

**VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
October 6, 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, Jeff Barres, and Eric Campbell. Dean Krukemyer motioned to approve, September 15, 2025, meeting minutes, Bob Schacht seconded the motion. Kim Long motioned to approve special meeting, September 18, 2025, meeting minutes. Dean Krukemyer seconded the motion. Minutes were approved.

The following bills were approved for payment.

| Board Of Public Affairs | | |
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| Bills being submitted for payment | | |
| <u>Water 5101</u> | | |
| JIM PALMER EXCAVATING INC | LABOR, EQUIP TO EXCAVATE & REPAIR WATER BREAK | \$ 4,067.50 |
| MASI | LAB TESTING | \$ 898.80 |
| WATER SOLUTIONS UNLIMITED | WATER PLANT CHEMICALS | \$ 1,121.13 |
| CORE & MAIN | METER WASHER | \$ 25.00 |
| CONTROL ASSOCIATES | EMERGENCY FLOW METER SERVICE | \$ 962.00 |
| TD ENGINEERING LLC | CONSTRUCTION ENGINEERING | \$ 4,136.12 |
| UNION BANK CO. | COLLECTION OF UTILITY BILLS | \$ 10.00 |
| HYLANT ADMIN. SERVICES | RENEWAL OF BOND-MELODY SIEBENALER | \$ 34.34 |
| PITNEY BOWES INC. | MAILSTATION LEASE & SUPPLIES | \$ 15.98 |
| COMDOC INC. | COPIER USAGE | \$ 58.52 |
| CARDMEMBER SERVICES | MISC OFFICE SUPPLIES | \$ 116.76 |
| UNIFIRST CORPORATION | RENTAL-UNIFORMS, MATS & TOWELS | \$ 84.83 |
| AMPLEX | TELEPHONE, FAX & FIBER | \$ 30.35 |
| VERIZON WIRELESS | CELLULAR & BROADBAND SERVICES | \$ 78.04 |
| COUNTYLINE CO-OP | GASOLINE & MISC SUPPLIES/ OIL CHANGE | \$ 293.60 |
| Total Water | | \$ 11,932.97 |
| <u>Sewer 5201</u> | | |
| TD ENGINEERING LLC | PROP. HIRZEL CANNING SEWER SVC. /WWTP PY26 NOM | \$ 2,076.21 |
| FROBOSE MARKET IGA | GASOLINE & MISC SUPPLIES | \$ 45.11 |
| UNION BANK CO. | COLLECTION OF UTILITY BILLS | \$ 10.00 |
| HYLANT ADMIN. SERVICES | RENEWAL OF BOND – MELODY SIEBENALER | \$ 39.33 |
| PITNEY BOWES INC | MAILSTATION LEASE & SUPPLIES | \$ 15.98 |
| COMDOC INC. | COPIER USAGE | \$ 58.51 |
| CARDMEMBER SERVICES | MISC OFFICE SUPPLIES | \$ 102.14 |
| UNIFIRST CORPORATION | RENTAL-UNIFORMS, MATS & TOWELS | \$ 84.83 |
| AMPLEX | TELEPHONE, FAX & FIBER | \$ 30.36 |
| VERIZON WIRELESS | CELLULAR & BROADBAND SERVICES | \$ 37.93 |
| COUNTYLINE CO-OP | GASOLINE & MISC SUPPLIES | \$ 166.09 |
| Total Sewer | | \$ 2,666.49 |
| <u>Electric 5301</u> | | |
| AMP, INC. | ELECTRICITY / OMEGA JV5 | \$ 89,853.01 |

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| FROBOSE MARKET IGA | GASOLINE & MISC SUPPLIES | \$ 9.58 |
| PRIME FLEET DEIELECTRIC | INSULATING GLOVES INSPECTION | \$ 60.00 |
| JOHN COURTNEY | MONTHLY RETAINER SERVICE FEE | \$ 100.00 |
| UNION BANK CO. | COLLECTION OF UTILITY BILLS | \$ 10.00 |
| HYLANT ADMIN. SERVICES | RENEWAL OF BOND-MELODY SIEBENALER | \$ 39.33 |
| PITNEY BOWES | MAILSTATION LEASE & SUPPLIES | \$ 15.97 |
| COMDOC INC. | COPIER USAGE | \$ 58.51 |
| CARDMEMBER SERVICES | MISC OFFICE SUPPLIES/2025 AMP CONFERENCE | \$ 415.15 |
| UNIFIRST CORP. | RENTAL-UNIFORMS, MATS & TOWELS | \$ 105.93 |
| AMPLEX | TELEPHONE, FAX & FIBER | \$ 30.36 |
| COUNTYLINE CO-OP | GASOLINE & MISC SUPPLIES/ NEW TIRES | \$ 1,055.57 |
| Total Electric | | \$ 91,753.41 |
| <u>Water Preventive 5701</u> | | |
| TONKA WATER | CONTROL UPGRADES @ NORTH WATER PLANT | \$ 15,000.00 |
| Total Water Preventive 5701 | | \$ 15,000.00 |
| Total for all Utilities | | \$121,352.87 |

