

**VILLAGE OF PEMBERVILLE  
BOARD OF PUBLIC AFFAIRS**

**November 3, 2025**

Present at the regular meeting of the Board of Public Affairs were President Kim Long, Bob Schacht, Clerk Melody Siebenaler, Mayor Bailey, Larry Titkemier, Landry Sheets, Trey Schnable, Eric Campbell, Pat Rollins, Ed Wozniak, Susan Rahe (late), Joe Hirzel II, and Bredon Evan (RCAP). Bob Schacht motioned to approve, October 20, 2025, special meeting minutes, Kim Long seconded the motion. Bob Schacht motioned to approve October 20, 2025, regular meeting minutes, Kim Long seconded the motion. Kim Long motioned to approve October 22, 2025, special meeting minutes, Bob Schacht seconded the motion. Minutes were approved.

The following bills were approved for payment.

<b>Board Of Public Affairs</b>		
<b>Bills being submitted for payment</b>		
<b><u>Water 5101</u></b>		
MASI	LAB TESTING	\$ 406.70
MISSION COMMUNICATIONS	11/1/25-10/31/26 SWP MONITORING	\$ 402.00
HARRISON FARMS	#57 LIMESTONE FOR WATER BREAKS/DELIVERY	\$ 525.49
WATER SOLUTIONS UNLIMITED	WATER PLANT CHEMICALS	\$ 1,221.64
HOME DEPOT CREDIT SRV	MISC SUPPLIES & MATERIALS	\$ 119.31
TD ENGINEERING LLC	CONSTRUCTION ENGINEERING	\$ 1,299.78
CORE & MAIN	REMOTE METERS	\$ 4,980.00
COMDOC INC.	COPIER METERING /USAGE & SUPPLIES	\$ 59.38
UNIFIRST CORPORATION	RENTAL-UNIFORMS, MATS & TOWELS	\$ 71.00
TREASURER, STATE OF OHIO	2023-2024 AUDIT COST	\$ 178.71
CARDMEMBER SERVICES	MISC OFFICE SUPPLIES	\$ 4.24
<b>Total Water</b>		<b>\$ 9,268.25</b>
<b><u>Sewer 5201</u></b>		
CORE & MAIN	REMOTE METERS	\$ 4,980.00
GREAT LAKES WATER & WASTE	FIELD LABOR FOR MAIN PS	\$ 500.00
RAWDON MYERS LLC	REPLACEMENT OF ACTUATOR A 100998	\$ 4,490.00
NORTHWESTERN WATER & SEWER	CLEANING OF WET WELLS	\$ 3,145.00
COMDOC INC.	COPIER METERING /USAGE & SUPPLIES	\$ 59.37
UNIFIRST CORPORATION	RENTAL-UNIFORMS, MATS & TOWELS	\$ 68.04
TREASURER, STATE OF OHIO	2023-2024 AUDIT COST	\$ 170.94
CARDMEMBER SERVICES	MISC OFFICE SUPPLIES	\$ 4.24
<b>Total Sewer</b>		<b>\$ 13,417.59</b>
<b><u>Electric 5301</u></b>		
POWER LINE SUPPLY	MISC SUPPLIES & MATERIALS	\$ 1,957.68
KEY CABLE AND SUPPLY	MISC SUPPLIES & MATERIALS	\$ 808.40
JOHN COURTNEY	MONTHLY RETAINER SERVICE FEE	\$ 100.00
COMDOC INC.	COPIER METERING/USAGE & SUPPLIES	\$ 59.37
UNIFIRST CORPORATION	RENTAL-UNIFORMS, MATS & TOWELS	\$ 84.92
CARDMEMBER SERVICES	2025 AMP CONFERENCE/MISC OFFICE SUPPLIES	\$ 498.24
<b>Total Electric</b>		<b>\$ \$3,508.61</b>

<b><u>Water Tower 5703</u></b>		
TD ENGINEERING LLC	CONSTRUCTION ENGINEERING	\$ 355.17
<b>Total Water Tower 5703</b>		<b>\$ 355.17</b>
<b>Total for all Utilities</b>		<b>\$ 26,549.62</b>

**SEWER- Landry Sheets**

**Hirzel Canning-Joe Hirzel II**-Landry stated he has been working with Hirzel’s on overcoming hurdles. Kim asked about metering the discharge, Landry responded he can see with telemetry. Joe stated Hirzel’s Canning wants to know what Village spent on installing equipment to allow discharge so Hirzel’s can reimburse the Village for monies spent on all expenses. Landry stated the old Huber unit needs to be put online and Hirzel’s is willing to help make that happen. Kim asked if panels can be fabricated and installed on Huber to block weather.

**Updates-** Landry stated the plug valve in sludge tank is not working. All pump stations have been cleaned.

**ELECTRIC –Jeff Barres**

Not in attendance

**WATER-Nathan Schultze**

Not in attendance

**MISCELLANOUS-**

**Brandon Evans (RCAP)**-Brandon discussed what RCAP is and what services they offer. Brendon informed the Board that the sewer department fund will be in the negative in 2026. Brandon spoke of financial issues regarding the sewer fund and how to correct the situation. He presented a couple different scenarios for a sewer rate increase, raising both the base charge and volume charge and recommending 3-5% yearly inflation adjustment. Scenario 2 also includes \$50,000.00 maintenance reserve. Board reviewed the information and will recommend scenario 2 to Council for approval.

**Clerk-**

**Pember Grove easements**-Clerk asked if trees in the easements have been removed. Kim stated he will speak with Tom Oberhouse regarding this matter.

**Business Alley Waterline Project**-Bid opening is scheduled for November 5, 2025, all are welcome to attend.

**Frobose Meat Market Electric Issue**-Clerk informed the Board that she spoke with John Courtney, and he reviewed the daily readings provided and determined the correct kwh usage and demand to charge. Clerk will do bill correction using this information and provide Frobose Meat Locker the corrected bill (usage with no late fee).

**Personnel-**

Clerk asked the Board for blessing to allow her to work part-time remotely. She spoke with Mayor, Fiscal Officer and Deputy Fiscal Officer regarding this matter, and all agree to allow. This will allow the Clerk to spend time with family and remain fulfilling job responsibilities. Board approved part time trial period.

**Payment approvals-(17)**

**Miscellaneous adjustments- (11) GovPay late fees removed.**

**Vacation Requests approved-(1) Mel**

**With no further business to discuss, the meeting was adjourned at 8:04 p.m. The next meeting will be held on Monday November 17, 2025, at 7:00 p.m.**

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

**President**

**Clerk**