

**VILLAGE OF PEMBERVILLE
COUNCIL MEETING
September 2, 2025**

Mayor Bailey opened September 2, 2025, Council meeting at 7:00pm with a prayer and the pledge of allegiance.

Roll Call: Present at the scheduled meeting of the Council were Angel, Kirkbride, Mazur, Rahe, Rollins, Titkemeier. Others present were Chief Vaughn, Eric Campbell, Bob Schacht, Dean Krukemyer, Kim Long, Ed Wozniak Jr., Teri Long, Linda Avery, Roberta Reiter, Tom Oberhouse, Darlene & John Lockhard, Matt Bohland, Lisa Boyer, Dennis Henline, Sara Enright, Gene Steele, and the Fiscal Officer.

Minutes: Titkemeier moved, and Angel seconded to approve the minutes of the August 5, 2025, meeting. Motion passed 5/6. Titkemeier-yes; Angel-yes; Rollins-yes; Rahe-yes; Mazur-yes; Kirkbride-abstain.

Treasurer's Report: Rahe moved, and Rollins seconded to approve the bills in the amount of \$10,688.60. Motion passed unanimously. (Bill listing attached)

ORDINANCE 1693: ORDINANCE AMENDING ORDINANCE NUMBER 1685, SECTION 2, CONCERNING VILLAGE SOLICITOR RATE OF PAY. 2nd READING (attached)

RESOLUTION 797: A RESOLUTION AUTHORIZING THE USE OF BLANKET CERTIFICATIONS AND ESTABLISHING DOLLAR LIMITS FOR SUCH CERTIFICATIONS AND DECLARING AN EMERGENCY. 2nd READING (attached)

RESOLUTION 798: RESOLUTION AUTHORIZING THE MAYOR TO APPLY FOR A 2025-2026 GRANT WITH THE WOOD COUNTY PARK DISTRICT. 1st READING (attached)

Police Activity Report: Activity report provided. No comments (attached)

The Mayor invited BPA to provide an update. Long highlighted ongoing personnel matters requiring collaboration between BPA and Council. Long stated that multiple projects are currently in progress, such as finalizing the water tower, completing items on the punch list, and repairing a recent leak in the old water tower. Ongoing efforts are also being made to address recurring water line breaks on Hickory Street. Rahe expressed gratitude to Nathan Schultze, Water Superintendent, for his dedication. BPA excited the Council meeting at 7:15pm.

Mayor:

The Mayor reported sending out the Forrester contract for logging Kahler woods and wishes to proceed with hiring the consultant, who comes highly recommended by ODNr. She noted that fall is the optimal time for harvesting, and the consultant will oversee the process from bidding to completion. Rollins made a motion, which was seconded by Kirkbride, to appoint Mr. Morelock as the Consultant responsible for supervising the logging activities in the woods with the condition added that the village water well is protected during the logging. Motion approved unanimously.

The Mayor announced that teal ribbons have been displayed throughout the town for the month of September to promote ovarian cancer awareness. These ribbons will be removed at the conclusion of the month.

The Mayor reported she would like to send a letter to the Fair Board requesting removal of unused equipment from the grey building. Rahe suggested asking in person at the Fair Board meeting. The Mayor replied that a paper trail is necessary but offered the letter for delivery at the meeting if preferred. Rahe moved, seconded by Titkemeier, to attend the Fair Board meeting and deliver the letter in person. Motion passed unanimously.

The Mayor announced the Brew Hop is on Saturday, September 13th. Marcia Cousino will oversee public restrooms and supplies, and the Chief will set the timer to lock them at midnight.

The Mayor reported that the tree at 219 Perry St. is on Village right-of-way and had caused some damage to the adjacent home. Of three quotes received, Mr. Beeker's was the lowest at \$1600. The Mayor requests council's approval to remove the tree before further damage occurs. Rollins made a motion, which was

seconded by Kirkbride to accept the quote from Mr. Beeker to remove the tree at 219 Perry St. Motion approved unanimously.

