

**VILLAGE OF PEMBERVILLE**  
**BOARD OF PUBLIC AFFAIRS**  
**May 20, 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, Landry Sheets and Eric Campbell. Bob Schacht motioned to approve May 6, 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 20**

<u><b>Water 5101</b></u>		
MASI	LAB TESTING	\$ 330.20
GROSS ELECTRIC INC.	MISC SUPPLIES & MATERIALS	\$ 144.37
BRIAN K. HEESTAND	WINTER GEAR & BOOT REIMBURSEMENT	\$ 51.59
XEROX FINANCIAL SERVICES	COPIER LEASE & SUPPLY FREIGHT	\$ 35.47
AMP, IMP	OSHA SAFETY MEETINGS	\$ 114.05
AMPLEX	PHONE, FAX & FIBER OPTICS	\$ 37.46
<b>Total Water</b>		<b>\$ 713.14</b>
<u><b>Sewer 5201</b></u>		
JONES & HENRY LABORTORIES INC	LAB TESTING	\$ 750.10
FRONTIER	PHONE SERVICE TO MONITOR SEWER PLANT	\$ 148.66
AG-PRO COMPANIES	REPAIR ON SEWER MOWER	\$ 362.65
BRIAN K. HEESTAND	WINTER GEAR & BOOT REIMBURSEMENT	\$ 51.60
XEROX FINANCIAL SERVICES	COPIER LEASE & SUPPLY FREIGHT	\$ 35.47
AMP, INC.	OSHA SAFETY MEETINGS	\$ 114.05
AMPLEX	PHONE, FAX & FIBER OPTICS	\$ 37.46
<b>Total Sewer</b>		<b>\$ 1,499.99</b>
<u><b>Electric 5301</b></u>		
AG-PRO COMPANIES	SERVICE & REPAIR ON SAW	\$ 165.07
AMP, INC.	ELECTRICITY/OMEGA JV5	\$ 83,661.21
AIRGAS GREAT LAKES	NITROGEN CYLINDER RENTAL	\$ 132.38
GROSS ELECTRIC INC.	MISC SUPPLIES & MATERIALS	\$ 44.02
BRIAN K. HEESTAND	WINTER GEAR & BOOT REIMBURSEMENT	\$ 51.60
XEROX FINANCIAL SERVICES	COPIER LEASE & SUPPLY FREIGHT	\$ 35.47
AMP, INC.	OSHA SAFETY MEETINGS	\$ 114.05
AMPLEX	PHONE, FAX & FIBER OPTICS	\$ 37.46
<b>Total Electric</b>		<b>\$ 84,241.26</b>

**Total for all Utilities**

<b>\$ 86,454.39</b>
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**SEWER- Landry Sheets**

**Northwestern Water/Sewer-** Landry is planning on meeting with Steve and Northwestern Water regarding strap on meter used by Northwestern. Landry discovered the strap on meter Board approved Chaltron to install was same model Chaltron sold to Northwestern, and Northwestern determined was not able to provide accurate readings. Landry does not want Village to spend money to determine meter

will not work. Brian Knauss, N.W. tech will perform a draw down test. Everyone agreed need to get more accurate numbers for billing.

**E. Front St.- (see attached emails)** Underground Utilities will complete restoration tomorrow. **565 E. Front**-Kim mentioned all involved have visited the area and see nothing wrong with the driveway replacement except residents. Underground Utilities provided Steve Darmofal with the cost to remove and replace the driveway a second time, totaling \$3,867.00. Underground Utilities has offered to not charge the Village for this driveway repair, allowing the Village to pay the homeowner \$3,867.00 directly and let homeowner choose contractor of his choice to make whatever corrections he deems necessary. Board discussed; Kim motioned, Bob seconded the motion, motion carried to approve payment of \$3,867.00 to homeowner. Discussion ensued as to whether it is best to have Village pay homeowner or Underground Utilities since project is paid with Grant funding. The clerk will speak with the Fiscal Officer regarding the best payment method. **531 E. Front**-Board reviewed Steve's email regarding pavement cracking from railroad to WWTP. Landry stated he will verify areas are corrected.

**Catch Basins**-Landry stated 171 Hickory called and asked for Village to look at the catch basin located in front of the residence. The issue is driveway slope and that catch basin is in line with where tire goes in/out of driveway. Landry stated would like to move basin about 6' to get out of driveway area. Catch basin is not collapsing so need to wait until street is redone.

The basin located at corner of Perry /Oak does need attention. Has a hole next to the basin and no concrete apron. Landry stated will place a pylon until repair can be made.

**546 East St.**-Landry stated need to dress up the driveway that was damaged during a water break last year. The clerk will notify Nathan.

**Fenson Contracting**-Landry mentioned there is a lot of cleanups still needed in the valley and around the new water tower base. He told Foreman they need to remove debris and not just cover it up. Kim Long mentioned that he talked with Steve about needing to make the area like a playground.

#### **ELECTRIC –Jeff Barres**

Not in attendance

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

Not in attendance

#### **MISCELLANEOUS-**

**Nathan**-Mayor Bailey informed the Board that Nathan ordered a dumpster for the pool without speaking with herself or Fiscal Officer. Mayor had previously spoken with Steven's Disposal regarding possible extra service during the summer season (if needed).

At the start of the meeting Nathan texted Mayor Bailey and informed her that the water tower was leaking, and he was out of town. He had placed a call for repair.

**Bridge St. Waterline**-Kim Long mentioned Bridge St. bridge/waterline and the need to locate current waterline and where will be relocated when Bridge St. bridge is replaced. Steve provided information (see attached) for waterline to be potentially attached to bridge and not have to be bored under the river.

**Freedom Twp. Storm Sewer**-Board reviewed Steve's email (see attached) regarding Freedom Twp.'s cost share. Dean Krukemyer mentioned that Kent Sherman contacted him, and stated Trustee did not have knowledge of having to pay for storm sewer installation. The Board wants a copy of Steve's current email to be sent to Trustees and the Clerk to provide copies of all documents regarding this topic to Board members for review.

**Payment approvals-(12)**

**Miscellaneous adjustments-(1) DENIED.**

**Vacation Requests approved-(4) Jeff/ (1) Nathan**

**With no further business to discuss, the meeting was adjourned at 8:28 p.m. The next meeting will be held on Monday June 3, 2024, at 7:00 p.m.**

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

**President**

**Clerk**

