

VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
September 2, 2025

Prior to regular meeting the Board and Council held a joint meeting. President Long updated the Council on current projects. Present at the regular meeting of the Board of Public Affairs were President Kim Long, Dean Krukemyer, Bob Schacht, Clerk Melody Siebenaler. Dean Krukemyer motioned to approve, August 18, 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>		
MA SI	LAB TESTING	\$ 406.70
TD ENGINEERING LLC	CONSTRUCTION ENGINEERING	\$ 692.07
FELLER, FINCH & ASSOCIATES	WATERLINE EASEMENT	\$ 900.00
USA BLUEBOOK	MISC SUPPLIES & MATERIALS	\$ 667.22
WATER SOLUTIONS UNLIMITED	WATER PLANT CHEMICALS	\$ 1,373.95
MAUMEE SUPPLY,	MISC SUPPLIES & MATERIALS	\$ 81.30
RMF NOOTER	OLD WATER TOWER REPAIR	\$ 2,551.07
TREASURER, STATE OF OHIO	2023-2024 AUDIT COST/UAN QUARTERLY FEES	\$ 364.01
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 78.02
UNIFIRST CORPORATION	RENTAL-UNIFORMS, MATS & TOWELS	\$ 71.18
PITNEY BOWES	MAILSTATION LEASE & SUPPLIES	\$ 21.93
COMDOC INC.	COPIER USAGE	\$ 75.28
GOVERNMENT ACCOUNTING	UTILITY BILLING SOFTWARE	\$ 301.68
CARDMEMBER SERVICES	OFFICE SUPPLIES & MATERIALS	\$ 109.16
Total Water		\$ 7,693.57
<u>Sewer 5201</u>		
GREAT LAKES WATER & WASTE	BIERLEY PIN SLEEVE CONN/OVERHAUL SHINMAYWA PUMP	\$ 8,466.00
TREASURER, STATE OF OHIO	2023-2024 AUDIT COST/UAN QUARTERLY FEES	\$ 356.95
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 37.91
UNIFIRST CORPORATION	RENTAL-UNIFORMS, MATS & TOWELS	\$ 68.04
PITNEY BOWES INC.	MAILSTATION LEASE & SUPPLIES	\$ 21.92
COMDOC INC.	COPIER LEASE	\$ 75.27
GOVERNMENT ACCOUNTING	UTILITY BILLING SOFTWARE	\$ 301.66
CARDMEMBER SERVICES	OFFICE SUPPLIES & MATERIALS	\$ 109.16
Total Sewer		\$ 9,436.91
<u>Electric 5301</u>		
BENJAMIN BARRES	FAIR SETUP & TEAR DOWN	\$ 532.50
JOHN COURTNEY	MONTHLY RETAINER SERVICE FEE	\$ 100.00
1000 BULBS.COM	LIGHT BULBS	\$ 70.79
HOME DEPOT CREDIT SERV.	MISC SUPPLIES	\$ 38.34
TREASURER, STATE OF OHIO	2023-2024 AUDIT COST/UAN QUARTERLY FEES	\$ 304.06
UNIFIRST CORPORATION	RENTAL-UNIFORMS, MATS & TOWELS	\$ 85.21
PITNEY BOWES	MAILSTATION LEASE & SUPPLIES	\$ 21.92
COMDOC INC.	COPIER USAGE	\$ 75.27

GOVERNMENT ACCOUNTING	UTILITY BILLING SOFTWARE	\$ 301.66
CARDMEMBER SERVICES	OFFICE SUPPLIES & MATERIALS	\$ 109.17
Total Electric		\$ 1,638.92

Total for all Utilities

\$ 18,769.40

SEWER- Landry Sheets

Not in attendance

ELECTRIC –Jeff Barres

Not in attendance

WATER-Nathan Schultze

Not in attendance

MISCELLANEOUS-

Kim Long- mentioned personnel issues and need to hire assistant.

Bob Schacht- Personnel committee is looking into hiring extra help.

Mayor Bailey-

Not in attendance

Clerk-

Great Lakes Water & Waste proposal-Clerk presented and Board reviewed proposal for Blue Ribbon submersible transducer and connector in the amount of \$1462.00. Kim mentioned not urgent but no replacement. Kim Long motioned and Dean Krukemyer seconded. Board approved purchase.

Great Lakes Water & Waste 2021-2025 Expenditures /BissNuss Inc. estimated proposed improvements-Clerk presented information for Board review. Board reviewed and instructed Clerk to provide information to Brandon at RCAP.

Updated Water Tower Punch List-Clerk informed the Board that it received updated punch list. Board reviewed and discussed. Kim mentioned Fenson Contracting was asking about fencing and concrete. Board would like to have meeting with fiscal officer and Engineer.

Core & Main proposal-Clerk presented proposal with breakdown costs of electric and water remote meters. Stated Nathan requested proposal so could decide how many meters to order. Fiscal Officer had told Nathan had \$10,000.00 set aside for purchase in 2025.

Water Tower exterior overhead light-Clerk presented email regarding adjustment to overhead light, so the entrance would be lit up with no shadowing. Board reviewed and agreed to allow extension arm to the light (as viewed in photo).

Water Tower Lock-Kim mentioned key cylinder is missing and needs keyed as a master key. Board agreed Maguire Iron is responsible for cost to get lock keyed and that Kim should speak with Steve regarding this matter.

Countyline Co-Op Waterline-Board reviewed the easement paperwork and determined they would like to have their signatures included. Clerk stated the easement is between Countyline and Township so did not feel Board signatures were required. Clerk made copy of original and Board members signed. Kim will take original and copy with Board signatures and marked up prints to next Township meeting. Clerk mentioned the easement will need recorded and copy of easement be kept at Village office.

Encompass invoice-Clerk presented invoice for professional services and administrative charges received. The invoice does not state date of services and Clerk questioned as to if they are charging for time they came when the North Substation was not able to be brought online. The failure was due to Encompass

not making equipment ready to go live. Invoice totaling \$3200.00 was reviewed and Board agreed to hold payment pending clarification.

Payment approvals-(19)

Miscellaneous adjustments- (1) late fee removed/ (2) Unable to collect.

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

With no further business to discuss, the meeting was adjourned at 8:05 p.m. The next meeting will be held on Monday September 15, 2025, at 7:00 p.m.

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

President

Clerk
