

**VILLAGE OF PEMBERVILLE
COUNCIL MEETING
July 21, 2026**

Mayor Wozniak opened July 21, 2026, Council meeting at 7:00pm with a prayer led by Jeffrey Kirkbride and the pledge of allegiance.

Roll Call: Present at the scheduled meeting of the Council were Bohland, Boyer, Kirkbride, Rahe, Rollins. Others present were Chief Vaughn, Eric Campbell, Marcia Cousino, Linda Avery, Christina Yaniga, Erlin Moritz, Denny Henline, Doug Hyer, Sarah Enright, Tyler Firsdon, Gene Steele, Cynthia & Carl Lohrbach, and the Fiscal Officer.

Minutes:

July 7, 2026, Meeting

Discussion noted that Solicitor Mackin's comments regarding voting procedure were inadvertently omitted from the minutes. Mackin had advised that as a 6-member council, 4 votes are required to pass a resolution or ordinance, while only a quorum of those present is required to pass a motion. The Fiscal Officer confirmed she would add this information to the minutes.

Motion: Rollins moved Kirkbride seconded to approve July 7, 2026, minutes as amended, with Tom Mackin's comments about procedure added. Motion passed unanimously 5/6 votes.

Vote: Rollins – Yes; Kirkbride – Yes; Boyer – Yes; Bohland – Yes; Rahe – Yes

Treasurer's Report:

Discussion arose regarding two band payments associated with Party in the Park. The event was canceled twice due to inclement weather and air quality concerns (smoke). Christina Yaniga (event organizer) explained that the village canceled — not the bands — and that both bands had rescheduled twice without adding fees and offered discounts. The three-person planning committee (Yaniga, Carol Bailey, and Gloria Enriquez-Pesina) made the decision to pay the bands in full. The contracts, written by the organizers and signed by the bands, do not contain detailed cancellation clauses.

Council discussed whether funds held by the village on behalf of the event constitute public funds subject to council oversight, the disposition of current year donor contributions, and whether donors should be contacted regarding the cancellation. The matter was referred to the Finance Committee meeting of July 13, 2026, at 1:00 PM for further review.

Motion: Rahe moved and Bohland seconded to approve payment of bills in the amount of \$10,324.31, less \$1,280.00 for band payments (to be addressed by the Finance Committee). Motion passed 3/2 vote.

Vote: Rahe – Yes; Bohland – Yes; Rollins – No; Kirkbride – No; Boyer – Yes

ORDINANCE 1717: AN ORDINANCE TO MAKE INTERFUND TRANSFERS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF PEMBERVILLE, STATE OF OHIO, DURING THE FISCAL YEAR BEGINNING JANUARY 1, 2026, AND ENDING DECEMBER 31, 2026. (Third Reading)

Motion: Rahe moved and Kirkbride seconded to pass Ordinance 1717. Motion passed unanimously 5/6 vote.

Vote: Rahe – Yes; Kirkbride – Yes; Boyer – Yes; Bohland – Yes; Rollins – Yes

Ordinance 1717 Passed

ORDINANCE 1718: ORDINANCE AUTHORIZING THE VILLAGE OF PEMBERVILLE TO ENTER INTO A CONTRACT OR CONTRACTS WITH MORLOCK FORESTRY AND HABITAT MANAGEMENT, LTD. FOR PURPOSES OF CUTTING AND REMOVING TIMBER MARKED OR OTHERWISE DESIGNATED BY THE VILLAGE OF PEMBERVILLE. (Second Reading)

RESOLUTION 804: RESOLUTION HONORARILY DESIGNATING THE PORTAGE RIVER TRAIL WITHIN THE VILLAGE OF PEMBERVILLE AS "THE TOM REITER TRAIL". (Second Reading)

RESOLUTION 805: A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THOMAS G MACKIN, ESQUIRE TO SERVE AS VILLAGE SOLICITOR FOR THE VILLAGE OF PEMBERVILLE, OHIO, AND DECLARING AN EMERGENCY. (First Reading)

Motion to Suspend Rules: Rollins moved Boyer seconded to suspend the rules and pass Resolution 805 as an emergency, foregoing second and third readings, in order to place Solicitor Mackin under contract without delay. Motion passed unanimously 5/6 votes

Vote: Rollins – Yes; Boyer – Yes; Bohland – Yes; Rahe – Yes; Kirkbride – Yes.

