

**VILLAGE OF PEMBERVILLE
COUNCIL MEETING
December 16, 2025**

Mayor Bailey opened December 16, 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 Rollins, Titkemeier, Rahe, Mazur, Kirkbride, Angel, Others present were Chief Vaughn, Eric Campbell, Ed Wozniak, Matt Bohland, Lisa Boyer, Zach, Jake, and Bob Frobose, Gene Steele, Denny Henline, and the Fiscal Officer.

Minutes: Angel moved, and Titkemeier seconded to approve the minutes of the December 2, 2025, meeting. Motion passed 5/6 vote. Angel-yes; Titkemeier-yes; Rollins-abstain; Kirkbride-yes; Mazur-yes; Rahe-yes.

Treasurer's Report: Rahe moved, and Mazur seconded to approve the bills in the amount of \$32,596.63. Motion passed unanimously. (attached)

Rahe asked a question regarding the transfer of funds from the COVID Fund to the Pool Fund. The Fiscal Officer provided clarification, explaining that this transaction was implemented as part of the audit corrective measure. This measure pertains to Ordinance 1698 Council had previously approved on November 18th. The Fiscal Officer further stated that the Auditor had requested Council formally approve the amount listed on the invoice through the bill listing. By taking this action, Council would fulfill the requirements set forth by the Auditor, thereby finalizing the necessary corrective measure.

ORDINANCE 1699: 2026 ORDINANCE ESTABLISHING MUNICIPAL EMPLOYMENT POSITIONS, DEFINING DUTIES AND PROVIDING FOR THE COMPENSATION THEREOF. 3rd READING

Angel moved and Kirkbride seconded to approve Ordinance 1699. Motion passed unanimously.

ORDINANCE 1700: AN ORDINANCE ADOPTING A CYBERSECURITY INCIDENT REPORTING POLICY AND A RANSOMWARE PAYMENT POLICY FOR THE VILLAGE OF PEMBERVILLE, WOOD COUNTY, OHIO, PURSUANT TO OHIO REVISED CODE §9.64, AND DECLARING AN EMERGENCY. 3rd READING

Rahe moved and Rollins seconded to approve Ordinance 1700. Motion passed unanimously.

ORDINANCE 1701: AN ORDINANCE AUTHORIZING THE MAYOR OF THE VILLAGE OF PEMBERVILLE TO ENTER INTO A CONTRACT OR CONTRACTS WITH DON ROSE AUCTION & REALTY, LLC, FOR THE PURPOSES OF SELLING THE REAL ESTATE OWNED BY THE VILLAGE OF PEMBERVILLE AT 126 WALNUT STREET, PEMBERVILLE, OHIO. 3rd READING

Rahe stated that she had discussed the selling of the building with the Village employees at the Street meeting with a lot of good ideas. The Mayor asked to go into executive to discuss the sale of Village property. Titkemeier moved and Kirkbride seconded to go into executive to discuss the sale of Village property. Motion passed unanimously.

Angel asked the Mayor if they could hold the executive session at the end of the meeting so guests that were in attendance didn't have to wait through the executive session if they choose not to. Mayor agreed to hold the executive session at the end of the Council meeting.

ORDINANCE 1702: AN ORDINANCE OF THE COUNCIL OF THE VILLAGE OF PEMBERVILLE AMENDING ORDINANCE NUMBER 1613 WITH RESPECT TO MONTHLY CHARGES FOR MAINTENANCE, OPERATION, IMPROVEMENTS, AND REPAIRS TO THE MUNICIPAL SEWER SYSTEM AND DECLARING AN EMERGENCY. 3rd READING

Rollins moved and Titkemeier seconded to approve Ordinance 1702. Motion passed unanimously.

ORDINANCE 1703: AN ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON THE ESTABLISHMENT AND DEVELOPMENT OF DATA CENTERS WITHIN THE VILLAGE OF PEMBERVILLE, WOOD COUNTY, OHIO. 2nd READING

Police Activity Report: Activity report provided. (attached)

Chief stated that the Battle of the Badges Toy Drive went very well. Chief stated that the Village's were recognized in the BG Independent article published on December 10th.

Mayor:

Nothing to report.

Council Reports:**Rollins:**

Personnel & Finance Committee: Rollins reported that Personnel met and discussed splitting the Personnel & Finance Committee into two separate meetings to allow for more focused attention on each area. The committee also discussed the Street Superintendent job description. Additionally, the committee addressed the use of time clocks and how these procedures should be reflected in the handbook.

The Mayor expressed gratitude to Jeff Bourdo. Due to unexpected circumstances, Bourdo has been the sole department member present over the past few weeks and graciously forfeited a week of vacation to ensure continued operations.

Records/Retention Committee: Rollins stated that records meeting has been postponed until January.

Titkemeier:

Planning Commission: Titkemeier stated that due to no business the meeting was cancelled.

