

**VILLAGE OF PEMBERVILLE
COUNCIL MEETING
August 4, 2026**

Mayor Wozniak opened August 4, 2026, Council meeting at 7:09pm 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, Solicitor Tom Mackin, Eric Campbell, Marcia Cousino, Christina Yaniga, Erlin Moritz, Sarah Enright, Tyler Firsdon, Carl Lohrbach, Joanne Busdecker, Jeff Barres, Nora Hernandez, and the Fiscal Officer.

Minutes:

July 21, 2026, Meeting

Corrections

Page 2 — Flood Committee date:

The minutes reflect the next Flood Committee meeting as July 13th; this should be corrected to July 22nd.

Page 3 — Personnel Committee / Hiring of Nora Hernandez:

The minutes reflected that Council hired Nora Hernandez as both Utility Clerk and Deputy Fiscal Officer. Councilmember Rahe requested clarification that Council's authority extends only to approving the Deputy Fiscal Officer position. The BPA, not Council, has the authority to hire BPA employees (Utility Clerk). Solicitor Tom Mackin confirmed that any action beyond Council's authority is a non-issue. The new minutes will be clarified to reflect that the motion was to hire Nora Hernandez as Deputy Fiscal Officer, in conjunction with the BPA extending an offer for the Utility Clerk position.

Motion: Rahe moved Kirkbride seconded to approve July 21, 2026, minutes as amended, Motion passed unanimously 5/6 votes.

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

Treasurer's Report:

Siren Payment — Discussion:

Rahe enquired about the siren bill not being on the bill listing. The Fiscal Officer noted that the siren bill (\$4,250 total) had not been paid as the payment arrangement with Freedom Township had not been formally communicated. After discussion, it was determined that the Village would authorize payment of \$2,125 (the Village's half) and hold the check until Freedom Township delivers their reimbursement check of \$2,125.

Motion: Rahe moved and Kirkbride seconded to approve payment of bills in the amount of \$21,954.65. Motion passed unanimously 5/6 vote.

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

Motion (Siren Payment):

Kirkbride moved and Boyer seconded to authorize payment of \$2,125 for the Village's share of the siren repair (\$4,250 total), with the check to be released upon receipt of \$2,125 reimbursement from Freedom Township for their portion. Motion passed unanimously 5/6 vote.

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

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. (Third Reading)

Motion: Boyer moved and Rollins seconded to pass Ordinance 1718. Motion passed unanimously 5/6 vote.

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

Ordinance 1718 passed.

ORDINANCE 1719: AN ORDINANCE AUTHORIZING LEASE AGREEMENT WITH PEMBERVILLE FREE FAIR, INC. (First Reading)

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

Motion: Rollins moved and Bohland seconded to pass Resolution 804. Motion passed unanimously 5/6 vote.

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

Police Activity Report: Report provided. (attached)

DORA Signs:

Chief and Tom installed the DORA (Pemberville Outdoor Refreshment Area) door signs last Thursday. Two additional locations were identified as needing signs, and one Front Street sign is pending bracket installation. Chief reported that two extra signs may also be needed behind the fire station area to better mark boundaries. After discussion, Council agreed to purchase 2 additional signs at \$50 each.

Motion: Rollins moved and Rahe seconded to purchase 2 additional DORA door signs. Motion passed unanimously 5/6 vote.

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

MAYOR:

Mayor Wozniak reported on the following:

Fiscal Officer Vacation:

The Fiscal Officer will be on vacation Thursday and Friday but may check in on new Deputy Fiscal Officer Nora Hernandez. Bills are planned to be printed the following afternoon.

Welcome — New BPA Clerk:

Mayor announced that Nora Hernandez has been hired as the new BPA Clerk/Deputy Fiscal Officer. Council welcomed her.

Motions vs. Resolutions for Spending:

Mayor noted that Solicitor Mackin is preparing written guidelines on when a motion vs. a resolution is required for expenditures. Mackin noted that most expenditures appear to be pre-authorized through the budget process. In the meantime, Council will continue using motions. Mackin will meet with the Fiscal Officer to work through the guidelines.