Motion to Pass Resolution 805: Rahe moved and Rollins seconded to pass Resolution 805. Motion passed unanimously 5/6 vote.

Vote: Rahe – Yes; Rollins – Yes; Bohland – Yes; Boyer – Yes; Kirkbride – Yes

Police Activity Report: Report provided. (attached)

DORA (Pemberville Outdoor Refreshment Area) Signage

DORA signs have been received, Chief Vaughn and Street Superintendent, Tom Dauer will begin installation the following week. The two alcohol-serving businesses have been contacted regarding designated DORA cups; Chief suggested cups display "PORA – Pemberville Outdoor Refreshment Area" along with the village emblem. Businesses responded positively. DORA will be activated once the required signage is posted and approved cups are in place. Businesses wishing to opt out of the DORA may post their own signage prohibiting DORA cups on their premises.

Memorial Park & Downtown Public Restroom Hours

Discussion was held regarding the timer-controlled restroom hours at Memorial Park. Currently set to open at 6:00 AM and close at 9:00 PM. Council noted the park is open until 10:00 PM and that pool staff and patrons remain after 9:00 PM. It was also noted that the DORA runs until 10:00 PM.

Consensus reached to extend Memorial Park restroom hours to 10:00 PM to align with park and DORA closing times. Chief Vaughn agreed to adjust the timer accordingly. During the county fair, the Memorial Park restroom timers are disabled entirely for carnival use; the downtown restrooms remain on their regular schedule.

Council noted this item should be considered for the 2027 budget, as a more flexible timer system would be beneficial.

MAYOR:

Mayor Wozniak reported on the following:

PIMA Meeting

Mayor attended a PIMA meeting. Pember Grove development has 9 lots remaining. The upcoming 150th anniversary parade organizers are seeking maximum Pemberville involvement and invited council participation. Council members noted prior commitments; Kirkbride mentioned the Tree Committee float as an option.

Planning Commission

The Planning Commission has been working on sandwich board sign regulations. At the last meeting, Kurt Haar and Denny Henline attended to discuss potential development of property on the north side of SR 105 across the railroad tracks. Planning Commission will likely return to sandwich board signage at the next meeting.

ROLLINS:

Personnel Committee

Utility Clerk / Deputy Fiscal Officer Hire

The Personnel Committee convened two special meetings. The previously selected candidate for Utility Clerk declined the position. Two applicants from the original pool were contacted; one had accepted another position, and one was considering another offer. A second round of interviews was held on July 17th. The Personnel Committee recommends hiring Nora Hernandez as Utility Clerk and Deputy Fiscal Officer at \$20.00/hour for the first 90 days, increasing to \$21.00/hour thereafter. The BPA has extended an offer; Ms. Hernandez has accepted and completed her paperwork. Hire is contingent on background check clearance (expected within approximately one week).

Motion: Rahe moved and Kirkbride seconded to approve the hiring of Nora Hernandez as Utility Clerk and Deputy Fiscal Officer at the rates stated above, contingent upon satisfactory background check. Motion passed unanimously 5/6 vote.

Vote: Rahe – Yes; Kirkbride – Yes; Boyer – Yes; Bohland – Yes; Rollins – Yes

Motion carried.

Volunteering in Village Office

A special meeting was held on Monday, July 13th to address concerns raised by citizens and the Village Solicitor regarding a citizen volunteering in the Village office. Concerns included liability, workers' compensation, and confidentiality. Following discussion, council determined that at this time, citizens will not be allowed to volunteer in the Village office. Council members may assist as needed on a short-term basis while awaiting the new hire.

