

**VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
February 18, 2020**

Prior to the regular meeting of the Board of Public Affairs there was a joint meeting at 6:30 p.m. with the Village Council and Mayor Carol Bailey. The Mayor requested the joint meeting to discuss projects the Board of Public Affairs has in process and so that the Council and Board could ask questions of each other pertaining to the scope of their duties. Present at the joint meeting were all members of Board of Public Affairs and Council including Mayor, Clerks, and Solicitor. The Mayor requested quarterly joint meetings; the next joint meeting is scheduled for May 19, 2020.

Present at the regular meeting of the Board of Public Affairs were President Dean Krukemyer, Tom Mauk, Chuck Schulte, Clerk Melody Siebenaler, Nathan Schultze, Jeff Barres, Landry Sheets and Greg Feller. The meeting was called to order at 7:17 p.m. by Dean Krukemyer. Tom Mauk motioned to approve minutes from February 3, 2020, Dean Krukemyer seconded the motion. Vote passed.

The following bills were approved for payment:

**Board Of Public Affairs
Bills being submitted for payment** Feb 18, 2020

<u>Electric 5301</u>		
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 25.77
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 22.20
STAPLES CREDIT PLAN	MISC OFFICE SUPPLIES	\$ 31.11
STAPLES CREDIT PLAN	MISC OFFICE SUPPLIES	\$ 39.75
C.	OSHA SAFETY TRAINING	\$ 95.50
FRONTIER	TELEPHONE SERVICE	\$ 65.94
FELLER, FINCH & ASSOCIATES	GENERAL RESEARCH	\$ 725.00
FROBOSE MARKET IGA	GASOLINE	\$ 3.60
AMP, INC.	ELECTRICITY	\$ 76,310.87
AMP, INC.	OMEGA JV5 PRINCIPAL	\$ 6,422.73
AMP, INC.	OMEGA JV5 INTEREST	\$ 500.00
AIRGAS GREAT LAKES	NITROGEN CYLINDER RENTAL	\$ 57.94
O.E. MEYER CO.	LARGE & SMALL CYLINDER RENTAL	\$ 6.82
COUNTYLINE CO-OP, INC.	MISC OPERATING SUPPLIES/MATERIALS	\$ 55.36
OHIO UTILITES PROTECTION SERVICE	2020 GVT LBP ASSESSMENT	\$ 57.61
	Total Electric	\$ 84,420.20
<u>Sewer 5201</u>		
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 25.77
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 22.20
STAPLES CREDIT PLAN	MISC OFFICE SUPPLIES	\$ 39.75
STAPLES CREDIT PLAN	MISC OFFICE SUPPLIES	\$ 31.11
AMP, INC.	OSHA SAFETY TRAINING	\$ 95.50
FRONTIER	TELEPHONE SERVICE	\$ 65.94
FRONTIER	TELEPHONE SERVICE	\$ 119.34
FROBOSE MARKET IGA	GASOLINE	\$ 3.60
D & K TRANSPORT, INC.	SLUDGE PROCESSING	\$ 600.00
JONES & HENRY LABORATORIES	LAB TESTING	\$ 678.50

