Streetsboro Parks & Recreation Director
Office: 330-626-3802

From: Victor Cianci <cianci.electric@gmail.com>
Sent: Tuesday, March 4, 2025 12:52 PM
To: Greg Mytinger <gmytinger@cityofstreetsboro.com>
Subject: change order

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, please contact your IT Department.

Hi Greg,

Here is the change order for the changes required by the architect drawing. Call Vic if you have any questions.

Sincerely,

Denise
Cianci Electric

RECEIVED

FEB 24 2025

CLERK OF COUNCIL
STREETSBORO, OHIO

► RECEIVED ◀

FEB 24 2025

Independent Contractor Agreement

Parks and Recreation Department

This Agreement is entered into by the City of Streetsboro (the "City") and
Name of independent contractor: **Dave Bertolone** (referred to as the "contractor"). Cell 216-215-5108, 9436 Avery Road Broadview Hts., Ohio 44147.

(1) *Scope of Agreement* Contractor agrees to **officiate for youth sports leagues**, through the City Parks and Recreation Department, under the terms and conditions in this agreement. All such services to be performed by the contractor must be pre-approved by Greg Mytinger, the Department Director.

(2) *Term* The contractor shall perform such services over or during the following determinate period of time **February 1 – December 31, 2025**. The hours and time of performance are to be as required by the Department Director.

(3) *Independent Contract* The contractor is an independent contractor and not an agent, officer, or employee of the City and has no authority to act as an agent of the City, nor enter into any agreement for or in behalf of the City. The contractor shall have control over the services and the manner and method of performance, for which he or she assumes all liability. The contractor shall be accountable to the City for his or her final work product only. The contractor is free to contract for similar services to be performed for other employers while he or she is under this agreement.

(4) *No Benefits to Contractor* As an independent contractor, the contractor understands and agrees that he or she will not be covered by the City's general liability, life, accident, or health insurance, worker's compensation, unemployment compensation, or any other insurance or employee benefit.

(5) *Payment* The contractor is to be compensated for the services to be performed under this agreement as follows: **Contractor will receive \$35.00 per game that is officiated. A monthly invoice will include name, address, current date, date of services, and referee fee. A check will be mailed within 30 days of dated invoice.** No other payment or remuneration of any kind is to be paid to the contractor. The City will not withhold income or FICA taxes from such compensation, nor provide any employee benefits of any type to the contractor. Payment will be paid within 30 days upon original invoice.

(6) *Indemnity Requirements; Worker's Compensation; Assignment* The contractor agrees to defend and indemnify the City, its officers, agents, and employees, against any claims, charges, damages, costs, expenses (including counsel fees), fines, judgments, penalties, liabilities or losses of any kind or nature whatsoever resulting from injury to any person or damage to any property caused, negligently or otherwise, by the contractor in performing his or her obligations under this agreement. The contractor shall have a worker's compensation risk number before beginning any work under this agreement and is required to obtain and maintain worker's compensation through the term of this agreement. The contractor shall not assign this agreement without first obtaining written approval of the City.

(7) *Employment Eligibility Verification* Before commencing performance under this agreement, the contractor shall complete and return to the Department Director the attached form and any other form(s) required by the City, as required by law.

(8) *Payment of Local Taxes* The contractor shall file and pay all income taxes required by City ordinances (and RITA) and shall require the same of any subcontractor or employee the contractor may employ under this Agreement.

(9) *Early Termination* Either party may terminate this agreement by 10-days written notice to the other party. Any rights to compensation are to terminate at the time this agreement terminates.

(10) *Arbitration Provisions* Except for injunctive relief to protect the City, any controversy or claim arising out of or relating to this agreement is to be resolved by arbitration in accordance with the rules of the Portage County Court of Common Pleas and judgment upon the award rendered may be entered into by such court.

(11) *Integration Provision* This instrument contains the entire agreement of the parties, and it may be changed or modified only in a writing signed by the parties.

IN WITNESS WHEREOF, the parties have executed this agreement on _____,
20____.

Certificate of Available Funds

In accordance with R.C. 5705.14(D), I certify that the amount required to meet this obligation is available in line item number 205.32.5362 (Basketball Contract Services).

