

**VILLAGE OF PEMBERVILLE
COUNCIL MEETING
October 7, 2025**

Mayor Bailey opened October 7, 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. Others present were Chief Vaughn, Eric Campbell, Ed Wozniak Jr., Matt Bohland, Lisa Boyer, Marcia Cousino, Gene Steele, Denny Henline, and the Fiscal Officer.

Minutes: Rahe moved, and Angel seconded to approve the minutes of the September 16, 2025, meeting. Motion passed unanimously.

Treasurer's Report: Rahe moved, and Rollins seconded to approve the bills in the amount of \$16,887.97. Motion passed unanimously. (Bill listing attached)

ORDINANCE 1695: ORDINANCE FOR THE SALE OF REAL PROPERTY 126 WALNUT STREET AND DECLARING AN EMERGENCY. 2nd READING

Rahe voiced concern regarding the pace at which the sale of the property was proceeding. Rahe requested that an official appraisal be obtained before the property is advertised for sale, emphasizing the importance of the Council having accurate and reliable information about the property's value.

Audience members also participated in the discussion, raising questions and expressing their own concerns about the process and timing of the proposed sale. There were suggestions that Council should consider other potential needs and scenarios for the property instead of proceeding with the sale.

Discussion continued with Lands, Buildings, Street & Sidewalk Committee taking on the responsibility for securing an appraisal of the property prior to any advertisement or sale process moving forward. The intent of this action is to ensure that the Council is fully informed about the property's value before advancing with the sale process.

RESOLUTION 798: RESOLUTION AUTHORIZING THE MAYOR TO APPLY FOR A 2025-2026 GRANT WITH THE WOOD COUNTY PARK DISTRICT. 3rd READING

Mazur moved and Rollins seconded to approve Resolution 798. Motion passed unanimously.

RESOLUTION 799: RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR. 2nd READING

Police Activity Report: Activity report provided. (attached) The Chief attended the Attorney General symposium and received useful information for the department, noting that several topics would help update procedures and training.

Mayor:

The Mayor provided an updated cost estimate after bid opening on the Bridge St. bridge project. The contract was awarded to E.S. Wagner in Oregon. (attached)

Mayor reminded everyone that Halloween trick-or-treat has been moved to Thursday, October 30th, from 6:00 to 7:30pm. Eastwood Elementary will host its trunk-or-treat event earlier in the day at 10:15am.

Mayor stated that there is a Zoning Board of Appeals meeting scheduled for October 16th at 6:00pm. The meeting will address a variance request for constructing a back porch on a home in Pember Grove that does not meet the current set-back requirements.

The Mayor noted that a letter from the Village Solicitor addressing concerns about the Wood County Park District property can be found in each Council member's folder. Residents are encouraged to attend Wood County Park District Board meetings to share their views, as the Village does not have jurisdiction over properties owned by the Park District. (attached)

Council Reports:

Rollins:

Personnel & Finance Committee: Rollins reported that the committee talked about the day after Christmas, which falls on a Friday, and suggested granting employees that day off. Following a short discussion, Angel made a motion and Kirkbride seconded it to give all employees Friday, December 26th off. Motion passed unanimously.

Rollins stated the committee discussed wages and keeping everything the same but will review the bonus amount that would be issued in December 2026. Rollins stated that a quote for dental insurance was received with a 4% increase. Health insurance quotes are still being gathered.

Rollins reported that a few members of Council worked on the preparation of a letter to send out to residents to express gratitude for their participation in the recent income survey and to share the survey results. After thorough discussion, Council decided to make the slide show of survey results, prepared by Christina Yaniga, available on the village website. The Mayor stated that a link to the results has been included on the utility bills.

Records: Rollins said the committee will continue sorting records on October 13th at 9:00am.

Titkemeier: Absent

Planning Commission: No report due to no meeting.

BPA: In Titkemeier's absence, the Mayor provided the BPA report. The Mayor shared that the committee discussed several important topics regarding the electric department. One of the primary issues was the need to trim trees situated around electric lines to maintain safety and ensure reliable service.

The committee also addressed the matter of removing a tree located at 417 Maple Street.

Mayor stated that preparations to complete the bridge replacement project were discussed. The committee plans to seek assistance from the Circuit Riders to help finalize these preparations.

The Mayor reported on the recent AMP convention, where Jeff Barres received a commendation recognizing his outstanding contributions to the replacement of the North Substation. The commendation highlights the dedication and excellent work demonstrated during this significant project.

The Mayor reported that the BPA discussed matters related to the water department. She stated that the new water tower is now fully operational and in use. There was additional discussion regarding the timeline and procedure for demolishing the old water tower. The Mayor further noted that well drilling estimates were presented to the committee, and there was conversation about the need to appropriate funds for future water tower needs to ensure continued reliable service.

