

**VILLAGE OF PEMBERVILLE**  
**BOARD OF PUBLIC AFFAIRS**  
**April 14, 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, Mayor Bailey, Nathan Schultze, Jeff Barres, Landry Sheets, Eric Campbell, and PIMA representatives (Kathy Panning and Todd Sheets). Bob Schacht motioned to approve March 31, 2025, meeting minutes, Dean Krukemyer seconded motion. Dean Krukemyer moved to approve April 4, 2025, special meeting minutes, seconded by Kim Long. All Minutes were approved.

The following bills were approved for payment.

**Board Of Public Affairs**  
**Bills being submitted for payment** **April 14**

<b><u>Water 5101</u></b>		
MASI	LAB TESTING	\$ 358.20
TD ENGINEERING LLC	CONSTRUCTION ENGINEERING	\$ 206.50
MID-AMERICAN SALT	BULK WATER CONDITIONING SALT	\$ 3,361.65
CONTROL ASSOCIATES INC.	2025 CALIBRATION SERVICES	\$ 948.00
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
COUNTYLINE CO-OP	GASOLINE & MISC SUPPLIES	\$ 154.51
XEROX FINANCIAL SERVICES	COPIER LEASE & SUPPLIES	\$ 35.47
GOVERNMENT FORMS & SUPPLIES	ORDINANCE, RESOLUTION & BPA MINUTES SUPPLIES	\$ 150.25
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 81.05
AMPLEX	TELEPHONE, FAX & FIBER	\$ 38.71
WOOD COUNTY TREASURER	2025 ALLOCATION CODE & PRPORTIONATE SHARE	\$ 26.52
<b>Total Water</b>		<b>\$ 5,370.66</b>
<b><u>Sewer 5201</u></b>		
CONTROL ASSOICATES INC.	CALIBRATION SERVICES/RECORDING SUPPLIES	\$ 1,426.84
CITY OF PERRYSBURG	SEWER PROCESSING	\$ 489.50
CUMMINS SALES & SERVICE	REPLACE BLOCK HEATER HOSE & CLAMP	\$ 1,131.58
FRONTIER	TELEPHONE SERVICE-MONITOR WWTP	\$ 161.60
UNION BANK CO	COLLECTION OF UTILITY BILLS	\$ 10.00
COUNTYLINE CO-OP INC	GASOLINE & MISC SUPPLIES	\$ 77.32
XEROX FINANCIAL SERVICES	COPIER LEASE & FREIGHT	\$ 35.47
GOVERNMENT FORMS & SUPPLIES	ORDINANCE, RESOLUTION & BPA MINUTES SUPPLIES	\$ 150.26
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 40.94
AMPLEX	TELEPHONE, FAX & FIBER	\$ 38.71
WOOD COUNTY TREASURER	2025 ALLOCATION CODE RED/PROPORTIONATE SHARE	\$ 26.52
STEVENS DISPOSAL & RECYCLING	MONTHLY TRASH MAINTENANCE FEE	\$ 15.00
<b>Total Sewer</b>		<b>\$ 3,603.74</b>
<b><u>Electric 5301</u></b>		
AIRGAS GREAT LAKES	RENTAL CYL IND LARGE NITROGEN	\$ 142.42
1000 BULBS.COM	MISC SUPPLIES & MATERIALS	\$ 623.76
JOHN COURTNEY	MONTHLY RETAINER SERVICE FEE	\$ 100.00
POWER LINE SUPPLY CO.	HANDHOLE BASE	\$ 475.50

UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
FROBOSE MARKET IGA	GASOLINE & MISC SUPPLIES	\$ 362.86
COUNTYLINE CO-OP	GASOLINE & MISC SUPPLIES	\$ 191.57
XEROX FINANCIAL SERVICES	COPIER LEASE & FREIGHT	\$ 35.47
GOVERNMENT FORMS & SUPPLIES	ORDINANCE, RESOLUTION & BPA MINUTES SUPPLIES	\$ 150.26
AMPLEX	TELEPHONE, FAX & FIBER	\$ 38.71
WOOD COUNTY TREASURER	2025 ALLOCATION CODE RED/PROPORTIONATE SHARE	\$ 26.52
<b>Total Electric</b>		<b>\$ 2,157.07</b>
<b><u>Storm Sewer 5202</u></b>		
JIM PALMER EXCAVATING INC	REPLACE BASIN AT PERRY & OAK	\$ 7,410.94
<b>Total Storm Sewer 5202</b>		<b>\$ 7,410.94</b>
<b>Total for all Utilities</b>		<b>\$ 18,542.61</b>

### **SEWER- Landry Sheets**

**Hirzel Canning Sewer**-Landry presented information provided by Hirzel's regarding drawings of proposed water pretreatment plan for the plant, drawings of improvements on stormwater diversion to keep storm water out of sanitary sewer system and letter to Ohio EPA. Information was reviewed and Board asked Landry to invite Karl Hirzel to attend next meeting so information can be discussed.

