

**VILLAGE OF PEMBERVILLE**  
**BOARD OF PUBLIC AFFAIRS**  
**January 19, 2021**

The Board of Public Affairs and the Village Council were present at a combined meeting prior to the regular board meeting. Mayor Bailey called the combined meeting to order at 7:00 p.m. via ZOOM. Mayor Bailey asked Board President Dean Krukemyer to update the Council on projects the Board is working on. Dean spoke about receiving prints from Feller, Finch and Associates for the Cedar St. waterline replacement; the Pine St. waterline loop (Smith property); East Front St. Forced Main/Waterline replacement; Bierley Ave. South End Waterline Loop (under river); new water tower (soil borings are complete at new site); phosphorus removal (EPA requirement); lining sewer lines to stop infiltration of water. Mayor Bailey said she is going to look for capital fund money with new administration to possibly help fund new water tower. Mayor Bailey spoke about concerns with Feller, Finch and Associates continuing to engineer projects throughout the Village. Mayor Bailey spoke with Bob Kuhlman (Village Solicitor) regarding ending relationship with Feller, Finch and Associates. The Village will need to have a committee comprised of Board and Council members to advertise/accept bids for Village Engineer, review bids and determine best fit for the Village. The Village does not have to accept lowest bid but best fit for the Village.

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, Nathan Schultze, Kevin Osburn, and Landry Sheets. Dean Krukemyer called the meeting to order at 7:40 p.m. via ZOOM. Tom Mauk motioned to approve the minutes from January 4, 2021 and Chuck Schulte seconded the motion. Motion passed.

The following bills were approved for payment:

**Board Of Public Affairs**  
**Bills being submitted for payment**      **Jan. 19, 2021**

<b><u>Electric 5301</u></b>		
AMP, INC.	ELECTRICITY& OMEGA JV5 PRINICIPAL & INTEREST	\$ 81,306.59
O.E. MEYER CO.	LARGE & SMALL CYLINDER RENTAL	\$ 6.82
AIRGAS USA	RENTAL CYL IND LARGE NITROGEN	\$ 128.67
PEPCO	MISC. OPERATING SUPPLIES & MATERIALS	\$ 2,665.00
FRONTIER	TELEPHONE SERVICES	\$ 67.34
STEVE'S CAR CARE	GASOLINE	\$ 141.60
COUNTYLINE CO-OP	MISC. OPERATING SUPPLIES & MATERIALS	\$ 39.72
CREATIVE MICROSYSTEMS (CMI)	UTILITY CLIENT SERVER ANNUAL FEE	\$ 1,227.99
STAPLES CREDIT PLAN	MISC. OPERATING SUPPLIES & MATERIALS	\$ 18.64
	<b>Total Electric</b>	<b>\$ 85,603.37</b>
<b><u>Sewer 5201</u></b>		
OHIO RURAL WATER ASSOCIATION	2021 MEMBERSHIP RENEWAL	\$ 181.25
FRONTIER	TELEPHONE SERVICES	\$ 187.82
STEVES CAR CARE	GASOLINE & NEW TIRES FOR TRUCK	\$ 912.78
COUNTYLINE CO-OP	MISC. OPERATING SUPPLIES & MATERIALS	\$ 21.07
CREATIVE MICRISYSTEMS (CMI)	UTILITY CLIENT SERVER ANNUAL FEE	\$ 1,228.99
STAPLES CREDIT PLAN	MISC OPERATING SUPPLIES & MATERIALS	\$ 254.56
	<b>Total Sewer</b>	<b>\$ 2,786.47</b>
<b><u>Water 5101</u></b>		
MASI	LAB TESTING	\$ 281.85

OHIO RURAL WATER ASSOCIATION	2021 MEMBERSHIP RENEWAL	\$ 181.25
USA BLUEBOOK	MISC. OPERATING SUPPLIES & MATERIALS	\$ 128.95
FRONTIER	TELEPHONE SERVICES	\$ 67.34
STEVES CAR CARE	GASOLINE	\$ 94.34
COUNTYLINE CO-OP	MISC OPERATING SUPPLIES & MATERIALS	\$ 33.95
CREATIVE MICRISYSTEMS (CMI)	UTILITY CLIENT SERVER ANNUAL FEE	\$ 1,228.99
STAPLES CREDIT PLAN	MISC OPERATING SUPPLIES & MATERIALS	\$ 254.57
	<b>Total Water</b>	<b>\$ 2,271.48</b>
<b><u>Storm Sewer 5202</u></b>		
ADKINS SANITATION LTD.	CLEANING OF STORM SEWERS	\$ 4,287.50
	<b>Total Storm Sewer</b>	<b>\$ 4,287.50</b>

