

**VILLAGE OF PEMBERVILLE**  
**COUNCIL MEETING**  
**January 20, 2026**

Mayor Bailey opened January 20, 2026, Council meeting at 7:00pm with a prayer and the pledge of allegiance.

**Roll Call:** Present at the scheduled meeting of the Council were Wozniak, Bohland, Boyer, Kirkbride, Rahe, Rollins, Wozniak. Others present were Chief Vaughn, Eric Campbell, Bob & Ben Frobose, Denny Henline, Marcia Cousino, Robert Boyer, Teri Long, Erlin Moritz, and the Fiscal Officer.

Mayor deviated from the agenda to request an update from the BPA. She explained that whenever a Council meeting is preceded by a holiday and both the Council and BPA are meeting, it is customary for the Council to ask the BPA to provide updates. This practice ensures that Council members remain informed about ongoing and upcoming projects managed by the BPA.

Long began by introducing Trey Schnabel, the newest BPA member. Trey is a supervisor at GEM, and because of his expertise in this area, he will be overseeing our electrical department.

Currently working on the downtown water line project. While the project has already commenced, progress has been delayed due to weather conditions. The scope of this project extends from Cedar Street and runs behind local businesses. The gas and sewer lines in this area have been replaced; the water line work is the final step needed to complete this section. Once finished, this will be the newest infrastructure segment in town, and we hope it will serve reliably for many years to come.

Looking ahead, Hickory Street is likely to be the next focus. This area has posed persistent challenges, and addressing its issues will be a significant improvement for the community.

Long stated that projects can change daily, especially as we respond to water main breaks, which remain one of our primary concerns. In addition, we are making some upgrades at the sewer plant to enhance its operation.

Within the water department, we have had to replace a few existing wells. There is ongoing discussion regarding the installation of new wells to allow us to decommission some of the older ones, especially those that are not located on village property. Long stated that he will keep Council updated on any other future projects.

**Minutes:** Wozniak moved, and Kirkbride seconded to approve the minutes of the January 6, 2025, meeting, with corrections. Motion passed unanimously.

Wozniak pointed out that the minutes did not reflect a conversation from the police report regarding the number of officers. Wozniak also commented on the section under Rahe regarding the presentation of the mower quotes. The Fiscal Officer agreed to make the corrections.

The Fiscal Officer clarified that the mowers discussed at the last meeting are part of an Ohio Cooperative Agreement. She explained that the agreement is renewed annually and functions as a purchase contract, not a lease or trade-in, since the State of Ohio handles the bidding process.

She referred to Ohio's DAS Cooperative Purchasing Program (ORC 125.04), which allows the village to buy equipment at state-negotiated pricing. Under this program, purchase orders are considered purchase contracts and cannot be leases or involve trade-in allowances. She also referenced a resolution passed by council last year regarding threshold amounts. The current competitive bidding threshold is \$75,000 as of 2024. Mayor noted that the threshold was \$50,000 until the previous year.

Boyer suggested that, going forward, better communication would be helpful, especially for new council members, to clarify what actions are standard protocol.

**Treasurer's Report:** Kirkbride moved, and Rollins seconded to approve the bills in the amount of \$12,729.44. Motion passed unanimously. (attached)

Kirkbride inquired about the current billing arrangement with Amplex, noting his understanding that the Village benefits from a reduced rate by permitting Amplex to utilize the Village water tower for their equipment. He requested clarification on the amount of savings realized through this agreement.

The Fiscal Officer responded that this question had previously been raised when Council had been considering switching the monitoring service for the elevator from Frontier to Amplex and would need to review past records to provide an exact figure.

The Fiscal Officer highlighted the significant cost reduction achieved with this change. The Village had been paying approximately \$300 per month to Frontier for elevator monitoring services. After transitioning to Amplex, the monthly cost decreased substantially to \$26 per month.

**ORDINANCE 1706: AN ORDINANCE AMENDING ORDINANCE 1695 BY REMOVING THE PERPETUAL RESTROOM AGREEMENT ON THE SALE OF REAL ESTATE PROPERTY LOCATED AT 126 WALNUT STREET AND DECLARING AN EMERGENCY. 2<sup>nd</sup> READING**

The Mayor began by noting the repetitive nature of council discussions regarding the Walnut Street Garage. After reviewing the village minutes from 2001 to 2008, the Mayor found nine pages dedicated solely to the Walnut Street Garage, observing that nearly all the issues discussed in those years have resurfaced in the past eight months. These recurring topics include whether to sell the building, objections from the Board of Public Affairs, and continual discussions about maintenance and facility upgrades such as bathrooms, heating, roofs, doors, and water lines.

