

**VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
August 17, 2020**

Present at the regular meeting of the Board of Public Affairs were President Dean Krukemyer, Tom Mauk, Chuck Schulte, Clerk Melody Siebenaler, Mayor Carol Bailey, Bill Long, Landry Sheets and Tom Oberhouse. Dean Krukemyer called the meeting to order at 7:00 p.m. Chuck Schulte stated that he had requested some changes to the minutes prior to the meeting and the clerk made the corrections; Chuck Schulte motioned to approve the minutes from August 3, 2020. Tom Mauk seconded the motion. Motion passed.

The following bills were approved for payment:

**Board Of Public Affairs
Bills being submitted for payment Aug 17, 2020**

<u>Electric 5301</u>		
M.R. MEYER ELECTRICAL CONTRACTING	SUBDIVISION VAULT & SPLICE BOX INST	\$ 5984.24
OMEA	2020 OMEA ANNUAL DUES	\$ 808.40
AIRGAS GREAT LAKES	NITROGEN CYLINDER RENTAL	\$ 122.52
AIRGAS GREAT LAKES	NITROGEN CYLINDER RENTAL	\$ 6.15
TEREX SERVICES	ANNUAL INSPECTION UNIT #1	\$ 996.00
TEREX SERVICES	ANNUAL INSPECTION UNIT #2	\$ 1185.45
AMP, INC.	ELECTRICITY	\$ 81346.11
AMP, INC.	OMEGA JV5 PRINCIPAL	\$ 6422.73
AMP, INC.	OMEGA JV5 INTEREST	\$ 500.00
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 26.66
COMDOC INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 7.74
STEVE FIRSDON	GASOLINE	\$ 61.19
FRONTIER	TELEPHONE SERVICES	\$ 66.65
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 11.28
	Total Electric	\$ 97381.60
<u>Sewer 5201</u>		
COUNTYLINE CO-OP	MISC. OPERATING SUPPLIES & MATERIALS	\$ 14.67
JONES & HENRY LABORATORIES	LAB TESTING	\$ 792.90
BROWN SUPPLY CO.	MISC OPERATING SUPPLIES & MATERIALS	\$ 82.18
RUTTER & DUDLEY ASPHALT MAIN.	SEAL COATING ALL EXISTING OLD ASPHALT	\$ 3140.00
FROBOSE MKT-IGA	GASOLINE	\$ 11.28
FRONTIER	TELEPHONE SERVICES	\$ 118.92
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
VERIZON WIRELESS	CELLULAR AND BROADBAND SERVICES	\$ 26.66
COMDOC, INC.	COPIER LEASE, MAINTENANCE AND SUPPLIES	\$ 7.74
COMDOC, INC.	COPIER LEASE, MAINTENANCE AND SUPPLIES	\$ 11.28
FRONTIER	TELEPHONE SERVICES	\$ 66.65
	Total Sewer	\$ 4282.28
<u>Water 5101</u>		
MASI	LAB TESTING	\$ 285.70
BONDED CHEMICAL	CAUSTIC SODA	\$ 2061.18
PERRYSBURG PIPE	REPAIR CLAMP AND CTS TUBING	\$ 369.91

MAUMEE SUPPLY, PLB, HT & INDUST	MISC. OPERATING SUPPLIES & MATERIALS	\$ 254.30
MAUMEE SUPPLY, PLB, HT & INDUST	MISC. OPERATING SUPPLIES & MATERIALS	\$ 11.40
COUNTYLINE CO-OP	MISC. OPERATING SUPPLIES & MATERIALS	\$ 178.06
UNION BANK COMPANY	COLLECTION OF UTILITY BILLS	\$ 10.00
VERIZON WIRELESS	CELLULAR AND BROADBAND SERVICES	\$ 26.66
COMDOC, INC.	COPIER LEASE, MAINTENANCE AND SUPPLIES	\$ 7.74
STEVE FIRSDON	GASOLINE	\$ 154.25
FRONTIER	TELEPHONE SERVICES	\$ 66.65
COMDOC INC.	COPIER LEASE, MAINTENANCE AND SUPPLIES	\$ 11.28
	Total Water	\$ 3437.13

Total for all Utilities **\$ 105101.01**

SEWER- Landry Sheets

Landry has been in contact with Brett Palmer regarding the catch basin quote that was approved at the August 3rd meeting. Jim Palmer Excavating is going to start on the catch basin at 157 Marshall Ave. and then continue to the location on 105 to install the 12' of 10" SDR pipe and saddle.

