

**VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
March 16, 2020**

Present at the regular meeting of the Board of Public Affairs were President Dean Krukemyer, Tom Mauk, Chuck Schulte, Clerk Melody Siebenaler, Jeff Barres, Landry Sheets and Bill Long, Mayor Carol Bailey. The meeting was called to order at 7:00 p.m. by Dean Krukemyer. Chuck Schulte motioned to approve minutes from March 2, 2020 with change of Mark Meyers to Matt Meyers. Tom Mauk seconded the motion. Vote passed.

The following bills were approved for payment:

**Board Of Public Affairs
Bills being submitted for payment Mar 16, 2020**

<u>Electric 5301</u>		
JOHN COURTNEY	CONSULTANT RETAINER	\$ 100.00
AIRGAS GREAT LAKES	NITROGEN CYLINDER RENTAL	\$ 81.30
O.E. MEYER CO	LARGE & SMALL CYLINDER RENTAL	\$ 6.38
FRONTIER	TELEPHONE SERVICE	\$ 65.94
UNION BANK	COLLECTION OF UTILITY BILLS	\$ 10.00
AMP, INC.	OSHA SAFETY TRAINING	\$ 95.50
FROBOSE MARKET IGA	GASOLINE & SUPPLIES	\$ 3.60
COUNTYLINE CO-OP, INC.	MISC OPERATING SUPPLIES & MATERIALS	\$ 65.46
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 24.33
	Total Electric	\$ 452.51

<u>Sewer 5201</u>		
USA BLUEBOOK	LAB SUPPLIES FOR ROUTINE MAINTENANCE	\$ 4,612.85
ADKINS SANITATION	VAC CON CLEANED STORM SANITARY	\$ 1,225.00
ADKINS SANITATION	TELEVISIONING LINES	\$ 175.00
TREASURUER, STATE OF OHIO	ANNUAL SEWAGE SLUDGE FEE	\$ 100.00
JONES & HENRY LABORATORIES	LAB TESTING	\$ 632.80
D & K TRANSPORT	SLUDGE	\$ 600.00
FRONTIER	TELEPHONE SERVICE	\$ 65.94
FRONTIER	TELEPHONE SERVICE	\$ 119.34
UNION BANK	COLLECTION OF UTILITY BILLS	\$ 10.00
AMP, INC.	OSHA SAFETY TRAINING	\$ 95.50
FROBOSE MARKET IGA	GASOLINE & SUPPLIES	\$ 3.60
COUNTYLINE CO-OP	MISC OPERATING SUPPLIES & MATERIALS	\$ 18.86
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 24.33
	Total Sewer	\$ 7,683.22

<u>Water 5101</u>		
CORE & MAIN	MISC OPERATING SUPPLIES	\$ 935.00
MASI	LAB TESTING	\$ 185.55
FRONTIER	TELEPHONE SERVICE	\$ 65.94
UNION BANK	COLLECTION OF UTILITY BILLS	\$ 10.00
AMP, INC.	OSHA SAFETY TRAINING	\$ 95.50

FROBOSE MARKET IGA	GASOLINE & SUPPLIES	\$ 3.60
COUNTYLINE CO-OP, INC.	MISC OPERATING SUPPLIES & MATERIALS	\$ 11.38
COMDOC, INC.	COPIER LEASE, MAINTENANCE & SUPPLIES	\$ 24.33
	Total Water	\$ 1,331.30
Total for all Utilities		\$ 9,467.03

SEWER- Landry Sheets

Landry informed the Board that his vacation has been postponed for couple days as of now not sure when/if vacation will occur due to the Corona Virus epidemic.

Landry stated seeing lots of I & I in Bierley Ave. Pump Station. (South St. to Forrest Ave. to Bierley Ave.). Area lines have had camera ran and were able to pick the areas with bad infiltration. Landry contacted Innovaliner Inc. and they provided a quote for \$21,910.00 for South Street heading NE and \$25,900.00 from MH South West to MH Forrest St. Total project \$47,810.00. Landry stated he had contacted other Municipalities around the area and all recommended Innovaliner. Landry said April timeframe to perform the work. Chuck asked if company provides a warranty, Landry to inquire regarding warranty and how it is backed up. Landry will provide additional information at next meeting.