The Fiscal Officer clarified the nature and scope of the volunteer's activities: the individual had no access to computer systems or personal records, was never left alone in the office, and assisted primarily with answering non-sensitive resident phone calls, greeting walk-in residents, and delivering mail. The Fiscal Officer expressed appreciation for the assistance and frustration at the lack of communication from council prior to the decision being made.

Council acknowledged the communication gap and thanked the volunteer for her service. Rollins noted that council had offered to help when needed but had not proactively stepped in as the volunteer had done.

Council Member Volunteering in Village Office

Councilman Bohland reported that Ohio Revised Code Section 731.11–731.12 prohibits council members from performing day-to-day clerical duties for the municipality, as it constitutes holding employment and is a conflict of interest.

Christina Yaniga Appointment – Records Committee

Mayor Wozniak confirmed the appointment of Christina Yaniga to the Records Committee, as requested by Yaniga and supported by Records Committee chair Rollins.

Finance Committee – New Member

Councilman Kirkbride requested the addition of a third member to the Finance Committee. Councilwoman Boyer expressed interest and was appointed.

RAHE

Flood Committee

- Next Flood Committee meeting: July 22, 2026, at 5:30 PM.
- Rahe presented thank-you notes to be signed by council members and the Mayor, acknowledging community members who donated funds toward the pool pipe repair and pump replacement. Notes are signed on behalf of Village Council. A list of donors will be obtained from the Fiscal Officer; anonymous donors will be excluded from any public acknowledgment.
- Council discussed the possibility of posting a sign at the pool thanking all contributors.
- Sewer Pro came in on a Saturday to perform the second pipe repair at no overtime or emergency call-out charge; the Fiscal Officer indicated they may have donated the work entirely. A thank-you note to Sewer Pro will also be sent.
- The Fiscal Officer noted a supplemental appropriation will be needed to increase the pool fund budget based on donations received.

KIRKBRIDE:

Finance Committee

Finance Committee meeting was held **July 22, 2026, at 1:00 PM**, Town Hall.

Solicitor's Invoice Discussion

Council and the Fiscal Officer noted that the former Village Solicitor (Murphree) has continued to submit monthly invoices since his resignation, including a \$1,150 invoice (detailing one email re: a resident matter and a flat \$1,000 civil litigation fee). The Fiscal Officer has not paid these invoices, as funds previously allocated for the solicitor were set up under personnel wages and have not been moved to accommodate 1099 payment. Council directed that someone to contact Murphree to address payment terms and outstanding invoices. This item will be discussed at the Finance Committee meeting.

Appropriations / Resolution Practice

Discussion was held regarding Solicitor Mackin's prior recommendation that council pass resolutions when spending money. The Fiscal Officer clarified that the village's appropriations structure (lumping all non-personnel, non-debt expenses into a single line category) differs from other municipalities, and that historically the village has not passed resolutions for individual expenditures. She has an inquiry out to the State Auditor for clarification. Council agreed that for pre-appropriate expenditures, a separate resolution appears unnecessary but will await the auditor's guidance.

Investment Policy

Christina Yaniga (public comment) requested that the Finance Committee review the village's investment policy to explore whether funds can earn greater returns to support the village's matching share for grants.

Grant Applications

Council acknowledged that no grants have been applied for in 2026 to date, attributing this to staffing transitions and competing priorities. Lisa Boyer has begun the process of identifying road/infrastructure grant opportunities in conjunction with the Streets Committee.

Tree Committee

- The Tree Committee did not meet in July.
- Next meeting: Monday, August 10, 2026, at 7:00 PM, Town Hall.
- Volunteer watering efforts from June 1 through July 15: 27 total hours by 3 volunteers. Kirkbride thanked the volunteers.

