

**VILLAGE OF PEMBERVILLE
COUNCIL MEETING
January 16, 2024**

Mayor Carol Bailey opened the January 16, 2024, Council meeting at 7:00pm with a prayer and the pledge of allegiance.

Mayor deviated from the agenda to have Bob Schacht with the Board of Public Affairs update Council with the ongoing projects. Schacht stated the E. Front St. force main and water line project are complete except for the spring cleanup that will take place in the spring. Schacht stated that the storm sewer project for the township is almost complete. Schacht stated that Fenson is doing the storm sewer project and will also be installing the water lines to the new water tower. Schacht stated that the water tower project will begin in the spring with the concrete pad and the construction of the water tower will take place after the Pemberville Free Fair. Schacht stated the painting, electrical and demolishing of the old tower will take place in 2025.

Schacht stated that the North Electrical Substation is currently in process with an anticipated completion date of sometime in March. Schacht stated that the South Electrical Substation repair cost was approximately \$200,000 and is running with no issues.

Schacht stated that the generator for the main pump station will be installed near the scout cabin. Schacht stated that the gas line needed for this project requires a larger line than anticipated and therefore will have some additional costs to run the larger line.

Roll Call: Present at the scheduled meeting of the Council were Angel, Kirkbride, Mazur, Rahe, Rollins and Titkemeier. Others present were Sergeant Kwapich, Solicitor Robert Kuhlman, Eric Campbell, Sarah Szymanski, John Lockard, Carl Lohrbach, Lisa Boyer, and the Clerk.

Minutes: Titkemeier moved, and Rollins seconded to approve the minutes from the January 2, 2024, meeting. Motion passed unanimously.

Treasurer's Report: Rahe moved, and Mazur seconded to approve the bills in the amount of \$6,121.16. Motion passed unanimously.

Mayor Bailey stated that due to a non-majority vote last meeting Council will need to re-nominate President Pro-tem. Mazur nominated Rahe. There were no other nominations. Vote of 5/6 for Rahe as President Pro-tem. Angel-no; Kirkbride-yes; Mazur-yes; Rahe-yes; Rollins-yes; Titkemeier-yes.

ORDINANCE 1652: 2024 ORDINANCE ESTABLISHING MUNICIPAL EMPLOYMENT POSITIONS, DEFINING DUTIES AND PROVIDING FOR THE COMPENSATION THEREOF. 3rd Reading

Angel moved and Mazur seconded to approve Ordinance 1652. Motion passed unanimously.

ORDINANCE 1653: ORDINANCE AMENDING ORDINANCE 1447 REGARDING THE VILLAGE OF PEMBERVILLE PERSONNEL RULES AND REGULATIONS HANDBOOK. 3rd Reading

Angel moved and Mazur seconded to approve Ordinance 1652. Motion passed unanimously.

ORDINANCE 1654: AN ORDINANCE AUTHORIZING LEASE AGREEMENT WITH PEMBERVILLE FREE FAIR, INC. 2nd Reading.

ORDINANCE 1655: TO APPROVE THE FORM AND AUTHORIZE THE EXECUTION OF THE ATSI DELIVERY POINT STUDY AND CONSTRUCTION AGREEMENT. 1ST Reading

Police Activity Report: Activity report provided.

Mayor:

Mayor highlighted on the water tower adding that the water lines that will be installed to the tower are Pine St. (north of the valley), Memorial Dr., and North of College Ave. Mayor stated that the concrete foundation will go in once the weather breaks. Mayor stated that the material for the tower will be delivered after the fair.

Mayor stated to the Council that an Ordinance will be on the table at the next meeting to allow her to sign the contract with Columbia Gas for the installation of the gas line for the main pump station generator. Mayor stated that the cost is \$16,300.

Mayor stated that the mosquito grant application is near completion and is waiting for a letter of support prior to submission.

Mayor stated that she will be submitting the receipt for the Wood County Park grant to complete that process.

Mayor stated there will be an open house January 31st from 4pm to 7pm at Eisenhower with remarks at 5pm. Mayor stated she will read a proclamation at the open house.

Mayor stated that the opening day for Gigi's Confection is February 3rd. Mayor stated that candy samples will be available during the indoor garage sale this weekend.

Mayor stated there will be a Hair & Nail Salon opening in February.