Committee Ordinance Rewrite:

A previously proposed rewrite of the committee assignment ordinance needs further work. Council agreed to refer the matter to the Personnel Committee to develop a recommendation, with Councilmember Rahe agreeing to attend those meetings.

Ovarian Cancer Connection — Teal Ribbons:

Mayor received a request from the Ovarian Cancer Connection to again place teal-colored ribbons on poles throughout the village.

Motion: Rahe moved and Rollins seconded to approve the Ovarian Cancer Connection placing teal ribbons on village poles as they have in past years. Motion passed unanimously 5/6 vote.

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

Tree Removal — 320 East Front Street:

Mayor has collected bids for a tree removal at 320 East Front Street and will present them at the next Council meeting and/or the Tree Committee meeting on Monday at 7:00 PM.

Executive Session:

Mayor noted two topics for executive session at the close of the meeting.

ROLLINS:

Records Committee:

Records committee work is tentatively set to resume in September on the second and fourth Mondays. Dates to be confirmed with all relevant parties.

Personnel Committee:

Thank-you letters were sent to all 36 applicants for the clerk position. The streets department's need for additional employee time (Ben) was discussed with BPA members; further discussion with Fiscal Officer pending funding. Pool lifeguard numbers are beginning to decline as school resumes (Penta kids return August 14th); hope is to keep pool open the week after the fair, depending on staffing.

Police/Prosecutor Contact:

Clarification was reached (in discussion with Solicitor Mackin prior to the meeting) that the Police Chief and Zoning Inspector should call Prosecutor Kent Murphree directly. Mackin will set up a coordination meeting with Murphree.

RAHE

Pool Donations:

As of July 22nd, \$15,040 has been donated to the pool this year. Sewer Pro additionally donated a section of pipe and labor (estimated value ~\$10,000). Thank-you notes are being signed and will be sent to donors. Councilmember Rahe expressed gratitude to pool staff, lifeguards, concession workers, swim lesson volunteers, and Pool Manager Kelsey.

150-250 Committee:

The 150-250 Committee agreed to pay for lifeguards on the night of the movie. Fiscal Officer is asked to provide an invoice for that cost to the committee.

Flood Committee:

Met July 22nd. Reviewed the village's flood damage prevention ordinance and National Flood Insurance responsibilities; reviewed FEMA floodplain maps; discussed public awareness, website flood information, FEMA/ODNR educational materials, formal flood preparedness and response procedures (communication, sandbag distribution, post-flood recovery), and traffic safety during flood events. Plans to coordinate with Safety Committee on road closures.

Next Flood Committee Meeting: August 26th at 5:30 PM.

Safety Committee:

Meeting scheduled for the following morning at 9:30 AM.

KIRKBRIDE:

Tree Committee:

No meeting in July. Next meeting: **Monday, August 10th at 7:00 PM** (pre-council meeting). All invited.

Finance Committee:

Met July 22nd and meeting again the following day at 1:00 PM. Topics covered: reconciliation of May/June accounts; pool donations (\$14,000 at time of meeting); hiring of Deputy Fiscal Officer; Fiscal Officer comp time/overtime; need for better BPA/Council communication on long-term water/streets infrastructure funding; possible grant monies (flood mitigation, streets, water); solicitor/prosecutor pay for June/July (old solicitor); RITA fast pay and account setup; Party in the Park/Five Miler/Pedal Pusher fund management; band payment issue; Finance Committee to research village investment funds and report back.

BOYER:

BPA Meeting (August 3rd):

Siren update was discussed (addressed above). Ongoing safety meetings were discussed, previous monthly OSHA meetings through AMP Ohio were discontinued due to cost and quality concerns (~\$600/month). It was stated that Landry, Nathan and the other employees at one time discussed piggyback on Woodville/Bradner quarterly safety meetings at no charge. Boyer recommended BPA coordinate with the Safety Committee. BPA is hiring **Premium Tree Trimming Service** for 60 hours annually to trim trees along electrical lines, supervised/guided by Jeff Barres (BPA). Barres also reported that **RMS Energy Company** visited the south substation; internal fuse/switch issues from a prior fault were found. The situation can be bypassed, and the village is not at risk, but RMS will need to return to complete repairs.

