

VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
June 5, 2023

Present at the regular meeting of the Board of Public Affairs were Dean Krukemyer, Bob Schacht, Chuck Schulte, Clerk Melody Siebenaler, Mayor Bailey, Landry Sheets, Nathan Schultze. Dean Krukemyer called the meeting to order at 7:00 p.m. Bob Schacht motioned to approve May 1, 2023, and May 15, 2023, regular meeting minutes, Chuck Schulte seconded the motion. Minutes approved.

The following bills were approved for payment.

Board Of Public Affairs
Bills being submitted for payment **June 5**

<u>Water 5101</u>		
MA SI	LAB TESTING	\$ 526.45
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
AMPLEX	PHONE, FAX & FIBER OPTIC SERVICES	\$ 37.46
STAPLES CREDIT PLAN	OFFICE SUPPLIES & MATERIALS	\$ 162.78
COUNTYLINE CO-OP	MISC SUPPLIES & MATERIALS	\$ 509.93
AMP, INC.	OSHA SAFETY MEETING	\$ 101.35
XEROX FINANCIAL SERVICES	COPIER LEASE & SUPPLY FREIGHT	\$ 35.47
MA SI	LAB TESTING	\$ 150.40
MAUMEE SUPPLY, PLB, HT, INDUSTRIAL	OPERATING SUPPLIES & MATERIALS	\$ 24.70
FASTENAL	OPERATING SUPPLIES & MATERIALS	\$ 100.45
Total Water		\$ 1,658.99
<u>Sewer 5201</u>		
EISENHOUR MOTOR SALES INC.	MISC REPAIRS & MAINTENANCE	\$ 64.31
VILLAGE OF HASKINS	WWTP COVERAGE	\$ 676.00
LANDRY SHEETS	HOTEL/FERRY/MILEAGE -TRAINING	\$ 228.18
FRONTIER	TELEPHONE SERVICES	\$ 134.24
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
AMPLEX	PHONE, FAX & FIBER OPTIC SERVICES	\$ 37.46
STAPLES CREDIT PLAN	OFFICE SUPPLIES & MATERIALS	\$ 154.63
COUNTYLINE CO-OP	MISC SUPPLIES & MATERIALS	\$ 404.41
AMP, INC	OSHA SAFETY MEETING	\$ 101.35
XEROX FINANCIAL SERVICES	COPIER LEASE & SUPPLY FREIGHT	\$ 35.47
GREAT LAKES WATER & WASTE SYSTEMS	REPAIR HYDROMATIC/NEW SHINMAWA PUMPS	\$ 10,695.00
JONES & HENRY LABORATORIES	LAB TESTING	\$ 852.60
NORTHWESTERN WATER & SEWER	CLEANING SEWER PUMP STATIONS	\$ 1,830.00
GEARHART PLUMBING & HEATING INC.	REPIPE @ 2.5 COPPER/MATERIALS	\$ 3,520.45
Total Sewer		\$ 18,744.10
<u>Electric 5301</u>		
POWERLINE SUPPLY	OPERATING SUPPLIES & MATERIALS	\$ 68.83
JOHN COURTNEY	ELECTRIC CONSULTANT	\$ 100.00
AIRGAS GREAT LAKES	NITROGEN CYLINDER RENTAL	\$ 101.56
O. E. MEYER CO.	LARGE CYLINDER RENTAL	\$ 8.70
AMP, INC.	ELECTRICITY/JV5 PRINCIPAL/INTEREST	\$ 71,806.92
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 154.61
AMPLEX	PHONE, FAX & FIBER OPTIC SERVICES	\$ 37.46

STAPLES CREDIT PLAN	OFFICE SUPPLIES & MATERIALS	\$ 154.61
COUNTYLINE CO-OP	MISC SUPPLIES & MATERIALS	\$ 382.06
AMP, INC.	OSHA SAFETY MEETING	\$ 101.35
XEROX FINANCIAL SERVICES	COPIER LEASE & SUPPLY FREIGHT	\$ 35.47
FROBOSE MARKET IGA	MISC SUPPLIES & MATERIALS	\$ 9.14
AIRGAS GREAT LAKES	NITROGEN CYLINDER RENTAL	\$ 59.09
KEY CABLE & SUPPLY	OPERATING SUPPLIES & MATERIALS	\$ 230.21
Total Electric		\$ 73,106.40
<u>Water Preventive 5701</u>		
WATSON WELL DRILLING	REPAIRS & MAINTENANCE TO WELLS #7/#3	\$ 5,686.96
Total Water Preventive 5701		\$ 5,686.96