The Mayor reported that BPA discussed the sewer fund and the need to purchase UV lights. Mayor stated that there are problems with Hirzel wastewater and discussed the need for jetting of lines but will wait on next year's budget.

The Mayor reported concerns regarding encroachments on the Oberhouse easement. Kim Long will address these issues by speaking with Tom. The Mayor will follow up if this conversation does not occur before the next meeting.

A letter will be sent to residents and business owners who will be affected by the upcoming demolition of the water tower. The Mayor explained that, for safety during the demolition process, affected homes will need to be vacated, and some residences will have fire tarps installed. These properties will also be added to the companies' certificate of insurance, ensuring coverage for the duration of the work. Additionally, all vehicles must be removed from the affected streets by 6:30am, or they will be towed.

To facilitate the demolition, Cherry Street, Walnut Street, and the alley will be closed to all traffic. Residents are advised to plan ahead and to follow posted notices to ensure the process proceeds smoothly and safely.

Communication issues with residents on Linden Dr. were also addressed, with an emphasis on the need for improved interactions between employees and residents when work is being performed on their properties.

Rahe:

Streets, Sidewalks, Lands & Building: Rahe stated that the next meeting is scheduled for Thursday, October 9th, at 1:30pm.

Rahe announced that the Legion will be hosting a special Veterans Day Lunch. All veterans are invited to attend and will be provided with a complimentary lunch in recognition of their service. Community members who are not veterans are also welcome and may participate in the lunch by making a donation.

Mazur:

Park and Rec: Mazur reported on the Special Park and Recreation meeting on that was held on September 22nd. Plans to resurface ballfield 1, aiming to improve its condition for upcoming seasons, were discussed. There was also interest in adding a soccer field to the park facilities, which would expand recreational opportunities for the community. Mazur stated there were also concerns voiced about the playground equipment and the preference to keep the shelter house windows left open.

Mazur shared information about the Buckeye Trail Town initiative and the Portage River Water Trail, highlighting the potential for increased outdoor activities and tourism.

Eric expressed caution with respect to the Portage River Water Trail, noting that property owners may own land extending to the center of the Portage River. He advised the committee to review regulations regarding potential trespassing to ensure that any developments or recreational activities along the river comply with property rights and local laws.

Mazur stated that she has three grant applications to submit to the Wood County Park District. The first application focuses on replacing bathroom soap and hand towel dispensers, as well as improving ventilation in park restrooms. The second application requests funding for a robotic pool sweeper, and the third seeks funding for a mixed valve hot water heater at the pool.

Kirkbride:

Cemetery: No report

Tree Committee: Kirkbride stated that the next meeting is October 13th at 7:00pm.

Angel: Absent

Eric Campbell: Report provided. Campbell stated that it has been very busy with permits.

Guests:

Denny Henline: Henline inquired about the recent letter regarding rocks placed within village easements, specifically how the issue arose and how it was addressed. The Mayor explained that personal items, including landscaping materials, have been placed on village easements and rights-of-way, often directly above utility infrastructure. This creates obstacles for village employees when maintenance or repairs are needed. Angel added that access to village equipment is increasingly hindered by such encroachments, making routine operations more difficult. The Mayor emphasized that multiple areas throughout the village have personal property encroaching on public easements and rights-of-way, and that steps must be taken to begin resolving these issues.

Mayor Bailey adjourned the meeting at 8:34 P.M.

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

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

October 7, 2025

GENERAL POLICE (1000-110)

FROBOSE MARKET IGA	GASOLINE & MISC SUPPLIES	\$	452.86
AMPLEX	TELEPHONE, FAX & FIBER	\$	56.59
VERIZON WIRELESS	BROADBAND SERVICES	\$	80.22
		\$	589.67

GENERAL GOVERNMENT (1000-710,715,725)

PITNEY BOWES INC	MAILSTATION LEASE & SUPPLIES	\$	15.97
COMDOC	COPIER USAGE	\$	58.51
CARDMEMBER SERVICES	MISC OFFICE SUPPLIES & MATERIALS	\$	102.12
AMPLEX	TELEPHONE, FAX & FIBER	\$	30.35
		\$	206.95

GENERAL LANDS & BUILDINGS (1000-730)

