

**VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
March 31, 2025**

Present at the regular meeting of the Board of Public Affairs were President Kim Long, Dean Krukemyer, Bob Schacht, Clerk Melody Siebenaler, Larry Titkemeier, Landry Sheets and Eric Campbell. Mayor Bailey joined late in the meeting. Bob Schacht motioned to approve March 17, 2025, meeting minutes, Dean Krukemyer seconded motion. Minutes were approved.

The following bills were approved for payment.

**Board Of Public Affairs
Bills being submitted for payment Mar 31**

| <u>Water 5101</u> | | |
|--------------------------------|--|---------------------|
| USA BLUEBOOK | MISC SUPPLIES & MATERIALS | \$ 474.75 |
| HOME DEPOT CREDIT SERVICES | MISC SUPPLIES & MATERIALS | \$ 36.94 |
| MASI | LAB TESTING | \$ 883.00 |
| CITY OF TOLEDO | WATER SAMPLE TESTING | \$ 50.00 |
| WATER SOLUTIONS UNLIMITED | WATER PLANT CHEMICALS | \$ 2,739.37 |
| JIM PALMER EXCAVATING INC | PERRY & HICKORY WATER BREAK | \$ 8,460.35 |
| BERGREN ASSOCIATES INC. | INSTALLATION OF NEW STARTER | \$ 3,876.00 |
| COMDOC INC. | COPIER USAGE | \$ 47.09 |
| CARDMEMBER SERVICES | TAP TIMECLOCKS & MISC SUPPLIES/POSTAGE | \$ 319.68 |
| UNIFIRST CORPORATION | RENTAL-UNIFORMS, MATS & TOWELS | \$ 53.67 |
| Total Water | | \$ 16,941.15 |
| <u>Sewer 5201</u> | | |
| BERGREN ASSOCIATES INC. | INSTALLATION & COLLECTION | \$ 3,524.30 |
| JONES & HENRY LABORATORIES | LAB TESTING | \$ 752.40 |
| NORTHWESTERN WATER & | CLEANING WETWELLS | \$ 2,590.00 |
| COMDOC INC. | COPIER USAGE | \$ 47.10 |
| CARDMEMBER SERVICES | TAP TIMECLOCKS & MISC SUPPLIES/POSTAGE | \$ 319.68 |
| UNIFIRST CORPORATION | RENTAL-UNIFORMS, MATS & TOWELS | \$ 54.84 |
| Total Sewer | | \$ 7,288.32 |
| <u>Electric 5301</u> | | |
| GROSS ELECTRIC INC. | MISC SUPPLIES & MATERIALS | \$ 650.00 |
| AG-PRO COMPANIES | MISC SUPPLIES & MATERIALS | \$ 155.96 |
| COMDOC INC. | COPIER USAGE | \$ 47.10 |
| CARDMEMBER SERVICES | TAP TIMECLOCKS & MISC SUPPLIES/POSTAGE | \$ 319.67 |
| UNIFIRST CORPORATION | RENTAL-UNIFORMS, MATS & TOWELS | \$ 64.99 |
| Total Electric | | \$ 1,237.72 |
| Total for all Utilities | | \$ 25,467.19 |

SEWER- Landry Sheets

NEO-Landry presented proposals for 3 totes of NEO(\$0.96/lb.) plus freight totaling \$10,247.16; 5 totes of NEO(\$0.89/lb.) plus freight totaling \$15,516.15. Discussion ensued. Landry stated 5 totes should last approximately 1 year. All agreed to approve 5 totes purchase in the amount of \$15,516.15.

Rawdon-Meyers-stated actuator gears are different for different actuators. Kim Long and Landry spoke with Put-In-Bay sewer department regarding same issue with actuators. Previously an actuator ordered but the gears will be blank (will need machined). Landry spoke with Jim Shaffer and was told gears can be re-machined and kept as spare. Landry asked if Board could approve purchase of additional actuators- (does not want to wait another 2 weeks); Clerk stated need proposal prior to approval, suggested Landry get proposal and schedule special meeting. Kim asked Landry to get costs for gears and actuators (1 vs. 3-4 each gear and actuators). Board agreed.

Hirzel Canning-Landry informed the Board that he spoke with Mark Bollis (Hirzel Engineer) regarding telemetry/metering and put him in contact with Jim Shaffer. Landry also stated the peeler rinse water meter is located in wrong area. Scott Briggs (Control Associates) has looked at it and needs to speak with Hirzel's. Board will need to look at sewer charges when extra flow is discharged into Village system.

Moriarty Machinery & Supply-proposal 3"x20' suction hose/male camlock fitting/ female camlock fitting, totaling \$226.50. Board discussed and Kim motioned/ Dean seconded. Board approved proposal.

Bierley Pump Station-Landry informed the Board about possible issue with pump. Bierley pump station ran for 13 hours, and other pump stations ran for 3 hours.

Landry vacation-Gary Hydell covered for Landry while he was on vacation. Landry informed the Board that he had several calls regarding issue at WWTP and will be charging the Village for time spent on the phone.

ELECTRIC –Jeff Barres

Not in attendance

WATER-Nathan Schultze

North Water Plant-Nathan informed the Board that a technician will be coming tomorrow to look at the Quincy air compressor. It was installed in 2008 and has stopped working; he is looking to get pricing for new units. The March brand brine transfer pump is not working either and is looking for local technicians.

Countyline Co-op-Nathan informed the Board that Kyle presented the waterline agreement last week to his Board and was waiting for approval.

Concrete/Asphalt restoration-Nathan will get quotes for restoration work needed because of water breaks.

MISCELLANEOUS-

Mayor Bailey-Discussed Board needing to verify weekend coverage before approving time off for departments.

Clerk-

Thank you-Resident sent thank you regarding Jeff and his willingness to investigate electrical issue on West end of Front St.

Charter Communications Pole Agreement-Clerk provided current agreement and explained the Board needs to look at updating the agreement. Charges are outdated. Board will review and discuss at later date.

Auditor's notice-Clerk reminded Board members they needed to complete the Fraud notification sent by the auditor office.

Payment approvals-(15)

Miscellaneous adjustments-(1) unable to collect/ (1) Billing error.

Vacation Requests approved-(1) Jeff.

With no further business to discuss, the meeting was adjourned at 8:48 p.m. The next meeting will be held on Monday April 14, 2025, at 7:00 p.m.

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

President

Clerk