The Mayor said the Wood County Park District has contacted nearby homeowners about their plans for the Prairie behind their properties.

Council Reports:

Rollins:

Personnel & Finance Committee: Rollins reported that the committee met to discuss personnel matters and the new Cybersecurity policy requested by Ohio Auditors for protecting against threats and ransomware.

Rollins said the committee discussed full-time versus part-time roles while reviewing the street employee job description.

Rollins said the committee discussed specific levies for needed additional revenue.

Rollins noted that budget request forms are due to the Fiscal Officer by October 1st.

Records: Rollins said the committee will resume sorting records. The next meeting is set for September 22 at 9:00am.

Titkemeier:

Planning Commission: No report due to no meeting.

BPA: Titkemeier reported that BPA attended the start of the meeting and provided an update.

Rahe:

Streets, Sidewalks, Lands & Building: Rahe announced that the upcoming street meeting will be held on Thursday, September 11th, at 1:30 p.m.

Rahe reported that the new truck is presently at Hendersons for outfitting.

Mazur:

Park and Rec: Mazur said the committee met at the pool and officially closed it for 2025. Mazur said a list has been made to complete the pool closure. Mazur reported that discussions took place concerning the pool for next year, focusing on cost-saving measures and evaluating punch passes compared to memberships. Mazur also indicated that the committee will be developing a five-year plan for the park and pool.

Mazur announced that a special Park and Recreation meeting is scheduled for the evening of September 27th at 7:00 p.m. The purpose of this meeting is to gather input from residents regarding their preferences for the park and to discuss matters related to the ball fields.

Mazur said the Mayor is seeking funding for new playground equipment through a capital bill. The Mayor has reached out to two State Representatives for support.

Gene Steele suggested removing the block from the park restroom to improve air flow and potentially reduce mold growth. The addition of updated air circulation was also mentioned as a possible grant option.

Kirkbride: Absent

Cemetery: No report.

Tree Committee: Kirkbride reported that the committee convened on August 11th to review ongoing matters. The agenda included discussion of the Norway Maple at 435 Pine St., consideration of a potential tree removal at 320 East Front St., completion of 80 hours of trimming and 250 hours of watering, as well as stump grinding and the filling and seeding of five trees throughout the town. The committee also noted the upcoming Fall Bluffton Conference scheduled for October 23rd and acknowledged receipt of the plaque for Marge Cox.

New business included discussing the float truck for the Pemberville Free Fair Parade, fall plantings, the removal of trees at Eastwood Elementary School, and a hornet's nest on Martin Ave that was removed by a committee member. Kirkbride announced the next meeting will be on Monday, September 8th at 7:00pm at Town Hall.

Angel:

No report.

Eric Campbell:

Campbell submitted a quote to the Council concerning the two areas where trees pushed up sidewalk and had been removed. The quote includes hauling out old concrete, preparing the site, and forming new sidewalk at a cost of \$3,080. Mazur moved, with a second from Kirkbride, to engage Groundskeeper for the sidewalk repair at the quoted price of \$3,080. Motion approved unanimously.

Guests:

Teri Long and Linda Avery: Long and Avery voiced their concerns to Council about the Wood County Park District feeling that their issues are not being addressed. Kirkbride noted a need to clarify the definition of noxious weeds between residents and the Park District, as differing views may hinder resolution.

Steele: Gene Steele read a letter from Denny Henline that he asked to be read into the minutes. (attached)

Mayor Bailey adjourned the meeting at 8:29 P.M.

*Audio recording of the meetings is available upon Public Records request.

10/11/94

I AM -

Speaking to 3 Council Person's

AND 1 - Mayor - No Response is
Necessary Since I only Have 5 Minutes

- CALL - My Office I'm Anxious for Your Reply -

Your ~~HE~~ Help in Getting The New Water Tower Area
Ready for the Pemberville FAIR - The weeds
were terrible. Big Thank You Note should be Sent
to John Luckhard, Tom Oberhouse, Kenny Rake
And Hunter Hefflinger.

