

MEMORANDUM

DATE: January 17, 2026

TO: Thomas Calvelage, Fenson Contracting
Nolan Kaverman, Fenson Contracting
Brian Smith, Fenson Contracting
Carol Bailey, Mayor, Village of Pemberville
Sarah Dyer, Fiscal Officer, Village of Pemberville
Dean Krukemyer, BPA Member, Village of Pemberville
Kim Long, BPA President, Village of Pemberville
Nathan Schultze, Water Superintendent, Village of Pemberville
Melody Siebenaler, BPA Clerk, Village of Pemberville
Pat Eckelberry, TD Engineering, LLC

FROM: Steve Darmofal, P.E., TD Engineering, LLC.

PROJECT: Pemberville Downtown Business Alley (Cedar – Pine St.) Waterline Replacement

PROJECT #: 2025013

SUBJECT: Pemberville Downtown Business Alley (Cedar – Pine St.) Waterline Replacement
– Pre-construction Meeting Minutes

Attached are the minutes from the January 14, 2026 preconstruction meeting for this project along with a copy of the and contact list provided by the Contractor and the sign-in sheet showing a list of those who attended the meeting.

Please call me at 419-265-2400 if you have any questions.

PEMBERVILLE DOWNTOWN BUSINESS ALLEY (CEDAR-PINE ST) WATERLINE REPLACEMENT
PRE-CONSTRUCTION MEETING AGENDA MINUTES
January 14 , 2026, 10:30 AM
Project No. 2025013

- I. Introduction / Attendance Sheet – **See attached attendance sheet for meeting in the office. After the 10:30 am meeting in the office was concluded, the representatives from the Contractor walked the job site with Nathan, Kim L., Dean K., and Steve Darmofal to look at specifics.**

- II. Construction – Preliminary Matters
 - A. Contract with Fenson Contracting - Status. **Fenson Contracting (Contractor) brought original pages of Agreement for Owner to sign and Date to put in contract books. Village will still need to issue Notice to Proceed. This will be done in the next day or so. Surface video recording, shop drawings, and Begin Date. Contractor said that the surface video recording is not done yet but will be done before they start digging. Shop drawing submittals have all been returned to the Contractor except for the one for water service saddles. Contractor will resubmit this for approval to use the all stainless steel saddle. Contractor plans to start work next week. The materials will arrive on Monday. They will start with saw cutting, and exploratory work, and plan to begin excavation work on Tuesday or Wednesday next week. Weather is forecast to be cold next week, and if weather is too bad, they will not work those days.**
 - B. Completion Dates and Project Schedule
 1. Substantial Completion is June 8, 2026, and Final Completion is July 10, 2026. The waterline must be installed by June 8, 2026 as the Ohio EPA permit for the installation expires on that date. **The Contractor planned on the underground work to take 4 weeks to complete, which includes testing and connecting services to the new waterline. The Village has no preference as to which end to start on.**
 - C. Maintaining Traffic / Site Access. Traffic control plan. Coordinate alley closure with businesses ensure access for deliveries and apartments to ensure access. **Pine Street will need a few days' notice to close the road so the school knows for bus routes and so the post office can be notified.**
 1. **We discussed storage areas for materials. Village said that there is an area along the river south of the business district (on south side of SR 105 behind the bank and new restaurant) However, the area is subject to flooding. Village can set cones for the area. – NOTE: After the meeting in the Village Hall, we walked the site with the Contractor and Village representatives and it was agreed that the contractor can use the Village lot on Walnut St in the area where the old water was located.**
 - D. Utilities and OUPS. Pemberville marks their own utilities. Gas line is Columbia Gas. **Columbia Gas requested a set of plans, and the BPA Clerk will send them the PDF of the approved drawings.**
 - E. Work schedule and Emergency Contact Numbers. Hours of construction. **Contractor provided list of phone numbers and emergency contacts. Contractor plans to work five (5) ~ 8 hour days. Typical day will start @ 7:30 am and go to 4:00 pm.**

F. Inspection by TD Engineering, LLC.

III. Contract Responsibilities and Requirements

A. OWNER RESPONSIBILITIES (See Section 00700 (EJCDC CMA-700) General Conditions Article 9

1. Coordinate efforts with and issue communications to Contractor through Construction Manager.
2. Owner shall not supervise, direct, or have control or authority or responsibility over the Contractor's means methods, techniques, sequences, procedures of construction or safety precautions.
3. Follow all contractor safety precautions.
4. Furnish copies of any applicable Owner safety programs to Contractor.
5. Make payments when due.
6. Complete Certificate of Tax Exemption. **Contractor wants a copy of this today.**
7. File Notice of Commencement with County Recorder and post on job site.
8. Review Wage reports to ensure Contractor is paying appropriate wage rates. Wage reports to be sent directly to the Village. Send to Sarah Dyer, Fiscal Officer. **Sarah's email address is clerk@villageofpemberville.org**

