

VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
September 15, 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 Titkemier, Jeff Barres, Nathan Schultze, Landry Sheets and Eric Campbell. Dean Krukemyer motioned to approve, September 2, 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>		
CARDMEMBER SERVICES	MACHINERY/EQUIPMENT/COMPUTER REPLACEMENT	\$ 902.33
CORE & MAIN	REMOTE COPPER WIRE	\$ 135.00
JIM PALMER EXCAVATING INC.	LABOR & EQUIP WATER BREAK @ HICKORY	\$ 2,032.50
MASI	LAB TESTING	\$ 358.20
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
XEROX FINANCIAL SERVICES	COPIER LEASE & FREIGHT	\$ 35.47
COUNTYLINE CO-OP	GASOLINE & MISC SUPPLIES	\$ 308.97
AMPLEX	TELEPHONE, FAX & FIBER	\$ 38.71
Total Water		\$ 3,821.18
<u>Sewer 5201</u>		
TOM OBERHOUSE	REIMBURSEMENT ON LOT #19 & 24	\$ 10,000.00
CARDMEMBER SERVICES	MACHINERY/EQUIPMENT/COMPUTER REPLACEMENT	\$ 902.33
MAUMEE SUPPLY,	PORT BALL VALVE	\$ 630.00
JONES & HENRY LABORTORIES	LAB TESTING	\$ 1,296.80
GREAT LAKES WATER & WASTE	BLUERIBBON SUBMERSIBLE TRANSDUCER/MISC SUPPLIES	\$ 2,564.00
FRONTIER	TELEPHONE SERVICE-MONITOR WWTP	\$ 161.94
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
XEROX FINANCIAL SERVICES	COPIER LEASE & FREIGHT	\$ 35.47
COUNTYLINE CO-OP	GASOLINE & MISC SUPPLIES	\$ 125.86
AMPLEX	TELEPHONE, FAX & FIBER	\$ 38.71
Total Sewer		\$ 15,765.11
<u>Electric 5301</u>		
CARDMEMBER SERVICES	MACHINERY/EQUIPMENT/COMPUTER REPLACEMENT	\$ 902.35
AMP, INC.	CIRCUIT RIDER	\$ 1,920.00
NORTH BRANCH NURSERY	TOPSOIL	\$ 17.96
KEY CABLE AND SUPPLY	MISC SUPPLIES & MATERIALS	\$ 362.70
AIRGAS GREAT LAKES	RENT CYL IND. LARGE NITROGEN	\$ 151.37
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
FROBOSE MARKET IGA	GASOLINE & MISC SUPPLIES	\$ 88.81
XEROX FINANCIAL SERVICES	COPIER LEASE & FREIGHT	\$ 35.48
COUNTYLINE CO-OP	GASOLINE & MISC SUPPLIES	\$ 150.71
AMPLEX	TELEPHONE, FAX & FIBER	\$ 38.71
Total Electric		\$ 3,678.09

Total for all Utilities

\$ 24,264.38

SEWER- Landry Sheets

RCAP-Landry spoke with Brandon (RCAP representative) and discussed project pricing and expenditures. Landry mentioned that the current UV equipment is obsolete, and new system is over \$156,000 and current screener is obsolete, and the new cost is over \$260,000. Landry also mentioned that the 50 hp Main Pump Station pump may be obsolete and may need replaced.

Hirzel Canning sewer-Kim asked Landry if metering was working; Landry explained what was occurring and lab results.

Cleaning Lift Stations/River line-Landry mentioned will be cleaning lift stations soon and would like to jet the line running along the river from far West Front St. to library if funding is available.

ELECTRIC –Jeff Barres

Encompass Invoice- Jeff has not spoken with representative to determine what the charges are for and date of service.

WATER-Nathan Schultze

Water Tower Update-Fenson Contracting performed pressure testing of underground lines and lines passed. Maguire Iron sending someone at the end of the week to work on punch list. Fenson asked about concrete. Nathan spoke with Isler Demolition regarding old tower.

