

**VILLAGE OF PEMBERVILLE**  
**BOARD OF PUBLIC AFFAIRS**  
**February 21, 2023**

Prior to regular meeting the Board members met with John Courtney (electric consultant), Council, and Mayor Bailey to discuss the need to increase the electric rates. John informed everyone that the Village did not meet JV5 debt service covenant, and that this was discovered while applying for AMP funding to help with costs of North Substation Replacement. According to John, the Village has not had an increase in electric rates since 2014. After the joint explanation, the Board met with John for further discussion. Present were Dean Krukemyer, Bob Schacht, Chuck Schulte, Clerk Melody Siebenaler, John Courtney, Jeff Barres, Nathan Schultze, Landry Sheets, and Patrick Meeks. Dean called the meeting to order at 7:16 p.m. Mayor Bailey and Larry Titkemeier joined at 8:03 p.m. Chuck asked for a few wording corrections to the previous meeting minutes, Clerk to make the corrections. Chuck Schulte motioned to approve amended February 6, 2023, special meeting, and regular meeting minutes; Bob Schacht seconded the motion. Minutes approved.

The following bills were approved for payment.

**Board Of Public Affairs**  
**Bills being submitted for payment** **Feb 21, 2023**

<b>Water 5101</b>		
GREAT LAKES BIOMEDICAL LTD	D.O.T. DRUG TEST	\$ 55.00
MID-AMERICAN SALT	BULK WATER CONDITIONING SALT	\$ 3,293.85
MASI	LAB TESTING	\$ 321.15
BONDED CHEMICAL INC.	SOUTH/NORTH PLANT CHEMICALS	\$ 1,811.43
CITY OF TOLEDO	TESTING & ANALYSIS	\$ 225.00
EASTWOOD BOARD OF EDUCATION	PURCHASE OF SCHOOL LAND	\$ 1.00
AMP, INC.	OSHA SAFETY MEETING	\$ 101.35
AMPLEX	PHONE, FAX & FIBER SERVICES	\$ 37.46
XEROX FINANCIAL SERVICES	COPIER LEASE	\$ 35.47
<b>Total Water</b>		<b>\$ 5,881.71</b>
<b>Sewer 5201</b>		
NEO CHEMICAL & OXIDES	TOTE OF NEO WATERFX300	\$ 8,134.92
ADKINS SANITATION LTD	VACCON AT SEWER PLANT	\$ 1,575.00
D & K TRANSPORT INC.	SLUDGE REMOVAL	\$ 400.00
FRONTIER	PHONE SERVICE FOR MONITORING	\$ 133.12
JONES & HENRY LABORATORIES INC.	LAB TESTING	\$ 662.40
AMP, INC.	OSHA SAFETY MEETING	\$ 101.35
AMPLEX	PHONE, FAX & FIBER SERVICES	\$ 37.46
XEROX FINANCIAL SERVICES	COPIER LEASE	\$ 35.47
<b>Total Sewer</b>		<b>\$ 11,079.72</b>
<b>Electric 5301</b>		
VAUGHN INDUSTRIES	OAK & W. COLLEGE SUBSTATION DESIGN	\$ 309,285.81
1000 BULBS.COM	OPERATING SUPPLIES & MATERIALS	\$ 350.87
AIRGAS GREAT LAKES	NITROGEN CYLINDER RENTAL	\$ 40.35
AMP, INC.	ELECTRICITY, JV5 PRINCIPAL/INTEREST	\$ 90,398.89
AMP, INC.	OSHA SAFETY MEETING	\$ 101.35
AMPLEX	PHONE, FAX & FIBER SERVICES	\$ 37.46
XEROX FINANCIAL SERVICES	COPIER LEASE	\$ 35.47
<b>Total Electric</b>		<b>\$ 400,250.20</b>

<b>Water Tower 5703</b>		
TREASURER, STATE OF OHIO	DDAGW 465 APRPD WATER TOWER	\$ 5,609.65
<b>Total Water Tower 5703</b>		<b>\$ 5,609.65</b>

**Total for all Utilities**

**\$422,821.28**

### **SEWER- Landry Sheets**

**Valve**-Landry informed the Board that a valve located in bottom of tank twisted off in the closed position. The valve is located about 16' down in pit. Landry called Palmer to look at it. Landry thinks should put new valve on outside of tank and have debris flow through broken valve and install a plug valve. This would be a cost savings.

