

**VILLAGE OF PEMBERVILLE
COUNCIL MEETING
March 17, 2020**

Mayor Carol Bailey opened the March 17, 2020 council meeting at 7:00pm with a prayer and led those present in the Pledge of Allegiance.

Roll Call: Present at the regular meeting of council were Rahe, Angel, Long, Madaras, and, St. Louis. Others present were, Tom Mauk, Gene Steele, and the Clerk.

Minutes: St. Louis moved and Angel seconded to approve the minutes from the March 3rd, meeting. Motion passed unanimously.

Treasurer's Report: St. Louis moved and Jacobs seconded to approve the bills in the amount of \$4,400.16 Motion passed unanimously.

ORDINANCE 1593: AN ORDINANCE AMENDING ORDINANCE NUMBER 1588, SECTION 7, CONCERNING THE PART-TIME POLICE OFFICERS RATE OF PAY. 3rd READING
Angel moved and Rahe seconded to approve Ordinance 1593. Motion passed unanimously.

ORDINANCE 1594: ORDINANCE TO MAKE PERMANENT APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF PEMBERVILLE, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2020. 2nd READING

Mayor Bailey explained the Permanent Appropriations are due to the Auditor by the end of the month and to meet that deadline, council will need to suspend the rules. Angel added that the Finance Committee and BPA worked more on appropriations this year than in the past.

Rahe moved and Angel seconded to suspend the rules. Motion passed unanimously.

Rahe moved and Angel seconded to approve Ordinance 1594. Motion passed unanimously.

Police Report:

Chief Darling stated on the report he outlined the critical incident the Village faced on March 5th. If anyone has any questions he will do his best to answer what he can.

Long stated that he felt the Mayor and the Police Department did a great job keeping all informed without sharing too much and thanks the department,

Council Reports:

Rahe:

Personnel/Finance Committee: Rahe stated that BPA has received a few more applicants for the utility assistant position. Rahe stated that Mauk shared with them that one applicant has both water and sewer licensing which is a positive.

Personnel Handbook: The clerk sent out a copy of the Personnel Handbook with minor changes since the last updated version. Rahe stated the addition has been the credit card policy. Clerk questioned a section on the last page where it appears to read that only the Mayor and Fiscal Officer can use the credit cards. Rahe asked if there should be others besides the two. Clerk explained that the Village holds a master card with Union Bank and various Store cards such as Home Depot and Tractor Supply and was not sure if those needed to be indicated separately. Rahe moved St. Louis seconded to approve the Village Personnel Handbook with the changes as suggested to ensure that we are incorporating proper usage by all Village Personnel. Motion passed unanimously.

Streets and Sidewalk Committee: **Street Sweeping:** Rahe stated that she has received quotes for street sweeping from Dublin and Progressive Sweep. Rahe stated Dublin is \$675 for the spring sweep, up \$25 from last year and \$485 for additional sweeps thereafter, up \$10 from last year. Progressive Sweeping is \$1680 for the first spring sweep, 2nd and 3rd sweep is \$1120, with a fall sweep of \$1400. Rahe moved and Long seconded to accept the quote from Dublin for 2020 street sweeping. Motion passed unanimously.

Mosquito Spraying: Rahe stated the Village has used a company called Fresh Cut for the past few years for mosquito spraying. Rahe stated they are the only vendor that she is aware of that does mosquito spraying. Rahe stated she currently does not have the quote with her but the sprays are under \$300, with a minimum of 6 sprays. Rahe stated the Mayor did apply for the Mosquito Grant but has not heard on that yet. Rahe added if the Village

gets the grant it would be a great savings. Rahe moved and Madaras seconded to accept the quote with Fresh Cut for mosquito sprays for 2020, not to exceed \$300 per spray. Motion passed unanimously.

College Ave. Road Improvement: Rahe stated the bid for this project is scheduled for April 6th at 10:00 am in Council Chambers. Mayor added this may change due to the COVID-19.

