

VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
September 5, 2023

Prior to the regular meeting, the Board of Public Affairs held a joint meeting with the Village Council at Memorial Park Shelter House at 6:30 p.m. Mayor Bailey called the meeting to order at 6:30 p.m. Dean Krukemyer provided project updates to all in attendance (all council members, Mayor, Solicitor, Police Chief, Fiscal Officer, Clerk, Nathan Schultze, Landry Sheets, Eric Campbell, Kim Long). Dean mentioned all projects and costs--

E. Front St. Waterline/Force Main project (Underground Utilities--\$1,406,015.80) will start end of September, start at Sewer plant, and move toward Memorial Drive.

The generator project (Transtar Electric--\$32,647.00/Cummings Sales/Svc. --\$50,391.00) will start in spring 2024 and may take until 2025 to complete.

E. Front St. Storm Sewer project (Fenson Contracting--\$138,300.00) bids were opened last week and Engineer recommends Board award bid.

Water Tower project (Maguire Iron-- \$2,218,000.00/Dixon Engineering--\$41,050.00) Maguire bid was opened last week, and Engineer recommends Board award bid. Dixon Engineering bid was awarded a few months ago.

North Electrical Substation (Vaughn Industries--\$1,607,612.00) project will be starting at the end of September.

South Electrical Substation (RMS--\$189,686.00) project has found additional issues, anticipated completion date is end of September. Must be completed and back in service prior to North Substation work.

Joint meeting adjourned at 6:46 p.m. The board continued their meeting at Town Hall.

Present at the regular meeting of the Board of Public Affairs were Dean Krukemyer, Chuck Schulte, Clerk Melody Siebenaler, Landry Sheets, Nathan Schultze, Mayor Bailey (joined meeting after Council meeting). Dean Krukemyer called the meeting to order at 7:10 p.m. Chuck Schulte motioned to approve August 14, 2023, regular meeting minutes, Dean Krukemyer seconded the motion. Minutes approved.

The following bills were approved for payment.

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

<u>Water 5101</u>		
MA SI	LAB TESTING	\$ 642.30
MID-AMERICAN SALT	BULK WATER CONDITIONING SALT	\$ 3,403.50
RMF NOOTER	REPAIR WATER TOWER LEAK	\$ 2,973.00
PERRYSBURG PIPE & SUPPLY CO.	OPERATING SUPPLIES	\$ 243.53
PERRYSBURG PIPE & SUPPLY CO.	SUPPLIES FOR STEVE FORK WATER TAP	\$ 1,093.61
TD ENGINEERING LLC	BIDDING	\$ 2,000.00
TD ENGINEERING LLC	DOWNTOWN WATERLINE REPLACEMENT	\$ 723.30
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
GOVERNMENT ACCOUNTING SOLUTIONS	QTRLY PAYMENTS FOR UTILITY SOFTWARE	\$ 301.67
HOME DEPOT CREDIT SERVICES	OPERATING SUPPLIES & MATERIALS	\$ 96.66
HOME DEPOT CREDIT SERVICES	PAINT FOR SOUTH WATER PLANT	\$ 115.74
EISENHOUR MOTOR SALES	REPAIRS TO SPARE WATER TRUCK	\$ 322.63
PITNEY BOWES	MAILSTATION SUPPLIES	\$ 15.97
COMDOC INC.	COPIER MAINTENANCE & SUPPLIES	\$ 51.88
VERIZON WIRELESS	BROADBAND & CELLULAR SERVICE	\$ 40.11

UNIFIRST CORPORATION	RENTAL UNIFORMS, MATS & TOWELS	\$ 48.81
TREASURER, STATE OF OHIO	UAN QRTL Y FEES/2021-2022 AUDIT COSTS	\$ 587.04
CARDMEMBER SERVICES	BATTERY BACKUP FOR WATER PLANT	\$ 465.48
Total Water		\$ 13,135.23
<u>Sewer 5201</u>		
PERRYSBURG PIPE & SUPPLY CO.	SUPPLIES & MATERIALS	\$ 323.61
TD ENGINEERING LLC	CONSTRUCTION ENGINEERING	\$ 349.88
BERGREN ASSOCIATES INC.	HRS/MILEAGE ON 8/14/23	\$ 219.75
GALETON	OVERSHOE BOOTS/SLUSH BOOTS	\$ 208.94
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
GOVERNMENT ACCOUNTING SOLUTIONS	QTRLY PAYMENTS FOR UTILITY SOFTWARE	\$ 301.66
EISENHOUR MOTOR SALES	REPAIRS TO SPARE WATER TRUCK	\$ 322.63
PITNEY BOWES	MAILSTATION SUPPLIES	\$ 15.97
COMDOC INC.	COPIER MAINTENANCE & SUPPLIES	\$ 51.88
VERIZON WIRELESS	BROADBAND & CELLULAR SERVICES	\$ 50.97
UNIFIRST CORPORATION	RENTAL UNIFORMS, MATS & TOWELS	\$ 48.85
TREASURER, STATE OF OHIO	UAN QRTL Y FEES/2021-2022 AUDIT COST	\$ 730.95
Total Sewer		\$ 2,635.09
<u>Electric 5301</u>		
JEFF BARRES	PARADE SUPPLIES	\$ 73.94
BRIAN HEESTAND	CDL REIMBURSEMENT	\$ 46.25
JOHN COURTNEY	MONTHLY CONSULTANT RETAINER	\$ 100.00
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
GOVERNMENT ACCOUNTING SOLUTIONS	QTRLY PAYMENTS FOR UTILITY SOFTWARE	\$ 301.67
HOME DEPOT CREDIT SERVICES	MISC SUPPLIES	\$ 29.95
HOME DEPOT CREDIT SERVICES	MISC SUPPLIES	\$ 27.47
HOME DEPOT CREDIT SERVICES	MISC OPERATING SUPPLIES & MATERIALS	\$ 462.39
HOME DEPOT CREDIT SERVICES	MISC SUPPLIES FOR FAIR SETUP	\$ 91.76
EISENHOUR MOTOR SALES	REPAIRS TO SPARE WATER TRUCK	\$ 322.63
PITNEY BOWES	MAILSTATION SUPPLIES	\$ 15.97
COMDOC INC.	COPIER MAINTENANCE & SUPPLIES	\$ 51.88
UNIFIRST CORPORATION	RENTAL UNIFORMS, MATS & TOWELS	\$ 91.73
TREASURER, STATE OF OHIO	UAN QRTL Y FEE/2021-2022 AUDIT COST	\$ 730.07
Total Electric		\$ 2,354.71
<u>Water Preventive 5701</u>		
TD ENGINEERING LLC	CONSTRUCTION ENGINEERING LLC	\$ 349.89
Total Water Preventive 5701		\$ 349.89
<u>Water Tower 5703</u>		
TD ENGINEERING LLC	S. END WATERLOOP CONSTRUCTION ENGINEERING	\$ 515.43
Total Water Tower 5703		\$ 515.43
<u>Storm Sewer 5202</u>		
TD ENGINEERING LLC	E. FRONT STORM SEWER@FREEDOM TWP	\$ 38.81
TD ENGINEERING LLC	BIDDING	\$ 2,000.00
Total Storm Sewer 5202		\$ 2,038.81