City of Streetsboro:

By: _____
Glenn M Broska

Contractor:



Dave Bertolone

By: _____
Matthew Miller, Finance Director

Date: February 22, 2025

Approved As To Form: _____

Independent Contractor Agreement

Parks and Recreation Department

This Agreement is entered into by the City of Streetsboro (the "City") and Name of independent contractor:

Name: Linda Solomon Address: 32682 Springside Lane Solon OH 44139
Phone: 440-382-4635 (referred to as the "contractor").

RECEIVED

MAR 06 2025

CLERK OF COUNCIL
STREETSBORO, OHIO

(1) *Scope of Agreement* Contractor agrees to serve lead Senior Meditation Classes, through the City Parks and Recreation Department, under the terms and conditions in this agreement. All such services to be performed by the contractor must be pre-approved by Greg Mytinger, the Department Director.

(2) *Term* the contractor shall perform such services over or during the following determinate period of time April 2025 – Dec. 2025. The hours and time of performance are to be as required by the Department Director.

(3) *Independent Contract* the contractor is an independent contractor and not an agent, officer, or employee of the City and has no authority to act as an agent of the City, nor enter into any agreement for or in behalf of the City. The contractor shall have control over the services and the manner and method of performance, for which he or she assumes all liability. The contractor shall be accountable to the City for his or her final work product only. The contractor is free to contract for similar services to be performed for other employers while he or she is under this agreement.

(4) *No Benefits to Contractor* as an independent contractor, the contractor understands and agrees that he or she will not be covered by the City's general liability, life, accident, or health insurance, worker's compensation, unemployment compensation, or any other insurance or employee benefit.

(5) *Payment* the contractor is to be compensated for the services to be performed under this agreement as follows: \$40 per classes. An invoice will be provided by the City, which includes name, address, current date of services, class wage for the services and the number of classes for the services plus the total. A check will be mailed within 30 days of dated invoice. No other payment or remuneration of any kind is to be paid to the contractor. The City will not withhold income or FICA taxes from such compensation, nor provide any employee benefits of any type to the contractor.

(6) *Indemnity Requirements; Worker's Compensation; Assignment* the contractor agrees to defend and indemnify the City, its officers, agents, and employees, against any claims charges, damages, costs, expenses (including counsel fees), fines, judgments, penalties, liabilities or losses of any kind or nature whatsoever resulting from injury to any person or damage to any property caused, negligently or otherwise, by the contractor in performing his or her obligations under this agreement. The contractor shall have a worker's compensation risk number before beginning any work under this agreement and is required to obtain and maintain worker's compensation through the term of this agreement. The contractor shall not assign this agreement without first obtaining written approval of the City.

(7) *Employment Eligibility Verification* before commencing performance under this agreement, the contractor shall complete and return to the Department Director the attached form and any other form(s) required by the City, as required by law.

(8) *Payment of Local Taxes* the contractor shall file and pay all income taxes required by City ordinances (and RITA) and shall require the same of any subcontractor or employee the contractor may employ under this Agreement.

(9) *Early Termination* either party may terminate this agreement by 10-days written notice to the other party. Any rights to compensation are to terminate at the time this agreement terminates.

(10) *Arbitration Provisions* except for injunctive relief to protect the City, any controversy or claim arising out of or relating to this agreement is to be resolved by arbitration in accordance with the rules of the Portage County Court of Common Pleas and judgment upon the award rendered may be entered into by such court.

(11) *Integration Provision* this instrument contains the entire agreement of the parties, and it may be changed or modified only in a writing signed by the parties.

IN WITNESS WHEREOF, the parties have executed this agreement on March 6, 2025

City of Streetsboro:

Contractor:

By: _____

Glenn M Broska, Mayor

Linda Solomon
Instructor

Certificate of Available Funds

In accordance with R.C. 5705.14(D), I certify that the amount required to meet this obligation is available in line item number 101.33.5338 (senior contract services).