Also At Your Next Meeting Thank the Board
of Public Affairs for Handling the Water Problem
That My 3 Tenants Had - They were Charged
\$1,083⁰⁰ for 58,000 Gallons of Water for
1-Month - (Which is 2-years Consumption
for 222 East Front) They were Happy to
Pay 883⁰⁰ or Face Shut-off. Actions, Per Melvin

Mr Kirk Grice A Big Thank to You And Tree
Committee for Removing the Tree on College ^{Avenue} Owned
By 3 ~~Entities~~ Parties + Removing Tree on
Pine Street AT NO Cost to Owners. Give us An
up-date on Re-Grinding Tree Roots under
up-Heaved Sidewalks - WORK ORDER is in effect
for ~~when~~ City Worker or Owners. -

Mr. Campbell Explain Violation ^{Problem} of Sign on
Comm of Front Street + Wash Street. Explain How we
Resolved this with Owner's Not Attending
Meeting. O.K to Cancel Council Meeting
Because of FAIR, But Not O.K to Cancel
Various Meeting - Way to Much Waste
of Everyone's Time And Money. Great
Grandwill Donated. D. I. D. D. D.

"The Best For Last" Maiden Mayor
I missed your LAST Council Meeting
But ALOT of My Friends HAD opinions
ON How Everything ^{was} ~~was~~ ^{handled} ~~went~~. I was TOLD
it was very Embarrassing with Numerous
GRIEVANCE RAISED BETWEEN EMPLOYEES versus
Councilwoman Baker. I've talked to Numerous
People who Agree with Me if The Person
Paying You Raises A Concern TALK About
it And Move ON - But Not in Public
Meeting That's why we Have Executive Session
for The Mayor to ALLOW This to Happen Twice
in Last 6-Months is Unthinkable.
I don't want to hear He SAID-She SAID I
Want The Boss who Pays or Authorizes to
Pay Employees to MAKE A Decision AND Move ON
The Public Already Spoke (According to
Christina's Survey) The Biggest Problem Is
of Public Perseption of Certain City Workers
My Concern They Are Not Being MANAGED
PROPERLY - We Can Do So Much BETTER AND
SAVE Village ALOT of Money in ^{General} ~~Fund~~
to Close in on \$50,000 Deficit, SO
we will Have Enough Money for
the New 2-Mil. Dollar Bridge
That's Only going to cost us \$110,000.00

Village of Pemberville

115 Main Street

P.O. Box 109

Pemberville, Ohio 43450

Phone: (419)287-3832

www.pemberville.org

Fax: (419)287-3738

COUNCIL MEETING AGENDA

Meeting Date: September 2, 2025

1. Roll Call
2. Minutes of Previous Meeting: August 5, 2025
3. Presentation of Bills for Approval
4. Ordinance and Resolutions
5. **ORDINANCE 1693: ORDINANCE AMENDING ORDINANCE NUMBER 1685, SECTION 2, CONCERNING VILLAGE SOLICITOR RATE OF PAY. 2nd READING**
RESOLUTION 797: A RESOLUTION AUTHORIZING THE USE OF BLANKET CERTIFICATIONS AND ESTABLISHING DOLLAR LIMITS FOR SUCH CERTIFICATIONS AND DECLARING AN EMERGENCY. 2nd READING
RESOLUTION 798: RESOLUTION AUTHORIZING THE MAYOR TO APPLY FOR A 2025-2026 GRANT WITH THE WOOD COUNTY PARK DISTRICT. 1st READING
6. Police Activity Report
7. Mayor's Report
8. Committee Reports
 - **Patricia Rollins**
 - ❖ Finance & Personnel
 - ❖ Records Retention
 - **Larry Titkemeier**
 - ❖ Planning Commission
 - ❖ Utilities (BPA Liaison)
 - **Susan Rahe:**
 - ❖ Flood Emergency
 - ❖ Streets, Sidewalks, Lands & Buildings
 - **Marcia Mazur**
 - ❖ Park & Recreation (Pool)
 - **Jeffery Kirkbride**
 - ❖ Tree Committee
 - ❖ Pemberville Union Cemetery
 - **Daniel Angel**
 - ❖ Safety Committee
 - **Zoning** – Eric Campbell (Zoning Inspector)