Despite significant investments over the years, amounting to thousands of dollars for insurance, utilities, and repairs, the building has not reached its full potential. The Mayor questioned the rationale behind retaining ownership, suggesting that selling the property could relieve the village of ongoing costs and potentially help a local business expand, thereby increasing tax revenue and benefiting the general fund. The Mayor emphasized the need for the council to make decisive progress, noting the cyclical nature of discussions on numerous village issues.

During the discussion, Kirkbride asked if any appraisals had been conducted during the reviewed period. The Mayor confirmed there was an appraisal approximately 20 years ago, valuing the building at \$45,000, and recalled the building being purchased for \$6,500. Over the years, the village received a \$50,000 grant to install bathrooms and contributed an additional \$10,000 for the project. Other significant expenditures included roof repairs, with \$25,000 spent in 2018, largely covered by insurance.

The council discussed the current ordinance, which would replace the previous perpetual lease requirement with a condition that the buyer of the Walnut Street Garage maintains restroom facilities for public use. However, specifics regarding restroom access, such as whether they must be open daily or only during special events, remained unclear. There was debate over whether to include more explicit terms in any eventual agreement, such as requiring automatic locks and daily opening hours, or whether it would be preferable to seek alternative public restroom locations if the building were sold. The Mayor clarified that if restroom use is written into the deed, the requirement would transfer to future owners. The council considered the possibility that, in the future, new public restrooms are constructed elsewhere, the village could release this obligation.

The conversation concluded with a consensus to not take further action tonight and proceed with an appraisal of the building. The council agreed with the intent to sell the building but continued to discuss whether restroom maintenance would remain the village's responsibility or become that of the buyer. The Mayor agreed to schedule an appraisal. The council also acknowledged the need to clean out the building in preparation for the sale. Council agreed that the key remaining issue was determining who would be responsible for maintaining the public restrooms after the sale. The Mayor reiterated the importance of breaking the cycle of repetitive discussions and moving forward with clear and timely decisions.

**Police Activity Report:** Activity report provided. (attached)

**Mayor:**

Mayor stated that due to the inability to meet the needs of the Village the Solicitors have resigned. They will continue to review contracts until a replacement is appointed.

Mayor stated that there is a Zoning Board of Appeals meeting on January 29<sup>th</sup> at 6pm

Mayor stated that the committee assignment sheets are in Council folders and would like to have them returned to her as soon as Friday.

Mayor stated that the new restaurant is open. Ben Frobose stated that they received their liquor license today.

Mayor stated that Straight8 Juice will have their grand opening Saturday at 11am.

**Council Reports:**

**Wozniak:** Wozniak would like to go into executive session to discuss a personnel issue.

**Rollins:**

Personnel & Finance Committee: Rollins reported that the Personnel & Finance Committee recently met to discuss several important matters. The committee addressed the retirement of the Deputy Fiscal Officer and evaluated various options available to the Village moving forward. One key option under consideration is switching to the Regional Income Tax Agency (RITA) for tax administration.

Rollins explained that utilizing RITA could result in significant savings for the Village. The agency offers numerous benefits, including online filing capabilities and management of all legal matters related to taxes. Given these advantages, the committee believes that adopting RITA would be highly beneficial. Rollins emphasized the need for a prompt decision given the timeline and recommended swift action.

Rollins noted that the committee reviewed the job description for the street department. There are plans for further discussion with the Board of Public Affairs (BPA) to explore ways in which the street department could provide assistance to the BPA as needed.

Records/Retention Committee: Rollins stated the committee will meet on the 26<sup>th</sup> to continue to go through the few boxes.

**Rahe:**

Streets, Sidewalks, Lands & Building: It was discussed about having Bourdo pickup sticks at the park.

**Kirkbride:**

Tree Committee: Kirkbride reported that the Tree Committee met and addressed several matters. The committee noted that the tree at 435 Pine Street has been removed, along with the street pear tree located directly across from this address. Additionally, ongoing discussions continued regarding updates to the tree ordinance to ensure its effectiveness and relevance.

The committee also reviewed the requirements for Tree City USA and considered the minimum standards necessary to maintain that designation. Work orders were discussed for tree-related tasks at 320 East Front Street and 449 Pine Street.

In regard to new business, the committee discussed the appointment of a 2026 representative to the Tree Committee. Kirkbride highlighted that, during 2025, the committee maintained 86 trees, in addition to providing summer-long watering for 14 more. Given these responsibilities, the committee determined that no new trees would be planted in 2026.

Further discussion centered on the removal of pear trees and the details of the BPA contract. The committee explored whether future tree removals could be coordinated in conjunction with the BPA to streamline the process. Kirkbride stated that the next meeting is February 9<sup>th</sup>

Tree Committee Report

**Boyer:** Nothing to report.

**Bohland:** Nothing to report

**Guests:**

Marcia Cousino addressed the shoveling and plowing.

