

VILLAGE OF PEMBERVILLE BOARD OF PUBLIC AFFAIRS

June 2, 2025

Present at the regular meeting of the Board of Public Affairs were President Kim Long, Bob Schacht, Clerk Melody Siebenaler, Larry Titkemeier, Mayor Bailey, Eric Campbell, and Hirzel Canning representative (Joe Hirzel II). Kim Long motioned to approve May 19, 2025, meeting minutes, Bob Schacht seconded the motion. Minutes were approved.

The following bills were approved for payment.

Board Of Public Affairs Bills being submitted for payment

<u>Water 5101</u>		
PERRYSBURG PIPE & SUPPLY	SUPPLIES & MATERIALS/REPLACEMENT FROM WATER BREAKS	\$ 1,076.25
MCBRIDE ENTERPRISE LLC	REPAIR CURB & SIDEWALK ON PERRY & HICKORY	\$ 4,600.00
MASI	LAB TESTING	\$ 406.70
JIM PALMER EXCAVATING	LABOR & EQUIP TO REPAIR WATERLINE	\$ 1,595.00
ANDREW DERR	TREE REMOVED FROM WATERLINE WORK	\$ 149.43
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 81.05
CARDMEMBER SERVICES	MISC OFFICE SUPPLIES/BUINESS CARDS	\$ 90.08
TREASURER, STATE OF OHIO	3 RD UAN QTRLY FEES/2023-2024 AUDIT COST	\$ 1,127.77
COMDOC INC.	COPIER USAGE	\$ 66.23
PITNEY BOWES	MAILSTATION LEASE & SUPPLIES	\$ 21.92
UNIFIRST CORPORATION	RENTAL-UNIFORMS, MATS & TOWELS	\$ 53.67
Total Water		\$ 9,268.10
<u>Sewer 5201</u>		
HOME DEPOT CREDIT SRV	2-GAL SPRAYER	\$ 25.94
GREAT LAKES WATER & WASTE	REWIRING PUMP CONTROL AT MAIN PS/MERCURY FLOAT	\$ 1,028.00
RAWDON MYERS LLC	MACHINED A-DRIVES/RACE BEARINGS/SAR 10.2 REPLACE	\$ 11,836.00
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 40.94
CARDMEMBER SERVICES	MISC OFFICE SUPPLIES/BUSINESS CARDS/LAWN SWEEPER	\$ 540.07
TREASURER, STATE OF OHIO	3 RD UAN QTRLY FEES/2023-2024 AUDIT COST	\$ 1,078.28
COMDOC INC.	COPIER USAGE	\$ 66.23
PITNEY BOWES	MAILSTATION LEASE & SUPPLIES	\$ 21.92
UNIFIRST CORPORATION	RENTAL-UNIFORMS, MATS & TOWELS	\$ 53.67
Total Sewer		\$ 14,691.05
<u>Electric 5301</u>		
JOHN COURTNEY	MONTHLY RETAINER FEE/PROF SVCS/TRAVEL	\$ 6,135.00
AMP, INC	COI/NET INTEREST ON OMAP	\$ 51,382.20
GROSS ELECTRIC INC.	MISC SUPPLIES	\$ 78.00
CARDMEMBER SERVICES	MISC OFFICE SUPPLIES/BUSINESS CARDS/HOTEL-CONF.	\$ 320.07
TREASURER, STATE OF OHIO	3 RD UAN QTRLY FEES/2023-2024 AUDIT COST	\$ 1,226.74
COMDOC INC	COPIER USAGE	\$ 66.23
PITNEY BOWES	MAILSTATION LEASE & SUPPLIES	\$ 21.92
UNIFIRST CORPORATION	RENTAL-UNIFORMS, MATS & TOWELS	\$ 64.99
Total Electric		\$ 59,295.15

SEWER- Landry Sheets

Not in attendance

ELECTRIC –Jeff Barres

Not in attendance

WATER-Nathan Schultze

Not in attendance

MISCELLANEOUS-

Kim Long- stated he was contacted by W. Front St. resident regarding power surge issue. Stated residents' furnace stopped working and was told motherboard was burnt and caused by power surge. The furnace was only 6 months old and covered under warranty.

Landry and Kim worked several hours on Sunday to deal with issue with decanter. Brass gear is stripped, and Rawdon Myers is coming this week to install actuator.

Joe Hirzel II (Hirzel Sewer Request)- Joe Jr. wanted to know if Board had any questions regarding accepting the proposed sewer discharge. He said Karl Hirzel had responded to Steve Darmofal's email. Kim mentioned only accepting discharge during overnight hours and Joe responded discharge will be higher gallons per minute than if accepted during daytime hours also. Joe Jr. asked if Village would like another site visit and Kim suggested Steve Darmofal and Erik Torgersen work with Kleinfelder (Hirzel Canning Engineers) to review the questions raised and get the answers needed. Clerk stated EPA letter was sent last week to Karl.

Countyline Co-Op waterline-Kim spoke with Rick Rahe regarding Township obtaining the easement (County would provide at no cost to Township). Rick will take the information to the next Township meeting to discuss.

Water Tower-Kim mentioned installing a concrete pad and setting the electrical box on it. The footprint of the pad would be minimal and allow for fence installation. Clerk mentioned Steve email regarding flange/inspection/painting; Kim will contact Steve regarding email.

Mayor Bailey-

Village Easements- Ordinance 1544 states no person shall construct any sign postings, improvements, or obstructions upon any right of way and/or easements. Trees have been planted in the utility easements in Pember Grove. Mayor met with Mr. Oberhouse, Mr. Long and the tree committee members and discussed the issue. Mayor Bailey stated Mr. Oberhouse must agree to remove the trees or will take the issue to Council.

Restoration (Water Tower)-Mayor mentioned there are deep ruts in park area where tower construction crew set up. Stated understand construction is not complete but concerned about timing with fair; Kim will contact Steve and see about possibly smoothing areas at least.

Clerk-

Delinquent Letter-Clerk informed the Board that a resident had received a late fee notice and was upset with the wording of the letter. Resident felt the wording was threatening and absolutely ridiculous; Clerk stated called the resident and explained the process for any late fees. Board approved the wording for each step of the process.

Payment approvals-(17)

Miscellaneous adjustments-(11) GovPay late fees removed.

Vacation Requests approved-(1) Jeff/ (1) Mel

With no further business to discuss, the meeting was adjourned at 7:52 p.m. The next meeting will be held on Monday June 16, 2025, at 7:00 p.m.

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

President

Clerk