**Total for all Utilities**

**\$ 90,661.32**

### **SEWER- Landry Sheets**

Landry spoke to the Board about Phosphorus removal. Landry and Steve Darmofal visited Ottawa County treatment plant to see how they treat/remove phosphorus. They use alum that is delivered in totes. Landry would like to use Alum, but the question is where to house it and how to move it around. Landry and Steve discussed possibly housing it under the Huber, adding on a bay or using heated tanks (not favorable). The Village will need to obtain a permit from the EPA once a plan is finalized. Chuck asked several questions - how much Alum the Village would use per year, is there an expiration date on Alum, if would need to purchase forklift to move the totes, if will need double lined tanks (for EPA standards) or need a containment area.

Tom Mauk asked Landry for the total costs associated with phosphorus removal so that Sarah, the Fiscal Officer, could allocate the funds. Landry will let Sarah know the costs.

Landry informed the Board that he had been called to Matt Harper's residence because he has been having sewer issues. An approach had been poured over top the sewer line (old clay line to the house). Brett Palmer would be performing the work. Dean questioned Landry if saw any issues with the work being completed and Landry stated "no". Landry asked if they did tap in, would the Village pay for the asphalt patch. Tom and Chuck both responded "No, Matt Harper would be responsible for the patch cost". The Board agreed to not charge tap fee, but Matt Harper would be responsible for the repair of asphalt and new tap.

Landry told the Board that he has been working with Scott at Great Lakes Water & Waste Systems LLC (who took over for Ohio Pump). Landry has received quotes for pump repairs and floats. The cost to repair the Shinmaywa pump is \$1944.00, and Scott stated would not charge for installation. Landry would have the pump installed at the Bierley Ave. lift station. He then wants the pump removed from Bierley Ave. to be repaired and installed at the Bridge St. lift station. And continue the process until all motors in the lift stations are repaired or new. Chuck asked what the cost would be if purchased new motor instead of repair and what the warranty is (new or repaired). Landry will get information for next meeting. Tom and Dean approved the repair to the motor at Bierley Ave. lift station. Landry presented a quote from Great Lakes Water & Waste for lens kits and impellor at total cost of \$1214.00. The light lens will allow all lift stations to be consistent. Dean asked if the impellor is stainless and Landry responded no it is cast. Board approved the costs of \$1214.00. Landry is planning on working with Scott this Thursday to install impellor and lens. Landry presented quote for floats for \$555.00. Landry has been having issues with the

floats where the water line is constant and weakening the pivot point. The new floats are donut style and do not have a pivot point. Board approved purchase of floats at total cost of \$555.00.

Landry ran storm lines on Hickory and Bierley last week and wants to do the alley by Methodist Church in near future.

### **ELECTRIC –Jeff Barres**

Jeff informed the Board that he had been in contact with John Courtney regarding information received from AMP. The information was in regard to renewable energy credits and capacity and purchasing power under a power purchase agreement. John agreed with AMP, recommending participation level of 200 kW (3%) of the Village's total energy requirement.

Jeff said he has only received 1 tree removal quote so far. He had contacted 4 companies. Would like to get trees removed while the ground is still frozen. Kevin Osburn said the tree has been cut down at Howard Shirling's property, Jeff was unaware of this progress. Dean asked if Jeff should just go with lowest bid when gets more; Tom said he would like to review all bids before making decision.

Clerk informed Jeff and the Board that the Freeman's are asking about solar installation. They had inquired over a year ago and the Board did not make any movement on the matter at that time. Chuck said a company came around to install solar fields years back and asked that Jeff contact John Lockard regarding this matter. Chuck also asked Jeff to contact John Courtney to ask about buy back of solar and who is responsible for paying for the meter (bi-directional).

Tom Mauk asked Jeff about the transformer that is in need of repair or replacement. Jeff stated he worked with Michelle from AMP and would get back with her regarding the transformer. Tom was asking because Finance Committee wants to make sure have enough money allocated for the project. Jeff also said still waiting on sample from North Substation. Chuck asked what timeframe there would be for a substation replacement and Jeff responded about a year.

