

**VILLAGE OF PEMBERVILLE  
BOARD OF PUBLIC AFFAIRS  
December 15, 2025**

Present at the regular meeting of the Board of Public Affairs were President Kim Long, Dean Krukemyer, Clerk Melody Siebenaler, Mayor Bailey, Larry Titkemeier, Trey Schnabel, Jeff Barres, Landry Sheets, Ed Wozniak II, and Eric Campbell. Kim Long motioned to approve December 1, 2025, meeting minutes, Dean Krukemyer seconded motion. Minutes approved.

The following bills were approved for payment.

**Board Of Public Affairs  
Bills being submitted for payment                      Dec 15**

<b><u>Water 5101</u></b>		
CARDMEMBER SERVICES	REPAIR WATER PLANT	\$ 1,097.34
GEARHART PLUBING & HEATING	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 SOLUTIONS	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
<b>Total Water</b>		<b>\$ 3,662.78</b>
<b><u>Sewer 5201</u></b>		
BISS NUSS LLC	WAS VALVE REPLACEMENT	\$ 763.40
JONES & HENRY LABORATORIES	LAB TESTING	\$ 940.00
UNION BANK CO.	COLLECTION OF UTILITY BILLS	\$ 10.00
GOVERNMENT ACCOUNTING SOLUTIONS	UTILITY BILLING SOFTWARE 17 OF20	\$ 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 & RECYLING	MONTHLY MAINTENANCE FEE	\$ 20.00
<b>Total Sewer</b>		<b>\$ 2,307.25</b>
<b><u>Electric 5301</u></b>		
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 SOLUTIONS	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
<b>Total Electric</b>		<b>\$ 188,406.11</b>

<b><u>Water Preventive 5701</u></b>		
BISS NUSS LLC	SERVICE TO REPLACE LC3000 CONTROLLER	\$ 4,134.45
<b>Total Water Preventive 5701</b>		<b>\$ 4,134.45</b>

**Total for all Utilities**

<b>\$198,510.59</b>
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**SEWER- Landry Sheets**

**Sludge Valve**-Landry informed the Board that he will have overtime dealing with the sludge valve. He needs to manually manipulate the valve each day to avoid it locking up. Landry has placed order for new valve, with delivery of mid-January.

**Air actuator**- Basin 1 has issue with ice on it. 2 actuators are on the shelf and want to install 1 in tank not in use.

**ELECTRIC –Jeff Barres**

**Rahe letter**- Ken Rahe sent letter/invoice regarding expenses to repair property that he said Lake Erie Tree damaged. Village hired Lake Erie Tree to remove trees located in easement behind Rahe property and they used his property to get to the trees (without Ken’s approval). Jeff explained the letter and invoice and what occurred on the day in question. Jeff explained that he was not aware Lake Erie Tree was onsite removing the trees until contacted by town hall. Jeff spoke with Ken and explained that he would make sure everything was repaired but Ken did not contact Jeff to discuss repairing lawn; he just supplied the invoice. Board discussed -weed & feed \$34.96; grass seed \$39.97; lawn rolling \$100.00 total amount due \$174.93. Kim Long agreed to pay for seed and lawn rolling but not the weed & feed, Dean Krukemyer agreed. Board approved \$139.97.

**WATER-Nathan Schultze**

Not in attendance

**MISCELLANOUS-**

**Bob Schacht**-Personnel Committee-not in attendance

**Mayor Bailey-**

Nothing to report.

**Clerk-**

**Department payments**- Board asked at last meeting for clarification as to how employees are paid when helping another department. Clerk verified with Fiscal Officer that if employee notes on time pilot and time sheet the day/hours helping another department that is the fund that will pay for those hours.

**Payment approvals-(14)**

**Miscellaneous adjustments-(1) billing error/ (48) late fees removed.**

**Vacation Requests approved-(3) Jeff**

**With no further business to discuss, the meeting was adjourned at 7:43 p.m. The next meeting will be held on Monday January 5, 2026, at 7:00 p.m.**

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

**President**

**Clerk**