Landry informed the Board that a manhole was discovered while grinding College Ave. He is going to check to see if has any inlets – if no inlets are found will stone area up.

Chuck questioned the approach at 103 East College Ave. and Landry stated he has done his part with the catch basins on College Ave.; the street department needs to deal with the approaches.

The heaters in the shop need attention. Landry is looking to replace and will continue to use electric heaters. Landry asked the Clerk to check with Sarah regarding financials in the long term maintenance fund to cover cost.

Need to perform heat tracking. Landry will contact and get quotes from GEM, Mosser's and Werner in Fremont.

Landry mentioned that he may need to take Mondays off due to needing to care for his youngest child. Due to COVID-19 and her school not being in session on Mondays and also no one else able to care for her.

Landry has been in contact with Ohio Pump regarding a larger pump for the basket on the Huber. The pump now seeing approximately 40 lbs. and would like 80-90 lbs.

There are 3 groups/companies that Landry will/has contacted regarding phosphorus removal – Steve Darmofal, Bergman and Sanitaire. Steve Darmofal stated to Landry that the plant is too new and would not score high for grant money for phosphorus removal. Landry stated would use Alum to treat the Phosphorus. Dean asked if the chemicals would kill the biologicals, Landry stated no. Said Sanitaire is used to doing it. Sanitaire is out of Brown Deer, Wisconsin.

ELECTRIC –Jeff Barres

Not in attendance-(Medical Leave)

WATER-Nathan Schultze

Not in attendance-(Waterline Break)

MISCELLANEOUS

Payment approvals-21

Miscellaneous adjustments -7 Village Owned/1 Credit Refunded/1 Computer Error (Overcharged)

Vacation Requests-4(Landry)

Tom Oberhouse presented information for streetlights that he will be purchasing for Pember Grove Subdivision. He had spoken with John Lockard regarding where the Village purchased the lights for the downtown area and John gave him a few companies to call. Tom provided information for a couple types of light poles similar to the lights in the downtown area. He has not been able to locate concrete bases as of this date. He will continue to try and locate the bases. The Board reviewed the specifications and Dean asked what the wattage is downtown, Tom mentioned that John did not know the wattage downtown. Tom did state that the light fixture is acorn shape and LED bulb. The light fixture will work on either pole that Tom is looking at. The Board asked Tom to check with John Lockard regarding additional information.

Tom Oberhouse also asked the Board if they had made a decision on whether the Village would extend the sewer line to his property on Kesson Rd. The Board stated that they had a meeting with the Village Solicitor, and it was discussed in detail. The Solicitor and the Board agreed that North Branch Nursery should annex into the Village then do a parcel split (this would allow for a smaller parcel footprint) and then run the sewer line to border of the parcel. Tom questioned as to who would pay for the sewer line and the Board stated that he would be responsible for the cost of the line. Tom questioned if the property would be zoned correctly if separated.

Mayor Bailey informed the Board that she has been in discussion with Misty and Martin Smith regarding the sidewalk and approach at their property at 103 West College Ave. The Smith's are now open to providing a waterline easement through their property to tie College Ave. to Martin, Marshall and Joyce Ave. (This would allow for a waterline loop providing better flow and pressure). They are wanting to tear down the existing garage and build new one on back of the house. They are wanting to do concrete driveway. The Board discussed and determined willing to provide the compensation as earlier presented (\$5000.00 and cost of asphalt driveway). The Board will need to determine the square feet involved and get quotes for the area to be completed in asphalt. The Board would then present payment for the \$5000 plus asphalt driveway amount to the Smith's. The Village will need to get easement agreement in place and then will need EPA approval for the waterline. The Board would provide stone for the approach until the driveway is completed.

The Clerk informed the Board that some meters are having trouble being read due to fences and dogs. A letter was sent out to few residents letting them know the meter read was estimated due the issue at hand. The office has heard back from one resident saying they are not willing to change anything. The Board told the Clerk if the meter is unable to be read do to issue with dogs and fences just estimate the usage. The Clerk used this as an example as to why may want to look at remote reading. Would also save time and expense each month. The Clerk will get information from Bradner (who uses remote reading) and present to the Board at a future meeting.

The Clerk informed the Board that have heard back from the person interested in the assistant position. The Board asked to have person come in for 2nd interview at 6:30 on same day as next BPA meeting. The Clerk will schedule the interview. The Board would like all departments to attend the interview. Clerk will notify the department Superintendents.

With no further business to discuss, the meeting was adjourned at 8:25 p.m. The next meeting will be Monday August 31, 2020 at 7:00 p.m.

President

Clerk