### **WATER-Nathan Schultze**

Nathan updated Board on the project(s) progress. Nathan has received pdf prints from Feller, Finch and Associates for the Cedar St. Waterline replacement and is unable to review project since not to scale. Contacted Greg Feller and they are to provide hard copy prints later this week. Nathan feels project still questionable. If build new water tower (different location) could do something different for Cedar St. waterline such as lining the pipes instead of replacing. Nathan stated Greg Feller told him Columbia Gas has agreed to move the gas line to allow waterline to be placed where they have it located in the prints. Dean questioned who has to pay for the gas line to be moved, Village or Columbia Gas. Nathan was not sure of who is responsible for removal. Nathan and Board still have several questions/concerns for the project.

Tom Mauk stated the Village budget forecast a new water tower possible next 3-5 years. Dean asked Nathan timeframe the EPA will allow before repairs/replacement of tower. Nathan answered last inspection was in fall 2018 and showed water tower was in poor condition. Condition is a concern and major factor in needing either new tower or spend major expenses to repair old tower.

Nathan informed the Board that he had a conference call with Steve Darmofal regarding the Pine St. waterline extension loop and the connection to Martin Ave. Nathan should have complete plans for the Board to review at the next meeting. Chuck would like Nathan to get an engineer's project bid in case over \$50,000 threshold. Thus, letting the Board know the project will need to go out to bid. Steve had informed Nathan that the EPA approval is taking approximately 3 weeks.

Roberta Streiffert from RCAP sent Nathan a Capital Improvement Plan and recommends rate increase of 10% now and 5% next 2 years (2022 and 2023). The Board will review the Plan at the next meeting.

Chuck asked Nathan if he received a quote from Matt Meyer Electrical for work at the water treatment plant. Bergman was present when Matt looked at the work required and answered all Matt's questions. Nathan informed the Board he did get a quote from Matt Meyer for the removal of 3 existing NEMA starters and replacing with VFD(supplied by the Village), remove 2 4x4 duct and replacing with 8x8 duct. Add 18/2 shielded cable from control box to VFD and rerouting of control wire. The quote included labor for 1 day. The materials and labor quote was \$1065.00. Board discussed and decided to award the work to Matt Meyer since he is local, Nathan is comfortable with the decision.

Chuck asked Nathan if he had done up the drawing of where new water tower would be placed near Eastwood School and the driveway. The Board had proposed paving the driveway in exchange for an easement to the area. Nathan will provide drawing at the next meeting.

### **MISCELLANEOUS**

Chuck asked for clarification from Nathan Schultze regarding salt purchase listed on January 4, 2021 bill listing. Chuck asked if more than 1 load and Nathan stated was for 2 loads of salt. Chuck stated he is ok with purchase since for more salt than he thought.

Clerk asked the Board to approve removing penalty on 4 accounts-the payment was processed after 1<sup>st</sup> of the month due to postal service. Clerk explained all were bank processed payments on December 14, 2020 and due to postal service issues our office did not receive payment until January 7, 2021. Board agreed and approved removal of penalty fees due to special circumstances.

Chuck asked about the grant for the E. Front St. Forced Main/Waterline project. The project will depend on the estimate and if actual bids come close to the estimate. Tom Mauk said Village does not have to use Feller, Finch and Associates as the project engineer. The new contracted engineer would bid out the project and if bids come in close to estimate then project will continue if not then Village will not be able to complete the project at this time.

Clerk informed the Board that Steve Leuck contacted the office to ask about irrigation metering because he is building a home in Pember Grove and would like to install a sprinkler system but does not want to pay the sewer charge if would hook up to home's water meter. The Board did not know of any existing Ordinance pertaining to this matter. Mayor Bailey will contact Bob Kuhlman (Solicitor) and see if can get any answers. The Board did discuss that would probably have to have a monthly minimum charge and customer would be responsible for paying for the 2<sup>nd</sup> meter.

The Board asked the Clerk to advertise a special meeting to discuss personnel matters. The Board would like the meeting to take place Thursday January 21<sup>st</sup> at 4:00 p.m. in Chuck's garage. Clerk will advertise the meeting at Town Hall and Post Office.

Mayor Bailey informed the Board that she has appointed Josh Jacobs to be a liaison between the Board and Council. Bill Long is currently holding the position and will be stepping down at the end of the year. Appointing Josh now will allow him time to become familiar with the Board before Bill leaves the position.

Payment approvals-13

Miscellaneous adjustments – (7) Village Owed/ (4) Penalty Removed  
Vacation Requests- 0

**With no further business to discuss, the meeting was adjourned at 9:53 p.m. The next meeting will be Monday February 1, 2021 at 7:00 p.m.**

**President**

**Clerk**

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