At 7:49pm, Wozniak moved and Rollins seconded to go into executive session to discuss personnel matters. Motion passed unanimously.

Meeting adjourned at 8:16pm

**Eric Campbell:**

No report

**Guests:**

**Teri Long:** Teri raised concerns regarding police protection in the Village, specifically in light of a recent staffing change where an employee transitioned from full-time to part-time status. In response, the Chief

explained that police coverage within the Village remains the same with and minimal change as he can prevent. He assured those present that if there is ever a time when no officer is on duty in the Village, the Sheriff's office will respond to any calls or incidents as necessary.

The Chief further clarified that, at the time he assumed his position, the department consisted of two full-time officers. However, both individuals eventually left the department for other positions. He chose not to fill one of the vacant full-time positions and, more recently, made the decision to transition the remaining full-time officers to part-time status in an effort to help conserve the department's budget.

Mayor added that the issue of police department funding had been addressed during both recent tax levy discussions. It was emphasized at those times that failure to pass the levy would have a direct impact on the police department's resources and operations. Rollins also noted that while this topic had been discussed numerous times within the personnel committee, it had not been formally brought before the Council or officially announced.

Mayor Bailey adjourned the meeting at 8:26 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

January 20, 2026

## GENERAL POLICE (1000-110)

VERIZON WIRELESS	BROADBAND SERVICES	\$	80.22
AMPLEX	TELEPHONE, FIBER, FAX & DOMAIN SERVICES	\$	126.36
EISENHOUR MOTOR SALES	MISC REPAIR TO GAS CAP	\$	100.50
OWENS COMMUNITY COLLEGE	2026 LEPD POLICE CONSORTIUM FEE	\$	600.00
		<b>\$</b>	<b>907.08</b>

## GENERAL GOVERNMENT (1000-710,715,725)

TREASURER, STATE OF OHIO	FINANCIAL AUDIT FA224	\$	416.05
AMPLEX	TELEPHONE, FIBER & FAX SERVICES	\$	38.92
XEROX	COPIER LEASE & FREIGHT	\$	35.46
JANE SPOERL	PROPERTY TAX	\$	151.34
WOOD COUNTY ECONOMIC DEVEL	2026 SUPPORTING LEVEL MEMBERSHIP	\$	500.00
		<b>\$</b>	<b>1,141.77</b>

## GENERAL LANDS & BUILDINGS (1000-730)

VERIZON WIRELESS	CELLULAR SERVICES	\$	52.59
AMPLEX	MONITORING OF ELEVATOR	\$	26.41
AG-PRO COMPANIES	MISC SUPPLIES	\$	16.17
SPECK SALES INC	TIRES FOR 2007 CHEVY 3500	\$	585.00
JOHN DEERE COMPANY	2-MOWER	\$	6,000.00
TOLEDO ELEVATOR	ANNUAL MAINTENANCE CONTRACT	\$	1,197.80
STEVENS DISPOSAL & RECYCLING	TRASH SERVICES	\$	120.00
		<b>\$</b>	<b>7,997.97</b>

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

TREASURER, STATE OF OHIO	FINANCIAL AUDIT FA224	\$	26.67
VERIZON WIRELESS	CELLULAR SERVICES	\$	52.58
AMPLEX	TELEPHONE & FIBER SERVICES	\$	66.41
MORTON SALT, INC	ROAD SALT	\$	1,820.50
SPECK SALES INC	TIRES FOR 2007 CHEVY 3500	\$	585.00
STEVENS DISPOSAL & RECYCLING	TRASH SERVICES	\$	120.00
		<b>\$</b>	<b>2,671.16</b>

## POOL

AMPLEX	TELEPHONE & FIBER SERVICES	\$	11.46
		<b>\$</b>	<b>11.46</b>

**TOTAL**

**\$ 12,729.44**

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

**20-Jan-26**

<b>WATER - 5101</b>		
WATER SOLUTIONS UNLIMITED	WATER PLANT CHEMICALS	\$ 1,068.08
USA BLUEBOOK	MISC SUPPLIES & MATERIALS	\$ 1,544.00
BISS NUSS LLC	ADDED SCADA MOD TO PREVENT LOCKOUT	\$ 2,362.40
NATHAN SCHULTZE	2025 WINTER GEAR	\$ 80.43
MASI	LAB TESTING	\$ 551.50
UNION BANK	MONTHLY UTILITY COLLECTION	\$ 10.00
OHIO UTILITIES PROTECTION SERVICE	2026 GVT LBP ASSESSMENT (OHIO811.ORG)	\$ 133.91
VERIZON WIRELESS	CELLULAR & BROADBAND SERVICES	\$ 78.25
AMPLEX	TELEPHONE, FIBER & FAX SERVICES	\$ 38.93
XEROX	COPIER LEASE & FREIGHT	\$ 35.47
<b>Total Water</b>		<b>\$ 5,902.97</b>

