

**VILLAGE OF PEMBERVILLE**  
**BOARD OF PUBLIC AFFAIRS**  
**November 2, 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, Nathan Schultze, Jeff Barres, Landry Sheets. Dean Krukemyer called the meeting to order at 7:00 p.m. Chuck Schulte motioned to approve the minutes from October 19, 2020. Tom Mauk seconded the motions. Motions passed.

The following bills were approved for payment:

**Board Of Public Affairs**  
**Bills being submitted for payment**      **November 2**

<b><u>Electric 5301</u></b>		
KEY CABLE	OPERATING SUPPLIES & MATERIALS	\$ 177.32
JOHN COURTNEY	CONSULTANT RETAINER	\$ 100.00
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 26.72
COMDOC INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 30.46
HILTY OFFICE SUPPLY	2021 CALENDARS	\$ 26.13
UNIFIRST CORPORATION	UNIFORMS, MATS & TOWELS	\$ 3.13
UNIFIRST CORPORATION	UNIFORMS, MATS & TOWELS	\$ 87.28
CARDMEMBER SERVICES	SITE 123- WEBSITE FOR 2 YEARS	\$ 83.04
	<b>Total Electric</b>	<b>\$ 534.08</b>
<b><u>Sewer 5201</u></b>		
VERIZON WIRELES	CELLULAR & BROADBAND SERVICES	\$ 26.72
COMDOC INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 30.46
HILTY OFFICE SUPPLY	2021 CALENDARS	\$ 26.13
UNIFIRST CORPORATION	UNIFORMS, MATS & TOWELS	\$ 3.13
UNFIRIST CORPORATION	UNIFORMS, MATS & TOWELS	\$ 50.18
CARDMEMBER SERVICES	SITE 123 – WEBSITE FOR 2 YEARS	\$ 83.04
CARDMEMBER SERVICES	2020 ORWA FALL OPERATOR EXOP	\$ 140.00
	<b>Total Sewer</b>	<b>\$ 359.66</b>
<b><u>Water 5101</u></b>		
HOME DEPOT CREDIT SERVICES	MISC. OPERATING SUPPLIES & MATERIALS	\$ 147.85
BONDED CHEMICAL	CAUSTIC SODA, SODIUM CARUS	\$ 1,416.33
MASI	LAB TESTING	\$ 299.70
USA BLUEBOOK	MISC. OPERATING SUPPLIES & MATERIALS	\$ 143.97
USA BLUEBOOK	MISC. OPERATING SUPPLIES & MATERIALS	\$ 620.78
USA BLUEBOOK	MISC. OPERATING SUPPLIES & MATERIALS	\$ 299.19
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 26.71
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 40.11
COMDOC INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 30.45
HILTY OFFICE SUPPLY	2021 CALENDARS	\$ 26.12
UNIFIRST CORPORATION	UNIFORMS, MATS & TOWELS	\$ 3.13
UNIFIRST CORPORATION	UNIFORMS, MATS & TOWELS	\$ 50.18
CARDMEMBER SERVICES	SITE 123- WEBSITE FOR 2 YEARS	\$ 80.04
	<b>Total Water</b>	<b>\$ 3,184.56</b>

**Total for all Utilities**

**\$ 4,078.30**

### **SEWER- Landry Sheets**

Landry informed the Board that the generator quit working at the plant. The battery short circulated and blew both ends out. Steve at Steve's Car Care was able to get parts at NAPA and Landry cleaned out the inside while the generator was apart.

Landry questioned who would be responsible for sanitary sewer clean outs in the Pember Grove Subdivision since the infrastructure is located mainly in the backyard of the properties. The storm sewer clean outs are located at road area but sanitary is located at rear of lots. The Board agreed the homeowner is responsible and there needs to be a letter given to all homeowners at time of the utility account setup stating they are aware of responsibility. Mayor Bailey asked Landry to meet with her and together they would pen a letter to be given to all homeowners in the Pember Grove Subdivision stating the responsibility is the homeowners. The Clerk will then provide the letter to all property owners when setting up the utilities.

Landry stated he would like to have Adkin's Sanitary do catch basin cleanouts in mid-December.