Property Markers: Rahe stated it was brought to their attention today, the property markers between the Municipal land and Pember Grove land. The understanding is, the Village had it surveyed and had pegs out on the property line. Mr. Oberhouse put in new stakes for his property line which leads to the discrepancy of what the Village thinks it is and what Mr. Oberhouse has done, so we would like to move forward having Feller Finch come out and do a survey of our property just to be safe. Long asked what is the basis of the discrepancy? Mayor stated about 21 or 23 inches, Mayor stated it is the difference of 10 foot clearance or 12 foot. Long asked what we may assume may be wrong. Is it the entire north south line on the east boundary or is it that random stake in the northwest corner. Clerk showed photos to Long that she received (attached). Long asked who is bringing up the discrepancy? Clerk replied the Zoning Inspector. Mayor stated there are supposedly pins that were originally posted by the Village and Oberhouse has replaced the wooden stakes with the metal stakes. The problem Campbell has faced is due to both stakes being metal, his metal detector is not picking up the Villages property marker. Long asked if it was or was not pinned by the Village Clerk replied it was surveyed and pinned when the Municipal building was originally built. Long's first recommendation would be to temporarily pull the metal t-post and replace with a wooden stake. Mayor stated she could request that. Kulhman asked if the Village had a copy of the survey. Clerk stated she has not been able to locate the survey. No decision made with further discussion to ensue at the next meeting.

Mowing: Rahe stated they are looking to possibly hire someone to mow again this year. Rahe stated they are going to reach out to the individual that helped last year to see if he is interested.

Traffic Study: Rahe reported that the speed studies have been completed. Rahe and Mayor met last week and entered a bunch of information in the spreadsheet that was provided to them by county. They need to get back together to add the additional measures of W. Front St. and finish up so that can get submitted.

Angel:

Angel reported that the computer is set up and sitting where it needs to sit but is not yet hooked to the internet. Due to issues with access to the Wi-Fi, the clerk has ordered 300 feet of internet cable and will have it installed here soon.

Angel added that in the future when we need to purchase computers to ask the gentleman that installed the computer for the security cameras, his opinion before purchasing. He stated that once he got into the computer to see what it all entailed, he stated we actually have in reference a muscle car trying to run the pinewood derby. Angel stated that the computer Jana stated we needed for that is actually overkill. Clerk clarified that the previous IT was not completely aware of the type of security system we were going with and built the computer around a more high tech security system and equipment.

Jacobs:

Flood Committee: Jacobs announced that the Flood Committee will be meeting March 26th at 6:00pm.

Safety Committee: Jacobs reported that Safety Committee discussed getting new security cameras for the Police Department. Chief Darling will be gathering quotes for the new cameras. Angel stated that he asked Chief to quote out a new camera for the Recycling Area as well.

Facebook: Jacobs stated that with the events unfolding with the COVID-19 he would like to see a page created for the Village for informational and updated purposes only and not allowing for comments. Long has questions with having Facebook and the Ohio Sunshine Law. Mayor stated that the previous Mayor created a Village of Pemberville Facebook page through the Mayor's Facebook and she has only posted informational posts such as water break and boil advisory's, and information from the County. Long asked that a policy be created outlining do's and don'ts on Facebook. Further discussion on Facebook postings by the Mayor took place. Long moved and Jacobs seconded to allow Mayor Bailey to have full control to post updated information on the Village of Pemberville Facebook page. Motion passed unanimously.

Long:

Planning Commission: Long stated that with nothing on the agenda and the recent social distancing order, he recommends that this month's Planning Commission meeting be canceled and asked the clerk to post and he will send a notice to the members.

BPA:

Sewer: Long stated that discussion was around general concerns that the things you flush down your toilet are very limited, toilet paper being one. Most of the sanitary wipes should not be flushed, those would create more of a problem than most realize. Please share the word with your friends and make sure these things are not being flushed.

Discussion around water getting into the sewer lines. Long stated that Sheets presented a quote for pipelining, the same company that did the lining on the drain lines at the pool. There are some areas that head towards the Bierley pump station that they feel would benefit from a similar type liner. It is an epoxy type sock blown into the line that seals all the areas in which rain water may be gaining access and then a machine will be inserted to cut out all of the taps along the liner. Long added it is a pretty neat process. Long stated he was not sure what the final outcome on that was by the end of the meeting. Mauk stated there was no type of warranty on the proposal so he wanted to touch base on that before a final decision is made.

State Route 105 Drain: Long stated there was further discussion on the alternative plan for the potential of additional draining on State Route 105 in front of the old Keiser Market and with suggestions made on how that can be potentially handled in a less expensive manner. Long stated they will be reaching out to Feller Finch to see what some of those options might look like and would that be an actual solution.