B. CONTRACTOR RESPONSIBILITIES (See Section 00700 (EJCDC CMA-700) General Conditions Article 7

1. Follow all plans and specifications and other project requirements.
2. Project work, contract price, and completion time may only be changed by a change order. Construction Manager will prepare change orders.
3. Provide a satisfactory work schedule.
4. Prevailing Wages. Send wage reports directly to Village of Pemberville.
5. Comply with OSHA safety requirements.
6. Construction in public right of way and public owned property and easements.
7. Responsible to Owner for acts and omissions of subcontractors. **Subcontractors on this project will be:**
 - a. **Feller, Finch & Associates for construction layout staking**
 - b. **Todd Thomas for tapping sleeves and valve connections to the existing watermain.**
 - c. **Construction video HD out of BG for pre-construction video.**
 - d. **Others are subject to alley paving. Possibly Henry W Bergman if Village does a complete alley paving. If just pavement patching of trenches, then Fenson Contracting will self-perform.**
 - e. **Fenson will perform all the concrete work.**
8. Under observation of Construction Manager and Inspector.
9. Guarantee all materials and equipment furnished, work performed, and repairs for 1-year period.
10. Keep and maintain a set of project record documents marking any changes made during project.
11. Provide construction layout staking, if any.

- C. Construction Manager and Engineer's Status (See Section 00700 (EJCDC CMA-700) General Conditions Article 10
1. Construction Manager is responsible for performing general review of the construction to see that it is proceeding in accordance with the Contract Documents.
 2. Construction Manager will review and certify contractor pay estimates. Send pencil copies for review first.
 3. Construction Manager will determine quantities for unit price work.
 4. Construction Manager will render decisions regarding the requirements of the Contract Documents and judge the acceptability of the work. Construction Manager will consult with Engineer on matters of design, quality or acceptability, and other engineering matters.
 5. Construction Manager and Engineer will not supervise, direct, or have control or authority or responsibility over the Contractor's means methods, techniques, sequences, procedures of construction or safety precautions.
 6. Construction Manager and Engineer will comply with Owner's and Contractor's Safety programs of which Engineer has been informed.
 7. Provide itemized monthly billing for services.
 8. Review and approve shop drawings.
 9. Prepare, justify, and recommend necessary change orders.

D. Funding Requirements.

1. Funding is through a construction loan from Ohio Water Development Authority (OWDA). **The Contractor asked if the payments from OWDA will go directly to the Contractor or if they go to the Village first. The Construction Manager wasn't sure during the meeting. Follow up email from the Fiscal Officer noted that OWDA no longer makes direct payments to contractors, and they will be sending money to the Village, and the Village will then pay the Contractor.**

IV. Project Specifics for Construction and Areas of Note/Concern.

A. Coordination.

1. Change Orders. This project is a bit unusual in that the firm handling construction management duties for the Owner is different from the design engineer. TD Engineering, LLC is the Construction Manager for the Village. Design was done by the Engineer – Feller, Finch & Associates, Inc. Construction Manager will be handling day to day items. Change items may need to be run past the design engineer.
2. Work Change Directives and Field Orders. These will go through Construction Manager with Engineer concurrence.
3. Coordinate work with Pemberville water and sewer departments.
4. Work Schedule and what items go first. Approximate timeframe. **Four (4) weeks for work in the alley to install the new waterline, pressure test and disinfect it, connect existing services to it, and backfill. Restoration will be in the spring, including asphalt work.**