Next meeting: September 16, 2025

Topics will be considered in order of listing and will normally have priority over non-scheduled matters. Topics for the agenda should be submitted to the clerk of council no later than Thursday preceding the meeting so that the agenda can be typed and distributed to Council members for their review prior to the meeting date. Regular Meetings: 1st and 3rd Tuesday of each month at 7:00p.m.

VILLAGE OF PEMBERVILLE

115 Main Street PO Box 109 Pemberville, OH 43450

Phone No. (419)287-3832

Carol Bailey, Mayor

FAX: (419)287-3738

Sarah C. Abbott, Fiscal Officer

September 2, 2025

GENERAL POLICE (1000-110)

AMPLEX	TELEPHONE, FAX & FIBER	\$	106.15
VERIZON WIRELESS	BROADBAND (JULY & AUG)	\$	160.44
COUNTYLINE CO-OP, INC	GASOLINE & MISC SUPPLIES	\$	64.01
CARDMEMBER SERVICES	MISC SUPPLIES & MATERIALS	\$	803.79
TRAFFIC STOP UNIFORMS	UNIFORMS	\$	603.20
		\$	1,737.59

GENERAL GOVERNMENT (1000-710,715,725)

AMPLEX	TELEPHONE, FAX & FIBER	\$	38.72
COMDOC, INC	COPIER USAGE (JULY & AUG)	\$	117.39
XEROX FINANCIAL SERVICE	COPIER LEASE & FREIGHT	\$	35.48
CARDMEMBER SERVICES	MISC OFFICE SUPPLIES & MATERIALS	\$	162.46
TREASURER, STATE OF OHIO	2023-2024 AUDIT & 4TH QTR FEE	\$	593.30
PITNEY BOWES INC	MAILSTATION LEASE & SUPPLIES	\$	21.92
		\$	969.27

GENERAL LANDS & BUILDINGS (1000-730)

FRONTIER	TELEPHONE SERVICE - MONITOR ELEVATOR	\$	340.54
BROWN SUPPLY CO.	MISC SUPPLIES & MATERIALS	\$	93.34
STEVENS DISPOSAL & RECYCLING	TRASH SERVICE	\$	100.00
VERIZON WIRELESS	CELLULAR SERVICE (JULY & AUGUST)	\$	94.56
COUNTYLINE CO-OP, INC	GASOLINE & MISC SUPPLIES	\$	255.92
CARDMEMBER SERVICES	MISC SUPPLIES & MATERIALS	\$	17.98
UNIFIRST CORP	RENTAL-UNIFORMS, MATS & TOWELS	\$	175.82
NOW CONTROL,LLC	MOSQUITO APPLICATION	\$	362.86
		\$	1,441.02

S.C.M. & R. (2011-620)

AMPLEX	TELEPHONE & FIBER	\$	66.20
VERIZON WIRELESS	CELLULAR SERVICE (JULY & AUGUST)	\$	94.54
COUNTYLINE CO-OP, INC	GASOLINE & MISC SUPPLIES	\$	337.77
CARDMEMBER SERVICES	MISC SUPPLIES & MATERIALS	\$	17.98
TREASURER, STATE OF OHIO	2023-2024 AUDIT	\$	35.28
UNIFIRST CORP	RENTAL-UNIFORMS, MATS & TOWELS	\$	49.09
BROWN SUPPLY	MISC SUPPLIES & MATERIALS	\$	256.83
		\$	857.69

PARKS (2041)

