

VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
June 1, 2021

The Board of Public Affairs and Village Council met at Memorial Park at 7:00 p.m. (prior to regular meetings) to discuss and do a walk through of the proposed sites of water tower and basketball court and to check the condition of the swimming pool and surrounding area. All Council and Board members were present as was Mayor Bailey, Fiscal Officer Sarah Dyer, Board Clerk Melody Siebenaler, Solicitor Bob Kuhlman, Nathan Schultze, Jeff Barres, Landry Sheets and Village Engineer, Steve Darmofal. Several Village residents were also present. The regular meeting continued in Council Chambers at 7:25 p.m. Present at the regular meeting of the Board of Public Affairs were President Dean Krukemyer, Chuck Schulte, Tom Mauk, Clerk Melody Siebenaler, Jeff Barres, Nathan Schultze, Landry Sheets and Steve Darmofal. Dean Krukemyer called the meeting to order at 7:28 p.m. Tom Mauk motioned to approve the May 17, 2021, minutes and Chuck Schulte seconded the motion. Minutes approved. The following bills were approved for payment.

Board Of Public Affairs
Bills being submitted for payment **June 1, 2021**

<u>Electric 5301</u>		
JEFF BARRES	WORK BOOT REIMBURSEMENT	\$ 100.00
1000 BULS.COM	SUPPLIES & MATERIALS FOR FREE FAIR	\$ 121.17
ANIXTER	METERS	\$ 550.00
GRAINGER	MISC OPERATING SUPPLIES & MATERIALS	\$ 212.64
JOHN COURTNEY	ELECTRIC CONSULTANT RETAINER FEE	\$ 100.00
TEREX SERVICES	EQUIPMENT INSPECTIONS	\$ 2,086.02
	Total Electric	\$ 3,169.83
<u>Sewer 5201</u>		
CITY OF PERRSBURG	SEWER PROCESSING	\$ 452.40
NORTHWEST WATER & SEWER	SEWER TANK CLEANING	\$ 1,830.00
GEARHART PLUMBING & HEATING	REPAIRS & MAINTENANCE	\$ 220.00
	Total Sewer	\$ 2,502.40
<u>Water 5101</u>		
TITAN MECHANICAL	WATER TOWER-OVERFLOW ORIFICE STRAINER	\$ 690.00
BONDED CHEMICAL	HYDROCHLORIC ACID	\$ 2,627.85
MASI	LAB TESTING	\$ 299.70
	Total Water	\$ 3,617.55

Total for all Utilities

\$ 9,289.78

SEWER- Landry Sheets

All in attendance discussed the Phosphorus removal project with Steve. The Board reviewed the information provided by NEO materials and discussed different options with Steve and Landry. Chuck asked if Village would own or rent the tote and if a deposit was required. Landry nor Steve were sure of the answer. It was asked how the tote would be moved around and if tote would need placed in safety containment. Landry stated the tote would be moved around using the pallet jack purchased late last year for the Village and not sure about needing placed in containment area. The Board said would feel most comfortable with having the tote in some type of containment in case of a spill or leak. The Board discussed possibly getting a tank to hold the rare earth metal materials after the trial period so could purchase larger quantity of the material. Chuck asked if Village would be able to do the required testing

or would it have to be sent out. Landry responded would have to be sent out due to needing special testing equipment and license to perform the testing. The Board members asked questions to both Steve and Landry regarding storing and pumping the NEO. Steve said will be doing test runs now and then will decide what is best for permanent solution. The Board approved purchase of the NEO product to start the trial phase.

Landry clarified the Bergren quote presented at the last meeting. The quote was for materials and labor to upgrade the SCADA system. The total cost including freight is \$20,785.00 and an additional \$1350.00 to increase the screen size to 15". The quote was originally sent November 24, 2020, and Landry verified that the pricing quote was still good. The Board approved the purchase if the funds are available. The Clerk will verify funding with Fiscal Officer and let Landry know if able to move forward with the purchase.