Electric: Long stated he believes that Barres has some general tree commission questions and coordination on who handles, who approves, and he has some trees that need to be removed. Long stated he is also getting quotes to have some larger trees removed that are beyond his individual trimming capabilities so maybe the Tree Commission can reach out to get those things addressed and begin forming that relationship.

Dumpster: Long asked if we had requested a dumpster for scrap material. Mayor stated that she had requested one weeks ago and is being told it's been requested and will be delivered when one is available. Discussion about the use of the dumpster and the material behind the Municipal building. It was stated the one currently being delivered will be used for scrap metal with the funds used to support the pool and another dumpster will need to be requested for the removal of the debris behind the building that is not considered scrap metal.

Long stated that if Council still wanted Bourdo to make appearance to a Council meeting to report or was he released from that. Rahe stated that Bourdo was released of that when Mr. Campbell was still on and since Angel and she still meet with him for Streets and Sidewalks, she is not sure if he meets with Lands and Buildings, but since he meets with Streets, she and Angel have been doing the updates but if Long wishes to have him attend she can make that request. Long replied that he has no issue with them reporting for Streets but does have an issue with him not attending Lands & Buildings. Long added he just knows other department heads come in and take a pretty active role in a lot of the departments and he just wants to make sure that if he wasn't here it's because we have asked him not to be and he did not intentionally stop coming. Rahe stated he is not here because they told him he no longer needed to attend. Angel added that he does attend every Street meeting where as the others are reporting to one and Bourdo is attending one of the two. Long asked how you make sure Bourdo is tied to Lands and Buildings. Clerk stated you make him attend the meeting. St. Louis stated he will make the request.

Utility Bills: Long stated utility bills and services during this pandemic were discussed. It was stated to make sure all notices are still being sent to all landlords and that it is understood that although services may not be disconnected during this pandemic they are still responsible for the amount owed. Long stated it is critical for the landlords to be aware so that they can take proper action if needed. Angel asked if they had considered it just being a loss. Long stated even if you step back 10 foot and look at what the Village is doing right now the utilities are still costing the Village money, all 600 plus homes, 1400 plus individuals, are then, in theory,

absorbing that for the time being collectively for those who are struggling right now. Long stated it may not be a perfect plan we just need to keep up with these conversations.

Pember Grove: Long stated there was discussion about Pember Grove and peddle stool installation techniques, talked a lot about street lights and getting the street lights in the boulevard installed, Jeff ordering bases and where exactly we will be replacing those. Those are all pending conversations and are to that point in the development. Things are definitely moving forward and will be nice to see some street lights going in.

Madaras:

Tree Commission: Tree Survival School has been cancelled. Madaras stated they have tentatively scheduled the next Tree Committee meeting for April 1st at 4:30pm. However, that may not happen due to the social distancing and nothing that crucial to discuss.

5-Miler: Madaras stated that early today he closed the 5-mile registration temporarily. Madaras explained that the parent company we use, Runsign up has a program in place where they can reimburse individuals and will become a nightmare for the Clerk and right now there is only one person registered. Madaras stated he opened the window and one person jumped in and then he saw what was happening and felt this might not be a good idea at the moment and chose to close it. Madaras stated he tentatively put June 1st as the opening date however, he can open it earlier with just a push of a button. Madaras just wanted to give everyone an update in case anyone was to hear any static that it will reopen at some point.

Madaras stated he was contacted by Roger Mulholland on behalf of ECIC, Eastwood Community Improvement Committee, they want to help. They have money that they want to put into the community and he needs guidance. He has some ideas and some of which Madaras thinks he needs to guidance. SO if anyone has any suggestions whether it be individuals in need, businesses in need, contact Roger Mulholland.

Madaras asked when the next Safety Committee meeting is. Mayor replied that they are meeting every Monday at 9:00am throughout this pandemic

St. Louis:

Lands & Buildings: St. Louis reported that the committee went over the details for the W. Front St. property sale. St. Louis stated we will need to run the ad for 5 weeks in newspaper and then put it to auction.

St. Louis stated they are still discussing clarification on a fence verses planting at the Municipal Building and still need to have conversation with Oberhouse on what would be best to place there.