Total for all Utilities

\$ 99,195.45

SEWER- Landry Sheets

Great Lakes Water & Waste Systems- (2) 2hp Shinmaywa pump repair estimate \$3459.00 for each pump. These pumps will fit Marshall, Bridge and Bierley pump stations. The pumps see a lot of use and warranty for new pump is from purchase date not in-service date. Have (1) pump on shelf now. The board discussed and Chuck questioned if have funding available to repair both pumps. Board approved to repair at least (1) pump / (2) pumps if have funds. Clerk to verify with Fiscal Officer amount of funds available and send approval accordingly.

Bergren Associates-Landry presented a proposal to furnish spare parts for the Sanitaire ICEAS wastewater treatment system. The proposal is for equipment and programming only, not installation. The actuator arm works the decanter and Landry is concerned after learning that PIB's failed and had to hand crank. The costs for all equipment and programming are \$30,328.78 and is valid for 30 days. Landry would like to work toward next year. Mayor Bailey asked Landry to put on appropriations, Landry stated would give information to Fiscal Officer.

Xylem-Sanitaire's liquid cleaning system proposal costs \$13,714.00. This is a preventative maintenance service. Landry will work toward this for next year. Landry will give information to the Fiscal Officer for next year.

Bergren Associates-proposal for new Allen Bradley Panelview equipment, installation, programming and testing of equipment at cost of \$7836.00 plus freight. This will allow VNC to smartphone use with ICEAS SBR. EPA will give credit hours for monitoring off sight. Chuck asked if could be paid out of the Capital Improvement fund, Mayor Bailey stated she thought so. The board would like verification prior to approval. The clerk will verify with the Fiscal Officer prior to the next meeting.

Phosphorus Removal-Landry informed the Board that Phosphorus test results have increased, and he has worked with Neo representative from Indiana. Started Neo at 19% reduced to 6% and been fighting the lab numbers. Went back to 18% last week (throttled back gauge of RMS). Hoping to see improvement.

Sludge Tank-Valve in bottom of sludge tank has been fixed with Palmer's help.

Sludge-Landry spoke with MaryKay Smith regarding rotating sludge over (3) 10-acre parcels. Landry would like to have sludge buggy looked at during winter months. Would like to check and fix any issues (hose and pumps).

E. Storm Sewer-Board discussed information regarding needed easement from Lee's. Mayor Bailey will contact Mr. Kuhlman to start easement paperwork.

ELECTRIC –Jeff Barres

Not in attendance

WATER-Nathan Schultze

Countyline Co-op water-Nathan presented 3 different options for supplying water to Countyline Co-op.

A) run line from Township building site to Countyline Co-op, distance of approximately 1528 ft.; would be a private line between Township and Countyline – so Countyline would have to seek easement from Township. **B)** run line from Village sewer treatment plant to rear of Countyline building, distance of approximately 824 ft.; Village would have to obtain easement from Jim Smith (farmland). **C)** run line from Village sewer treatment plant to front of Countyline building; this could be a larger line with hydrant at Pemberville Rd.; Village would have to obtain easement from Jim Smith and EPA approval. Board discussed options and Chuck mentioned if went from sewer treatment plant to Countyline could cause issue with sludge spreading over the area and obtaining an easement would limit future building in the area. Board agreed best option is to run line (once Countyline obtains easement from Township) from Township building to Countyline Co-op. Village will pay for installation and Countyline Co-op would be responsible for any issues in the future; the pit will be located at RT. 105. Nathan will discuss with Countyline Co-op.