Streets, Sidewalks, Lands & Buildings Committee:

Next meeting **Thursday, August 6th at 7:00 PM.**

Walnut Street Garage Plumbing:

Sewer Pro is expected to return this week (Friday) to complete work. The garage door lock was also repaired; timer has been reset to remain open until 10:00 PM.

Memorial Park Bathrooms — Door Timer:

Chief noted the timer needs to be updated to 10:00 PM to align with park hours. Chief will coordinate the update.

Walnut Street Garage – loose bricks:

Marcia Cousino noted loose/falling bricks on the face of the restroom building. This will be addressed at the Streets Committee meeting on Thursday.

BOHLAND:

Next Parks and Rec Meeting:

August 31st at 10:30 AM (corrected from the 24th).

Memorial Park Restroom Building Gutters:

Contractor is expected to install gutters in August (not during the fair).

Wood County Parks Grant:

Application is due in mid-October. Parks and Rec are identifying potential projects. Up to 3 applications may be submitted.

Mural / Grain Elevator:

Discussion of possibly using leftover mural funds for a new mural location. Councilmember Rollins noted Roberta is the contact for both the mural funds and the Tom Ryder Trail signage.

Tom Ryder Trail Signs:

Quote received for ~\$700 for 2 signs. Cheryl Sharp's daughter is expected to pay for the signs. Design details being coordinated.

Soccer Fields:

Parks and Rec discussed creating soccer fields in Memorial Park (in front of the pool) and alongside the water tower/school parking lot. Tom Dauer (Streets) is prepared to paint lines and set up portable goals after the fair (soccer board time, not comp time). The fields are not permanent and will not interfere with other uses.

Motion: Rollins moved and Rahe seconded to authorize the Eastwood Soccer Board to set up soccer fields in Memorial Park and alongside the water tower after the fair. Motion passed unanimously 5/6 vote.

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

ERIC CAMPBELL:

Reported that the improperly placed sidewalks in the second cul-de-sac in Pember Grove have been replaced at no cost to the village or property owners by the builder (Kavanian). The replacement was inspected multiple times and confirmed to meet the correct 70-foot radius.

Raised the tree at 320 East Front Street (Joe Hirzel's property), noting adjacent sidewalk issues and that the homeowner at 111 Perry Street has also requested tree removal. The tree at 111 Perry has a green X (scheduled for removal within 3–4 years); Kirkbride suggested review for possible advancement. Campbell explained the right-of-way measurement standard: 30 feet per half from centerline on Maple Street.

PUBLIC COMMENT

Christina Yaniga:

- Asked where the siren payment will come from in the budget. The Fiscal Officer noted she will need to determine the appropriate fund (Permanent Improvement Fund discussed as a possibility).

Erlin Moritz:

- Reported that trees along Water Street have grown to the point where semi-trucks cannot travel in their designated lane and must use the center of the street. Kirkbride invited Moritz and Tom Dauer to the Tree Committee meeting on Monday at 7:00 PM to discuss. The issue does not involve utility lines, street-side pruning equipment capable of reaching 14 feet is needed.

Marcia Cousino:

- Noted several cars on Pine Street appear to have not been moved in weeks (dead leaves/branches accumulating). Chief will research applicable parking ordinances (ORC allows 72 hours; a village ordinance may also apply) and will contact the owners.
- Reported that Pemberville has been invited to have a table at the Pemberville Brew Hop event on September 12th to promote the village and local businesses. The table is open to PIMA members, the village, and the 150-250 organization. Brew Hop mugs are available for \$15 each.

EXECUTIVE SESSION

Motion: Rahe moved and Boyer seconded to enter into Executive Session at 7:02pm to discuss the possible sale or purchase of real property.

Vote: Rahe – Yes; Boyer – Yes; Bohland –Yes; Rollins – Yes; Kirkbride – Yes
Came out of executive session at 8:45pm

Motion: Rahe moved and Boyer seconded to go into executive session at 8:51pm to discuss the employment of a public employee. Came out of executive session at 9:11pm

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

ADJOURNMENT

Rahe moved and Kirkbride seconded to adjourn.

Motion carried. Meeting adjourned at 9:15pm.

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