

**VILLAGE OF PEMBERVILLE
COUNCIL MEETING
April 19, 2022**

Mayor Bailey opened the April 19, 2022, Council meeting at 7:00pm with a prayer and the pledge of allegiance.

Roll Call: Present at the scheduled meeting of Council were Rahe, Angel, Kirkbride, Mazur, Meyer and Titkemeier. Others present were, Chief Darling, Eric Campbell, John Lockard, Joann Busdecker, and the Deputy Clerk.

Minutes: Angel moved, and Rahe seconded to approve the minutes from the April 5, 2022, meeting. Motion passed unanimously.

Treasurer's Report: Rahe moved, and Mazur seconded to approve the bills for \$ 4,245.46. Motion passed unanimously.

Police Activity Report: Police activity report provided with no additional comments.

Zoning Report:

Campbell wanted to let Council know that he and the Fiscal Officer are working on a tracking system for the Zoning Permit process. This tracking system will allow for checking to see where a person is at both in the permit process, and the Zoning Board of Appeals process if necessary.

Council Reports:

Rahe:

Streets, Sidewalks, Lands & Buildings: These committees met with the Baseball Association concerning several things they would like to do. They are thinking about a fence around the new baseball field closest to the pool and possibly a new batting cage. However, they are going to wait until the location of the new water tower has been determined. They discussed who is going to take care of what, concerning the fields. Rahe stated that it should be much easier this year since we basically are taking care of spraying the weeds and mowing the grass. The committee then met at the pool and discussed having Matt add electrical outlets to the guard room, add conduit to put the electrical wiring in, and a new water heater if needed.

The committee then moved to Townhall. Jeff & Matt reported that all the cold patch has been completed and ask if anyone sees a pothole to please report it. They also reported they are also done installing all replacement signs. Rahe reported the Village is looking to replace our one-ton truck. Jeff Bourdo has one quote and is looking for more quotes to bring to the Council.

Rahe reported the Committee is looking to put in a dumpster for scrap metal by the main utility building. They want to do this in time for the May utility bills going out, so it can be added to the notices on the bill, this way residents will know it is there.

Kenny Rahe and Larry Titkemeier are going to put the bricks back down on Main Street that were pulled up due to a water break.

Mayor has asked this committee to review the sidewalk policy, looking for an increase in the amount of the percentage that the Village will pick up for replacement costs in areas where the Village's actions have caused the damage to the sidewalk. (IE: Tree roots have caused sidewalk issues). Currently, the Village will pay 50% of the replacement cost. The Committee is thinking that they should wait until the BPA can come up with a long-range plan of action regarding replacement of existing water lines so that they don't replace a sidewalk that will then be torn up by replacing the waterline underneath it.

The Committee also would like to replace the Welcome to Pemberville signs that are on both sides of St. Rt. 105 as you are entering the Village. Rahe has asked for anyone who would like to submit a design drawing to please do so. The next Streets, Lands & Buildings Committee meeting will be held on May 11, 2022 @ 2:30.

Angel:

Personnel Committee: The Committee has decided to go from a time sheet format to a Time Clock format. They have decided to implement it at the Pool this year as a test platform. If it goes well, the Committee will suggest to Council that it be implemented to all Village employees. They have chosen to use a program called TIMESHEETS.COM. There will be a yearly subscription cost to use this software. The costs will be up to \$700 annually. It is an App downloaded to the employees' smartphones, where they will clock their hours worked by logging in and out of the program. The data is then downloaded to the software located on the Fiscal Officer's

computer, where hours are then calculated. The amount of time currently spent on payroll is more than the \$700. The \$700.00 covers up to 25 employees. Personnel Committee believes the Village will not go over the 25-employee limit. Angel moved and Meyer seconded to subscribe to TIMESHEETS.COM at a cost of up to \$700, as a trial run at the pool to see if this would be a good fit to use with all Village employees. Motion passed unanimously.

Angel reported that more discussion was done on the Employee handbook. An issue has come up, that the Committee realized was not handled in their current draft of the handbook. Discussion ensued.

Finance Committee: Angel reported that we currently have Corona Virus Relief Funds set aside to purchase a new police cruiser. Given the current climate, Police departments are having to wait long periods of time to get a new patrol vehicle. Chief has reached out to a couple of dealerships and one he has not heard back from, but Reineke Ford said that they do have three vehicles in stock. These were originally purchased as back up vehicles for the Police Departments in case they had an accident with one of their vehicles. Chief has asked them to put aside one of these vehicles for the Village. The total for a 2022 base vehicle is \$33,599.00. To outfit the vehicle with all the things the Police need would be another \$10,698.08, bringing the total cost of the vehicle to \$44,297.08. This does not include the required striping of the vehicles and a new computer. The Finance Committee has recommended setting a \$55,000.00 limit. Angel moved and Mazur seconded, to purchase the cruiser with upgrades up to a \$55,000.00 limit. Motion passed unanimously.

