

VILLAGE OF PEMBERVILLE BOARD OF PUBLIC AFFAIRS

August 4, 2025

Present at the regular meeting of the Board of Public Affairs were President Kim Long, Dean Krukemyer, Bob Schacht, Clerk Melody Siebenaler, Mayor Bailey, Larry Titkemeier, Nathan Schultze and Eric Campbell. Bob Schacht motioned to approve July 14, 2025, meeting minutes, Dean Krukemyer seconded the motion. Dean Krukemyer motioned to approve July 14, 2025, special meeting, Kim Long seconded the motion. Bob Schacht motioned to approve July 22, 2025, special meeting, Dean Krukemyer 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>		
MASI	LAB TESTING	\$ 1,071.05
TD ENGINEERING LLC	RESIDENT PROJ REP/CONSTRUCTION ENGINEERING/WL-CB	\$ 5,235.66
TREASURER, STATE OF OHIO	2023-2024 AUDIT COST	\$ 154.98
CARD MEMBER SERVICES	MISC SUPPLIES/FILING CABINET/METER READER BATTERY	\$ 555.80
COMDOC INC.	COPIER USAGE	\$ 72.08
UNIFIRST CORPORATION	RENTAL-UNIFORMS, MATS & TOWELS	\$ 65.05
FROBOSE MARKET IGA	GASOLINE & MISC SUPPLIES	\$ 3.78
HYLANT ADMIN SERVICES LLC	2025-2026 LIABILITY INSURANCE	\$ 3,358.96
Total Water		\$ 10,517.36
<u>Sewer 5201</u>		
RAWDON MYERS LLC	SQ07.2 ACTUATORS	\$ 5,786.00
TREASURER, STATE OF OHIO	2023-2024 AUDIT COST	\$ 146.37
CARD MEMBER SERVICES	MISC SUPPLIES/FILING CABINET	\$ 481.91
COMDOC INC.	COPIER USAGE	\$ 72.08
UNIFIRST CORPORATION	RENTAL-UNIFORMS, MATS & TOWELS	\$ 65.06
FROBOSE MARKET IGA	GASOLINE & MISC SUPPLIES	\$ 44.14
HYLANT ADMIN SERVICES LLC	2025-2026 LIABILITY INSURANCE	\$ 4,140.78
Total Sewer		\$ 10,736.34
<u>Electric 5301</u>		
AMP, INC.	ELECTRICITY/OMEGA JV5	\$ 93,192.05
HOME DEPOT CREDIT SERVICES	MISC SUPPLIES	\$ 49.88
JOHN COURTNEY	MONTHLY RETAINER SERVICE FEE	\$ 100.00
TREASURER, STATE OF OHIO	2023-2024 AUDIT COST	\$ 172.20
CARD MEMBER SERVICES	MISC SUPPLIES/ FILING CABINET	\$ 334.16
COMDOC INC.	COPIER USAGE	\$ 72.08
UNIFIRST CORPORATION	RENTAL-UNIFORMS, MATS & TOWELS	\$ 79.21
FROBOSE MARKET IGA	GASOLINE & MISC SUPPLIES	\$ 9.58
HYLANT ADMIN SERVICES LLC	2025-2026 LIABILITY INSURANCE	\$ 4,383.23
Total Electric		\$ 98,392.39
Total for all Utilities		\$119,646.09

SEWER- Landry Sheets

Not in attendance

ELECTRIC –Jeff Barres

Not in attendance

WATER-Nathan Schultze

Water Towers-old tower has been repaired. Leak was approximately 80 ft up. **New tower** flanges were removed last week and sent out. Need to complete installation of sample taps and pressure transducer; do touch up paint and finish telemetry; then disinfect. Nathan stated it should be ready to be put in service in approximately 1 month. Dean asked if electric is complete, Nathan stated yes and Amplex is installed but not complete. Nathan asked about new siren being installed at tower, Mayor stated it would be on pole and out of service for few weeks until completed. It was mentioned that the fire department should be on site when old tower is demolished due to sparks from welding/cutting. Kim Long will speak with Fire Chief.

Countyline Co-op waterline-Nathan asked status of the project; Clerk stated the easement has been staked, prints have been marked up and easement paperwork is complete. Mayor will send easement paperwork to Solicitor and request letter outlining agreement between Village and Township. Will have easement paperwork recorded prior to start of project.

Restoration-Nathan mentioned need topsoil to restore areas damaged by water breaks. Will get soil from Hirzel's.

129 W. Front St. restoration-Nathan mentioned Bill Long had contacted him regarding driveway apron vs. curb replacement. The curb was cut out due to water line break and Bill would like to have apron installed instead of curb. Board discussed and agreed to pay ½ of apron installation in place of replacing curb. Kim Long will contact Bill Long and discuss.

MISCELLANEOUS-

Bob Schacht-Bob mentioned Personnel committee is discussing time clock pros and cons and cell phone policy.

Mayor Bailey-

Pember Grove Easements-Mayor Bailey asked if trees have been removed from the easements in Pember Grove. Kim stated he has not checked and will this week. Board agreed that trees need to be removed.

Catch Basin (Valley)- Mayor asked what was going on with basin in the valley. Resident had asked for it to be looked at/ taken care of. Kim mentioned he needed help with fixing the issue.

Catch Basin (Hickory St.)-Mayor informed the Board that she has been contacted by resident/family that the catch basin is damaging to vehicle when pulling in/out of driveway. Kim stated the issue was discussed at a prior meeting and will be looked at again.

Clerk-

Electric Update-Clerk informed the Board that Encompass Engineering will not be here for the outage this Thursday. Mayor or Kim will contact and verify everything is ready to go for Thursday.

RCAP-Clerk stated she received an email from RCAP requesting possibility of touring sewer treatment plant. Village will contact and schedule tour.

Payment approvals-(12)

Miscellaneous adjustments- (4) GovPay late fees removed/ (1) misread bill correction/ (1) remove capital improvements.

Vacation Requests approved-(2) Jeff/ (1) Nathan/ (2) Landry

With no further business to discuss, the meeting was adjourned at 7:47 p.m. The next meeting will be held on Monday August 18, 2025, at 7:00 p.m.

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

President

Clerk
