

**VILLAGE OF PEMBERVILLE  
COUNCIL MEETING  
December 19, 2023**

Mayor Carol Bailey opened the December 19, 2023, Council meeting at 7:00pm with a prayer and the pledge of allegiance.

**Roll Call:** Present at the scheduled meeting of the Council were Rahe, Angel, Kirkbride, Mazur, Rollins and Titkemeier. Others present were Chief Vaughn, Eric Campbell, Gene Steele, Kent Schuerman, Julie Getz, Lisa Boyer, Landry Sheets, Nathan Schultze, Dennis Henline, and the Clerk.

**Minutes:** Angel moved, and Mazur seconded to approve the minutes from the December 5, 2023, meeting. Motion passed 5/6 vote. Angel-yes; Mazur-yes; Rollins-yes; Titkemeier-yes Rahe-abstained; Kirkbride-yes.

**Treasurer's Report:** Rahe moved, and Angel seconded to approve the bills in the amount of \$5,640.97. Motion passed unanimously.

**ORDINANCE 1651:** ORDINANCE TO MAKE INTRA FUND TRANSFERS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF PEMBERVILLE, STATE OF OHIO, DURING THE FISCAL YEAR BEGINNING JANUARY 1, 2023, AND ENDING DECEMBER 31, 2023. 2<sup>nd</sup> Reading

Kirkbride moved and Mazur seconded to suspend the rules. Motion passed unanimously.

Rahe moved and Kirkbride seconded to pass Ordinance 1651. Motion passed unanimously.

**ORDINANCE 1652:** 2024 ORDINANCE ESTABLISHING MUNICIPAL EMPLOYMENT POSITIONS, DEFINING DUTIES AND PROVIDING FOR THE COMPENSATION THEREOF. 1<sup>ST</sup> Reading

**ORDINANCE 1653:** ORDINANCE AMENDING ORDINANCE 1447 REGARDING THE VILLAGE OF PEMBERVILLE PERSONNEL RULES AND REGULATIONS HANDBOOK. 1<sup>ST</sup> Reading

**Police Activity Report:** Activity report provided. Chief stated the toy drive with Luckey went well. Chief thanked all that donated.

**Mayor:**

Mayor stated there is a Christmas lunch for the employees on Friday and all of the Council are welcome.

Mayor reminded everyone that the office will be closed December 25<sup>th</sup>, 26<sup>th</sup> and January 1<sup>st</sup>.

Mayor stated Council has Committee requests forms in their folders and would like to have them returned in a week.

Mayor stated that the E. Front St. waterline and force main project is complete. Mayor stated they will return in the spring to complete the paving and grass seeding.

Mayor stated that the Electrical North Substation rebuild has begun with a projected completion of March 2024.

Mayor stated that the water tower project will begin in the spring with installation of the foundation once weather breaks. Mayor stated that the tower will be constructed in the fall.

Mayor stated that survey work on Bridge St bridge has been completed and should have all the drawings by mid-January.

Mayor stated there is a Zoning Board of Appeals meeting on December 28<sup>th</sup> at 6:00 pm

Mayor stated the Village is still taking donations for the Harding and Hahn families.

Mayor stated that she met with the township and discussed the township and village property located on Water St.

Mayor currently stated the Village and Township Attorneys are working together on it.

**Council Reports:**

**Rahe:**

Streets, Sidewalks, Lands & Building: Rahe stated the committee met on December 12<sup>th</sup>. Rahe stated she has a meeting with the Church Council to discuss turning Cedar St. as a one-way street. Rahe stated the streets were swept following the end leaf pickup.

Pemberville Union Cemetery: Rahe stated that the committee met earlier today. For 2023, the revenue was \$21,103.16, which includes \$2,500 Village support owed from 2022 and expenses of \$14,527.25 for a net income of \$6,575.91.

**Angel:**

Safety Committee: No report

Personnel and Finance Committee: Angel stated that Personnel and Finance met and discussed health insurance. Angel stated that after reviewing the options the committee suggested making no changes with the current plan because it is the best option for the Village employees.

Angel stated the committee discussed the Village Personnel Handbook and the two changes made. Angel stated that the committee has been discussing timeclocks and would like to move forward with the implementation if there are no other suggestions or complaints from Council. Angel stated the targeted launch date would be March. Angel moved and Rollins seconded to approve the purchase of the timeclock. Motion passed unanimously.

Angel stated that it is time to do the second transfer of income tax revenue. Angel moved and Titkemeier seconded to transfer \$200,000 from the Income Tax Fund with 60% going to the General Fund and 40% going to Permanent Improvement. Motion passed unanimously.

**Kirkbride:**

Tree Committee: Kirkbride stated the committee did not meet in December due to a conflict with his schedule. Kirkbride stated the next meeting is January 8<sup>th</sup> at 7:00pm.

**Mazur:**

Park and Rec: Mazur stated the Wood County Park Grant awarded to the park a grant for \$3,229 to purchase racing lane markers.

Mazur stated the committee spoke with someone at the American Red Cross regarding additional training for swim lessons however, they outsource that service. Mazur stated the committee is going to talk to Krista, who performed lifeguard certifications, about providing additional information and skill training to the lifeguards.

Mazur stated the committee will be sending out lifeguard recruit letters in February.

Mazur stated the next committee meeting is January 22, 2024, at 10:00am.

**Rollins:**

Records and Retention Committee: Rollins stated that the committee met for another work session on December 8<sup>th</sup> and found various maps. Rollins stated the Village received permission to destroy old documents and that will be scheduled. Rollins stated the committee is planning on meeting two times in January to continue sorting through old document boxes.

Rollins asked the Mayor if she had any updates regarding the property on Bierley Ave. Mayor stated she had no added information to share.

**Titkemeier:**

Planning Commission: Titkemeier stated there was no Planning Commission meeting to report.

BPA: Titkemeier stated that during the construction work on E. Front St. there was damage done to Jim Smith's soybean field. BPA discussed and agreed to provide compensation of \$250 for the damage. Titkemeier stated the engineer provided updates on ongoing and upcoming projects.

BPA congratulated Chuck Schulte for 20 years of service to the Board of Public Affairs.

**Eric Campbell:** No Report

**Guests:**

Landry Sheets asked Angel about timeclocks and stated he was not notified about the timeclocks or changes being made to the Village Personnel Handbook. Angel stated that implementing timeclocks has been discussed for a couple of years. Angel stated timeclocks were first introduced to the pool employees two years ago. Angel stated the software first tested was not a good fit and the committee investigated other options. Angel included that there is a BPA member that is a part of the committee and believes the information has been disclosed. Sheets added that he would like to be notified when changes are being discussed to the Personnel Handbook because he would like to address some things he believes need to be changed. Angel stated that the current changes being made are reverting back to the old process for comp-time payouts and conditions of use section regarding terminated employees. Angel stressed that all employees are welcome to contact him or attend Personnel meetings to discuss any personnel topics or concerns.

Mayor Bailey adjourned the meeting at 7:57 P.M.

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

