

**VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS**

August 18, 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, Eric Campbell, and Bill Long. Dean Krukemyer motioned to approve, August 4, 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>		
JIM PALMER EXCAVATING INC	BOND & HICKORY WATER BREAK	\$ 3,945.00
PERRYSBURG PIPE & SUPPLY CO.	REPLACEMENT PARTS/MISC SUPPLIES & MATERIALS	\$ 5,441.93
MASI	LAB TESTING	\$ 358.20
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
AMPLEX	TELEPHONE, FAX & FIBER	\$ 38.71
COMDOC INC.	COPIER USAGE	\$ 42.12
XEROX FINANCIAL SERVICES	COPIER LEASE & FREIGHT	\$ 35.47
VERIZON WIRELESS	CELLULART & BROADBAND SERVICES	\$ 78.02
COUNTYLINE CO-OP	GASOLINE & MISC SUPPLIES	\$ 102.54
Total Water		\$ 10,051.99
<u>Sewer 5201</u>		
JONES & HENRY LABORATORIES	LAB TESTING	\$ 1,086.20
FRONTIER	TELEPHONE SERVICE- MONITOR WWTP	\$ 161.94
BROWN SUPPLY CO.	MISC SUPPLIES & MATERIALS	\$ 208.30
STEVENS DISPOSAL & RECYCLING	ON CALL DUMP/ENVIROMENTAL/DIESEL/COUNTY FEE	\$ 170.00
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
AMPLEX	TELEPHONE, FAX & FIBER	\$ 38.71
COMDOC INC.	COPIER USAGE	\$ 42.12
XEROX FINANCIAL SERVICES	COPIER LEASE & FREIGHT	\$ 35.47
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 37.91
COUNYTLINE CO-OP	GASOLINE & MISC SUPPLIES	\$ 311.02
Total Sewer		\$ 2,101.67
<u>Electric 5301</u>		
AMP, INC	ELECTRICITY/OMEGA JV5/ CIRCUIT RIDER FOR 7/25	\$ 116,206.09
AIRGAS GREAT LAKES	RENT CYL IND LARGE NITROGEN	\$ 151.37
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
AMPLEX	TELEPHONE, FAX & FIBER	\$ 38.71
COMDOC INC.	COPIER USAGE	\$ 42.12
XEROX FINANCIAL SERVICES	COPIER LEASE & FREIGHT	\$ 35.47
COUNTYLINE CO-OP	GASOLINE & MISC SUPPLIES	\$ 151.23
Total Electric		\$ 116,634.99
Total for all Utilities		\$ 128,788.65

SEWER- Landry Sheets

Not in attendance

ELECTRIC –Jeff Barres

Not in attendance

WATER-Nathan Schultze

Not in attendance

MISCELLANEOUS-

Kim Long- mentioned he cut the board covering a hole at new water tower so fit in the hole so that no one gets injured. The door at new water tower is missing the doorknob latch. Will need installed and keyed.

Staffing needs-Kim mentioned Personnel committee needs to look into hiring assistant. Board needs to provide job descriptions.

Bob Schacht- mentioned Fiscal Officer provided financials for each of the departments. Board reviewed.

Mayor Bailey-

Overtime- informed the Board that Nathan came in after hours and flipped the boil alert signs and charged the Village for 2 hours overtime. Said anyone (herself or board members) could have flipped the signs and not charged the overtime. Also, a resident called Jeff (he was on vacation) and told him tree branch needed trimmed. Jeff came in on Sunday morning, trimmed the branches and then went back to vacation, charging overtime to Village. Mayor stated Board needs to discuss with the superintendents.

Water tower- Mayor mentioned no funds available to install concrete or fencing at new tower site.

Electricity/Brown Out-Mayor stated there are several areas that need trees trimmed; Jeff is going to supply list of areas and breakdown of most critical and get estimate to trim trees. Mayor would like to outsource to get trees trimmed. Mayor stated she received information from residents regarding appliances that were damaged during last week's brownout. Kim will speak with the resident.

Clerk-

Countyline Co-op waterline-Mayor sent easement paperwork to Solicitor for review and direction.

WWTP meeting-Board reviewed outline of meeting with RCAP at WWTP to discuss future projects and funding needs. Need to supply additional information so can calculate future costs for projects and maintenance.

Water Tower Punch List- Board reviewed list and Clerk asked if any thoughts on the list. Will ask Steve for updated list.

Bill Long- (129 W. Front St.) wanted to discuss his driveway approach. The curb area was damaged during a water break and Bill wanted to replace it with concrete approach. Board had discussed at last meeting and agreed to pay ½ of cost of approach instead of replacing curb. Bill would like to hire his own contractor and Board agreed to allow. Bill asked if road repair (upheaved asphalt) or apron install should happen first. Kim stated order did not matter.

Payment approvals-(14)

Miscellaneous adjustments- (1) Billing Error / (1) Pool Fill

Vacation Requests approved-None

With no further business to discuss, the meeting was adjourned at 7:39 p.m. The next meeting will be combined with the meeting with Village Council will be held on Tuesday September 2, 2025, at 7:00 p.m.

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

President

Clerk
