

**VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
January 17, 2023**

Prior to the regular meeting the Board met with Village Council at 7:00 p.m. to provide an update on utility projects. Present at the regular meeting of the Board of Public Affairs were President Dean Krukemyer, Bob Schacht, Chuck Schulte, Clerk Melody Siebenaler, Nathan Schultze, Landry Sheets and Jeff Barres. Dean called the meeting to order at 7:20 p.m. Mayor Bailey and Larry Titkemeier joined at 7:30p.m. Chuck Schulte asked for few corrections to wording regarding water tower project. Clerk will make corrections. Chuck Schulte motioned to approve January 3, 2023, minutes, Bob Schacht seconded the motion. Minutes approved. The following bills were approved for payment.

**Board Of Public Affairs
Bills being submitted for payment Jan 17 2023**

<u>Water 5101</u>		
MASI	LAB TESTING	\$ 447.95
OHIO RURAL WATER ASSOCIATION	2023 MEMBERSHIP DUES	\$ 181.25
STAPLES CREDIT PLAN	MISC OFFICE SUPPLIES & MATERIALS	\$ 167.77
COUNTYLINE CO-OP	GASOLINE & MISC SUPPLIES	\$ 322.93
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
PITNEY BOWES INC.	MAILSTATION SUPPLIES	\$ 14.87
AMP, INC.	OSHA SAFETY MEETINGS	\$ 101.35
AMPLEX	PHONE, FAX & FIBER SERVICES	\$ 37.46
Total Water		\$ 1,283.58
<u>Sewer 5201</u>		
OHIO RURAL WATER ASSOCIATION	2023 MEMBERSHIP DUES	\$ 181.25
DUANE D. MARTIN	ANNUAL TRACTOR RENTAL	\$ 1,025.00
CITY OF PERRYSBURG	SEWER CHARGES	\$ 960.20
FRONTIER	PHONE SERVICE FOR MONITORING	\$ 133.12
BERGREN ASSOCIATES INC.	TRAVEL, LABOR, MILEAGE, ROUTER, WIRES	\$ 12,522.85
STAPLES CREDIT PLAN	MISC OFFICE SUPPLIES	\$ 167.77
COUNTYLINE CO-OP	GASOLINE & MISC SUPPLIES	\$ 353.33
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
PITY BOWES INC.	MAILSTATION SUPPLIES	\$ 14.87
AMP, INC.	OSHA SAFETY MEETING	\$ 101.35
AMPLEX	PHONE, FAX, FIBER SERVICES	\$ 37.46
Total Sewer		\$ 15,507.20
<u>Electric 5301</u>		
O.E. MEYER CO.	LARGE CYLINDER RENTAL	\$ 7.75
AIRGAS GREAT LAKES USA	NITROGEN CYLINDER RENTAL	\$ 40.35
STAPLES CREDIT PLAN	MISC OFFICE SUPPLIES	\$ 63.22
COUNTYLINE CO-OP	GASOLINE & MISC SUPPLIES	\$ 313.23
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
PITY BOWES INC.	MAILSTATION SUPPLIES	\$ 14.87
AMP, INC.	OSHA SAFETY MEETING	\$ 101.35
AMPLEX	PHONE, FAX & FIBER SERVICES	\$ 37.46
Total Electric		\$ 588.23

Total for all Utilities

\$ 17,379.01

SEWER- Landry Sheets

Landry brought in pump station kits that he has put together-kit includes breakers, 3 phase monitors and other supplies. This will allow to grab kit and head to pump station to fix issue. Landry showed Board members the smart app on his phone which shows pump stations and what is happening. The app has green (pump 1) and blue (pump 2) colors to show which pump is working. Dean asked if Board members could have on their phones and Landry responded yes. Landry informed the Board that have placed order for 2 totes of NEO but have not heard back from distributor. Board reviewed Jim Palmer quote for a catch basin replacement on Oak and Bond at cost of \$13, 786.50 (previous proposal \$7,691.16 plus additional basin work of \$6,095.34). Clerk mentioned fund has \$100,000.00 for the year and \$22,600.00 was deposited into the fund last year. Board approved basin replacements. Landry informed the Board that there is an issue with sewer lines in area of Martin Ave. to College Ave. Martin Ave. line runs flat. May need to look at correcting. Landry stated there are bolt down lids on sewer from E. Wozniak property to the library and would like to change to hinge style due to bolts get corroded and then the bolts are hard to move.