COUNTYLINE CO-OP	MISC OPERATING SUPPLIES /MATERIALS	\$ 48.44
OHIO UTILITIES PROTECTION SER	2020 GVT LBP ASSESSMENT	\$ 57.62
	Total Sewer	\$ 1,787.77
Water 5101		
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 25.77
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 22.20
STAPLES CREDIT PLAN	MISC OFFICE SUPPLIES	\$ 39.75
STAPLES CREDIT PLAN	MISC OFFICE SUPPLIES	\$ 31.11
AMP, INC.	OSHA SAFETY TRAINING	\$ 95.50
FRONTIER	TELEPHONE SERVICE	\$ 65.94
FELLER, FINCH & ASSOCIATES	GENERAL RESEARCH	\$ 275.00
EISENHOUR MOTOR SALES, INC.,	REPAIR TO WATER TRUCK	\$ 688.95
FROBOSE MARKET IGA	GASOLINE	\$ 3.60
BONDED CHEMICALS, INC.	CAUSTIC SODA/SODIUM HYPOCHLORITE	\$ 1,126.40
AMERICAN WATER WORKS ASSOC.	2020 MEMBERSHIP RENEWAL	\$ 318.00
CORE & MAIN	MISC OPERATING SUPPLIES & MATERIALS	\$ 1,312.72
CORE & MAIN	METERS	\$ 1,489.44
PERRYSBURG PIPE & SUPPLY CO	ANGLE METER VALVE & MATERIALS	\$ 346.62
MASI	LAB TESTING	\$ 365.90
ADKINS SANITATION LTD	VAC CON @ WATER ST.	\$ 1,050.00
COUNTYLINE CO-OP, INC.	MISC OPERATING SUPPLIES & MATERIALS	\$ 90.91
OHIO UTILITIES PROTECTION SERVICE	2020 GVT LBP ASSESSMENT	\$ 57.62
	Total Water	\$ 7,405.43
Water 5703		
FELLER, FINCH & ASSOCIATES	ENGINEERING DURING CONSTRUCTION	\$ 1,897.00
FELLER, FINCH & ASSOCIATES	RESIDENT PROJECT REPRESENTIVE	\$ 8,100.00
FELLER, FINCH & ASSOCIATES	DETAILED DESIGN PHASE-BIERLEY-WATER	\$ 4,704.00
	Total Water 5703	\$ 14,701.00
Storm Sewer 5202		
FELLER, FINCH & ASSOCIATES	W. FRONT ST. DRAINAGE IMPROVEMENT	\$ 322.50
FELLER, FINCH & ASSOCIATES	W. FRONT ST. DRAINAGE IMPROVEMENT	\$ 3,389.00
ADKINS SANITATION, LTD	VAC CON	\$ 1,225.00
ADKINS SANITATION, LTD	VAC CON	\$ 1,487.50
ADKINS SANITATION, LTD	VAC CON	\$ 700.00
ADKINS SANITATION, LTD	TRAILER JET	\$ 1,250.00
JIM PALMER EXCAVATING, INC	BASIN REPAIR/REPLACEEMNT VARIOUS LOC	\$ 15,155.39
	Total Sewer 5202	\$ 23,528.89
Total for all Utilities		\$131,843.29

SEWER- Landry Sheets

Landry informed the Board that he had Jim Palmer Excavating replace the catch basin on Pine St. damaged by the waterline break. Landry was concerned with possible collapse of the area since the waterline break compromised the structure.

Landry informed the Board that a problem occurred when Jim Palmer Excavating was performing work on West Front St. Columbia Gas was present during the work performed and had requested Jim Palmer Excavating run the line 1 more time without Landry's knowledge and Jim Palmer Excavating became stuck in the line. Landry spoke with the Supervisor at Columbia Gas and told him he needed to take responsibility for the issue. Landry stated to the Clerk he would verify with Jim Palmer Excavating as to

the charges associated with the work performed so that the Village would not pay for Columbia Gas' responsibility. Clerk will notify the Fiscal Officer to hold payment until clarified.

Landry presented quotes for a manhole lifter. Board discussed the issues and injuries with manually lifting the manhole covers and all members agreed and approved the purchase of the compact magnetic lid lifter at a cost of \$775.00 to be purchased through Core & Main.

Landry has been in discussion with couple different companies regarding phosphorus removal. He is gathering information regarding different treatment processes.

Landry mentioned that Forrest Ave. is in possible need of grouting the lines. Brian had informed Landry that the lines were grouted approximately 10 years ago.

Landry informed the Board he is not in agreement with the West Front St. Drainage project. Landry stated he doesn't feel the water issue is coming from Rt. 105 but from the field behind the property. Landry feels that a larger grate at the catch basin may be the answer to allow the water to drain. Board agreed the cost estimate provided by Feller, Finch and Associates of \$43,000.00 was high.

WATER-Nathan Schultze

Nathan updated the Board on recent waterline breaks. The Waterline break in the alley behind the Police Station was significant and caused a problem with the storm catch basin. The force of the water damaged the catch basin. Nathan is concerned another break will occur in the line due to age and wear. Nathan contacted Greg Feller to provide proposal for replacement. (Greg provided proposal for Board review just prior to tonight's meeting.) Nathan has requested the proposal consists of moving the line out from under the Village Restrooms and remain an 8" line. The total distance in the alley to replace is approximately 550 feet. The project will require a special allowance from the EPA due to all utilities are within close proximity to each other. There was also a waterline break at the corner of Main and Maple St. Nathan stated this break was minor and only required a band be placed. A portion of the curb and bricks were removed to allow the break to be fixed.

