

**VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
January 21, 2020**

Present at the regular meeting of the Board of Public Affairs were President Dean Krukemyer, Chuck Schulte, Tom Mauk, Clerk Melody Siebenaler, Nathan Schultze. Board members Dean Krukemyer and Chuck Schulte were sworn in by Mayor Carol Bailey. The meeting was called to order at 7:00 p.m. by Dean Krukemyer. Tom Mauk motioned to approve minutes from January 6, 2020, Chuck Schulte seconded the motion. Vote passed.

The following bills were approved for payment:

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

Jan 21, 2020

<u>Electric 5301</u>		
AMP, INC.	ELECTRICITY	\$ 78,170.10
AMP, INC.	OMEGA JV5 PRINCIPAL	\$ 6,420.98
AMP, INC.	OMEGA JV5 INTEREST	\$ 500.00
AIRGAS GREAT LAKES	LARGE NITROGEN RENTAL	\$ 57.94
AIRGAS GREAT LAKES	NITROGEN CYLINDER RENTAL	\$ 51.60
OE MEYER CO	LARGE & SMALL CYLINDER RENTAL	\$ 6.82
IMPACT PRINTING SERVICES LLC	ACCOUNTS PAYABLE CHECKS	\$ 47.70
FRONTIER	TELEPHONE SERVICE	\$ 65.95
UNIFIRST CORPORATION	UNIFORMS, MATS & TOWELS	\$ 3.13
UNIFIRST CORPORATION	UNIFORMS, MATS & TOWELS	\$ 68.76
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 25.77
	Total Electric	\$ 85418.75

<u>Sewer 5201</u>		
JONES & HENRY LABORATORIES INC.	LAB TESTING	\$ 1202.60
IMPACT PRINTING SERVICES LLC	ACCOUNT PAYABLE CHECKS	\$ 47.70
FRONTIER	TELEPHONE SERVICE	\$ 119.34
FRONTIER	TELEPHONE SERVICE	\$ 65.94
UNIFIRST CORPORATION	UNIFORMS, MATS & TOWELS	\$ 3.13
UNIFIRST CORPORATION	UNIFORMS, MATS & TOWELS	\$ 32.24
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 25.77
	Total Sewer	\$ 3832.25

<u>Water 5101</u>		
CORE & MAIN	MISC SUPPLIES & MATERIALS	\$ 1,028.04
MASI	LAB TESTING	\$ 353.85
BONDED CHEMICALS	CAUSITC SODA; SODIUM HYPOCHLORITE	\$ 1,854.73
GEARHART PLUMBING & HEATING	FURNACE REPAIR AT WATER TREATMENT	\$ 420.85
IMPACT PRINTING SERVICES LLC	ACCOUNTS PAYABLE CHECKS	\$ 47.70
FRONTIER	TELEPHONE SERVICE	\$ 65.94
UNIFIRST CORPORATION	UNIFORMS, MATS & TOWELS	\$ 3.13
UNIFIRST CORPORATION	UNIFORMS, MATS & TOWELS	\$ 32.24
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 25.77
	Total Water	\$ 3832.25

Storm Sewer 5202		
ADKINS SANITATION LTD	VACCUM BASINS	\$ 1487.50
	Total Sewer 5202	\$ 1487.50
Total for all Utilities		\$ 92,235.22

SEWER- Landry Sheets

Nothing to Report

WATER-Nathan Schultze

Nathan informed the Board about a discussion he had with Steve Darmofal and the Village Solicitor, Bob Kuhlman, regarding trying to obtain possible waterline easement with Martin and Misty Smith. Apparently, the Smith's contacted their attorney, Douglas Ruck, and he contacted Bob Kuhlman with some issues as to how process was done and their perception that the Village performed some work on their property without the easement. Nathan stated the valve and extension pipe are within the Village right of way but that the access area and blow off pipe are possibly 30" into the Smith's property. Steve admitted to Nathan that the extension pipe should have been a shorter stick of pipe than what was installed. The access area has been covered and the blow off pipe will be removed once waterline is installed on College Ave.

