

**VILLAGE OF PEMBERVILLE**  
**BOARD OF PUBLIC AFFAIRS**  
**November 6, 2023**

Present at the regular meeting of the Board of Public Affairs were Dean Krukemyer, Bob Schacht, Clerk Melody Siebenaler, Mayor Bailey, Larry Titkemeier, Landry Sheets, and Eric Campbell. Dean Krukemyer called the meeting to order at 7:00 p.m. Bob Schacht motioned to approve October 16, 2023, and October 19, 2023, meeting minutes, Dean Krukemyer seconded the motions. Minutes approved. The following bills were approved for payment.

**Board Of Public Affairs**  
**Bills being submitted for payment** **Nov 6**

<b><u>Water 5101</u></b>		
LOCKE'S LOCKSMITH	SOUTH/NORTH WATER PLANT	\$ 350.00
CORE & MAIN	OPERATING SUPPLIES & MATERIALS	\$ 92.90
MISSION COMMUNICATIONS LLC	SWP ANNUAL SERVICE	\$ 371.40
MASI	LAB TESTING	\$ 491.90
PERRYSBURG PIPE & SUPPLY CO.	DUAL METER SETTER & SUPPLIES	\$ 1,489.97
HOMEDEPOT CREDIT SERVICES	OPERATING SUPPLIES & MATERIALS	\$ 246.92
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
PITNEY BOWES INC.	MAILSTATION SUPPLIES	\$ 15.98
COMDOC INC.	COPIER MAINTENANCE & SUPPLIES	\$ 113.52
VERIZON WIRELESS	BROADBAND & CELLULAR SERVICES	\$ 40.11
COUNTYLINE CO-OP	MISC SUPPLIES & FUEL	\$ 881.31
UNIFIRST CORPORATION	RENTAL UNIFORMS, MATS & TOWELS	\$ 41.46
CARDMEMBER SERVICES	POSTAGE/BOXES/TRAINING/MISC SUPPLIES	\$ 529.68
<b>Total Water</b>		<b>\$ 4,675.15</b>
<b><u>Sewer 5201</u></b>		
LOCKE'S LOCKSMITH	SEWER PLANT	\$ 220.00
TD ENGINEERING LLC	CONSTRUCTION ENGINEERING/RESIDENT	\$ 11,374.33
OWDA	OWDA FEE FOR LOAN #10476	\$ 800.00
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
PITNEY BOWES INC.	MAILSTATION SUPPLIES	\$ 15.98
COMDOC INC.	COPIER MAINTENANCE & SUPPLIES	\$ 113.52
FROBOSE MARKET IGA	MISC SUPPLIES & MATERIALS	\$ 13.56
VERIZON WIRELESS	BROADBAND & CELLULAR SERVICES	\$ 41.26
COUNTYLINE CO-OP	MISC SUPPLIES & MATERIALS	\$ 632.24
UNIFIRST CORPORATION	RENTAL UNIFORMS, MATS & TOWELS	\$ 41.50
CARDMEMBER SERVICES	POSTAGE/BOXES/TRAINING/MISC SUPPLIES	\$ 246.94
<b>Total Sewer</b>		<b>\$ 13,509.33</b>
<b><u>Electric 5301</u></b>		
LOCKE'S LOCKSMITH	ELECTRIC SHOP	\$ 230.00
VAUGHN INDUSTRIES LLC	SOUTH SUBSTATION DISBURSEMENT	\$ 285,390.00
AIRGAS GREAT LAKES	RENT CYLINDER LARGE NITROGEN	\$ 64.11
RMS ENERGY	CREW/ADD'T MATERIAL RETAINER	\$ 25,856.24
JOHN COURTNEY	MONTHLY CONSULTANT RETAINER	\$ 100.00
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00

