

**VILLAGE OF PEMBERVILLE**  
**BOARD OF PUBLIC AFFAIRS**  
**September 18, 2023**

Present at the regular meeting of the Board of Public Affairs were Dean Krukemyer, Chuck Schulte, Bob Schacht, Clerk Melody Siebenaler, Mayor Bailey, Larry Titkemeier and Eric Campbell. Dean Krukemyer called the meeting to order at 7:00 p.m. Chuck Schulte motioned to approve September 5, 2023, 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 18**

<b><u>Water 5101</u></b>		
MASI	LAB TESTING	\$ 604.50
USABUEBOOK	ROTARY DRUM PUMP & CHEMICALS	\$ 431.76
GRAINGER	OPERATING SUPPLIES & MATERIALS	\$ 85.73
BONDED CHEMICAL INC	OPERATING SUPPLIES & MATERIALS	\$ 4,367.56
HARRISON FARMS	#57 LIMESTONE FOR WATER BREAK	\$ 470.87
HYLANT ADMINISTRATIVE SERVICES	BOND RENEWAL FOR BPA CLERK	\$ 33.33
AMPLEX	PHONE, FAX & FIBER OPTIC SERVICES	\$ 37.46
PITNEY BOWES	MAILSTATION LEASE QTRLY	\$ 17.24
COUNTYLINE CO-OP	MISC SUPPLIES & MATERIALS	\$ 521.10
XEROX FINANCIAL SERVICES	COPIER LEASE & SUPPLY FREIGHT	\$ 35.47
<b>Total Water</b>		<b>\$ 6,605.02</b>
<b><u>Sewer 5201</u></b>		
ADKINS SANITATION LTD	HYDRO FORCED MAIN ON ST. 105	\$ 700.00
FRONTIER	TELEPHONE SERVICES	\$ 134.30
HYLANT ADMINISTRATIVE SERVICES	BOND RENEWAL FOR BPA CLERK	\$ 33.34
AMPLEX	PHONE, FAX & FIBER OPTIC SERVICES	\$ 37.46
PITNEY BOWES	MAILSTATION LEASE QTRLY	\$ 17.24
FROBOSE MARKET IGA	GASOLINE & MISC SUPPLIES	\$ 7.86
COUNTYLINE CO-OP	MISC SUPPLIES & FUEL	\$ 575.30
XEROX FINANCIAL SERVICES	COPIER LEASE & SUPPLY FREIGHT	\$ 35.47
<b>Total Sewer</b>		<b>\$ 1,540.97</b>
<b><u>Electric 5301</u></b>		
AMP, INC.	ELECTRICITY, JV5 PRINCIPAL/INTEREST	\$ 86,341.96
AIRGAS GREAT LAKES	RENT CYLINDER LARGE NITROGEN	\$ 120.33
HYLANT ADMINISTRATIVE SERVICES	BOND RENEWAL FOR BPA CLERK	\$ 39.33
AMPLEX	PHONE, FAX & FIBER OPTIC SERVICES	\$ 37.46
PITNEY BOWES	MAILSTATION LEASE QTRLY	\$ 17.24
FROBOSE MARKET IGA	GASOLINE & MISC SUPPLIES	\$ 174.99
COUNTYLINE CO-OP	MISC SUPPLIES & FUEL	\$ 514.52
XEROX FINANCIAL SERVICES	COPIER LEASE & SUPPLY FREIGHT	\$ 35.47
<b>Total Electric</b>		<b>\$ 87,281.30</b>
<b><u>Water Tower 5703</u></b>		
AIM MEDIA MIDWEST-SENTINEL TRIBUNE	NOTICE TO BIDDER-WATER TOWER	\$ 536.64
<b>Total Water Tower 5703</b>		<b>\$ 536.64</b>

<b>Storm Sewer 5202</b>		
AIM MEDIA MIDWEST-SENTINEL TRIBUNE	NOTICE TO BIDDERS-E. FRONT STORM SEWER	\$ 475.47
<b>Total Storm Sewer 5202</b>		<b>\$ 475.47</b>

**Total for all Utilities**

**\$ 96,439.40**

### **SEWER- Landry Sheets**

Not in attendance

### **ELECTRIC –Jeff Barres**

Not in attendance

### **WATER-Nathan Schultze**

Not in attendance

### **Miscellaneous-**

**South Substation**-Mayor Bailey mentioned the South Substation work is not complete. She spoke with Jeff, and he stated RMS ran the oil for 48 hours and then tested the oil. The results were not good. RMS recommended letting the plant sit for couple days and then re-test the oil. Hope to have good results back by the end of the week.

**Phosphorus removal**-Larry Titekemeier asked the Board about phosphorus removal and where the phosphorus goes. The board informed Larry of the process and allowed test results.

**Quotes**-Clerk presented quotes on Landry's behalf. ZEP quote for 5gl. Bucket of Orange Float at cost of \$428.80 per bucket. Landry would like to order 12 buckets. The board approved purchase of 12 buckets of ZEP. NEO WaterFX quote for 3 totes at costs of \$10,218.63 with estimated freight cost of \$575.00. The board approved purchase of 3 totes.

The clerk presented quotes on Nathan's behalf for waterline to Countyline Co-Op. Jim Palmer Excavating proposal 2" water service \$23,314.09 or 3" water service \$41,484.40 and B. Hillz Excavating 2" water service \$21,840.00 or 3" service \$27,144.00. Nathan's opinion is 2" service line is sufficient, does not require 3" (Countyline Co-op requested). The clerk stated that she and Nathan had discussion on whether Countyline should have to pay difference if they want to upsize the line. Board agreed Countyline Co-op would have to pay for upsizing the line. Dean contacted Nathan via phone during the meeting and Nathan recommended the Board approve the proposal pending easement (between Countyline and Freedom Township) and Countyline paying for upsize of line. Chuck questioned stone backfill because Palmer Excavating mentions stone backfill and B. Hillz does not. Nathan will verify backfill will be included with B. Hillz. Board approved proposal pending easement.

**201 E. Front St.**-Clerk informed the Board that owner spoke with Nathan and has requested 4 water meters be installed at property. Nathan mentioned that there were 2 service lines to the property but 1 was removed a couple years back due to damage/leaking. Nathan stated that can not install 4 meters on 1 service line—2 meters per line is maximum. Mayor Bailey stated need to make sure everything is done correctly at the property.

**Water tap Ordinances**-Last meeting Chuck asked the Clerk to look for updated Ordinance for tap fees; Clerk presented amended Resolution 2016-1. Board reviewed and discussion ensued regarding charges associated with new service connections. Mayor Bailey had presented a news article stating surrounding areas and the fees associated with each and stated thought village should have fee similar to these, as Pemberville is much lower and not covering our costs. Chuck stated that we can't have a set fee since costs are fluctuating so much. Mayor and Clerk stated could have set fee and revisit it every year to adjust. Chuck stated we can't pad costs to make sure costs are covered. Chuck mentioned having a form Nathan would complete-Nathan would contact vendor for price for all needed materials and estimate his time to install. The clerk would then calculate the water tap fee based off this information. Discussion ensued; Board asked for change to resolution stating price of all materials and labor to install and removing \$150.00 flat fee for labor.

**Payment approvals-(12)**

**Miscellaneous adjustments-approved (1)** miscommunication-remove late fee/ (9) GovPay late fee removed.

**Vacation Requests approved-** (1) Jeff.

**With no further business to discuss, the meeting was adjourned at 8:20 p.m. The next meeting will be held on Monday October 2, 2023, at 7:00 p.m.**

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

**President**

**Clerk**

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