**Neo**-Landry and the Board had a discussion regarding the WWTP removal improvements. Landry stated NEO is running 2-2.5 gallons per 24-hour period. Discussion ensued regarding process and EPA requirements.

**Greenhouse**-Landry stated the greenhouse plastic needs replacement. This will be the 3<sup>rd</sup> time it needs replaced.

**Asphalt**-Landry stated he called Rutter & Dudley for an estimate for asphalt work to be completed inside the fence at WWTP. He requested an estimate on sealing and doing cracks inside fence area. Nathan also requested an estimate on village wide patchwork. Chuck mentioned Bierley Ave. where waterline repairs were made are needing attention. Landry mentioned he is concerned about damage during E. Front St. project. and Steve Darmofal has assured him that any damage will be taken care of by the project contractor.

**Transformers**- Landry stated there are about 20 transformers on drying bed at WWTP and 55 gal. drum of oil-he is concerned there is no containment for these items. Asked that either they are moved, or some type of containment be installed. Board agreed.

**Mutal Aid**-Landry spoke with Colby at Haskins regarding mutual aid. Board in agreement with plan and Mayor Bailey and Mr. Kuhlman are working on an agreement.

**Storm Sewer Easement**-Mayor Bailey has spoken with Judy and Gypsy Lee regarding an easement to the river for storm sewer drainage. They are open to the idea. Steve Darmofal needs to talk with Township engineer before moving forward. Mayor Bailey asked that the Village get away from offering money for easements. Mayor Bailey asked if storm sewer will be before, during or after E. Front St. project. The board stated until know depths and such will not know timeframe, since EPA will be involved.

**Huber**-Landry stated Influent screen (raw side) is not operational- come spring will need something done with it. Would like to put money aside to make a change to the system.

**Pump Station**- lost power and had no backup sealed batteries so lost communication. Have some sealed batteries on order.

**Elm St – Martin Ave.-** area has old clay pipes so having issue with the flow.

### **ELECTRIC –Jeff Barres**

**South Substation**-Jeff informed the Board that RMS representative visited last week to determine if the motor that was built for the South Substation will work as planned. Believes may be another issue with the contracts, so further investigation is needed. Proposal for testing of transformer (drain, inspect, filter and refill oil and replace gasket) at costs of \$4140.00. The testing will take 2 technicians (1) 10 hours a day to complete, and the South Substation will need to be de-energized. Jeff will have to work to schedule the work with RMS and Toledo Edison (since North Substation will need to be brought back online). Chuck asked if doing the oil sample while the transformer was open, and Jeff stated had oil here in the shop. Chuck motioned to approve RMS proposal, Bob 2<sup>nd</sup> motion. The board approved the proposal for additional testing. The clerk will notify RMS of the approval and Jeff will schedule the work to be completed.

**Electrical Issue**-Chuck asked Jeff about the issue with the electrical lines in front of his house. Jeff said will need to investigate further. The lines were welded together.

**Truck-**Jeff informed the Board that he has not been able to get information regarding the age and inspection of truck. Chuck asked him to reach out to the company who did the last inspection.

#### **WATER-Nathan Schultze**

**Water Tower-**Nathan provided information from Steve Darmofal regarding OPWC application for Small Government funding(50%grant/50%loan) for the water tower project. Steve recommends that the Village increase the requested amount from \$499,999.00 to \$836,000.00. The board discussed and approved the increase in the requested amount to \$836,000.00. Nathan will inform Steve of the Board's decision.