BPA: Titkemeier reported that the BPA addressed the necessity of maintaining additional spare parts at the sewer plant. He also noted that the BPA discussed the recent rate increase and the projected rise in revenue for the sewer plant, which will be incorporated into the upcoming budget.

Rahe:

Streets, Sidewalks, Lands & Building: Rahe reported that the committee met on December 9th were several topics were discussed. Rahe stated that the contract with the logging consultant for Kahler woods has been finalized. The consultant is scheduled to visit the site between Christmas and January 1st to mark trees that are eligible for sale. Rahe anticipates that the sale of eligible trees will occur in the coming year.

Additionally, Rahe is evaluating the costs associated with outsourcing the mowing of Village property as compared to continuing this work internally.

Rahe also addressed the status of the building located behind the old Ford Garage, which shows to have been leased to GTE, however, is now under the ownership of Frontier. It was recently discovered that there is no active lease agreement for this property. As a result, the committee is considering steps to update and formalize the leasing arrangement to reflect current usage and ownership. Lastly, Rahe noted that there are six to eight arborvitae trees behind that building that are slated for removal.

Mazur:

Park and Rec: Mazur reported that the Village received a 2026 grant from the Wood County Park District in the amount of \$3,250 to replace the hot water heater at Memorial Park.

Mazur stated there is no meeting in December.

Kirkbride:

Tree Committee: No Report

Cemetery Committee: Kirkbride reported that the committee met and there was a lot of financial discussions. There are currently two trust savings accounts that the committee would like to know when they were open and what are the terms of the accounts.

Angel: No report

Eric Campbell:

Campbell reported that there is no record of easement with Frontier across the property that Jason Hess recently purchased.

Guests:

Gene Steele: Gene stated that he has only four items to address. First, he noted that the electrical box at the new water tower remains unsecured. Second, he addressed the absence of legal counsel, whose presence could have provided clarification on several matters this evening. Third, he inquired about nighttime illumination of the pool area; although he was previously unaware of this practice, the Mayor confirmed that it has been ongoing for some time. Finally, Mr. Steele raised concerns regarding flood readiness, pointing out that while the Village has not experienced significant flooding since the early 2000's, it is important to remain prepared for the potential of future incidents.

Denny Henline: Denny asked if the company that took down the old tower was the same company that returned to remove the concrete basis. Mayor stated that they were two separate companies. Denny complimented Council and the Mayor on the new water tower and stated that the company did a nice cleanup of the area.

Bob Frobose: Bob inquired about the members departing from the Council, expressing his gratitude for their service and extending congratulations to the three new incoming Council members. He acknowledged the demanding nature of the role and conveyed his deep appreciation for their contributions. Additionally, Mr. Frobose voiced his interest in purchasing the old street garage should the Village opt to sell it through a bidding process. He indicated that, if successful in acquiring the property, he would invest in installing new windows and doors and would ensure the public restrooms remained accessible to the general public. When asked about the intended use for the building, Mr. Frobose clarified it would serve as a facility for storage and packing materials.

EXECUTIVE SESSION: Prior to entering into executive session, the Mayor asked that since all of the new incoming Council were present, she would like them to stay for the executive session, not to discuss but just to observe. Council carried the motion from earlier in the meeting and entered into executive session at 7:30pm to discuss the sale of public property. Regular session resumed at 7:59pm with the third reading of Ordinance 1701.

ORDINANCE 1701: AN ORDINANCE AUTHORIZING THE MAYOR OF THE VILLAGE OF PEMBERVILLE TO ENTER INTO A CONTRACT OR CONTRACTS WITH DON ROSE AUCTION & REALTY, LLC, FOR THE PURPOSES OF SELLING THE REAL ESTATE OWNED BY THE VILLAGE OF PEMBERVILLE AT 126 WALNUT STREET, PEMBERVILLE, OHIO. 3rd READING

Angel moved and Kirkbride seconded to approve Ordinance 1701 with the caveat that there is an official appraisal completed on the property before any sale process continues. Motion passed 4/6 vote. Angel-yes; Kirkbride-yes; Mazur-yes; Rahe-no; Titkemeier-abstain; Rollins-yes.

Mayor thanked the outgoing Council members for all they have contributed to Council and welcomes all new incoming Council members on the upcoming term.

Mayor Bailey adjourned the meeting at 8:02 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

December 16, 2025

GENERAL POLICE (1000-110)

VERIZON WIRELESS	BROADBAND SERVICES	\$	80.22
BROWN SUPPLY CO.	MISC SUPPLIES & MATERIALS	\$	90.37
		\$	170.59

GENERAL GOVERNMENT (1000-710,715,725)

PITNEY BOWES INC	MAILSTATION LEASE & SUPPLIES	\$	15.97
XEROX	COPIER LEASE & FREIGHT	\$	35.48
		\$	51.45

GENERAL LANDS & BUILDINGS (1000-730)