St. Louis reported that the back wall of the shelter has been cleaned up and the alley is open. The Village wants to make sure that things are not taking place such as individuals moving in. Rahe stated there is a rumor going around that since they took down that back wall and replaced it with the metal sheeting, that the building is no longer condemned. Mayor clarified that the building does not have a Certificate of Occupancy and has not been approved for habitation. St. Louis stated they just needed some more clarification on the. Kuhlman stated that the structural engineer stated that it was not in danger of collapsing. That the back wall needed to be replaced, that the building itself could be salvaged.

Park & Recreation: St. Louis stated the next Park & Rec meeting is Monday, at 6:30pm. St. Louis stated they would prefer not to hold the meeting but they have scheduled an interview with a potential Pool Manager at 6pm. The plan is to move forward with the interview and then see if there is anything they need to follow up on at 6:30pm. St. Louis asked the clerk for the pool concession price list.

St. Louis asked if there is a crack in the foundation of the Shelter House, who needs to deal with that. Long stated that he felt this should be something for Lands & Building. Mayor stated her only concern was if it was a trip hazard. Rahe stated it was vaulted. Long asked if this was something new, Rahe replied that it was not, that it has been like that for a few years. It was suggested after Lands and Buildings takes a look at it, they could possibly explore using the same process they did at the pool. Further discussion to be had.

Mayor:

Mayor stated that yesterday she decided to close the office to the public. The office staff was not comfortable with individuals coming in and out all day long and felt it would be best to close. Mayor stated what she has done is the office is still functioning, the lobby is still open and the girls can take information through the glass window there by the door. There is a table set up in the lobby making information available to residents, there is a utility drop box that has been placed at the end of the wheelchair ramp, and we have advertised that they can call the office if they need an appointment to talk to someone.

Mayor reported that the Deputy Fiscal Officer has recently returned back from a cruise. Mayor contacted her and asked her to stay home Monday and Tuesday. Today the Mayor and girls in the office moved Cindy's computer into the Opera House lobby where she can have her own access and will be in tomorrow and will work from there for the next 2 weeks just because that seems to be what we are supposed to do. Mayor added that Cindy feels fine but she just wants to be cautious. In addition, that Mayor stated that she is going to request that all the employees take their temperatures before coming into work. Madaras asked what happens if one of the utility guys becomes ill, he is aware that they need to meet certain criteria to maintain their licensing. Mayor stated that we have a reciprocity agreement with Bowling Green to help us out, but the EPA is asking for that as well. Mayor stated she has called for clarification but they are all working from home and are not answering their phones. Mauk stated that we do currently have a word of mouth agreement with Bowling Green and just need to narrow down a written agreement.

Mayor stated that she has a conference call with the Wood County Commissioners and all elected Mayors within the County. Mayor stated this will take place every Tuesday at 10:00am. Mayor added we can only have one participant call in per Village, township, etc. however, anyone from Council is welcome to come to town hall and join in. Mayor reported on the highlights of the conference call stating they stressed this was only the beginning of COVID-19, and we can expect to see more cases in the next two to three weeks from now. It will ramp up quickly in the next two weeks and they are expecting the first wave of infections to roll over into Wood County in the next two weeks, at the end of March. They are hoping it peaks by the end of April. The peaking is slower in the United States than in Italy and China because we have flattening the curve. So it is going to draw it out longer but the hope is by flattening the curve, they will cut the death rate in half maybe even two-thirds. Mayor stated we need to be proactive as much as we can. Mayor stated that if the Governor decides to have the State Shelter in place, there will be no warning to close everything down. It has been said that they will keep the essential things open but everything else will close. Bailey suggests that it would be wise to have the necessary items at home individuals need to avoid going out.

Chief Darling stated they have had to adapt very quickly since last Thursday from booking procedures to operations and social distancing. Currently Chief has developed a plan that consist of three phases. First phase is relatively normal, social distancing and have closed their vestibule, gloves and masks when appropriate, specifically for medical calls. Phase two would be a containment phase, which there would be a single office unit 24 hours a day and then 48 hours off time. Chief stated those are going to be very long hours and have the personnel to do it. Phase three, should anyone in the department become ill and a certain percentage is unable to work, then it would be the Sheriff's department that would assume responsibility of coverage. Mayor stated she also put out a reminder regularly there is a program through the Sheriff's called Are You Okay, if you know of anyone that is alone at home, what they do is essentially sign up with the Sheriff Dept and the elderly individual gets a call at a set time, if they don't answer that call, they call again, up to three times, and if still no answer will send a deputy out to check or to call family members, so if you anybody that is in need of that or if you could spread the word, it is on the Sheriff's website.