BOYER:

Streets, Lands & Buildings Committee

Streets Committee met July 14, 2026, and discussed the following

Walnut Street Garage – Pipe Descaling

An estimate of \$1,800 was received to descale the plumbing pipes at the Walnut Street garage. Contractor ran a scope through the pipes and believes descaling may resolve the plumbing issues; however, due to the age of the pipes, aggressive descaling could cause pipe damage requiring lining (similar to what was done at the pool). The Fiscal Officer confirmed available funds within appropriations for repairs and maintenance.

Motion: Boyer moved and Rahe seconded to approve payment of \$1,800 for descaling of pipes at the Walnut Street garage. Motion passed unanimously 5/6 vote

Vote: Rahe – Yes; Boyer – Yes; Bohland – Yes; Rollins – Yes; Kirkbride – Yes

5-Year Streets and Infrastructure Plan

Steve Darmofal (village engineer) attended the Streets Committee meeting and offered to develop an updated 5-year streets and infrastructure plan. The previous plan, commissioned approximately 9 years ago at a cost of \$10,000, is now outdated due to water line breaks and additional street deterioration. An updated plan would reflect current conditions, support grant applications, and assist in coordinating water line replacement with road resurfacing to avoid tearing up newly paved streets. Darmofal will provide a cost estimate. The Streets Committee will evaluate the proposal at its next meeting before bringing it to full council.

Next Streets Committee Meeting: Thursday, August 6, 2026, at 7:00 PM.

BPA:

Water-tower

The approach road to the water tower off College Avenue has been repaired and the surface road is complete; grading to eliminate low spots is ongoing.

Business alley waterline project

The business alley project was discussed at the most recent BPA meeting with the engineer on the phone. The project scope was reduced from approximately \$13,000 to approximately \$8,000. Sign-off is to be determined.

BOHLAND:

Parks & Recreation

Dayspring Church Serve Week (July 11, 2026)

Volunteers from Dayspring Church worked from 6:30–8:30 PM. Projects completed: painted 4 fair board bleachers, painted 4 picnic tables, stained 6 benches, scraped and spray-painted the swing set, and restored the chicken-and-duck teeter-totter (painted by an experienced artist volunteer). Council thanked Dayspring Church, Councilwoman Boyer and her husband for assisting with crowd control, and Councilman Bohland for coordinating.

Concession Stand Roof (Baseball Field #1)

Denny Henline arranged for the roof on the #1 concession stand at the baseball field to be repaired. Council thanked Henline for this contribution.

First Annual Pickleball Tournament

The Parks and Recreation Committee held the first annual pickleball tournament, with 10 teams and 20 participants. Proceeds of \$225.00 were presented to the Fiscal Officer for the pool fund. A second tournament may be held in the fall.

Swim Team

The 2026 swim team season concluded this week. The team had 30 participants (up from 17 in 2025). Council credited Christina Yaniga, the coaches, assistant coaches, and Woodville for their support. The swim team banquet was held the evening before the council meeting. Participants expressed interest in returning next year.

Memorial Park Bathroom Gutters

Three estimates were obtained for gutters on the Memorial Park restroom building. Gutter installation is required to maintain the Rhino Shield coating warranty applied to the building last year.

Motion: Bohland moved and Kirkbride seconded to approve \$1,195.00 for gutter installation on the Memorial Park restroom building. Motion passed unanimously 5/6 vote

Vote: Bohland – Yes; Kirkbride – Yes; Rahe – Yes; Rollins – Yes; Boyer – Yes

Next Parks and Recreation Committee Meeting: Monday, August 3, 2026, at 10:30 AM.

ERIC CAMPBELL:

Zoning

Alley Survey – Bond to Hickory Street:

Fuller and Finch (registered surveyors) provided a quote of \$1,950 to survey the alley between Bond and Hickory Streets to establish the extent of village right-of-way and document potential encroachment. Additionally, a \$150 survey pin replacement is needed at the David Kinker property, where the pin was dislodged during tree removal. Funds to come from permanent improvements / professional and technical services.