VERIZON WIRELESS	CELLULAR SERVICES	\$	47.57
BROWN SUPPLY CO	MISC SUPPLIES & MATERIALS	\$	417.42
DIVAL SAFETY & SUPPLY (GALETON)	GLOVES & MISC SUPPLIES	\$	412.69
AMPLEX	LANDLINE PHONE REPLACEMENT	\$	122.50
STEVENS DISPOSAL & RECYCLING	MONTHLY TRASH SERVICES	\$	220.00
		\$	1,220.18

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

VERIZON WIRELESS	CELLULAR SERVICES	\$	47.57
BROWN SUPPLY CO	MISC SUPPLIES & MATERIALS	\$	556.06
DIVAL SAFETY & SUPPLY (GALETON)	GLOVES & MISC SUPPLIES	\$	410.14
MORTON SALT, INC	ROAD SALT	\$	1,794.14
AMPLEX	LANDLINE PHONE REPLACEMENT	\$	122.50
		\$	2,930.41

PERMANENT IMPROVEMENTS

NORTH BRANCH NURSERY, INC	TREE CITY 14 TREES FOR PLANTING	\$	2,650.00
		\$	2,650.00

CORONAVIRUS RELIEF FUND (2151)

PEMBERVILLE POOL FUND 5501	LOST POOL REVENUE DURING COVID ADJ PER AUDIT	\$	25,554.00
		\$	25,554.00

POOL

STEVENS DISPOSAL & RECYCLINE	MONTHLY TRASH SERVICES	\$	20.00
		\$	20.00

TOTAL

\$ 32,596.63

Board Of Public Affairs
Bills being submitted for payment

15-Dec-25

Electric 5301

AIRGAS GREAT LAKES	RENT CYL IND LARGE NITROGEN	\$ 181.35
AMP, INC.	ELECTRICITY/JV5	\$ 187,589.81
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
GOVERNMENT ACCOUNTING S	UTILITY BILLING SOFTWARE 17 OF 20	\$ 301.66
PITNEY BOWES INC.	MAILSTATION LEASE & SUPPLIES	\$ 15.98
XEROX FINANCIAL SERVICES	COPIER LEASE & FREIGHT	\$ 35.47
BROWN SUPPLY CO.	MISC SUPPLIES & MATERIALS	\$ 271.84
Total Electric		\$ 188,406.11

Sewer 5201

BISS NUSS LLC	WAS VALVE REPLACEMENT	\$ 763.40
JONES & HENRY LABORATORIE	LAB TESTING	\$ 940.00
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
GOVERNMENT ACCOUNTING S	UTILITY BILLING SOFTWARE 17 OF 20	\$ 301.67
PITNEY BOWES INC.	MAILSTATION LEASE & SUPPLIES	\$ 15.98
XEROX FINANCIAL SERVICES	COPIER LEASE & FREIGHT	\$ 35.47
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 38.14
BROWN SUPPLY CO.	MISC SUPPLIES & MATERIALS	\$ 114.96
GALETON	GLOVES/SHIPPING	\$ 67.63
STEVENS DISPOSAL & RECYL	MONTHLY MAINTENANCE FEE	\$ 20.00
Total Sewer		\$ 2,307.25

Storm Sewer 5202

Total Storm Sewer

\$ -

Water 5101

CARDMEMBER SERVICES	REPAIR @ WATER PLANT	\$ 1,097.34
GEARHART PLUMBING & HEAT	BACKFLOW PREVENTION TEST & REPAIR	\$ 333.42
WATER SOLUTIONS UNLIMITED	WATER PLANT CHEMICALS	\$ 1,221.64
MASI	LAB TESTING	\$ 227.60
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
GOVERNMENT ACCOUNTING S	UTILITY BILLING SOFTWARE 17 OF 20	\$ 301.67
PITNEY BOWES INC.	MAILSTATION LEASE & SUPPLIES	\$ 15.97
XEROX FINANCIAL SERVICES	COPIER LEASE & FREIGHT	\$ 35.47
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 78.25
BROWN SUPPLY CO.	MISC SUPPLIES & MATERIALS	\$ 58.29
GALETON	GLOVES/SHIPPING	\$ 283.13
Total Water		\$ 3,662.78

Water Preventive 5701

BISS NUSS LLC	SERVICE TO REPLACE LC3000 CONTROLLER	\$ 4,134.45
Total Water Preventative		\$ 4,134.45

Water Tower 5703

Total Water Tower

Sewer 5704

Total Sewer

Total for all Utilities \$ 198,510.59



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,

12/16/2025

ABUSE INVESTIGATION

1

ANIMAL COMPLAINT

1

ASSIST CITIZEN

1

ASSIST FIRE / EMS

5

ASSIST OTHER AGENCY

1

CHECK SAFETY

1

DISPUTE

1

MISDEMEANOR WARRANT ARREST

1

PROPERTY DAMAGE CRASH OH-1

2 (Citation issued)

THREATS OR HARASSMENT

1

TRAFFIC VIOLATION

5

Respectfully submitted,
Police Chief John Vaughn