By: _____

Finance Director

Date: _____, 20____

Approved As To Form:

Law Director

Independent Contractor Agreement

Parks and Recreation Department

RECEIVED

MAR 06 2025

CLERK OF COUNCIL
STREETSBORO, OHIO

This Agreement is entered into by the City of Streetsboro (the "City") and Name of independent contractor: **Megan Summers, 5993 Lakewood Rd. Ravenna, OH 44266** (referred to as the "contractor").

(1) *Scope of Agreement* **Contractor agrees to provide Instruction for Senior Large Group Art Classes** through the City Parks and Recreation Department, under the terms and conditions in this agreement. All such services to be performed by the contractor must be pre-approved by Greg Mytinger, the Department Director.

(2) *Term* The contractor shall perform such services over or during the following determinate period of time **April 2025 – December 2025**. The hours and time of performance are to be as required by the Department Director.

(3) *Independent Contract* The contractor is an independent contractor and not an agent, officer, or employee of the City and has no authority to act as an agent of the City, nor enter into any agreement for or in behalf of the City. The contractor shall have control over the services and the manner and method of performance, for which he or she assumes all liability. The contractor shall be accountable to the City for his or her final work product only. The contractor is free to contract for similar services to be performed for other employers while he or she is under this agreement.

(4) *No Benefits to Contractor* As an independent contractor, the contractor understands and agrees that he or she will not be covered by the City's general liability, life, accident, or health insurance, worker's compensation, unemployment compensation, or any other insurance or employee benefit.

(5) *Payment* The contractor is to be compensated for the services to be performed under this agreement as follows: **Contractor will receive a \$150 flat fee per class. An invoice will be provided by the City. A check will be mailed within 30 days of invoice date.** Program supplies will be paid for by the city. No other payment or remuneration of any kind is to be paid to the contractor. The City will not withhold income or FICA taxes from such compensation, nor provide any employee benefits of any type to the contractor.

(6) *Indemnity Requirements; Worker's Compensation; Assignment* the contractor agrees to defend and indemnify the City, its officers, agents, and employees, against any claims, charges, damages, costs, expenses (including counsel fees), fines, judgments, penalties, liabilities or losses of any kind or nature whatsoever resulting from injury to any person or damage to any property caused, negligently or otherwise, by the contractor in performing his or her obligations under this agreement. The contractor shall have a worker's compensation risk number before beginning any work under this agreement and is required to obtain and maintain worker's compensation through the term of this agreement. The contractor shall not assign this agreement without first obtaining written approval of the City.

(7) *Employment Eligibility Verification* Before commencing performance under this agreement, the contractor shall complete and return to the Department Director the attached form and any other form(s) required by the City, as required by law.

(8) *Payment of Local Taxes* The contractor shall file and pay all income taxes required by City ordinances (and RITA) and shall require the same of any subcontractor or employee the contractor may employ under this Agreement.

(9) *Early Termination* Either party may terminate this agreement by 10-days written notice to the other party. Any rights to compensation are to terminate at the time this agreement terminates.

(10) *Arbitration Provisions* Except for injunctive relief to protect the City, any controversy or claim arising out of or relating to this agreement is to be resolved by arbitration in accordance with the rules of the Portage County Court of Common Pleas and judgment upon the award rendered may be entered into by such court.

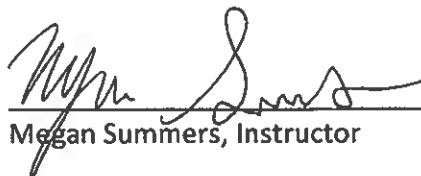
(11) *Integration Provision* This instrument contains the entire agreement of the parties, and it may be changed or modified only in a writing signed by the parties.

IN WITNESS WHEREOF, the parties have executed this agreement on March 5th 20 25

City of Streetsboro:

Contractor:

By: _____
Glenn M Broska, Mayor


Megan Summers, Instructor

Certificate of Available Funds

In accordance with R.C. 5705.14(D), I certify that the amount required to meet this obligation is available in line item number 217.33.5338 (Senior Contract Services).