ELECTRIC –Jeff Barres

Jeff provided additional information regarding conference call with Amp and Vaughn Industries. Discussion regarding needing new truck and delivery timeframe is 28-32 months out. Chuck asked Jeff to contact the inspector and get final inspection date. Jeff to report information to Board at later date.

WATER-Nathan Schultze

Nathan and Board reviewed water tower prints for final approval prior to submitting to EPA for permit. Nathan had discussed with Steve Darmofal the Board's questions from previous meeting. Steve stated that going from 8" to 12" line from tower to Pine St. would not gain anything. Board agreed to 8" line from tower to Pine St. The hydrant location has been changed from original prints and shut off valve is now located at Pine St. Chuck had stated would like to install line to Pine St. during tower build so wouldn't have to re-do at later date. All members agreed. Nathan and Board reviewed information Steve provided on tank elevations and volumes. Steve prepared 3 different scenarios for the proposed water tower elevations and volumes. Scenario 1 tank volume of 51,618 gallons, scenario 2 volume of 77,953 gallons and scenario 3 volume of 122,434 gallons. Nathan preferred scenario 3 and after reviewing with Board, all agreed scenario 3 is the best option. Nathan will speak with Steve and let him know of Board's decision.

Nathan mentioned that he and Steve visited Sherwood, Bryan, West Unity and viewed their new water towers. He was able to bring back and share some ideas and photos of the water towers. About 50% of other towns have fencing installed around water tower. Chuck stated looks cleaner without a fence. Nathan mentioned that Steve was wondering if the Board was wanting to start engineering the design phase of Pine St. waterline. Board stated to have Steve provide costs of engineering Pine St. waterline for Board review. Nathan mentioned that he spoke with Rick Rahe regarding township water tap at their new location. Rick stated the Township would consider providing an easement to the Village for a waterline to Countyline Co-op in exchange for free water tap.

MISCELLANEOUS

Joint meeting-At the joint meeting with Council, Dean provided an update on Village wide projects. South Waterline Loop has been completed; East Front St. Force Main/Waterline is out to bid with bids scheduled to be opened January 31st; Water Tower is close to being ready to submit to EPA. Jeff gave update on substations. Jeff had conference call with Amp and Vaughn Industries to discuss North Substation project. There is an issue with breaker timeframe-72 weeks out for delivery- and contract completion deadline is December 2023. The breaker is 34/5/64 to allow for growth. Switchgear does have a quicker timeframe. Vaughn engineer asked if Village would consider re-manufactured breaker, Amp concerned with warranty-Jeff agreed to consider re-man breaker if warranty is comparable to new. Vaughn Industries will look into re-manufactured along with new. Transformer purchase order has been completed- Virginia Transformer. Reclosers are 23 weeks out-need to re-do purchase order- it is outdated. Vaughn Industries engineer has changed since beginning of project-Todd Mangers has retired/Brad Golick is new engineer. Jeff stated the part is in for the South Substation-contractor is verifying the motor will work as needed

and then will schedule installation. There is a window for installation of the new motor so, the substation will remain in operation.

Nathan informed Council of South Waterline Loop completion and restoration will take place in Spring. Nathan provided information on water tower project.

Mayor Bailey mentioned Phosphorus removal and moving forward with EPA requirements. Also, mentioned that have applied for EPA \$50,000.00 grant for a main pump station generator. End of January should know if will receive grant and will purchase through Sourcewell and the grant will reimburse for purchase.

Capital Improvement Funds-Clerk mentioned needing to possibly change the monthly capital improvement charges. With costs of supplies and labor going up the funds are not at desired fund balances. Clerk suggested possibility leaving sewer debt at \$10.00, increasing water capital improvement to \$10.00 and increasing storm sewer to \$5.00. Board asked for Clerk to look into what needs done to implement increases.

Special Meeting-Clerk asked Board if they had thought about when to hold the special meeting to discuss unresolved topics. Board determined to hold special meeting 1 hour prior to next regular meeting on February 6, 2023, at 6:00p.m. Clerk to advertise the special meeting.

Payment approvals- **14**

Miscellaneous adjustments-(**1**) **water forgiveness/ (1) electric usage correction/ (3) remove late fees/(7) village owned**

Vacation Requests-**Approved (1) Jeff/ (1) Landry**

With no further business to discuss, the meeting was adjourned at 9:28p.m. There will be a special meeting to discuss unresolved topics prior to the next regular meeting will be on Monday February 6, 2023, at 6:00 p.m.

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

President

Clerk
