

**VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
December 14, 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, Jeff Barres, Kevin Osburn, Nathan Schultze, Bill Long and Roberta Streiffert. Dean Krukemyer called the meeting to order at 7:00 p.m. via ZOOM. Tom Mauk motioned to approve the minutes from November 30, 2020 and Chuck Schulte seconded the motion. Motion passed.

The following bills were approved for payment:

**Board Of Public Affairs
Bills being submitted for payment December 14**

<u>Electric 5301</u>		
PEPCO	CUTTER JAW	\$ 500.00
PEPCO	MISC. UTILITY SUPPLIES & MATERIALS	\$ 228.60
O.E. MEYER CO.	LARGE & SMALL CYLINDER RENTAL	\$ 6.60
JOHN COURTNEY	CONSULTANT RETAINER	\$ 100.00
AIRGAS GREAT LAKES	LARGE NITROGEN CYLINDER RENTAL	\$ 122.45
NAPA AUTO PARTS	OPERATING SUPPLIES & MATERIALS	\$ 28.43
COUNTYLINE CO-OP	OPERATING SUPPLIES & MATERIALS	\$ 29.15
STEVE FIRSDON	GASOLINE	\$ 187.00
CREATIVE MICROSYSTEMS, INC.	2021 LICENSE, SUPPORT AND MAINTENANCE	\$ 300.00
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
COMDOC INC.	COPIER LEASE, MAINTENANCE AND SUPPLIES	\$ 35.29
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$ 49.69
	Total Electric	\$ 1,597.21
<u>Sewer 5201</u>		
USA BLUEBOOK	PH BUFFER #7 PH BUFFER #4	\$ 99.90
USA BLUEBOOK	PH BUFFER #7 PH BUFFER #4	\$ 15.06
LANDRY SHEETS	ANNUAL WORK BOOT REIMBURSEMENT	\$ 100.00
TREASURER, STATE OF OHIO	2020 ANNUAL DISCHARGE FEE	\$ 2,600.00
NORTHWESTERN WATER & SEWER	CLEANING OF SEWER WET WELLS	\$ 1,230.00
STEVE FIRSDON	GASOLINE	\$ 39.00
CREATIVE MICROSYSTEMS INC.	2021 LICENSE, SUPPORT AND MAINTENANCE	\$ 300.00
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
COMDOC INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 35.28
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$ 49.70
	Total Sewer	\$ 4,478.94
<u>Water 5101</u>		
MARTIN & MISTY SMITH	WATERLINE EASEMENT	\$ 17,880.00
NATHAN SCHULTZE	2020-2021 WINTER GEAR REIMBURSEMENT	\$ 75.00
MASI	LAB TESTING	\$ 608.35
BONDED CHEMICAL	CAUSTIC SODA, SODIUM HYPOCHLORITE, CARUS	\$ 1,553.33
KUHLMAN & BECK	SMITH EASEMENT -RECORDING /CONVEYANCE FEE	\$ 119.70
USA BLUEBOOK	MISC. OPERATING SUPPLIES & MATERIALS	\$ 305.89
COUNTYLINE CO-OP	MISC. OPERATING SUPPLIES & MATERIALS	\$ 86.01
STEVE FIRSDON	GASOLINE	\$ 127.52

CREATIVE MICROSYSTEMS INC.	2021 LICENSE, SUPPORT AND MAINTENANCE	\$ 300.00
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 35.28
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$ 49.70
	Total Water	\$ 21,150.78

Total for all Utilities

\$ 27,226.93

SEWER- Landry Sheets

Not in attendance

ELECTRIC –Jeff Barres

Informed board of request to be present during installation of fence behind municipal building.

WATER-Nathan Schultze

Nathan spoke about the proposal provided by Steve Darmofal regarding the waterline loop between Pine St. to Martin Ave. The fees for detailed design phase are \$5852.00; bidding is not included/not required; construction engineering is \$1272.00 time plus expense and resident project representative is \$2860.00 time plus expense. Construction engineering phase services will be charged based on \$106.00/hour and resident project representative charge based on \$65.00/hour. Mileage is included in base hour rate. Expenses, such as prints, will be at cost plus 10%. Nathan stated full time project representation is not needed for this project. Nathan asked about getting bids from D&K, Palmer, and B-Hillz after EPA approval. Chuck questioned if mileage would be calculated from Cincinnati or Toledo, Nathan stated Toledo since that is Steve’s office address. Bill questioned if the job would need to be bid out (said to be mindful of the path we take). Mayor Bailey will ask Village Solicitor if project would need to bid out since project should be under \$50,000.00. The Board reviewed the information and after discussion it was determined to have Steve’s company, TD Engineering, LLC provide the engineering for the project. Dean will sign the contract and Nathan will notify Steve of the Board’s decision.