Total for all Utilities

\$ 21,029.16

SEWER- Landry Sheets

Mower-Landry informed the Board that would like to trade-in his mower and take street department mower that is one year old and has approximately 50 hours on it. Total cost (2020 pricing) would be \$3600.00 and would come with a 3-year warranty.

Generator proposal-Clerk stated Steve asked that the generator proposal be signed. Have been waiting for EPA grant funding to be completed.

Pond level-Landry stated the pond level is low and concerned clay liner may have a crack. Dean asked, if possible, muskrats could be the issue, Landry stated he has not seen any creatures. Landry will discuss with Palmer Bros. and see what they suggest.

Northwestern Water & Sewer/Eastwood-Landry would like Mayor Bailey to contact N.W. Water and see what the plan is to correct the meter issue. Landry stated Control Associates cannot calibrate when the level is swinging.

E. Front St. Storm Sewer project-Board reviewed Fenson Contracting bid. Chuck questioned the cost for the 21" line, asked Landry to verify with Steve. Board approved bid.

ELECTRIC –Jeff Barres

Not in attendance

WATER-Nathan Schultze

Water Tap Fee-Nathan mentioned the Board needs to review tap fee –the fee is not covering the cost to install the tap. Just installed tap for Steve Fork; Village charge is \$900.00 for ¾ line but expenses were close to \$1700.00. Chuck asked for the Clerk to check because he thought Board had Ordinance stating charging for costs associated with installation. The clerk will check Ordinances and report back to the Board.

Remote Meters-Nathan presented a proposal for additional pit radios at a cost of \$5265.00 for 27 radios. Would like to order as many as possible since delivery is about 1 year out. Mayor Bailey stated that thought had appropriated \$10,000.00 from each of 3 department funds, would speak with Fiscal Officer to verify. The board agreed to purchase as many as possible for this year and then order again early in 2024 (after permanent appropriations) since delivery is so far out.

The Water Tower project-Board reviewed the award letter and Chuck noticed a typo. The clerk will ask Steve for a corrected award letter and then Mayor will sign. Project estimated start date is Spring 2024 and completion date Spring 2025. Demolition of the current tower would occur on Federal Holiday and take estimated 1 day since will need to close down area around Post Office. Chuck mentioned that the Village needs to let the Free Fair and Baseball Association know of the anticipated time frame. Chuck stated may not be able to use ball diamond in 2025 and BPA needs to start discussing with the Association the design of back stop.

Countyline Co-Op Waterline- Nathan presented a proposal from Jim Palmer to install (3") - 1600' waterline from Rt. 105 to Countyline Co-Op at costs of \$41,480.00. Nathan is waiting for proposal from B-Hillz for comparison. Can not move forward until Countyline Co-Op gets easement from Freedom Twp. Chuck mentioned 3" line will allow for stagnant water. Nathan mentioned would need to install a flushing hydrant. TD Engineering LLC has provided Countyline Co-op with flow totals.

Splash Pad- Village kept splash pad open with the hot weather but will probably close Saturday.

MISCELLANEOUS

Comp time-Landry and Nathan discussed frustration with use of comp time. Said with quarterly payout of comp time, unable to use time prior to paid out. The clerk informed everyone that looking to go back to the original end of year pay out instead of quarterly. Landry stated would like to have more input in personnel decisions.

Electric grant-Mayor Bailey informed the Board that she was notified that the Village was not invited to continue with the award process. Will continue to look for grants but there are not many grants available for electricity.

South Substation -RMS- additional issue was found last week while installing replacement parts, had to order additional equipment, and hoping to have late this week. RMS has moved onto a project in Pennsylvania but will return when items are delivered. Unsure of timeframe to complete the project.

Payment approvals-(20)

Miscellaneous adjustments-approved (2) billing corrections/ (1) Pool Fill/ (1) wrote off electric—all other services assessed to property taxes.

Vacation Requests approved- (1) Nathan/ (4) Landry

With no further business to discuss, the meeting was adjourned at 9:34 p.m. The next meeting will be held on Monday September 18, 2023, at 7:00 p.m.

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

President

Clerk