Landry provided quote from Aquionics for UV lamps. The lamps Landry had in place failed after 2604 and 2772 hours and were not under warranty due to age but had a one time agreement to replace lamp at \$250.00 not the regular \$350.00 cost per lamp. Board approved purchase of (3) needed lamps at reduced price total of \$750.00. Landry will order the needed lamps.

ELECTRIC –Jeff Barres

Jeff informed the Board that the 3 Nitrogen tanks in question at the last meeting have been taken care of. He returned 2 of the tanks but the 3rd tank is unaccounted for. Chuck asked him if the tanks were all nitrogen because several years back the Village had a tank containing a different type of gas. Jeff responded he was unsure but would check into it.

Dean asked if he had been trained on the plant checks yet. Jeff responded he is good with the water plant and was just showed last week by Nathan and Kevin at the sewer plant so he should be good to go with being on the schedule for the plant checks.

Jeff told the Board that he has been working on cleaning up the trees (trimming) behind the library and other areas around town.

WATER-Nathan Schultze

Steve and the Board discussed the proposed water tower site. Steve informed the Board that the Village may qualify for small government grant money. The preliminary phase would need completed this summer. Board reviewed the TD Engineering Professional Services Water Tower proposal and Tom Mauk motioned to approve, Chuck Schulte seconded the motion, all in favor of approving the TD Engineering water tower storage tank proposal. Also, discussed were the quotes received from Dixon Engineering and Nelson Tank Engineering regarding specialty inspection services they provide. Dixon Engineering is more expensive but also more thorough. Steve provided the information so the Board could have an idea on the cost associated with the project.

MISCELLANEOUS

The Board asked Steve if he had any knowledge regarding storm drainage on East Front St. near the car wash. With the Township building in the area and the Village not knowing if there are any easements for storm drainage, the Board is unsure what the process will need to be to remove storm water away from the area. Chuck asked Steve to determine what the Village can do to deal with the additional water flow. The Board reviewed the TD Engineering Professional Service proposal for East Front Street Waterline and Force Main Replacement. The Board approved the proposal presented by TD Engineering for the East Front St. Waterline/Force Main replacement.

Steve informed the Board that he is working with Greg Feller to get all scanned documents (Village Infrastructure) in PDF format in case of fire.

Clerk presented information to the Board for a new utility software program called Government Accounting Solutions. The office staff reviewed the program and agreed it will do what is needed to move forward with remote reading, online billing, and other options. The total start up cost is \$8100.00 for the 1st year and \$1500.00 each additional year for software support and licensing fees. The Board reviewed the information, and all were in favor of the Long Term Commitment Pricing option of 5 year no interest plan and pay 20 quarterly installments of \$705.00. The yearly rates are guaranteed not to increase for 5 years. There are extra charges for Data Conversion for Customer Account Information of \$500.00 and Data Conversion of History Records of \$2500.00. There is also a \$500.00 annual web server support charge. There are also options for paperless billing (web billing) \$1000.00, paperless email billing \$1000.00 or purchase both paperless billing options for \$1500.00. Clerk would like to purchase both paperless billing options for residents to have ease of access to their monthly bill. Chuck motioned to approve purchase of Government Accounting Solutions software, Tom seconded the motion, all in favor of purchase with the installment payment option. Clerk will notify Software Company and start the process of the installation and conversion.

The Board reviewed the backhoe lease options and would like more specific information to better determine which option to go with. The Board would like the Village to own the backhoe at the end of the lease period and information was not clear as to if would include new bucket or if price included trade in value. Clerk will collect additional information and provide to Board at the next meeting.

Payment approvals-12

Miscellaneous adjustments-0

Vacation Requests-0

With no further business to discuss, the meeting was adjourned at 10:06 p.m. The next meeting will be Monday June 14, 2021, at 7:00 p.m.

President

Clerk