By: _____
Matt Miller, Finance Director

Date: _____, 20____

Approved As To Form: _____
Law Department

City of Streetsboro

Finance Dept.
9184 St. Rt. 43
Streetsboro, Ohio 44241



Matt Miller
Finance Director
330-626-4942 Ext. 4110
MMiller@cityofstreetsboro.com

BOARD OF CONTROL – MARCH 12TH 2025

RECEIVED

MAR 06 2025

CLERK OF COUNCIL
STREETSBORO, OHIO

Memo: ADP Professional Services Request

To Board of Control:

Attached is a quote from ADP to handle special payroll projects thru Professional Services for \$15,600. This buys the City of Streetsboro time blocks to be used throughout 2025 to upgrade various modules within ADP to process payroll for all employees.

This was originally approved for the first year, we are now on a month to month basis.

The GL for this account is 101.81.5338.

Thank you

Matt Miller
Finance Director

Date March 6th, 2025



Company Information

City Of Streetsboro
9184 State Route 43
Streetsboro, OH 44241-5322
United States

RECEIVED

MAR 06 2025

CLERK OF COUNCIL
STREETSBORO, OHIO

Executive Contact

Matthew Miller

mmiller@cityofstreetsboro.com
(330) 422-2051



161

Total
Employees



\$0.00

Implementation
Costs



\$15,600.00

Total Annual
Investment

Expiration

10/24/2023

ADP Sales Associate

Tesa Funyak
MA UM CDM
tesa.funyak@adp.com

** The Implementation Costs and Total Annual Investment listed out on this Investment Summary are estimates based on the services, frequencies, recurring rates and pay counts outlined on the sales order and are shown for illustrative purposes only. These numbers are not binding amounts and shall not become incorporated into or made a part of any sales order or services agreement governing the services contemplated therein.



Company Information

City Of Streetsboro
9184 State Route 43
Streetsboro, OH 44241-5322
United States

Executive Contact

Matthew Miller

mmiller@cityofstreetsboro.com
(330) 422-2051

Recurring Fees and Considerations

Number of Employees: 161 on City Of Streetsboro , Company Code 9CE



Monthly Processing

Count

Min

Base

Rate

Monthly

Annual

Total Optimization

1

-

\$1,300.00

\$0.00

\$1,300.00

\$15,600.00

Courier Delivery (if applicable)

\$20.00 per delivery



Total Annual Investment

Total Annual

Workforce Now Services

\$15,600.00



Other Considerations
Implementation

Setup



Important Project and Billing Information

The fees set forth in the Sales order for the Total Optimization Services, a professional services offering, based on an estimated work effort of 75 hours of such Services annually. Consultant will discuss the ongoing work effort with Client throughout each 12-month period and advise if additional statement(s) of work will be required. Billing begins the month during which the services are initiated, and fees are billed in equal monthly installments. Fees stated on Client's Sales Order for these Services will not change, but any changes or additions to the Services are subject to price changes in the normal course of business at ADP's discretion.

Other

ADP Fees for service frequency and method will follow that of the parent company code.

Expiration Date: 10/24/2023

Summary

Estimated Annual Net Investment:	\$15,600.00	Total Net Implementation:	\$0.00
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The ADP Services Listed on this Sales Order are provided at the prices set forth herein and in accordance with the ADP Master Services Agreement (or other similar agreement governing ADP's services), which shall include any appendix, exhibit, addendum, schedule or other similar document attached thereto or accompanying this Sales Order. By signing below you are acknowledging and agreeing to such terms and conditions and to the listed prices.

ADP, Inc.

Client: City Of Streetsboro

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Workforce Now Included Services

Total Optimization

- Annual WFN System Reviews
- Project and Change Management
- Best Practice Recommendations
- WFN Configuration
- Custom Employee and Manager Training

Thank you for your consideration

Appendix – Optimization Services

The optimization Services are in addition to the standard Services received by Client. These Services provide ongoing, scheduled optimization support. Consultants are typically scheduled in advance. Priorities are established and agreed upon by the parties on at least an annual basis. For unplanned requests, consultants will generally respond to Client emails within 48 hours. Upon completion of the optimization Services, ADP will request confirmation from Client that these Services and the deliverables outlined in this Appendix have been satisfactorily delivered. These Services and deliverables will be deemed accepted by Client if no response has been received from Client within four (4) business days of the date of ADP's confirmation request.