Motion: Rahe moved and Rollins seconded to approve the survey quote of \$1,950 plus \$150 pin replacement from Fuller and Finch. Motion passed unanimously 5/6 vote

Vote: Rahe – Yes; Rollins – Yes; Bohland – Yes; Boyer – Yes; Kirkbride – Yes

PUBLIC COMMENT

Christina Yaniga –

- Announced that Party in the Park has been rescheduled for June 4, 2027 — the earliest event has ever been planned. Both bands have agreed to return at the previously discounted rate.
- Reported that pool donation banners (purchased by sponsors) have arrived and will be hung at the pool this week so donors can see them for the remainder of the season.
- Expressed concern that prior to the decision to end volunteer office assistance, no council member spoke directly with either the volunteer (herself) or the Fiscal Officer to understand the nature of the work being done. Yaniga asked that in the future, relevant parties be consulted before decisions are made that affect them.
- Noted that the Fiscal Officer has been running the office largely alone since approximately the first week of June and asked council to recognize the ongoing workload and lack of support.
- Recommended that council improve communication and collaboration among the Streets Committee, BPA, Finance Committee, Fiscal Officer, and engineer regarding infrastructure projects and grant applications, or risk the new streets plan going unused as the previous one had.

Fiscal Officer –

- Echoed concerns about not being included in key personnel and financial decisions, including solicitor pay rates, the BPA Utility Clerk terms, and fund allocations.
- Noted that Solicitor Murphree has submitted two invoices totaling approximately \$2,150 since his resignation; these remain unpaid and will be addressed at the Finance Committee meeting.
- Clarified that the Fiscal Officer is eligible for overtime or comp time and has been compensated accordingly for work performed in excess of regular hours.
- Noted that a supplemental appropriation ordinance will be needed to increase the pool fund budget to reflect donations received.

Erlin Moritz –

- Raised concerns about the structural condition of the Walnut Street garage. He observed that soldier-course bricks and four courses above the front entrance are loose and potentially at risk of falling. He expressed concern about public safety and asked about the village's liability should someone be injured.
- Rahe confirmed the village carries liability insurance covering its properties.
- Denny Henline and Eric Campbell corroborated that the brickwork has deteriorated noticeably in a short period of time. Campbell suggested immediate action is appropriate given the public safety risk.
- Mayor Wozniak agreed to consult with Solicitor Mackin and consider having an engineer assess the structure.

Sarah Enright –

- Reported that three floodlights from a neighboring property are shining directly into her home — into her guest room, bathroom, front yard, and backyard.
- Officers have spoken with the neighbor, who declined to cooperate.
- Chief Vaughn reported that the Village Solicitor and the Police Department have reviewed the situation and found no state code prohibiting residential light trespass. The matter is currently a civil issue.
- The Fiscal Officer and Eric Campbell noted that Ohio does not have a statewide nuisance lighting law; regulation is local. A zoning amendment or general nuisance ordinance could potentially address the issue, though zoning enforcement is a lengthy process.
- Campbell noted that even if an ordinance were adopted, pre-existing lights may be grandfathered.
- Mayor Wozniak indicated he will consult with Solicitor Mackin regarding options. The matter was referred to the Public Safety Committee for further review.

Denny Henline –

- Thanked Mayor Wozniak and Councilwoman Rollins for their work during a difficult period.
- Inquired about tree plantings from 2025 and confirmed with Kirkbride that none were planted over water lines.
- Offered to volunteer to remove two dead trees at Bowman Park. Kirkbride invited Henline to present the request at the Tree Committee meeting on August 10th.
- Expressed a desire to see baseball and soccer teams return to Pemberville, noting the economic and community benefits of local youth sports.

ADJOURNMENT

Bohland moved and Rollins seconded to adjourn.

Motion carried. Meeting adjourned at 8:51pm.

*Audio recording of the meetings is available upon Public Records request.