<b>SEWER - 5201</b>		
BOB'S PLUMBING & HEATING	NEW HEATER UNIT	\$ 4,875.00
FRONTIER	MONITORING SERVICE @ WWTP	\$ 172.34
UNION BANK	MONTHLY UTILITY COLLECTION	\$ 10.00
OHIO UTILITIES PROTECTION SERVICE	2026 GVT LBP ASSESSMENT (OHIO811.ORG)	\$ 133.91
TREASURER, STATE OF OHIO	FINANCIAL AUDIT FA225	\$ 90.68
VERIZON WIRELESS	CELLULAR SERVICES	\$ 38.14
AMPLEX	TELEPHONE, FIBER & FAX SERVICES	\$ 38.93
XEROX	COPIER LEASE & FREIGHT	\$ 35.48
STEVENS DISPOSAL & RECYCLING SER	TRASH SERVICES	\$ 20.00
<b>Total Sewer</b>		<b>\$ 5,414.48</b>

<b>ELECTRIC - 5301</b>		
JOHN COURTNEY	MONTHLY RETAINER SERVICE	\$ 100.00
AIRGAS USA LLC	NITROGEN CYL RENTAL	\$ 184.77
AMP	ELECTRICITY & OMEGA JV5	\$ 89,536.35
UNION BANK	MONTHLY UTILITY COLLECTION	\$ 10.00
OHIO UTILITIES PROTECTION SERVICE	2026 GVT LBP ASSESSMENT (OHIO811.ORG)	\$ 133.91
AMPLEX	TELEPHONE, FIBER & FAX SERVICES	\$ 38.93
XEROX	COPIER LEASE & FREIGHT	\$ 35.48
<b>Total Water</b>		<b>\$ 90,039.44</b>

**Total for all Utilities \$ 101,356.89**

LAW OFFICES  
**MARSH AND ROTHENBUHLER**

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

Phone: (419) 352-2518 email: [frontdesk@marshlawofficebg.com](mailto:frontdesk@marshlawofficebg.com)

Fax: (419) 353-6967

1/12/2026

Village of Pemberville  
c/o Mayor Bailey & Members of Council

Dear Mayor Bailey & Council,

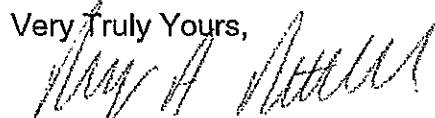
It has become apparent our firm does not have the time nor resources to serve the needs of the Village and its Council.

In our opinion, based on representation of other villages, Pemberville needs a solicitor that has adequate time to devote to the village's needs. After recently acquiring two businesses and trying to grow our firm at the same time, we simply do not have the time necessary the village requires.

We are very honored with the hiring of our firm, and this decision does not come without many internal discussions.

We wish you nothing but the best moving forward. Pemberville is a great town with great folks; we hope it all works out.

Very Truly Yours,



Ryan A Rothenbuhler  
Reid T Rothenbuhler  
MARSH AND ROTHENBUHLER

Resignation

**Subject:** Resignation

**From:** Ryan Rothenbuhler

**Date:** 1/12/2026, 1:19 PM

**To:** Mayor Carol Bailey <mayor@villageofpemberville.org>, Sarah Dyer  
<clerk@villageofpemberville.org>,

Good Afternoon -

Please find the attached resignation letter for the village of Pemberville solicitor. It has become obvious we do not have the manpower, nor resources to adequately represent the village.

Please terminate our payroll asap, and know there are no hard feelings from our camp. We just simply don't have the time that is required for the Pemberville solicitor job.

This decision not come lightly, but we have to focus on our personal firm during this time of expansion.

Thank you!  
Ryan & Reid

Ryan A. Rothenbuhler, Esq.  
Marsh and Rothenbuhler  
249 S. Main Street  
Bowling Green, OH 43402  
(P) 419-352-2518 (F) 419-353-6967

— Attachments: —

Letter to Pemberville.pdf

31.1 KB





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,

01/20/2026

ASSIST CITIZEN

1

ASSIST FIRE / EMS

2

ASSIST OTHER AGENCY

1

GOLF CART / UTV INSPECTION

1

TRAFFIC DETAIL

1

TRAFFIC VIOLATION

3

WELFARE CHECK

1

Respectfully submitted,  
Police Chief John Vaughn