

**VILLAGE OF PEMBERVILLE
COUNCIL MEETING
August 6, 2013**

President Pro Tempore Campbell opened the August 6, 2013 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 was Bockbrader, Cox, Long, Rothenbuhler, and Schuerman. Absent was Mayor Bowman. Others present were Russell Eby, Gene Steele, Harold Brown- Sentinel Tribune, Vic Schuerman, Nicole Long, Solicitor Marsh, Police Chief Darling, and the clerk.

Minutes: Cox moved and Long seconded to approve the July 16, 2013 regular meeting minutes. Motion passed unanimously.

Treasurer's Report: Long made a motion to approve payment of bills in the amount of \$5,837.46 and Rothenbuhler seconded. The motion passed unanimously.

Campbell:

The leaf machine will need repairs. Campbell presented a quote from ODB Company for \$1992.90. Council asked the committee to try to obtain additional quotes. Due the extended lead time to receive the parts, Rothenbuhler moved and Long seconded to purchase an impeller, bearings, bushing, and power band for the leaf machine after the committee sought additional quotes not to exceed \$2000.

Cox:

The Tree Commission will have a meeting tomorrow at 3pm.

Long:

Campbell explained a letter was received from a resident regarding the conditions at the Public Restrooms. Long moved and Cox seconded to have letter from Nicole Drake (A) be entered into the minutes. Motion passed unanimously. Long distributed a complaint reconciliation sheet (B) detailing what if any corrective action is needed. There was discussion on the same. Long distributed a sample restroom cleaning task and frequency chart (C). Streets, Sidewalks, Lands, and Buildings Committee will continue with any corrective action needed and update any needed scheduling or charts.

Campbell explained that the Village had received a letter on July 30, 2013 from Nicole Drake giving her resignation as soon as a replacement is found or January 1, 2014. Then Campbell read another letter received from Nicole Drake dated August 6, 2013 stating due to her health, she would not be able to continue to clean and therefore is resigning effective the date of the letter. There was discussion as to which committee this should be directed. It was decided that Streets, Sidewalks, Lands and Buildings would look into whether this could be done by current employees or should continued as outsourced and put it out for quotes. Until a decision is made Campbell will make arrangements with current employees to complete the work.

Long explained that Sunoco Logistics is in the process of purchasing property adjacent to the Village well-field. The Source-Water Protection Division of the EPA has been contacted and

they informed the BPA that they everything is within guidelines. The BPA is aware of the situation and met with Sunoco at last night's meeting.

Rothenbuhler:

The Finance Committee met and Rothenbuhler explained that currently the Village only has one signer on our accounts since Margaret Wilka has retired and should be removed from all accounts. It is the Finance Committee's recommendation to have two additional signers added The Union Bank accounts, both the Mayor and the Deputy Fiscal Officer.

Rothenbuhler moved and Cox seconded that Sarah Dyer and Gordon Bowman be added to the Village of Pemberville bank accounts at the Union Bank. Roll Call: Rothenbuhler – yes, Cox – yes, Bockbrader – yes, Schuerman – yes, Long – no.

Finance Committee, with the Records Commission, will be updating the records retention policy.

The Finance Committee will be updating the investment policy.

Schuerman:

The pool will be open regular hours on August 18-20, and then reduced hours on August 24, 25, 31, and September 1.

Pool closures were discussed.

Schuerman questioned if the Village had an employee smoking policy. Personnel Committee will investigate.

There was discussion about businesses using road and parking areas for signage and/or seating. Council would like this addressed as it could be a safety issue.

During the recent spraying for weeds, an over spray occurred. If the grass does not come back then the Village will replace.

Other:

Gene Steele commented on the size of line and amount of natural gas that will be moved through the line discussed by Long.

Gene Steele would like to see an increase in activity in use of Village parks. He suggested planned activities to help increase the use of the parks.

The Police Activity Report for July 17, 2013 thru August 6, 2013 was distributed.

President Pro Tempore Campbell asked for a motion to adjourn. Schuerman moved to adjourn and Rothenbuhler seconded. Motion passed unanimously at 8:06 pm.

(A)

Nicole Drake

P.O. Box 742
Pemberville OH 43450
July 9, 2013

Pemberville Village Council
115 Main Street
P.O. Box 109
Pemberville, OH 43450

Subject: The Public Restrooms

Dear :

This letter's intent is threefold:

First—It is a formal written copy of all the mechanical, aesthetic, as well as potential safety issues associated with the public restrooms—which have been previously reported to various Pemberville staff members—but as of yet have not been written in any formal capacity—nor brought to the attention of the Village Council itself.

Second—It is a response to a formally registered complaint by an unknown council member –or village staff member –which occurred—from my understanding— at the last council meeting and was brought to my personal attention on Thursday July 3, 2013.

Third—It is a request for clarification—as an outsourced cleaner— as to whom is the appropriate person to contact when an issues arises or supplies are needed.

I. The following is a systematic list of all the mechanical issues and their complementing safety issues; the aesthetic issue should become apparent as one reads the list.

➤ *All items listed below have been reported on or before July 8, 2013*

A. Lobby

1. The doors are not consistently locked. This responsibility was originally assigned to the police and is not part of the cleaning contract. The village no longer has police on duty every night—from my understanding—and so the responsibility is left unassigned. Therefore the restrooms have become a playground for after dark criminal activity. This is not only dangerous for the community but costly as well. The constant acts of vandalism often involve bodily fluids, unnatural acts of defecation, profanity—written on –or etched in the walls, broken lights and light switches, the attempted striping of the copper wire from the heaters, food being thrown throughout the entirety of the restroom, removal of the screws from the park

benches, and many others. These acts are safety, health, and financial issues for all of us who live within the village.