Senior's: Mayor reported that the Senior Center has closed and is not serving meals. However, mobile meals through the Wood County Committee on Aging is willing to expand as much as possible, their number is 419-353-7945.

In addition, Mayor stated the school has set up satellite location for kids that need food during the day except during the week of spring break.

Website: Mayor stated that she sent the link to review the website and some have made comments on it. Mayor stated she would like to move forward with making the website live. The front page has been changed to list all the services mentioned. Rahe moved and Madaras seconded to move forward with making the new website live. Motion passed unanimously.

Mayor stated she would like permission and approval should Amplex approach her to place mobile hotspot on Village property. Long moved and Madaras seconded to allow Amplex to put in a hotspot in support of the schools for mobile learning needs. Motion passed unanimously.

Mayor stated that she attended the State of the County Address on Monday morning.

TMACOG: Mayor stated that came and discussed funding avenues. Mayor stated one thing she thought was interesting is they would have paid for the traffic study and is good to know going forward. In addition they talked about water trails and what they could do for the Village.

Mayor stated that the Knox box is in and will be placed on the outside of the building to hold any keys should the fire department need to gain access without breaking any doors. Mayor asked Council if they had any suggestions on what keys should be placed inside. Mauk suggested that it should be keys to any of the doors the Village does not want busted, all keys should be labeled. Mauk added that keys to the municipal building could not be included and each location should have their own Knox Box. Madaras moved and Angel seconded to purchase an additional Knox Box for the Municipal Building located on Sherman. Motion passed unanimously.

Mayor reported that the Ohio Sunshine Law Class has been cancelled. Mayor stated those recently elected are the ones that need to take the class. New Sunshine books were distributed to all council members.

Flower Boxes: Mayor reported that Fred Barker has one more box to build. Mayor stated Fred has removed a small flower box on the right side of the back of the building that looks to have butted up to the Moore's property. Fred is asking if it should be replaced. Council discussed and agreed not to place a new flower box where the old one sat. Mayor will let Barker know not to do that.

Guests

Gene Steele: Gene wanted to report that he has a street light across from his driveway that keeps blinking on and off all night.

Oberhouse Park: Gene wanted to remind Council that a year ago there was a deal between the previous Mayor and a young gentleman that cleaned up the fallen trees, timbers and other debris at Oberhouse Park but eventually was ignored and unfinished. Gene would like to pick up where they left off a year ago and finish with getting this timber out so that it does not end up in the Portage and eventually stuck on the bridge during flooding. Gene's concern is where to take the timber once it is pulled out of the Park. Gene stated that the Village should talk to Mr. Hirzel and work out a payment with them to dispose of all the timber and he will pull it all out of Oberhouse Park. Steele stated it was up to Council to figure out the details of getting it cleaned up and disposing of the materials.

Lastly, Oberhouse Park was surveyed due to one resident that runs individuals out of the area located behind his/her home. Steele stated he had submitted to the clerk, a copy of Ohio Revised Code where it indicates it is illegal to remove a survey stake. Steele stated that it wasn't even 2 weeks after the survey was completed, the survey stakes were removed.

Steele stated that while he was walking to the Post Office he has noticed that Northwest Ohio Sewer District was in the park with a large truck cleaning up and it struck him as being odd because they are not your friends and if they start coming in here and playing with our sewer system, they will slowly want to take over.

Steele stated the new hire the BPA is looking at hiring, should not be called an assistant, but an apprentice. If considered an assistant, you could end up with a Joe and Darrel. If hiring an apprentice, then they are there to learn and grow.

Steele commented on the epoxy liner that was mentioned on Bierley St., sounds like a great idea. However, before spending the money on a liner, he is quite certain from being flooded several times, that the 12 inch corrugated pipe that is by Bridge St. bridge on the south east corner of the bridge, that pipe runs east under Bridge St. to Bierley, then runs north and across his property. Steele stated dye has been used during high water with the dye showing up at his place. Steele stated that somewhere that line and the sewer system are connected. Long stated the liner mentioned was actually for Forest Ave. that goes to the Bierley St. pump station, but is curious to what Steele is speaking to.

Council discussed keys for the Municipal Building and BPA members. After much discussion it was determined that the Mayor will speak to the employees and ask them if they want BPA members to have keys to the Municipal building.

Mayor Bailey adjourned the meeting at 8:50 P.M.