Nathan presented quotes from Core and Main for water meters/ supplies. Core and Main are the only suppliers for the needed meters. The 1st quote consisted of (12) 5/8X3/4 Accustream ECR/TP 100G SM 5WHL DP/R \$1489.44, (12) 5/8X3/4 Accustream TR/PL 100G W/Housing 6'Wire \$1746.60, (200) 3/4X1/8 THK Rubber MTR Washer \$50.00 total \$3286.04. The 2nd quote was for (1) #18A 2" Omni T2 MEAS CHBR 100G \$935.00. The 2" Omni is needed for a Hirzel account. The Board discussed and approved the purchases.

Nathan mentioned that the Water Department will be needing to purchase a new vehicle in near future. Chuck stated didn't think was a need for 4 wheel drive, Nathan stated there is a need for the vehicle to have 4 wheel drive since he has had to pull Landry out of snow drifts at the Sewer plant more than once. The vehicle needs to have an extended cab and utility bed. Nathan will start the process to see where the Village can purchase the needed vehicle.

Nathan mentioned the sale of air compressor and old electric truck. Board would like to open bids at the February 3, 2020 meeting. The Board agreed to \$200.00 minimum bid for the truck and \$100.00 minimum bid for the air compressor. The sealed bids will be opened and can be raised at time of the opening.

ELECTRIC –Jeff Barres

Nothing to Report

MISCELLANEOUS

Chuck mentioned the possible need for a trailer for the departments to use during water/sewer issues, Landry had brought the subject up at a previous meeting. The trailer would need a rear door, ramp in back, side door, at least 7' ceiling height. Still need to determine if need single or tandem axle. The Board discussed and determined that Nathan and Landry need to determine the amount of equipment that would be stored in the trailer, so that the correct size would be purchased.

The Clerk presented a revised quote from Jim Palmer Excavating for Catch Basin Replacements. The Board reviewed and compared the original and revised quotes. Chuck called Landry to ask some specific questions pertaining to the quotes and Chuck clarified with other Board members the answers to his questions. The Board approved the revised quote from Jim Palmer Excavating. The revised quote consists of 5 separate areas and costs. (1) SR 105 \$435.05 (2) Cherry St. (to be split with the Bethlehem Church-\$5831.15 (3) 503 RT 105 \$5429.14 (4) North of American Legion \$3545.75 (5) West of American Legion \$3492.40.

The Clerk presented 2 quotes from Rutter & Dudley Asphalt Maintenance Inc. for approval. The quote of \$3140.00 to seal coat the existing Water Treatment Plant asphalt was discussed and approved by all members of the Board. The quote for \$18,885.00 to provide 4634 sq. ft. of new asphalt area(s) at the Water Treatment Plant was approved by the Board.

The Board approved the purchase of 1 case of Premalube at cost of \$386.00 from Certified Laboratories. The Clerk presented information to the Board for a drop box to be used by the residents to drop off utility payments and tax information. The Council approved the purchase prior to presenting to the Board. The Board discussed and approved purchase with cost to be divided 4 ways (electric, water, sewer and tax). The Clerk will order, and Village employees will install the drop box near entrance of Town Hall.

The Clerk updated the Board members on projects Steve Darmofal is working on. The West Front St. water issue (at Reardon property) is in process, the South End Waterline Loop project- the drafting is complete and close to submitting to the EPA.

Dean Krukemyer stated that Charlie Aring contacted him to see if the Board had made a decision on sewer charges at his rental property at 404 Kesson Rd. The Clerk stated the Village Solicitor had just notified the Clerk that the Village has the right to charge the resident due to information he reviewed in Village Ordinances 1134, 962 and Board minutes dated November 5, 1990 and November 19, 1990. The Board discussed and agreed that the property is being charged correctly. Dean will notify Charlie of the decision.

Tom Mauk mentioned that the Council was questioning if BPA would want to sell the Village owned land (near Trapper's). Chuck stated the driveway would need to continue to be maintained by the Village since it contains a sewer line easement.

The Board discussed possible changes to the collection of utility bills including changing from 90 days delinquent for shut off to 60 days, not allowing any payment arrangements, and requiring 1 ½ months bills be paid to avoid shut off. Clerk will verify legal limits with the Solicitor and report back to the Board with possible changes allowed.

Chuck asked what the status was regarding Board members receiving keys to the electric/street department building and the insurance issue. The Clerk stated has not been mentioned recently, she would mention it to Sarah (Fiscal Officer).

With no further business to discuss, the meeting was adjourned at 8:57 p.m. The next meeting will be Monday February 3, 2020 at 7:00 p.m.

President

Clerk