Landry presented a quote from Jim Palmer Excavating \$3845.18 to excavate and install 20' of 10" pipe to connect existing basin to existing storm sewer at 736 West Front St. This is to act as a new outlet for the existing catch basin and help alleviate pooling of water during heavy rainfall. The Board discussed and would like information if upsized to 12" instead of 10" and if sweeping at 45 degrees would allow the water to flow with the waterflow instead of stopping and turning 90 degrees and possibility backing up. The Board asked Landry to check as to if would require an easement to perform the work and to get additional quotes for proposed work.

WATER-Nathan Schultze

Nothing to Report

ELECTRIC –Jeff Barres

Jeff updated the Board regarding Pember Grove Subdivision. He has received copies of the needed easements for the electrical supply to Pember Grove. He will hand deliver the easement paperwork and speak with each landowner to answer any questions and instruct them to contact Bob Kuhlman's office to sign the original easement paperwork. Mr. Kuhlman's office will then have the easements recorded at the county. Jeff has all necessary supplies to complete the electrical connection once all easements are received and recorded.

Jeff supplied the Board with an estimate from Matt Meyer Electrical for materials and labor to install the Pember Grove Subdivision vaults and splice boxes with 10 ft. sub to each lot. The Village is supplying the vaults, splice boxes and stone for vault and box bases. Jeff will work along with Matt Meyer to complete the electrical service to the Subdivision. The estimate from Matt Meyer Electrical is \$5,984.24. Board discuss and approved the cost of \$5,984.24. Jeff is looking to Matt Meyer to provide information regarding area standards. There will be 3 feeds to the Pember Grove Subdivision.

Jeff asked if he was responsible for installing the streetlights in the Subdivision. Board stated Tom Oberhouse is responsible for purchasing the lights for in the subdivision and the Village is responsible for the installation.

Jeff informed the Board that he has installed temporary power to the condos being built on College Ave. by Nigel Davies and John Ernsthausen. The plan is for 3 condos to be built in front and once they are completed and sold the final 3 will be built behind them. Jeff is planning on leaving the temp pole in place until all 6 condos are completed.

Jeff told the Board that Douglas Frayley (205 Main St.) contacted him regarding a tree that is in need of removal. The tree is in the boulevard and is becoming unsafe due to being dead. Mr. Frayley is concerned that the tree may fall during a storm and damage electrical lines. Jeff is to get quotes regarding the removal of the tree since it could impact the Village's electrical lines. Jeff is going to contact John Lockard (tree committee) to see as to why Village plants trees under/near electrical lines.

Jeff stated that he is still waiting for a dumpster so that he can help remove debris from behind the Village Garage. Jeff stated he has nothing back there but has the equipment and willingness to help other departments remove the items. Mayor Bailey will check with Jeff Bourdo (streets/buildings department) to see when it is to arrive. Jeff will contact Tom Oberhouse to see if he would be interested in any of the sandstone. Village is selling it for what they paid (\$50.00 a slab).

MISCELLANEOUS

16 payment approvals.

Miscellaneous adjustments (7 Village Owned/ 1 Computer Error/ 4 Payment applied to wrong account/19 Gov Pay/ 1 read input incorrect

Mayor Bailey stated that she had a conversation with Nathan Schultze and the EPA is requesting information as to if the Village has a plan in place in case of illness, due the Corona Virus epidemic. Concerns with coverage if Nathan becomes ill and Landry is on vacation. Brian Heestand will be available to help with issues.

Clerk asked the Board to give guidelines as to delinquent accounts, shut offs and penalties applied to accounts due to the Corona Virus epidemic. Discussion by all in attendance and decision was made to try and collect all delinquent accounts but no shut off would be performed on scheduled date of March 31, 2020. Clerk will notify all landlords that due to the epidemic; accounts will remain on and continue to accrue charges. No penalty would be accessed to any accounts until after the epidemic is under control. Mayor Bailey asked that surcharges be removed from business/industrial accounts until epidemic is under control. All guidelines will be reviewed as needed until situation is under control.

The Board reviewed resumes received and asked Clerk to schedule interviews for April 6th. Clerk will contact and schedule (timeframe may need adjusted due to the Corona Virus).

With no further business to discuss, the meeting was adjourned at 9:37 p.m. The next meeting will be Monday April 6, 2020 at 7:00 p.m.

President

Clerk