Initial Term, Renewal and Termination

The initial term for optimization Services is one year (12 months) starting on the date of the first invoice for these Services. After the first year, these Services will continue on a month-to-month basis, provided that termination requests by Client must be in writing and at least sixty (60) days in advance.

In the event Client terminates the optimization Services, Client is responsible for all costs and fees incurred by ADP prior to the effective date of such termination, and such amounts shall be due and payable by Client to ADP in accordance with Client's previously established payment terms with ADP.

Description of Optimization Services. The following optimization Services can apply to any of Client's active WFN features.

(a) All optimization Services may include:

Optimization Service	Description
Annual Review of Business Objectives	Consultant will discuss with Client how WFN can support Client's business objectives for the year (e.g., DE&I, cost reduction, attracting/retaining talent, reducing risk, etc.). Client results in achieving Client's objectives will vary and may not be affected only by the optimization Services.
WFN Optimization	Client's priorities will be determined based on the applicable WFN database review (as set forth in more detail below) and will be mutually agreed upon by the parties. These Services consist of: <ul style="list-style-type: none"> • Analysis of Client's current processes; • Consultation on process improvement; • Best fit recommendations; • Review and configuration of applicable WFN features; • Customized job aids and training materials; and • Assist with training Client employees, managers, and practitioners.
Payroll Process Review and Recommendations	Services may include: analysis of Client's current processes, consultation on process improvement with best fit recommendations, configuration of WFN, customized job aids and training materials, and assist with training Client managers and practitioners. Consultant will review the following and make recommendations: <ul style="list-style-type: none"> • Validation tables and employee data maintenance process; • Deductions and taxes; • Essential Time and Attendance, if applicable; and • Payroll processing, reporting and general ledger.
Payroll Year-end Review	On an annual basis, the consultant will: <ul style="list-style-type: none"> • Review current year payroll adjustments and schedule; • Verify end-of-year payroll schedule and needs; • Discuss year-end payroll checklists/reminders; • Review of importance of all year-end communications from ADP to Client; • Discuss W-2 previews; and • Discuss changes for new year (e.g., general ledger, time-off, job titles, departments, etc.)
Validation Table Review	On an annual basis, the consultant will conduct an annual review of the following validation tables: <ul style="list-style-type: none"> • Job Titles • Talent Fields • Benefits Eligibility Classes

Optimization Service	Description
	<ul style="list-style-type: none"> • Deductions • Hours and Earnings • Change Reasons Table
Review of Key Federal Regulatory Changes	<p>Consultant will review key federal regulatory changes with Client and discuss their potential impact to Client's business and processes.</p> <p><i>Note: The focus will be on federal changes that may have an impact on Client's HR and/or PR processes. These discussions do not constitute legal advice, and Client is responsible for its compliance with federal, state and local laws and regulations.</i></p>
Open Enrollment Support and Benefits Optimization	<p>On an annual basis, the consultant will:</p> <ul style="list-style-type: none"> • Conduct a planning session for upcoming open benefits enrollment; • Discuss expected changes and required work effort for the project; • Based on the above analysis with the consultant, the following items can be included: <ul style="list-style-type: none"> ○ Prepare open enrollment announcements and links on portal home page; ○ Review and update benefits content rights; ○ Configure benefit plans based on plan documentation (e.g., Summary Plan Descriptions (SPDs)) provided by Client; ○ Update benefit plan rates, as needed; ○ Copy or import employee enrollments; ○ Ensure benefit plans are properly mapped to payroll; ○ Configure open enrollment profile and partner with client to conduct open enrollment testing; ○ Update existing life events based on plan changes; ○ Review and update benefits-related workflows/approval paths; ○ Upload customized plan content and documentation; build out plan comparison details; and ○ Conduct custom Client practitioner training on benefits dashboard and reporting
ACA Data Management Review	<ul style="list-style-type: none"> • Discuss key federal ACA provisions/updates and how they apply to Client's business; • Discuss updates or changes to the Essential ACA product within the last year; • Review available tools within WFN to support ACA compliance efforts; • Review and assist Client with evaluation of Essential ACA-related configuration including ACA benefit status, affordability, and offers of coverage; and • Discuss ACA timeline and Client's readiness for compliance.
Risk Analysis and Self-Service Review	<ul style="list-style-type: none"> • Semi-annual review of self-service utilization dashboard; • Semi-annual review of ADP Mobile utilization; • Annual security profile analysis and updates; • Review of geofencing settings for clocking in and out; • Review and update of portal content (home page, forms library, tools/references); • Review of employee and manager self-service-activity configuration and approval paths; • Review of HR Actions – configuration and approval paths; and • Workgroup analysis to ensure proper assignment of notifications and approvals.
Ongoing Communications	<ul style="list-style-type: none"> • Email newsletter on a variety of HR/PR-related topics