5. Communication with neighbors. Notifying residents. **Some howe owners and one business has parking in the back along the alley. Kuhlman law firm has parking in the back along the alley, which will be affected. Frobose Meat Locker receives a large delivery in the rear through the alley once a week, and they will need alley access for that. (It was stated that the delivery is on Thursdays at the meeting, but after the meeting we walked the site and met with Mr. Frobose and he confirmed the delivery is actually on Fridays). The Delivery truck backs in from the Walnut St. side. Dean K. will let the apartment residents know about the impacts. Also will need to notify post office when crossing Walnut St.**
 6. Progress meetings – as required.
 7. Work areas and space for equipment.
 8. Waste material and disposal areas. **Contractor plans to take soil spoils from excavation to disposal areas at one of the nearby quarries unless someone closer wants it.**
 9. Haul Routes. Stay off Main St. **Wegman Road is closed now for at least 6 months due to bridge needing repairs.**
 10. Soil and materials testing during construction (by Contractor).
 11. Erosion Control – Flexstorm Inlet filters on catch basins adjacent to disturbed areas.
- B. Specific Areas of Concern
1. Keeping existing waterline active until new is installed and all services have been connected to the new. Work close with Village on tap locations and keeping services active. **Contractor plans to do all pressure and bacteriological testing at one time, and not by section. Re-connecting services will be on a case by case basis. The Village is OK with the Contractor putting new service saddles on the watermain as they go and then coming back after testing has passed so that the service connections can be drilled in.**
 2. Tight area in alley with many other existing utilities.
 3. Sewer repair and replacement contingency items (Items 28 and 29).
 4. Gas main has been relocated already to allow for project. Use sand backfill around gas line to protect it from contact with crushed stone or rock.
 5. Abandoning Main under existing maintenance building that served old water tower that was recently demolished. Pay item 18 – Plug and fill with grout. **During site walk through it was discussed that it may be better to cut out the tee to the old tower and replace it with a solid piece of pipe and plug and abandon the line under the building before the new watermain is installed.**
 6. Abandoning existing watermain after all services are switched over. **Existing will be capped at ends and abandoned in place.**
 7. Repairing asphalt / complete pavement repair under Bid Alternate 1. **The Village wants to repave the entire alley and intends to add the work to the project to do this from the Bid Alternate 1 item. The Bid Alternate 1 lump sum price is \$58,500 to replace the pavement in the remainder of the alley right-of-way area. The plan specifications for Bid Alternate 1 call for replacing the stone base in all the pavement replacement areas. It was brought up that there may be sufficient stone**

already present beneath the asphalt, and the Contractor suggested a potential opportunity to have a deduct if we do not replace all the stone and can just re-compact the stone already in place. We will need to look at this during construction to see how much stone is actually in place beneath the asphalt. The Bid Alternate 1 item will need to be added to the project scope via change order, and the Village will need to get the funds lined up and allocated to pay for this work.

- In addition, some of the property owners along the alley may want to have concrete approaches or other pavement improvements done on their properties outside of the right-of-way. Any such work outside the right-of-way would need to be paid directly by the property owner and the Contractor and property owner would need to work out arrangements for this.

8. 6" on 6" Tapping sleeve on east side (Cedar St) will need 6 on 8" reducer after valve to transition to connect into the new 8" main going in the alley.
9. Proposed waterline is PVC C900. Follow guidelines for maximum deflections for this material. Use restrained joints / mechanical joints. **1 degree maximum deflection at push-on joints.**
10. Some of the water services have existing curb stops. Where there are existing curb stops before the meter, those will be replaced. Where there is already a new meter serving a customer, it will remain in place. See plans. **Nathan, the water superintendent, wants good records and documents of the taps and saddles going in for each service. Contractor is to take photos of each if Nathan or the inspector is not present.**
11. There is a contingency for a 2" water service replacement. We didn't see it submitted in the shop drawings, and we aren't sure that there is one in the field.
12. Polyethylene wrap is required around all ductile iron fittings.
13. Both tracing wire and warning tape are required for the PVC waterline. **Village wants tape and tracing wire to be run along water services up to the connection to the new curb boxes.**
14. Compaction testing of backfill, and pressure testing, disinfection, and bacteriological testing of new waterline is to be performed by Contractor.

V. Payment

- A. Foreman to record quantities daily and go over with inspector/RPR.
- B. Change Orders. Notify Construction Manager as soon as possible if there are potential changes.
- C. Payment Process. BPA meets the Monday before the first and third Tuesday of the month.
- D. Funding for construction is through OWDA loan.

VI. Other Items brought up during meeting:

- A. **If the Contractor isn't working for some reason they will need to let Nathan and inspector know.**
- B. **If snow is forecast, the Village will want to have the alley opened up so snow can be removed.**

- C. **The waterline installation crossing Walnut St will take the contractor a bit of time because it crosses a storm sewer. It will take an entire day. Let the Village know a few days ahead of time. Schools and police department need to be notified.**
- D. **The Contractor plans to disinfect the new waterline with granular – they will put some in every few sticks of pipe.**
- E. **The Village could not find the water service tap for Country Cupboard.**
- F. **There are a couple of abandoned water service taps connected to the existing watermain.**

END OF AGENDA MEETING MINUTES



**FENSON CONTRACTING, LLC
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Village of Pemberville

Downtown Alley Waterline Replacement – 25-1007P

PROJECT & EMERGENCY CONTACTS

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Brian Smith – Project Manager & Operations/Safety Manager – 419.467.3206

Nolan Kaverman – Owner/President – 419.233.1657

Katie Neidert – Office Manager – 419.286.2458

Brittany Stower – Administrative Assistant – 419.286.2458

Kyle Maag – Equipment Manager – 419.905.7961

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