UNIFIRST CORPORATION	RENTAL - UNIFORMS, MATS & TOWELS	\$	192.83
AMPLEX	ELEVATOR PHONE INSTALLATION FEE	\$	150.00
VERIZON WIRELESS	CELLULAR SERVICES	\$	47.29
COUNTYLINE CO-OP, INC	GASOLINE & MISC SUPPLIES	\$	82.98
JEFF BOURDO	2025 BOOT & WINTER GEAR REIMBURSEMENT	\$	285.52
JOHNSON CONTROLS FIRE PROTECTION	STARLINK CELL DIALER - ELEVATOR MONITORING	\$	1,245.00
AG-PRO COMPANIES	ZERO-TURN MAINTENANCE	\$	48.80
SHARON NIGH	REIMBURSEMENT DOWNTOWN FALL PLANTERS	\$	164.00
		\$	2,216.42

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

UNIFIRST CORPORATION	RENTAL - UNIFORMS, MATS & TOWELS	\$	62.98
AMPLEX	TELEPHONE & FIBER SERVICES	\$	46.59
VERIZON WIRELESS	CELLULAR SERVICES	\$	47.30
COUNTYLINE CO-OP, INC	GASOLINE & MISC SUPPLIES	\$	106.37
NAPA AUTO PARTS	BACKHOW & EQUIP MAINTENANCE	\$	178.41
		\$	441.65

INCOME TAX (2071)

CARDMEMBER SERVICES	MISC OFFICE SUPPLIES & MATERIALS	\$	215.69
		\$	215.69

PERMANENT IMPROVEMENTS

TD ENGINEERING	OPWC FUNDING APPLICATION FOR BRIDGE ST BRIDGE	\$	60.18
BUCKEYE NORTH - RYNO SHIELF	PAINTING OF PARK RESTROOM AND POOL DOORS	\$	12,754.00
		\$	12,814.18

POOL

PEMBERVILLE FREE FAIR, INC	FUN RUN FAIR RIDE TICKETS	\$	173.75
BOY SCOUT TROUP \$344	5-MILE DONATION	\$	229.66
		\$	403.41

TOTAL

\$ 16,887.97

New estimated bridge costs September, 2025

Accepted bid construction costs	\$1,515,459.71	
Engineering and easement	<u>\$265,000.00</u>	
Total cost	\$1,780,459.71	
Grant awarded	<u>\$1,439,686.72</u>	(95% of \$1,515,459.71)
Balance		\$340,772.99

*awarded contract
E.S. Wagner
in Dec 2025*

OPWC Small Gov't award (disbursed last)	\$366,750.00
70% grant	<u>256,725.00</u>
30% loan	\$110,025.00

**30% loan now to be reduced to \$84,047.99
barring overages, this is our total out of pocket**

\$2800/yr 30 years/0% interest

\$25,977.01 OPWC surplus to return

LAW OFFICES
MARSH AND ROTHENBUHLER

249 S. MAIN STREET
(Corner S. Main & Washington)
BOWLING GREEN, OHIO 43402

Phone: (419) 352-2518 email: reidrothenbuhler@marshlawofficebg.com Fax: (419) 353-6967

September 30, 2025

To Whom it May Concern,

This letter is to clarify that the Village of Pemberville does not have jurisdiction over parks owned by the Wood County Park District.

Pemberville citizens who have concerns about Wood County Park District property are encouraged to attend Wood County Park District Board Meetings to voice their opinions. The Mayor of the Village of Pemberville does not have the authority to regulate property owned by the Wood County Park District.

Very Truly Yours,

A handwritten signature in dark ink, appearing to read "Reid T. Rothenbuhler", is written over a light blue horizontal line.

Reid T. Rothenbuhler, Esq.



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,

10/07/2025

ANIMAL COMPLAINT

1

ASSAULT

1

ASSIST FIRE / EMS

4

CREDIT CARD FRAUD

1

DOA

1

MENTAL HEALTH EMERGENCY

1

ROADWAY OBSTRUCTION

1

SCAM REPORT

1

TRAFFIC DETAIL

1

TRAFFIC VIOLATION

9

Respectfully submitted,
Chief of Police John Vaughn

Zoning Report

September 2025

"It shall be the duty of the Village Zoning Inspector, who shall be appointed by the Village Council, to enforce this Ordinance. It shall also be the duty of all officials and employees of the Village to assist the Zoning Inspector by reporting to said inspector upon new construction, reconstruction, or land uses or upon seeming violations."

77 Contacts

3 Permits Approved

Permits approved so construction at 122 and 124 Catalpa could proceed

5 Violation letters sent all with positive outcomes

Sidewalks along College and Perry are completed

1 Variance Meeting is scheduled for Oct 16th @ 6pm

"This Ordinance is adopted for the purpose of protecting and promoting public health, safety, morals, comfort and general welfare; preventing overcrowding; conserving and protecting property and facilitating adequate but economical provision of public improvements; avoiding congestion in the public streets and highways."