SEWER- Landry Sheets

Not in attendance

ELECTRIC –Jeff Barres

Tree trimming-working to get pricing and number of trees to be trimmed. Barres will bring information to Board when received. Jeff mentioned that he cut branches that were on electric lines at 417 Maple and Kim stated he spoke with the resident and informed him Village is not responsible to remove branches off garage. Kim mentioned Village should cut down 2 trees in the right-a-way behind 417 Maple without grinding the stump. Clerk mentioned that 311 W. Front St. would like lines behind their home cleared; Jeff stated the lines are communication lines not electrical, Mayor Bailey will contact Frontier and ask them to clear. Jeff said he would need help to clear.

Bridge St. pre-construction-Circuit Rider (AMP) will be returning to help with moving poles and running electric lines in next couple weeks. Communication is waiting.

AMP award-Jeff informed the Board that the Village received an award at AMP conference. The award was for upgrade to North Substation and Jeff's dedication to improving electric within the Village.

WATER-Nathan Schultze

Not in attendance

MISCELLANOUS- Kim Long

TD Engineering charge-Mayor questioned the bill listing regarding TD Engineering charge for Hirzel sewer. Kim Long stated he had spoken with Landry Sheets regarding Hirzel Canning and that they need to get own engineer involved in process. There is a concern that the discharge from Hirzel's is causing issues at WWTP.

Resident issue- Kim informed the Board that he spoke with Clerk and reviewed information regarding residence shut off last month. He stated Village will not refund any monies paid for reconnection.

Water Tower update-Kim informed the Board that the new water tower has been disinfected and drained down and refilled. Water level is same pressure as old tower; ¾ full with 6ft. remaining empty. If tower is filled completely will be 3lbs. more pressure. Tank pressure is currently 53lbs.

The agitator in bottom of tank should last 10-15 years and will cost \$10-\$15K to replace; need to plan ahead to replace.

Watson Well proposal-Board reviewed and will discuss at future meeting.

Nuvonic proposal-Board reviewed proposal for 6 UV lamps in the amount of \$2685.18 plus s/h and tariff. Kim Long motioned to approve proposal for 6 bulbs in the amount up to \$3500.00 including s/h and tariff. Dean Krukemyer seconded the motion. Motion carried.

Personnel Committee- budget does not look good for 2026 yearly raises. Kim stated need to look at hiring an assistant; Mayor stated not sure where money will come from.

Mayor Bailey

Pember Grove- Mayor asked if trees planted in Pember Grove easements have been removed; Kim stated he is not sure; Tom Oberhouse is not returning Kim's calls.

Water Tower-Mayor stated letter has been written and will be sent to all affected residents/business owners regarding old water tower demolition and that there will be a special meeting on October 20, 2025, at 6:15pm with Board, Engineer, and the contractors to answer resident questions.

Communication-there is lack of communication between office and guys in the field. A resident called upset about digging in their yard and office could not answer reason or outcome without having to reach out to department.

Clerk

Business Alley Construction Engineering Proposal-Clerk presented TD Engineering proposal No. P2025021; Board reviewed. Dean Krukemyer motioned to approve, Kim Long seconded the motion; motion carried to approve.

Line jetting-Last meeting Board asked Clerk to verify Sewer Department had funds to jet line from W. Front St. to Library. Fiscal Officer stated funds are available but, will take away from something else. Board stated it is not a necessity so we will wait until later date.

Water Tower change order no. 1- Clerk presented proposal for microfiber reinforced concrete paved area; extend concrete area and vary in thickness; widening of asphalt driveway to 14ft. Change order total \$12,201.00. Board approved.

Payment approvals-(20)

Miscellaneous adjustments- (23) late fee removed/ (1) Refund acct balance/ (1) Sewer forgiveness.

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

With no further business to discuss, the meeting was adjourned at 8:14 p.m. The next meeting will be held on Monday October 20, 2025, at 7:00 p.m. Special meeting with residents affected by Water Tower Demolition is scheduled for October 20, 2025, at 6:15 p.m.

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

President

Clerk
