VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
August 3, 2026

Meeting began at 7:02 pm on August 3, 2026. Present at the regular meeting of the Board of Public Affairs were President Kim Long, Dean Krukemyer, Trey Schnabel, Nathan Shultz, Lisa Boyer, Eric Campbell. The minutes of July 20, 2026, meeting were reviewed and approved. Motion to accept by Krukemyer and 2nd by Long. Motion passed unanimously.
All bills were approved for payment. Motion to pay by Schnabel and 2nd by Krukemyer. Motion passed unanimously.

Board Of Public Affairs
Bills being submitted for payment 3-Aug-26

WATER - 5101		
USABLUEBOOK	MISC SUPPLIES & MATERIALS	$ 428.62
MASI	LAB TESTING	$ 386.60
HENRY W. BERGMAN	WATER BREAK REPAIR SITES	$ 23,450.00
XEROX BUSINESS SOLUTIONS	COPIER USAGE	$ 61.29
VERIZON WIRELESS	CELLULAR& BROADBAND SERVICES	$ 78.25
COUNTYLINE CO-OP	FUEL & MISC SUPPLIES	$ 274.64
UNIFIRST CORP	UNIFORMS, MATS & TOWELS	$ 82.62
	Total Water	**$24,762.02**
SEWER - 5201		
GREAT LAKES WATER & WASTE SYS	PUMP REPAIR AT MAIN PUMP STATION	$ 6,510.00
TOMLIN EQUIPMENT	INSPECTION OF 3 ROOTS PUMPS	$ 803.50
XEROX BUSINESS SOLUTIONS	COPIER USAGE	$ 61.29
VERIZON WIRELESS	CELLULAR SERVICES	$ 38.13
COUNTYLINE CO-OP	FUEL & MISC SUPPLIES	$ 255.17
UNIFIRST CORP	UNIFORMS, MATS & TOWELS	$ 79.54
	Total Sewer	**$ 7,747.63**
ELECTRIC - 5301		
JOHN COURTNEY	MONTHLY RETAINER SERVICE	$ 100.00
XEROX BUSINESS SOLUTIONS	COPIER USAGE	$ 61.29
COUNTYLINE CO-OP	FUEL & MISC SUPPLIES	$ 252.91
UNIFIRST CORP	UNIFORMS, MATS & TOWELS	$ 97.22
	Total Electric	**$ 511.42**
WATER PERVENTATITIVE MAINTENANCE - 5701		
TD ENGINEERING	CONTRUCTION ENGINEERING ALLEY WL	$ 945.00
	Total Water Capital Improvement	**$ 945.00**
WATER CAPITAL IMPROVEMENT - 5703		
TD ENGINEERING	CONSTRUCTION ENGINEERING WATERTOWER	$ 1,638.00
	Total Water Capital Improvement	**$ 1,638.00**
	Total for all Utilities	**$34,659.07**

Miscellaneous Adjustments:
Long led the discussion of late fees removed/GOVPAY/Electric misreads/leak forgiveness request. **Miscellaneous adjustments-approved & GOVPAY late fees removed.**

Vacation Requests: Approved-(2) For Landry Sheets 6 hours on August 5th, 2026, comp time & September 4th, 2026. No one else is on vacation on those dates, **vacation times approved**.

SEWER- Landry Sheets

No report

WATER-Nathan Schultze

Nathan, not in attendance, but provided PLC update-PLC upgrades at the North Plant are taking place this week. This will be onsite starting tomorrow 8-4-26. Long updated the Business Alley Water Line Project: Nathan identified a minor water line break beneath the sidewalk at Water Street and State Route 105. It was decided that the repair will be completed after the Fair. **Approved**.

ELECTRIC –Jeff Barres, South Substation

Jeff Barres reported that RMS Energy Company will be visiting South Substation on August 4, 2026, to review internal switch issues related to a previously identified fault. The issue can be bypassed, and there is no risk to the Village at this time; however, RMS will need to return later to complete the necessary repairs.

Jeff Barres also reported that, if all goes as planned, Premium Tree Trimming Service will be on-site this week to perform the Village's annual tree trimming along electrical lines. The work is expected to total approximately 60 hours. Barres identified various locations that the tree trimming would be focused on.

MISCELLANEOUS DISCUSSION:

Kim Long, Lisa Boyer and Jeff Barres discussed ongoing safety training programs. Boyer asked Bohland to review the available training courses and determine whether the Village is being charged for any specific trainings. Bohland agreed to follow up on the matter. Long wanted to touch on an email from Steve (Hirzel)and proposed giving a letter to Hirzel concerning regulations on accepting their sewer water; limits (300) and adjusting to 200—we have an ordinance made in 1997-we need to revisit that and adjust the ordinance Hirzel suggested we have a surcharge for when they go over their limits to charge them/off set their costs for chemicals or labor we incur. They are working on this letter. The girl that works at Hirzel is working with Landry and is testing daily.

MAYOR

- The group is working on the **DORA project**, which has been approved through the mapping phase. The next step is to have signage installed (beginning Thursday) from Pine Street to Cedar Street, including Walnut Street but excluding the new alley. **SHELTER HOUSE:** The shelter house at the park has always been locked, but they are trying to keep it open as much as possible so people can use it. Someone will rent it and Tom comes it and cleans it beforehand and locks it up—assuming when someone rents it, it is clean. He reported a church group from Bowling Green, OH came in and painted a bunch of benches and a swing set—a group from Dayspring Church.
- Long also reported that the tornado siren repair has been completed, costs totaled $4250.00. The Township is paying half and others agreed they believe it has been approved. Follow up with Sarah concerning the approval.

Boyer asked if Landry needs extra help for the Hirzel Canning Season. She was asking if we need to plan for this and one other concern is about Uniforms. Long stated we buy t-shirts and sweatshirts. He said we need to ask Sarah to order proper attire. They will address this tomorrow at the council meeting.

CLERK: No report.

With no further business to discuss, the meeting was adjourned at 7:50 p.m. The next meeting will be held on Monday August 17, 2026, at 7:00 p.m.

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

President 8-17-26 **Clerk** Nora Heinonen