Council Reports:

Angel:

Safety Committee: No report

Kirkbride:

Tree Committee: Kirkbride stated the committee met on January 8th and reviewed the planting of the 10 donated trees from North Branch Nursery. Kirkbride stated a thank you card was sent to Tom Oberhouse.

Kirkbride stated that the committee decided to have a tree planted near the town hall with a plaque dedicated to Marge Cox. Kirkbride stated that it was discussed moving the plaque for Don Cobb near the same tree to honor both individuals.

Kirkbride stated that the Tree City USA application was submitted on December 13th.

Kirkbride stated that the Committee discussed the tree located at 205 Main St. Kirkbride stated the committee visited the tree and decided to go with the recommendation of Stephanie Miller and not remove the tree as she believes it has not lost its integrity to stand alone.

Kirkbride stated the committee address the ODNR visit from October 2021 regarding the removal of 4 trees. Kirkbride stated the removal is not an emergency and these trees have been marked with a green X. Kirkbride stated that trees that need to be removed soon are marked with a red X.

Kirkbride stated that Lockard and Lohrbach have found a 275-gallon tank to water trees and believe they can assemble a trailer for the container without having to purchase additional items.

Kirkbride stated the committee discussed paperwork and documentation for each planted tree. Kirkbride stated the Ordinance was also discussed.

Kirkbride stated the committee decided to meet 10 times this year.

Mazur:

Park and Rec: Mazur stated she and the Mayor met with Krista Hellwig regarding a 2-day program to give lifeguards extra training in swimming lessons. Mazur stated that lifeguard recruit letters will be sent out the first week of February. Mazur stated that the next meeting is January 22nd at 10am.

Rahe:

Streets, Sidewalks, Lands & Building: Rahe stated the committee met on January 9th. Rahe stated that the committee discussed Oberhouse Park. Rahe stated that a follow-up letter was sent out on January 9th to the family. Rahe stated that the Mayor spoke with one of the landowners and it was stated they had a potential resolution prior to the election but turned it down. Rahe stated hopefully the family can reach back out to the organization that was interested and come to a final resolution.

Rahe stated painting of Council Chambers was discussed and has a goal to have it painted before The Love of Art begins.

Rahe stated that Tom Oberhouse keeps inquiring about the repaving of Kesson Rd. Rahe said the committee will look into who is responsible for the maintenance and come to a resolution soon.

Rahe stated that Cedar St. becoming one-way was discussed. Rahe stated placing a No Semi sign was discussed as part of a resolution instead of turning Cedar St. into a one-way. Rahe stated she had spoken with Bethlehem and numerous residents and based on those discussions the committee is recommending going with the least resistance and place a No Semi sign on the corner of Cedar St. and State Route 105. Rahe stated that due to the signed agreement with ODOT, an Ordinance will need to be passed prior to the installation of the No Semi sign. Sarah Szymanski requested a list of all the residents Rahe spoke to. Szymanski stated that everyone she had spoken to would like to see Cedar St. one-way. Szymanski stated there have been more than a couple instances over the years where semi-trucks have gone down Cedar St. and have come remarkably close to the homes on the turn near Pine St.

Rollins:

Personnel and Finance Committee: Rollins stated the committee met earlier last week with a couple of the employees regarding time clocks. Rollins stated the committee discussed merit-based raises and how to implement them. Rollins stated that goal forms for the employees to complete were discussed.

Rollins stated the Finance Committee looked at Permanent Appropriations.

Records and Retention Committee: Rollins stated that the committee met on January 12th for a work session and was able to go through three more boxes of old records. Rollins stated that the next work session is January 26th.

Titkemeier:

Planning Commission: No report

BPA: Titkemeier stated BPA is currently meeting and therefore no report.

Eric Campbell: No Report

Campbell discussed permitting of new businesses.

Guests:

John Lockard discussed the tree on Main St. and that ODNR Stephanie Miller recommends trimming the tree because the circumference on the inside of the tree still shows some integrity. Lockard stated Tree Committee member Melissa Sapp spoke with the resident that expressed concerns of the tree would like to just have it trimmed. The mayor stated that she is going to contact Stephanie Miller to discuss further.

Mayor Bailey adjourned the meeting at 7:40 P.M.

*Audio recording of the meetings is available upon Public Records request.