Nathan informed the Board that Greg Feller spoke with him regarding the business alley waterline project. Nathan told Greg the engineering will need revised since Feller and Finch has the new water line on same side of alley as the gas line. Nathan, the Board and Mayor Bailey all agree that the Village is not getting quality work from Feller, Finch and Associates. The Village signed a contract with Feller, Finch and Associates back in early March and still has no accepted plans for the waterline project. Mayor Bailey questioned whether the Village should continue with Feller, Finch and Associates with this project or any Village projects. Tom Mauk questioned whether the Village should pay for engineering prints that are not correct. Bill Long stated not sure if required to pay for prints even if not usable. Dean questioned if new water line will be located under restroom/garage and Nathan stated Greg has the line going out on Walnut and could use the line in the future by placing a fire hydrant in the area.

MISCELLANEOUS

Roberta Streiffert attended the meeting to discuss with the Board the Asset Management Plan she had compiled. Roberta has been working with Nathan Schultze to complete the required EPA Asset Management Plan. The Asset Plan outlines Preventative Maintenance Program, Long-term Capital Improvements Plan, Water Loss, Recommended Reserves. All in attendance reviewed and discussed the Plan in detail. The plan identified areas of Preventive Maintenance and Long Term Improvements for the next 20 years. The Village has a good plan in place according to Roberta. Roberta is waiting for additional information from Sarah regarding the Emergency Operating Reserve and then will add the information to the Plan.

As part of the Asset Management Plan Roberta did a budget projection for water rates to fund the Capital Reserve Fund. Roberta's projection had an increase of \$6.55 in 2021 and \$3.63 in 2022 and beyond. It was discussed as to if the Village needs to review the water rates and possibly do an increase. Dean asked if would be best to implement an increase in the middle of the range starting in 2021. Roberta will gather information from Sarah and send recommendation to Clerk for Board review.

The Board asked what the status of the Water Income Study was, and Roberta replied that we were a few surveys short in the number needed and the income rate was approximately 46% and would need to be about 51% to qualify for grant for a new water tower. She said may want to reevaluate doing the study again next year (after residents file 2020 taxes).

Mayor Bailey has not heard anything on the OPWC grant for the East Front St. Force Main/Waterline project; She sent an email to Greg Feller and has not heard anything.

The Clerk gave information provided to her by Landry. Landry and Kevin cleaned catch basins out with Akins last week. Landry may run the storm lines with Atkins later this week or next. Landry is meeting tomorrow with a gentleman from Great Lakes out of Salem, Ohio who merged with Ohio Pump. The gentleman worked for Ohio Pump for 14 years and has been to Pemberville before. He knows Landry's expectations and the service he had received from Greg at Ohio Pump. Great Lakes is a representative for Shin-way pumps (current brand of pumps Village has). Landry will provide update at later Board meeting regarding this meeting with Great Lakes.

Chuck asked if anything had been determined regarding Tom Oberhouse and payment of loan and interest. Bill Long said Council questioned the wording of the Ordinance and how it is to be repaid. No decision has been made.

Mayor Bailey mentioned that the fence is scheduled to be installed behind the municipal building by Fremont Fence. Clerk informed everyone the OUPS ticket had been given to all departments regarding this installation and Jeff Barres stated he would like to be there when they install to make sure will not interfere with the electrical transformers located behind the building. Mayor Bailey stated she would also like to be there to make sure fence is installed exactly where Village wants it. Mayor Bailey will contact Fremont Fence and let them know of this request.

The Clerk informed the Board the Village had received the City of Perrysburg Service Application and Contract for wastewater/septic hauling. Board determined the contract was just an annual requirement and gave authorization for Dean to sign the contract.

Payment approvals-20

Miscellaneous adjustments –7 Village Owned / 13 Gov Pay Penalty Removed / 1 Sewer Forgiveness(hose left on)

Vacation Requests- 1(Nathan) 1(Landry)

With no further business to discuss, the meeting was adjourned at 8:28 p.m. The next meeting will be Monday January 4, 2021 at 7:00 p.m.

President

Clerk