Landry informed the Board that he is in need of more degreaser. He had always used ZEP in the past but last year found something cheaper and ordered/used that instead. He does not think it works as well and had to use extra to obtain the same results as ZEP. He will contact his ZEP representative and see if can get a discount if he orders ZEP through him. Chuck mentioned that he would check at Menard's.

Landry informed the Board that he had spoken with his rep with Ohio Pump and was informed that Ohio Pump is having financial issues due to COVID-19 and may merge with Great Lakes Pump. Landry will keep the Board updated on the situation at Ohio Pump as he is informed.

Landry asked the Board about lining a few of the sewer lines. He had provided the information earlier in the year and is now wanting to have the work completed. The Board did not make any decision as to this work being completed.

Landry told the Board that he had taken 6 credit hrs. of OWEA courses this past week.

### **ELECTRIC –Jeff Barres**

Jeff provided quotes to the Board for LED streetlights. The quotes were from Key Cable, Pepco, and Powerlink. The Board reviewed the information, but the quotes were not an apple to apples comparison and were not clear in what each model was good for as far as lumens. Jeff is wanting to order (5) 150 and (2) 250. The Board asked Jeff to get clearer quotes and provide at the next meeting.

Jeff informed the Board that he is waiting for dry weather so that he can finish up with the electrical feeds to Pember Grove (located behind Dean's property).

Dean asked Jeff what the status was with Kevin and obtaining his CDL. Jeff stated he is waiting for Kevin to read and understand the information. Jeff is letting Kevin set the time frame as of now.

### **WATER-Nathan Schultze**

Nathan updated the Board on the proposed water tower site. Bowser & Morner have completed the soil borings and provided a preliminary report. The foundation is 3.5 ft. with 5000 psf. The area appears to be a good area to place the new water tower. Chuck has asked Nathan to provide a drawing of the property and where the tower would be located so that it can be submitted to Eastwood Local School Board of Education for approval. Mayor Bailey stated she would like Nathan to contact the companies that have provided the Village with pricing and determine if all engineering costs are included. Nathan

will do the requested drawings and contact the companies and report the findings back to the Board at a future meeting.

Nathan stated that Chuck had called him and asked when the catch basin covers would be removed on College Ave. Nathan stated that he contacted Steve Darmofal regarding this matter and was told the restoration must be 70% complete before the covers can be removed per EPA. Steve stated he would check the restoration and have covers removed as soon as 70% complete.

Nathan asked what the status was on the Waterline Easement with Martin and Misty Smith. Mayor Bailey said she had forwarded the survey and legal description paperwork to Mr. Kuhlman and was waiting for the Easement to be signed and recorded. Once that is completed Nathan will contact Steve Darmofal regarding engineering the project. The Board is hoping for spring 2021 as begin date for the project.

Nathan mentioned that he still has not heard from Feller & Finch regarding engineering of the Business Alley waterline replacement project that had been started back in early 2020. Mayor Bailey stated she had spoken with Greg Feller a couple weeks ago regarding this matter and Greg said would have the information to the Village within next couple weeks. She will contact him again regarding this matter. Dean asked if would still need new waterline to the current water tower since the Village is wanting to install new tower at a different location. Nathan said probably not if installing new tower in the near future.

#### **MISCELLANEOUS**

Tom Mauk mentioned to the Board that he felt the Board should speak with Brian Heestand regarding his employment with the Village. When the Board hired Kevin Osborn as a full time assistant Brian was not informed of his job status and was left unsure of where he stood. Mayor Bailey stated she had spoken with Brian about his job status and his questions. The Board asked the Clerk to have Brian to come to a meeting so they could discuss directly with him.

Tom Mauk brought information to the Board for discussion regarding wages. The Finance Committee (Tom Mauk is part of this committee) had met earlier and discussed wage increases. The Board discussed and Tom will take the information back to the Finance Committee.

Payment approvals-11

Miscellaneous adjustments –0

Vacation Requests- 2 (Landry) 1(Jeff) 1 (Nathan)

**With no further business to discuss, the meeting was adjourned at 8:55 p.m. The next meeting will be Monday November 16, 2020 at 7:00 p.m.**

**President**

**Clerk**

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