**NPDS**-Landry received WWTP permit with no changes.

**Storm Damage**- Generator at Main Station was damaged during storm (panel was blown off and ran more than 156 continuous hours; residents heard it running and notified Landry). The damage was covered under warranty, been repaired and ran underload. The generator is scheduled to run on Sunday mornings at 8:00.

**Depairing Equipment**-Supplier will be bringing equipment on May 5<sup>th</sup> to demo for Board members. The cost is approximately \$500,000.00 plus doghouse enclosure. Mayor asked for cue words so she can look for grant funding to help with purchase.

**Actuator**-May 9, 2025, is anticipated delivery date for the equipment.

### **ELECTRIC –Jeff Barres**

**West Front St. power issue**-residents still having issue with voltage fluctuations. Jeff had Encompass Engineering look at situation, and they said issue with phase; Jeff took out capacitor and now load is not balanced. Volage is fluctuating in am and pm so, he is manually controlling. He suggested outage to allow him to bring both North and South substations on. The outage would last approximately 30 minutes and will be scheduled.

**AMP Circuit Rider**-Jeff will rent trencher and work with helpers to run electrical line to water tower.

**Lake Erie Tree proposal**-Proposal included stump grinding; told Jeff to have them leave stumps. Jeff will inform.

### **WATER-Nathan Schultze**

**Countyline Co-Op waterline**-Nathan informed the Board there is issue with moving forward with the waterline installation. It was discovered the utility easements are only sanitary sewer easements. It was discovered when Clerk reached out to Feller/Finch for survey. Nathan mentioned a possible property deed but is unsure where to look. Clerk will continue to look for easement/deed.

**Compressor**-North plant compressor stopped working and ordered new one.

**Water Tower/Park Meeting**-Dixon completed final inspection this week which occurred at the same time as Park meeting and Nathan had to miss the meeting and had questions as to what is going on with the pool. Mayor Bailey stated Nathan provided list of duties to open/maintain/close the pool. The Committee reviewed/discussed the list and Mayor asked Nathan to check with Bourdo and Lenke and decide when they will work on cleaning pool/area. Mayor said Bourdo and Linke were upset that other departments

did not help with storm damage cleanup; Nathan, Jeff and Landry became defensive to the comment. Discussion ensued with all involved and agreed additional help is needed.

**Water Tower**-Nathan informed the Board the paint crew is onsite and will be tarping the whole tank area so there will be no overspray. Jeff will be running electrical along existing driveway; will work with Nathan to get close but not in way of tarping area. Nathan asked about ball diamonds and if he will keep ball field where contractor campers are or move/eliminate. Mayor responded to waiting to hear back from Ball association.

#### **MISCELLANEOUS-**

**PIMA**- Todd Sheets and Kathy Panning discussed wanting to install 8 speakers in the downtown area to be used for holiday music, parades, tree lighting, and other downtown activities. The speakers and wiring will be installed by Kayser Sounds (Fremont) in early fall 2025 at cost of \$20,500.00; with the wiring being hung on village power poles behind business district. Board discussed and agreed to allow installation of wiring on village poles. Todd asked about installing electrical meter at Antique Shop and if Village could provide the electricity at no charge. Clerk informed village is not able to provide free electricity to any organization/resident; it would have \$6.00 minimum monthly charge plus usage. Discussion ensued as to whether to install new meter vs. paying Antique Shop small fee for usage. PIMA will make final decision at later date.

#### **Mayor Bailey-**

**Solicitor**-Informed the Board that Bob Kuhlman will be retiring at the end of June as Village Solicitor and Council is starting to look for a replacement.

**Excess water**-property at 736 West Front St. still experiencing water issues with heavy rainfall. 160 Joyce Ave. also experiencing water issue and provided Mayor with diagram of what they would like installed. 143 Martin Ave is another area experiencing excess water. Discussion ensued. Landry would like to be included in all meetings.

#### **Clerk-**

**Fraud Assessment**-Kim and Bob need to complete assessment tonight so Clerk can submit it to Auditor.

#### **Payment approvals-(20)**

**Miscellaneous adjustments-(16) late fees removed/ (2) Billing error.**

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

**With no further business to discuss, the meeting was adjourned at 9:40 p.m. The next meeting will be held on Monday May 5, 2025, at 7:00 p.m.**

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

**President**

**Clerk**

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