North Plant PLC's-Nathan stated processor was installed in 2008 and outdated. New processor costs \$56,755.00 which includes startup and vendor to fly from Minnesota to install. The lead time is 30-32 weeks. New PLC would be same brand (Compact Logic) as South water plant and WWTP. The required down payment is 25% and remainder invoiced when installation is complete. Fiscal Officer verified with Solicitor competitive bidding threshold of \$75,000.00 starting in 2024 with 3% yearly increase. Solicitor verified 2025 threshold is \$77,250.00. Dean Krukemyer motioned to approve purchase, Kim Long seconded. Purchase approved in the amount of \$56,755.00.

Wells -Watson Wells will complete EPA application and draw down of current well. Kim asked if savings if install more than 1 well; Nathan will check. Nathan mentioned that the EPA application for well site approval is good for 2 years. Nathan mentioned there is required 300' radius for clearance and cannot overlap. Mayor Bailey mentioned that there are grant monies available to close down current wells.

MISCELLANEOUS-

551 E. Front St. water/electric meters- Property has been split within the family; Mary Kay Smith responsible for 1 barn and 1 hand pump and Gayleen Smith is responsible for house, 1 hand pump and 1 barn. The accounts are both in Gayleen's name as of now. There are 2 water meters located in home basement and 2 electric meters. House faucet is connected to the 2 outside hand pumps. The meters need to be separated and placed on each property. Jeff stated a pole will need to be installed and connected to Mary Kay property (span too long if connect to current pole) and Gayleen does not want pole installed. Nathan stated water line will need to run East of house. Village would install connections to new pit and Mary Kay is responsible for running the line to barn. Bob Schacht and Nathan will look at water meters and see if both are connected to service lines. Kim Long stated Mary Kay will need to apply for separate address before Village can move forward with installing new services.

Kim Long-

Electric Remote meters-Kim asked if Jeff had ordered the remote meters, Jeff stated he would like to order few 3 phase meters and is waiting for cost.

Tree Trim List-Kim asked if Jeff had put together list of trees that need trimmed. Jeff stated no not yet; issue with tree trimming companies calling him back. Kim mentioned calling Bowling Green and seeing who they use. Jeff mentioned would probably start in area of South substation and Water St.

Financial meeting- Kim mentioned that he spoke with Steve about future projects and financing. EPA, OWDA and OPWC grants were mentioned. Kim would like to have special meeting with Fiscal Officer and Steve to discuss funds available and grants available. Clerk will speak with Fiscal Officer and schedule meeting later this week and let everyone know meeting details.

Countyline Co-op Waterline-Kim informed the Board that he went to the Township meeting last week and presented the original easement document (without Board member signatures) per Solicitor direction and Trustees refused to sign. Trustees stated their legal counsel had instructed them the easement needed both Board and Trustee signatures. Both agreed to let legal counsel work it out as to who's signatures are required. Nathan asked Board to speak with Kyle at Countyline Co-op and let him know the situation. Kim agreed to speak with Kyle.

Bob Schacht-Bob mentioned the Personnel Committee discussed hiring an assistant. Board needs to compile job description. Mayor mentioned financial limitations.

Mayor Bailey-

Pember Grove Easements-Mayor asked if trees located in easements have been removed; Kim responded that they have not checked recently. Board discussed easements and issues with structures, trees and objects being installed on easements throughout the Village. Discussion as to possibly sending out a letter notifying residents of violations.

Fire Cistern at 217 West Front St.-Mayor mentioned it was determined several years ago that there is a fire cistern in the driveway apron with a line running to the river. It caused a sink hole in rear of property running towards the river. The sink hole has appeared again in the backyard of the residence since the major water break on Hickory St. (few weeks ago) and needs filled with stone. Mayor will have filled with stone (supplied from Village) and keep eye on the area.

Asphalt repair-Mayor asked if Board knew when Bergren Assoc. would be completing the asphalt repair, Board stated no.

Catch Basins-Mayor mentioned there are 3 catch basins that need repaired; in the Valley behind 355 E. Front St., end of driveway at 157 Marshall Ave. and Hickory St. (water break area).

Baseball Diamonds-discussion as to repair ball diamonds damaged by water tower installation.

Payment approvals-(18)

Miscellaneous adjustments- (23) late fee removed/ (2) Billing Error/ (2) Sewer forgiveness.

Vacation Requests approved-(1) Nathan/ (3) Landry

With no further business to discuss, the meeting was adjourned at 9:07 p.m. The next meeting will be held on Monday October 6, 2025, at 7:00 p.m.

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

President

Clerk
