

**VILLAGE OF PEMBERVILLE**  
**BOARD OF PUBLIC AFFAIRS**  
**May 6, 2024**

Present at the regular meeting of the Board of Public Affairs were President Dean Krukemyer, Bob Schacht, Kim Long, Clerk Melody Siebenaler, Larry Titkemeier, Mayor Bailey, Nick Jones, Kurt Haar and Eric Campbell. Bob Schacht motioned to approve April 15, 2024, meeting minutes, Kim Long seconded motion. Minutes approved.

The following bills were approved for payment.

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

<b><u>Water 5101</u></b>		
MASI	LAB TESTING	\$ 1,589.30
GREAT LAKES BIOMEDICAL	D.O.T. DRUG TEST	\$ 55.00
WATER SOLUTION UNLIMITED	SODIUM & HYPOCHLORITE	\$ 972.50
CITY OF TOLEDO	TESTING & ANALYSIS	\$ 50.00
CORE & MAIN	REPLACEMENT HYDRANT HICKORY ST./SUPPLIES/PIT RADIOS	\$ 17,344.23
CONTROL ASSOICATES	2024 ANNUAL CALIBRATIONS	\$ 948.00
TD ENGINEERING LLC	ENGINEERING	\$ 596.59
BERGREN ASSOCIATES	HRS OFSERVICE 2/29,3/1,3/4/ MILEAGE PORTAL-PORTAL	\$ 1,646.50
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
COMDOC INC.	COPIER MAINENANCE & SUPPLIES	\$ 55.43
VERIZON WIRELESS	BROADBAND & CELLULAR	\$ 80.99
CARDMEMBER SERVICES	BATTERY BACKUP/DOMAIN/VNC RENEWAL	\$ 2,241.70
COUNTYLINE CO-OP	MISC SUPPLIES, MATERIALS & FUEL	\$ 207.79
UNIFIRST CORPORATION	RENTALS-UNIFORMS, TOWELS & MATS	\$ 53.38
HOME DEPOT CREDIT	SUPPLIES	\$ 32.97
WOOD COUNTY TREASURER	2024 ALLOCATION FOR CODERED	\$ 32.21
<b>Total Water</b>		<b>\$ 25,916.59</b>
<b><u>Sewer 5201</u></b>		
CORE & MAIN	SEWER PIT RADIOS	\$ 10,237.50
CONTROL ASSOCIATES	2024 ANNUAL CALIBRATIONS & CHARTS & PENS	\$ 1,410.44
TD ENGINEERING LLC	FLOW METERING @ EASTWOOD SEWAGE	\$ 324.50
BERGREN ASSOCIATES	HRS OF SERVICE/LABOR/MILEAGE PORTAL-PORTAL	\$ 437.05
VILLAGE OF HASKINS	WWTP PLANT COVERAGE	\$ 717.00
JAMES BAILEY	COMPUTER SETUP/FILE TRANSFER	\$ 135.00
TOM OBERHOUSE	REIMBURSEMENT ON LOT 11 SOLD	\$ 5,000.00
FROBOSE MARKET IGA	GASOLINE & MISC SUPPLIES	\$ 50.00
UNION BANK CO.	UTILITY BILL COLLECTION	\$ 10.00
COMDOC INC.	COPIER MAINTENANCE & SUPPLIES	\$ 55.43
VERIZON WIRELESS	BROADBAND & CELLULAR SERVICES	\$ 40.88
CARDMEMBER SERVICES	OFFICE SUPPLIES/DOMAIN/VNC RENEWAL	\$ 175.43
COUNTYLINE CO-OP	MISC SUPPLIES, MATERIALS & FUEL	\$ 205.00
UNIFIRST CORPORATION	RENTALS-UNIFORMS, TOWELS & MATS	\$ 53.43
WOOD COUNTY TREASURER	2024 ALLOCATION FOR CODERED	\$ 32.21
<b>Total Sewer</b>		<b>\$ 18,883.87</b>