(b) Optimization Plus Services include, in addition to Services set forth in subsection (a) above:

Optimization Plus Service	Description
WFN Database Review	The consultant will review Client's active WFN features to become familiar with Client's current configuration and to identify potential gaps for optimized utilization. The findings will be shared with Client as appropriate during virtual working sessions.
Customized ADP WFN Training	<ul style="list-style-type: none"> • One-on-one virtual practitioner training for new Client practitioners who have completed the ADP-provided training; • One-on-one virtual practitioner training to review newly released features; and

	<ul style="list-style-type: none"> Scheduled virtual training for Client employees and managers (up to two sessions per year) as needed due to attrition, newly configured features, or product updates.
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(c) Total Optimization Services include, in addition to Services set forth in subsection (a) above:

Total Optimization Service	Description
Annual WFN Utilization Review	<p>At the beginning of each service year, the consultant will schedule a one-day onsite visit with Client at a mutually convenient time during which the consultant will present recommendations and help Client prioritize projects for the upcoming year.</p> <p>The Annual WFN Utilization Review consists of the following Services:</p> <ul style="list-style-type: none"> Review Client's applicable, active WFN features (based on the applicable optimization Service) and their current utilization; Prepare a report of findings with general recommendations; Deliver findings during a virtual conference call with Client stakeholders; and Assist Client with priority setting. <p><i>Note: This is typically the first deliverable to be executed upon. It will generally be delivered within two (2) months of (i) receipt of the signed Sales Order, or (ii) after turnover to the ADP service team if Client is in implementation. Consultant travel time (up to 10 hours) and T&E are included in the overall price of the offering. Additional onsite days can be added at Client's expense.</i></p>
Customized ADP WFN Training	<ul style="list-style-type: none"> One-on-one virtual practitioner training for new Client practitioners who have completed the ADP-provided training; One-on-one virtual practitioner training to review newly released features; and Scheduled virtual training for Client employees and managers (up to four sessions per year) as needed due to attrition, newly configured features, or product updates.
Organizational Change(s) Support	<p>The consultant will provide change management support for organizational changes such as mergers and acquisitions, rightsizing, expansion into new states, etc. Support will include:</p> <ul style="list-style-type: none"> Current state and desired future state review; Review of impacts on WFN and needed configuration changes; and Sample communication plans and tools

Out-of-scope Services. The following Services are considered out of the scope of the optimization Services. To receive these Services, Client will need to work with Client's ADP service or implementation team and an additional Sales Order or statement of work may be required.

- Implementation of new WFN features;
- Standardization of Client's validation tables;
- Integrations between WFN and external systems;
- Carrier connection requests, updates, or maintenance
- WFN database mergers;
- General Ledger Interface (GLI) rewrites;
- Full reconfigurations of Client's Enhanced Time labor levels;
- Full reconfigurations of Client's ADP Workforce Manager (WFM) business structure; and
- Optimizing communication between WFM and WFN

No Show and Cancellation Policy.

Please be aware of the following policy for no shows/late cancellations for scheduled calls. If you cannot make a scheduled call, please alert your consultant as soon as possible. The consultant will wait for up to 15 minutes for attendees to join the call after which the call will be considered a no show. A late cancellation is any cancellation with less than 24 hours' notice. In the case of a no show or late cancellation, the following applies:

- First occurrence: recorded instance, no charge in time.
- Second occurrence: recorded instance, 30 minutes of time will be deducted from the engagement.
- Additional occurrences: the length of the scheduled session will be deducted from the engagement.