E. Front St. Waterline/ForceMain project-(Update)-Underground Utilities have postponed the start of the project-will not be mobilizing/starting project until after the fair. Due to the postponement Village will have Matt Palmer submit cost to bore under Rt. 105 and tie-in water for the new Township building.

Water Tower-Board discussed color, wording and having additional communication systems installed on top of the tower. Steve would like the Board to make a decision so can put the new tower out to bid in July. The board reviewed colors sent several months ago, possible colors (green or blue) but no decision was made. Board approved wording to be “Pemberville”. Discussion ensued regarding communication support for antennas- approximately \$20-30,000 cost to install each support and would rent at \$2500.00/month. Mayor Bailey will gather additional information and the Board will review it at a later date. Chuck suggested having separate line option in bid for installation of supports. The board agreed, Nathan will let Steve know decision.

South Waterline Loop-D & D was here couple weeks ago and hydro-seeded work area and will come back in fall if needed.

The Pine & Main waterline project-Board discussed and agreed to wait to approve the project until after getting water tower bids.

MISCELLANEOUS

TD Engineering-Authorization for additional services regarding Water tower grant funding. The board reviewed and approved the additional \$6388.00 charges for OPWC grant funding application. The clerk will send approval to Steve Darmofal.

EPA-FNSI (Finding of No Significant Impact) and LER (Limited Environmental Review)-Clerk presented information from EPA regarding Main Pump Station backup generator. EPA requires Village to post the FNSI and LER reports on website and in office for public viewing. The clerk notified the Board that information has been posted to the website and is posted on bulletin board in Townhall lobby.

Reimbursement-Landry – Clerk presented receipt from Landry for Bluetooth headset (used for mowing); Fiscal Officer requested Board approval prior to reimbursement. Board discussed and asked Clerk to verify earmuff style, not ear buds. Clerk to verify with Landry and provide findings at next meeting.

TD Engineering- Clerk provided email (see attached) received from Steve Darmofal. Steve gave updates to engineering projects. Board reviewed.

Payment approvals-27

Miscellaneous adjustments-**approved** (1) removal late fee/ (1) transfer balance/ (5) pool fill credits.

Denied (1) landscaping credit.

Vacation Requests **approved**- (2) Jeff/ (2) Nathan/ (2) Landry/ (1) Pat

Dean made the motion to enter into Executive Session to discuss personnel issues. Chuck seconded the motion. The board entered Executive Session at 8:55, returned to regular session at 9:22 p.m.

With no further business to discuss, the meeting was adjourned at 9:25 p.m. The next meeting will be held on Tuesday June 20, 2023, at 7:00 p.m.

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

President

Clerk

From: Steve Darmofal <steve.darmofal@tdengineeringllc.com>
Sent: Monday, June 5, 2023 3:26 PM
To: townhall@villageofpemberville.org; Landry Sheets Pemberville WWTP; Pemberville Water; Dean Krukemyer; Mayor Bailey; clerk@villageofpemberville.org
Subject: Update on Pemberville Projects for BPA Meeting tonight 6/5/2023

Hello Mel,

Here are project updates to pass along to the BPA members for tonight's meeting:

1. **E. Front St. WL & FM Replacement.** The preconstruction meeting was held on May 3. We have been reviewing shop drawings for the project. At the pre-construction meeting the Contractor, Underground Utilities, wasn't sure whether they would begin the project in mid-June or wait until fall. I just spoke with Colton from Underground Utilities this afternoon, and he told me that it is more than likely they will not begin mobilizing the crew until after the Pemberville Fair. I will keep you posted on start dates when I hear more about this.
2. **Freedom Township Site Plan / East Front Street Storm Sewer.** The topographic survey work for the new storm sewer is completed, and we have prepared a detailed design and drawings for Village review (we sent a PDF of the drawings last Friday). We are designing the new storm sewer to handle the existing runoff in this area, and the new storm sewer will be able to handle the stormwater outlet from the Freedom Township site. Based on our present design, it looks like there will only need to be a small adjustment to the E. Front Street WL & FM project design to change the depth of the new Force Main to help provide more clearance from the proposed storm sewer where it crosses beneath SR 105. Other considerations include:
 - The Village will need to secure an easement for the storm sewer outlet. We are showing a 25' wide easement for the storm sewer on the drawings, and we are trying to keep the new storm sewer 15' away from property line between the Lee property and the Mauk property as the decking on the Mauk house extends to the property line and we don't want to get too close to it.
 - It is our understanding that the Village and Township will equitably share the cost of the storm sewer upgrades. The total cost and a breakdown will be better known once we get the storm sewer designed and pricing from contractors.
3. **Water Tower Project.** Pemberville has been successful in obtaining funding through the OPWC Small Governments program. The total OPWC funding amount is \$836,000 with \$418,000 in grant and \$418,000 in loan. The money will become available on July 1, 2023. The next steps are to prepare for bidding, and we will start to prepare the bid package for advertisement to start some time in July. We will get with you more on this as July approaches and will provide a draft of the bidding/contract documents for Village review. There has been talk about a couple of possible changes to make for the tower project, including:
 - Does the Village want a special logo and colors on the tower? If the Village will be able to secure private funds for a logo, we will need to know this so we can put language into the bid documents and revise the paint requirements, including any changes to the tank color. At present the design specifications call for a light blue color for the exterior paint and the word "Pemberville" in black letters similar to what is existing.
 - The tank is presently specified to only have provisions for Amplex's communication system on the top of the tower. There has been recent talk about possibly allowing another cell phone provider to put an antenna communications system on top of the tower. We would need to make design/specification revisions to accommodate another cell service provider, and we will need to know what technical requirements they have and the details of their equipment to be mounted. Let us know if the Village wants the tank design to be modified to add allow another cell provider or providers.

4. **Main Pump Station Back-up Generator Project:** The Village has obtained an updated quote on the electrical/generator equipment, and on 4/17/23 we submitted the information requested by DEFA, along with the Cummins generator equipment quote. DEFA is presently waiting on the Village to get at least 3 contractor quotes for the installation/construction of the project. EPA has pushed the loan closing date back until the end of August now. The Village should hold off for now on actually placing the generator equipment order until we can confirm that everything is good from DEFA to move forward with that. If the Village is getting separate construction quotes from different disciplines, such as electric work and mechanical/plumbing/excavation work for the gas line extended, then the Village should get at least 3 quotes from contractors for work in each of the separate disciplines. There is not an engineering design for the generator upgrades, but it is our understanding that Cummins will be assisting the Village to provide a required scope for installation items so that contractors are all quoting on the same thing. If the Village would like us to assist in getting pricing from contractors, let us know.
5. **South End WL Loop Project:** This project is at final completion. Palmer Excavating did grading work and adjusted valve boxes in April, poured concrete in May, and finished placing topsoil and seeding on May 25, 2023. We are awaiting a final Contractor pay request to close this out. If there is anything else that needs to be done, let me know before we process the final pay request. If the seeding doesn't take, they will need to come back in the fall and touch things up as a maintenance period item. We will work on finishing up record construction drawings for the Village's records.
6. **Pine St and Main St Waterline Replacement Design:** We sent a design proposal to the BPA dated 2/6/23 for consideration. This is something that the Village could get a planning/design loan for – from either OWDA or Ohio EPA/DEFA if desired. Construction costs for this project can be paid for by the ARPA grant through the Wood County Commissioners. It is our understanding that the BPA has been waiting to hear back from OPWC on whether the water tower funding will be awarded before making a decision on this project. We did a quick evaluation to see how the Pine and Main St waterline project would score for OPWC Small Governments for the upcoming funding round due this fall. The project looks like it would be viable for possible OPWC Small Government funding if the Village is able to pledge a portion of the ARPA grant as committed match money to help secure OPWC grant and loan funding to cover the Village's portion of the project. The project would be on the bubble as far as Small Government scoring goes in order to qualify in the top 5 to 7 Small Government projects in District 5 based on last year's scores. It would help to have a completed design, at least a preliminary design, to improve the score. A completed preliminary design would put it at about where the Water Tower Project's raw score was last fall when we made the initial application.

Let me know if you have any questions or need any additional information.

Thank you,

Steven J. Darmofal, P.E.

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