<b>Electric 5301</b>		
FROBOSE MARKET IGA	GASOLINE & MISC SUPPLIES	\$ 14.19
AG-PRO COMPANIES	CHAIN SAW SUPPLIES	\$ 246.72
TEREX SERVICES	UNIT #1 / #2 ANNUAL SERVICE	\$ 2,175.90
NAPA AUTO PARTS	HYDRAULIC OIL	\$ 122.84
JOHN COURTNEY	PROFESSIONAL SERVICES FEB-APR OMAP	\$ 7,635.00
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
COMDOC INC.	COPIER MAINTENANCE & SUPPLIES	\$ 55.43
CARDMEMBER SERVICES	OFFICE SUPPLIES/DOMAIN/VNC RENEWAL	\$ 175.42
COUNYTLINE CO-OP	MISC SUPPLIES, MATERIALS & FUEL	\$ 392.51
UNIFIRST CORPORATION	RENTALS-UNIFORMS, TOWELS & MATS	\$ 105.39
WOOD COUNTY TREASURER	2024 ALLOCATION FOR CODERED	\$ 32.20
<b>Total Electric</b>		<b>\$ 10,965.60</b>

**Total for all Utilities**

<b>\$ 55,766.06</b>
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**SEWER- Landry Sheets**

Not in attendance

**ELECTRIC –Jeff Barres**

Not in attendance

**WATER-Nathan Schultze**

Not in attendance

**MISCELLANOUS-**

**Sludge removal-**Kim Long mentioned he will be going with Landry to visit Put-n-Bay sewer treatment plant on May 10<sup>th</sup>; Steve and Eric with TD Engineering LLC will be joining them. They will be looking at sludge removal. The board discussed the need to know all costs (spread, haul, wages) associated with sludge removal in the village at this time. That way can compare current costs with possible new ways of processing sludge.

**Proposals-**Clerk provided JDI proposal in amount of \$4100.00 for setup/configuration of VFD and HIM module at WWTP. Board reviewed proposal: Kim Long motioned to approve, Bob Schacht seconded motion. Motion carried.

Clerk provided Chaltron proposal in amount of \$700.00 for ½ day service to perform meter pre-test to determine whether a clamp-on external flow meter would work to determine correct amount of flow from Eastwood campus to Village. Board discussed whether ½ day would provide sufficient time for calculation and agreed to allow up to \$1400.00 for 1 day service (if needed). The board also discussed time frame to have the testing done, does not want it completed during summer break for Eastwood; either have to do before summer break or wait until Fall 2024. The clerk will notify Landry of the Board’s decision and have Landry coordinate with Northwestern Water and Chaltron.

**Steve’s Email-**Board reviewed Steve’s emails regarding E. Front St. project(s) restoration.

**Southwest corner of Bierley and Front St.-**Mayor Bailey stated she and Susan Rahe visited the area and decided to install ADA curb ramp and Detector strip in area of 418 E. Front St. - connecting North and South sides of Rt. 105. and not at corner (original sidewalk drop to street level).

**405/565/567/571 E. Front St.-**Board reviewed information/photos(before/after) that Steve provided regarding E. Front St. projects. Board agreed to **approve** 565 E. Front St. concrete drive apron sections that were cracked during construction. Board agreed **not to approve** 405/567/571 E. Front St. damaged concrete/asphalt (photos show previous signs of cracking prior to construction).

Kurt Haar (571 E. Front St.) was present to ask the Board to make sure Contractor removes all items uncovered during construction. The stated contractor has leveled the area, but items are still lying on ground. Contactor will be notified of request.

**422 / 520 E. Front St.**-Board reviewed information and **approved** replacing drive approach at 422 E. Front and 520 E. Front drive approach and panels damaged during construction.

The clerk will notify Steve of the Board's decisions.

**North Substation**-Mayor Bailey mentioned that she and Clerk had conversation regarding if firewall is needed. No word from either AMP or Encompass Engineering as to whether is required and the completion date is July 31, 2024. Do not want to have to scramble to complete it if needed. The board agreed, need to get a final decision; Mayor and Clerk will contact Amp this week and get final word on firewall.

**Behind-the-meter Generator Policy**-Clerk asked the Board if they reviewed the documents John Courtney provided. Board members stated yes and would like the Solicitor to review prior to moving forward. Clerk will send it to Solicitor for his review.

**Payment approvals-(22)**

**Miscellaneous adjustments-(1) transfer payment to tax account/ (1) late fee removal/ (2) billing error/ (21) GovPay late fee removed/ (2) transfer balance.**

**Vacation Requests approved-(3) Jeff/ (2) Nathan**

**With no further business to discuss, the meeting was adjourned at 8:18 p.m. The next meeting will be held on Monday May 20, 2024, at 7:00 p.m.**

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

**President**

**Clerk**

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