Nathan provided proposals from Dixon Engineering and Nelson Tank for professional services pertaining to the construction and installation of the new water tower. Dixon Engineering is out of Medina, Ohio and Nelson Tank is out of Lansing, Michigan. Dixon Engineering offers more services and is recommended by Steve Heimlich. Both companies have good work histories. Dixon Engineering estimated proposal is \$41,050.00 and Nelson Tank's proposal is \$23,310.00. The board will review the information and discuss it at a later date.

#### **MISCELLANEOUS**

**Electric Rate-** John Courtney provided information regarding the need to increase the electric rate. The Village has not raised electric rates since 2014 and did not meet the JV5 debt covenant in the past 2 years. This was discovered when applying for an AMP loan to help with the North Substation replacement project. John recommended a 12% increase and to be done through the PCA (power cost adjuster). The Village kw rate is now approximately \$0.13 and will be approximately \$0.14 ½ cents after the increase. As a comparison tool, Toledo Edison is approximately \$0.15-0.16/kw. A requirement for the loan is the electric rate will be revisited each year while the Village has the AMP loan (20yr loan). John provided a resolution and recommended the Board approve the rate increase immediately. Dean made the motion to approve, Bob seconded. All agreed to the 12% increase effective with the March bill (February usage). 2<sup>nd</sup> and 3<sup>rd</sup> readings rules were suspended, and Resolution 2023-1 passed. Chuck asked John what amount of funds are required to have on hand for Amp requirement, John responded 1 year revenue in the bank is sufficient.

**Township Building-**Chuck asked for clarification as to electrical needs and who is responsible for associated costs. Jeff recommends a pad for the transformer. Chuck stated township would be responsible for the difference between overhead and underground installation costs. Village supplies the wire and resident supplies trenching and conduit.

**Nominations-** Mayor Bailey asked the Board's approval for the nominations Steve has recommended for EPA WSRLA nominations for PY 2024. Steve recommended 1} Water Tower Replacement 2} Downtown Waterline Replacement 3} Downtown Business Alley Waterline Replacement 4} Pine St./Main St. Waterline Replacement. The board discussed and Bob motioned to accept Steve's recommendations, Chuck seconded the motion, nomination recommendations approved.

**Patrick's test-**Clerk asked Board for clarification regarding Patrick passing his water test and when Board agreed to \$1.00 pay raise--if Board agreed to passing of test or obtaining his license. All Board members agreed that a pay raise was effective in passing the test. The clerk will notify Fiscal Officer of Board's decision.

**Wage Increase-**Mayor Bailey informed the Board that Village Council approved 3% pay raises for all employees and is retroactive to January 1, 2023.

**Steve Darmofal Updates-**Clerk informed the Board that EPA asked for changes to Water Tower project submission, Steve completed the revisions and hopefully will get EPA approval next month.

Steve said the generator application is ready but some questions as to whether need 3 bids for Main Pump Station generator, since using Sourcwell (state approved process for Cooperative purchasing).

Steve provided breakdown of ability and effort of all communities with water/wastewater projects and incomes over \$60k that made it to last two rounds of Small Government. Pemberville's median household income is \$79,659.00.

**Pine/Main St. Waterline-**Board reviewed and held for further discussion Steve's proposal for design, bidding, and construction administration of approximately 3,105 feet of undersized, aged waterlines. The board will revisit at a later date.

**Resolution 779- (Accepting Bid for the East Front St. Waterline/ForceMain Replacement Project)-** Board reviewed and motioned to suspend the rules and unanimously approve the bid to Underground Utilities in the amount of \$1,406,015.80. Resolution 779-**passed** (Chuck motioned, Bob 2<sup>nd</sup>, Dean 3rd)  
Payment approvals- **19**  
Miscellaneous adjustments-**NONE**  
Vacation Requests **approved-** (1) Melody/ (2) Jeff

**With no further business to discuss, the meeting was adjourned at 9:33p.m. The next meeting will be held on Monday March 6, 2023, at 7:00 p.m.**

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

**President**

**Clerk**

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