PITNEY BOWES INC.	MAILSTATION SUPPLIES	\$ 15.98
COMDOC INC.	COPIER MAINTENANCE & SUPPLIES	\$ 113.52
FROBOSE MARKET IGA	MISC SUPPLIES & MATERIALS	\$ 13.77
COUNTYLINE CO-OP	MISC SUPPLIES & MATERIALS	\$ 452.97
UNIFIRST CORPORATION	RENTAL UNIFORMS, MATS & TOWELS	\$ 83.38
CARDMEMBER SERVICES	POSTAGE/BOXES/TRAINING/MISC SUPPLIES	\$ 246.97
<b>Total Electric</b>		<b>\$ 312,576.94</b>
<b><u>Water Preventive 5701</u></b>		
TD ENGINEERING LLC	RESIDENT PROJECT REPRESENTATIVE	\$ 2,837.22
<b>Total Water Preventive 5701</b>		<b>\$ 2,837.22</b>
<b><u>Storm Sewer 5202</u></b>		
TD ENGINEERING LLC	CONSTRUCTION ENGINEERING	\$ 848.20
<b>Total Storm Sewer 5202</b>		<b>\$ 848.20</b>
<b><u>Sewer 5704</u></b>		
TREASURER, STATE OF OHIO	PIT/PLAN APPROVAL E. FRONT WATERLINE	\$ 450.65
<b>Total Sewer 5704</b>		<b>\$ 450.65</b>

**Total for all Utilities**

**\$334,897.49**

#### **SEWER- Landry Sheets**

**E. Front St. Force Main/Waterline project**-Landry updated Board on project/changes to project. Contractor cut across Rt.105 at Memorial Drive then back across Rt.105 between Legion/Countyline and then back across at intersection. The bore under railroad went well, no issues. Manhole opening over camlock for vault. Contractor is planning on starting work on the intersection mid-week. Project moving forward with lots of loose ends to tie up. Completion date was discussed.

**Generator-** (on trailer)- Bierley pump station is wired for the plug. Landry ordered a battery and needs to order pinto hitch.

**Northwestern Water District**-will be installing (extreme) grinder pump behind Michael Griswold. There are 2 types of pumps – 2000 or extreme.

#### **ELECTRIC –Jeff Barres**

Not in attendance

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

Not in attendance

#### **Miscellaneous-**

**Northern Pool Update**-Board reviewed information provided by AMP regarding 2023 Northern Pool Agreement and Ordinance template. Bob Schacht motioned (section 2) to have Mayor and/or Fiscal Officer be authorized and directed to execute and deliver on behalf of the Village; Dean Krukemyer seconded the motion. Motion carried. Bob Schacht motioned (section 4) to have Electric Superintendent be listed as designated authorized personnel to approve and authorize AMP's acquisition of Pool Resources and to vote on Pool activities. Dean Krukemyer seconded the motion. Motion carried.

**Letter**-Board reviewed letter sent to Patrick Meek's regarding accumulated hours toward water license.

**Water Survey**-Feller Finch & Associates proposal for boundary survey East of Railroad tracks, north of Front Street to Pemberville Rd. at cost of \$2000.00. The survey is for possible water lines from Rt. 105 along railroad tracks to Countyline Co-op. Bob Schacht motioned to approve the proposal; Dean Krukemyer seconded the motion. Motion carried.

**Capital/Debt Service charges**-Clerk provided information regarding increasing and re-aligning the charges. The Clerk and Fiscal Officer had spoken and agreed that \$2.00 increase in Storm Sewer Service charge, \$4.00 of the Sewer Debt Service be re-aligned to \$2.00 to Water Capital Improvement and \$2.00 Storm

Sewer Service. Board reviewed, Bob Schacht motioned to approve changes and Dean Krukemyer seconded the motion to approve increase and realignment. The clerk will implement changes in January 2024.

**Payment approvals-(20)**

**Miscellaneous adjustments-approved (1) leak adjustment/ (30) late fee removed.**

**Vacation Requests approved- (1) Jeff/ (2) Mel**

**With no further business to discuss, the meeting was adjourned at 8:10p.m. The next meeting will be held on Monday November 20, 2023, at 7:00 p.m.**

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

**President**

**Clerk**

---