The Finance Committee reported that there needs to be a fence installed for the Splash Pad that will encompass both the pad area and the Circulation System. They have a quote for doing this in the amount of \$3,763.00. Angel moved and Kirkbride seconded to accept the quote of \$3,763.00 to install the fence for Splash Pad and Circulation System. Motion passed unanimously.

Kirkbride:

BPA: Kirkbride reported that BPA met on Monday April 18, 2022. Susan Rahe was in attendance and requested a long-range plan to coordinate sidewalk items with infrastructure. Discussion ensued.

Water: Kirkbride reported that the County Commissioners are requesting a rate study to verify that the Village can sustain our infrastructure. The cost of the study will be paid by the County Commissioners. Mayor added that they sent a letter regarding the money Mayor originally requested. Roberta informed the Mayor that the Commissioners are requesting a water rate survey, and that Roberta from ARCAP will be performing the survey. County Commissioners will be paying for the survey, which will take 45 to 60 days. Roberta is not sure that the Commissioners really need to do this survey. She is going to get some more figures together to give them to see if they will still require the survey. The main purpose of the survey is to be sure that the Village can sustain the cost of the infrastructure in the future or if we need to be absorbed by Northwestern Water and Sewer. Roberta stated that she is confident that if we follow the scheduled rate increases that she set up for us we will be fine for the next ten years at least. The Village has adopted the rate increase schedule by Resolution. Mayor asked for a vote to allow the Water Rate Study if it becomes necessary. Kirkbride moved and Rahe seconded to allow the rate study. Motion passed unanimously.

Kirkbride reported that there has been a wide disparity of meter readings with Eastwood School. We currently do not supply the School with water, only sewer. Nathan Schultz contracts himself out to the school, so he knows how much water they use, and it is not in line with the amount of water we are treating.

The Village is currently in the early stages of bidding on supplying water to Eastwood School and noticed the differences. It is not known if this is the result of the meter being recalibrated by someone other than us.

Mazur:

Park and Rec: Mazur stated that the Health Department is going to send a list of what signs are needed at the Pool. Currently we have 6 Lifeguards. They have hired 3 Adult Managers for the Pool. The first Pool sign up is April 23, 2022, here at Townhall from 9:00 to 12:00. A "WISH LIST" for Pool Donations of money and items need for the Pool is out for Village circulation. Rebecca Krukemyer is purchasing a refrigerator for the Pool. The next Park and Rec meeting will be Monday May 25, 2022, at 5:00, at Town Hall.

Meyer:

Communications Committee: The minutes of Council and BPA have not been updated on our website since Feb. 15, 2022.

Records and Retention Committee: Meyer reported that according to Ohio Revised Code, this committee must include the solicitor. Meyer is waiting on information requested from the Fiscal Officer regarding past committee

records. After she gets this information, a meeting will be scheduled, as they are required to meet every six months.

Titkemeier:

Planning Committee: next meeting will be Wednesday April 20, 2022, at 7:00, at Town Hall.

Tree Committee: next meeting will be Thursday April 21, 2022, at 7:00 at Town Hall.

Mayor:

Mayor reported that Nathan Schultze walked the school property with Mr. Welker. BPA approved the costs of a property survey so that the Village will know where everything is located on the property.

Mayor reported that she will be working with Nathan Schultze and Steve Heimlich to put together a proposal on running a water line for Eastwood School. Northwestern Water and Sewer has already submitted their proposal, so Eastwood is waiting on our proposal.

Mayor expanded on Kirkbride's report on Electric Vehicles and charging stations in the Village. Mayor stated that there are three sizes of charging stations: Small-(home), Medium- (size we would use in Village) and Big-(turnpike plaza size). Home size charging stations will have to be installed by a licensed electrician and then inspected. This inspection will either be at the County level or at the Village level. This has yet to be determined. The Village really needs to know how many stations are being installed and where in the Village they are located. The reason for this is so that we know what the projected potential pull will be on our transformers during peak electric hours. Discussion ensued.

Thursday April 28, 2022, we will be opening bids for the South end water loop. At that time, we will have a better feel for the dollar amount per foot, so that we can translate that in for the Eastwood School proposal

Portage River Water Trail will be distributing signs for the kayak launches. We will be putting up signage for the two launches here in the Village within the next month.

Mayor reported that Party in the Park is coming along. She has one band hired, two food trucks, all the games are lined up and Mayor is looking into making it a Pool fund raiser of some sort. It will be Sunday July 3, 2022, from 1:00 to 5:00.

Guest:

John Lockard:

Spoke on behalf of the Tree Committee. Requested that the Council consider Tom Oberhouse for the opening on the Tree Committee. He stated that the Mayor will not consider Mr. Oberhouse for the vacancy on their Committee, as she feels it could cause a conflict because of his affiliation with North Branch Nursery. The Mayor informed Council that the appointment of a Committee member is done only at the discretion of the Mayor, and she is standing by her original decision. Mayor did state however, that she hoped that Mr. Oberhouse would continue to serve as a consultant to the Tree Committee and the Village of Pemberville.

Mayor Bailey adjourned the meeting at 8:05 P.M.

*Audio recording of the meetings are available upon Public Records request.