Nathan presented information he had regarding purchase of a new truck for the Water Department. Nathan contacted the Dealership, which had just sold a work truck to the Village of Bradner and was given information for a limited number of 2019 of trucks with the service bed installed. The vehicle would be a 4 door with 4 wheel drive and 8' steel bed for \$38,000.00. Chuck stated he had seen some work trucks in Auto Trader magazine and Nathan presented information he had seen also in the Auto Trader. The costs were higher than \$38,000.00. Board discussed and determined if money was available then should proceed with the purchase because after limited number of trucks are sold cost will go to \$43,000.00. Nathan and Tom Mauk will discuss finances with Sarah, Fiscal Officer, and tomorrow to determine if able to proceed with the purchase.

Nathan informed the Board that both he and Mayor Bailey would be meeting with Roberta from RCAP Friday morning to discuss possible resources for water projects and asked if any Board members were available to join them. Tom Mauk stated he would join them.

ELECTRIC –Jeff Barres

Jeff informed the Board that he had asked Matt Meyer for help with the placement of transformers in Pember Grove Subdivision, due to wet conditions. Matt informed Jeff will have to wait until properties dry out before performing work.

Jeff is performing routine maintenance throughout the Village. The Board informed Jeff the electric pole behind the bank has several items (utilities) buried under and around the pole and he will have to be extra careful servicing that pole. Jeff asked Dean if he could meet with him and Brian tomorrow to determine correct placement for the needed easements for the electric supply to Pember Grove. Jeff needs to get the information to Mr. Kuhlman so the easements can be completed and recorded prior to work being performed.

MISCELLANEOUS

24 payment approvals.

16 Miscellaneous adjustments (2 transfer funds between accounts/6 GovPay/ 7Village Owned/ 1 paid at office after final bank run for the month)

Greg Feller presented an update on the projects his firm is working on since Steve Darmofal has left Feller, Finch and Associates. The South End Waterline Loop Project has been submitted to the EPA for approval. Will have a 5 year shovel ready project once receive EPA approval. Greg presented a question to the Board if the South End Water Loop Project needs to be submitted to Wood County for approval. The Board was unsure and suggested to Greg that he call and check with the County whether project needs submitted for approval. Greg prepared a proposal - Cedar St. to Pine St. Waterline Replacement for Board review. Board will review and determine next step. Also, Greg stated he had been contacted Tuesday morning from Greg Hillabrand (Cash Services), the contractor for the College Ave. Waterline Project, asking about payroll disbursement. The Clerk stated would check with the Fiscal Officer and let Greg Feller know if an issue with payment. Greg also updated the Board on other Projects- West Front St. Drainage ready for Board approval. East Front St. Water and Sewer Project(s) will wait until summer to start the plans.

Tom Mauk asked the Department Superintendents to provide him with comments/thoughts regarding possible use of time clocks. The Council is looking into purchasing time clocks/software to be used by all employees.

Tom stated the Mayor has requested all departments clean up behind the utility building. The departments are to complete the clean up in a timely manner.

Chuck asked the Clerk what the process is when a resident pays the utility bill online. He said a resident paid online and their next utility bill did not reflect the payment. Clerk stated it is due to timing. Resident may pay bill last couple days of the month and bank does not process the payment for 4-7 days. Thus, our office does not process the payment in our system until after bank has processed the payment. The Clerk stated the Board had done a Resolution allowing the Clerk to remove all penalties associated with the payment and then Board approves the adjustments. Chuck suggested online payments may need to be made with an earlier due date and Clerk stated that is impossible and unfair to enforce different due dates.

Dean mentioned Delinquent Accounts and what was happening with them. The Clerk notified the Board the account Tom Woodruff came to a prior meeting about has paid the account balance off in full. The delinquency issue is- the same account holders keep paying only enough to keep from having utilities shut off. The cycle repeats the following month. The Clerk stated she had spoken the Village Solicitor regarding notifying landlords. The Solicitor stated need to make sure we stay within the HIPPA guidelines. The Clerk stated need to look and possibly make changes to the Application for Renters to include having the renter sign\acknowledge the landlord will be notified of any delinquency with the account. The Clerk asked the Board if they had any feelings as to possible increase in security deposits for renters and possibly require deposits from homeowners also. Clerk stated issue is when a homeowner sells the property and doesn't pay final bill. Board members asks the Clerk to work on application changes for further review.

With no further business to discuss, the meeting was adjourned at 10:15 p.m. The next meeting will be Monday March 2, 2020 at 7:00 p.m.

President

Clerk