STEVENS DISPOSAL & RECYCLING	TRASH SERVICE	\$	100.00
WOOD COUNTY RECORDER	RECORDER FEES FOR RECORDING OF GRANT	\$	39.00
		\$	139.00

INCOME TAX (2071)

HYLANT ADMIN	RENEWAL OF BOND - WINFREY	\$	118.00
CARDMEMBER SERVICES	MISC OFFICE SUPPLIES & MATERIALS	\$	103.00
		\$	221.00

PERMANENT IMPROVEMENTS

BUCKEYE NORTH COAT (RHINO SHIELD)	DOWN PAYMENT ON RHINO SHIELD PARK RESTROOMS	\$	1,316.00
		\$	1,316.00

POOL

KELSEY ROLLINS	MILEAGE FOR CONCESSION SUPPLIES	\$	35.00
O.P. AQUATICS	POOL CHEMICALS & SUPPLIES	\$	1,866.77
STEVENS DISPOSAL & RECYCLING	TRASH SERVICE	\$	30.00
AMPLEX	TELEPHONE SERVICE & FIBER	\$	11.25
COUNTYLINE CO-OP, INC	MISC SUPPLIES	\$	17.07
ABIGAIL STEWART	POOL CERTIFICATION REIMBURSEMENT	\$	200.00
CARDMEMBER SERVICES	OPERATING SUPPLIES & MATERIALS	\$	443.34
GLASS MIRROR AWARDS	METAL PLAQUE FOR 5-MILE RACE	\$	552.75
DRS PRINTING	SCREEN PRINTING APPAREL 5-MILE T-SHIRTS	\$	850.85
		\$	4,007.03

TOTAL**\$ 10,688.60**



John Vaughn, Jr.
Chief of Police

Pemberville Police Department
117 E. Front St. PO Box 109
Pemberville, Ohio 43450
Phone: (419) 287-3250 or Fax: (419) 287-3738



Jason Kwapich
Sergeant

Mayor Bailey & Village Council,

09/02/2025

ALARM

1

ASSIST CITIZEN

1

ASSIST FIRE / EMS

5

MENTAL HEALTH EMERGENCY

2

OPEN DOOR/WINDOW BUSINESS/RESIDENCE

1

PROPERTY DAMAGE CRASH OH-1

1 (Citation issued)

SUSPICIOUS INCIDENT

1

TRAFFIC VIOLATION

5

UNAUTHORIZED USE OF MOTOR VEHICLE

2 (Warrants issued)

VEHICLE UNLOCK

1

The Pemberville Free Fair took place August 20 – 23, 2025. There were no incidents reported during the fair.

Respectfully submitted,
Chief of Police John Vaughn

ORDINANCE AMENDING ORDINANCE NUMBER 1685, SECTION 2,
CONCERNING VILLAGE SOLICITOR RATE OF PAY.

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF
PEMBERVILLE, OHIO:

SECTION 1: That Section 2 of Ordinance Number 1685 of the Codified Ordinances of the Village of Pemberville is hereby amended by substitution as follows:

The Village Solicitor shall be appointed by the Village Council and shall serve until his successor is duly appointed and approved. The Solicitor shall be an employee of the Village. The Solicitor shall be responsible for attending one (1) council meeting per month, and his/her salary shall include all telephone calls, written or verbal, and personnel opinions, all with respect to members of the Village Council and the Mayor or employees of the Village. In addition, the Prosecutor shall be paid on an hourly basis at the rate of \$150.00 per hour for all matters concerning litigation in Courts or public agencies, bonding services, assessment issued, real estate searches, or personnel dispute, or claims that may lead to formal action before an agency or court of law. The entire amount due to the Public Employee Retirement System (PERS) of Ohio shall be payable by the Solicitor and deducted from his/her bi-weekly pay for PERS coverage. The Solicitor shall not be eligible for vacation accrual or sick time but shall be eligible for the Village medical insurance plan. In the event the Solicitor chooses to participate in the Village medical insurance plan, he/she shall be responsible for the entire cost thereof and the premium shall be deducted from his/her salary as aforesaid. Salary for the Village Solicitor for the year 2025 shall be \$12,000.00 payable in monthly installments per year.

SECTION 2: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety, and general welfare of the people of this municipality and shall take place effect at the earliest time permitted by law.

Passed: _____

Mayor

Attest:

Clerk of Council

**A RESOLUTION AUTHORIZING THE USE OF BLANKET CERTIFICATIONS
AND ESTABLISHING DOLLAR LIMITS FOR SUCH CERTIFICATIONS AND
DECLARING AN EMERGENCY.**

WHEREAS, Ohio Revised Code Section 5705.41(D)(3) permits a Fiscal Officer to prepare “blanket” certificates for a certain sum of money, not in excess of an amount established by the legislative authority of the municipality, against any specific line-item account over a period not running beyond the end of the current fiscal year; and

WHEREAS, the Finance Committee has recommended that blanket certifications be established in the amounts requested by the Fiscal Officer.

NOW, THEREFORE, BE IT RESOLVED, AND IT HEREBY RESOLVED, by the Council of the Village of Pemberville, Wood County, Ohio, two-thirds or more of the members elected thereto concurring, that:

SECTION 1. This Council hereby authorizes the blanket certifications set forth in “Exhibit A” attached hereto and incorporated herein by reference.

SECTION 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that the deliberations of the Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Revised Code of the State of Ohio.

SECTION 3. This Resolution is hereby declared an emergency measure in order to permit the Fiscal Officer to make use of the blanket certifications authorized herein at the earliest time possible and shall become effective immediately upon proper approval by this Council.

PASSED IN COUNCIL this _____ day of _____, 2025.

Attest: _____

Mayor

Village Fiscal Officer

“EXHIBIT A”
BLANKET CERTIFICATIONS
Ohio Revised Code 5705.41(D)(3)

ACCOUNT CODE	DEPARTMENT	PURPOSE	AMOUNT
1000-110-430-0000	POLICE	POLICE R & M	\$ 5,000.00
1000-725-410-0000	FISCAL OFFICER	FISCAL OFFICER - OFFICE SUPPLIES	\$ 2,000.00
1000-730-430-0000	LANDS & BDLG	L & B -- R & M	\$ 5,000.00
2011-620-430-0000	SCM&R	STREETS -- R & M	\$ 5,000.00
2071-770-410-0000	INCOME TAX	INCOME TAX -- OFFICE SUPPLIES	\$ 2,000.00
2071-990-990-0000	INCOME TAX	INCOME TAX -- REFUNDS	\$ 15,000.00
5101-533-430-0000	WATER	WATER -- R & M	\$ 5,000.00
5201-543-430-0000	SEWER	SEWER -- R & M	\$ 5,000.00
5201-543-420-0000	SEWER	SEWER -- SLUDGE PROCESSING	\$ 15,000.00
5301-514-430-0000	ELECTRIC	ELECTRIC -- R & M	\$ 5,000.00
5301-514-500-0000	ELECTRIC	ELECTRIC -- CAPITAL OUTLAY	\$ 5,000.00
5301-514-311-0000	ELECTRIC	VARIOUS ELECTRICITY	\$ 1,000,000.00
4903-800-555-0000	PERMANENT IMPROVEMENT	PERM IMP -- REIMBURSEMENT FOR SIDEWALK REPLACEMENT	\$ 10,000.00

RESOLUTION AUTHORIZING THE MAYOR TO
APPLY FOR A 2025-2026 GRANT WITH THE
WOOD COUNTY PARK DISTRICT.

BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE
OF PEMBERVILLE:

SECTION 1: The Mayor is hereby authorized to pursue
and apply for a Grant with the Wood County Park District for
available funds.

SECTION 2: This Resolution shall become effective immediately
after its passage.

Passed: _____

Mayor

Attest:

Village Clerk