2. Surveillance camera—nonoperational. -As a member of this community I feel it is important that you all understand that places such as our public restrooms (in the unmonitored and unsecured state that it is in) have the potential to become places of violent crimes—such as assault or rape. I understand that this not something we want to think about happening in our little town—yet—it is something that can happen and it is not an exaggeration. There are plenty of horrific news stories about bad things happening to people in places such as this. Let me give you just one example: March 29th – ABC News – 11 year old girl gang raped by 8 teenagers whose ages ranged from 14-19. She was “Brutalized in a dark male restroom” it was a public park restroom.
3. One of the light covers for the ceiling light is missing
4. No ventilation

B. Women’s Restroom

1. The toilet has a massive leak when flushed. The water flows out from under the base of the toilet rolling toward the sink. It then tends to pool around the base of the toilet seeping into the sounding floor within in the stall. This causes an immediate slip and fall risk. When the water is allowed to sit, pool, and evaporate into the surrounding floor repeatedly and over a long period of time (which it has)... accompanied by the fact that the restroom is only cleaned twice a month... makes it impossible to make the floor look and/or remain clean. This is no longer an issue of cleaning around the toilet properly; it is an issue of much needed repair, to the toilet and to the floor.
2. The caps for the large screws which are responsible for holding the toilet to the floor are missing. This not only detracts from the appearance of our restrooms but it is also a safety hazard. Someone could get cut from the exposed rusty screws.
3. The sanitary box has been stolen. This is a health issue that has the potential to become a mechanical one –that is to say –if a young girl was to attempt to flush a menstrual product that should not be flushed.
4. The floor to the left of the baby changing station is buckling up –it has been for a long time now—it is now (in my opinion) a tripping hazard.

C. Handicap Restroom

1. The toilet has a small leak emanating from behind the toilet when it is flushed.
2. The caps for the large screws which are responsible for holding the toilet to the floor are missing. This not only detracts from the appearance of our restrooms but it is also a safety hazard. Someone could get cut from the exposed rusty screws.

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3. The molding (or caulk) has detached from the wall and the sink—and as such—the sink is pulling away from the wall. Not only does this look bad it has the potential to become a safety issue.
4. The mirror is turning black at the bottom.

D. Men's Restroom

1. The light is out. This is not a onetime event. This is a constant issue that has been ongoing and reported many times over the course of (at least) a year. It is my understanding that this issue is due to vandalism of the light fixture and or the theft of the light bulbs.
2. There is no trap in the urinal. This is the primary cause of the smell that is present and lingers through the entirety of the public restrooms. The constant in flooding of sewer gas (since the opening of the restroom) has played a role in its mechanical & aesthetic deterioration. Listed below is information I found useful...

Question: *What, exactly, is a trap?*

Answer: A trap is a device made from a U-shaped section of pipe, tubing or tile which traps wastewater. This wastewater then acts as a seal to prevent sewer gases from coming out through the drain opening.

Question: *What is sewer gas?*

Answer: Sewer gas, at least that which causes an odor problem to the occupants of a dwelling, is a mixture of inorganic gases created by the action of anaerobic (needing no oxygen) bacteria on sewage and sludge. This gas can contain hydrogen sulfide, ammonia, carbon dioxide, methane, nitrogen, and hydrogen.

Question: *What makes it smell so bad?*

Answer: Almost always, hydrogen sulfide is the odor culprit, although ammonia may be formed in rare cases. The rest of the gases listed above are odorless. The odor threshold, the lowest concentration that can be detected with the nose, for hydrogen sulfide is somewhere between .001 and .01 parts per million (ppm), an extremely low concentration. As an illustration, 1 ppm on a linear scale is one inch in 15.8 miles.

How does it get into a dwelling?

Answer: The only way sewer gas can get into a building is if there is something wrong with your plumbing. The most common fault in the plumbing system is untrapped drains, especially floor drains.

Other ways sewer gas can get into your dwelling include:

- a. A dry trap. If there is a trap in a drain line that is not often used, the water in the trap may evaporate, breaking the trap seal.
- b. A damaged trap. Obviously, if the trap is cracked and allows the water to run out, the trap seal is again lost.
- c. A damaged drain line. If the drain line is cracked or broken between the main sewer and the trap, there is nothing to impede the flow of gases through the crack or break in the line. Also, a damaged drain line may allow sewage to drain into the building, and you may get a sewer odor from that accumulation of sewer.
- d. A damaged or plugged vent. The vent system in your plumbing is designed to equalize the atmospheric pressure differences caused by wastewater flowing through the plumbing, and also to allow sewer gases to escape the plumbing system by venting them into the atmosphere above the building. If this system has an untrapped opening inside your building, gases may escape through that opening.

If the vent is plugged or absent, those unequal pressures it was designed to eliminate may siphon the water out of the trap to such an extent as to ruin the trap seal.

Question: How is it produced in the sewer?

Answer: Hydrogen sulfide (H₂S) is produced when the sulfate radical (SO₄) is reduced to H₂S and H₂O (water). This reaction can take place only when there is no oxygen or other oxidants in the microbial environment. Studies have shown that H₂S is not produced in fresh wastewater for two or three days, by which time it is normally to or through the wastewater treatment plant.

There are, however, some environments where hydrogen sulfide is produced in the sewers:

- a. The slime layer that coats the sewer pipe below the water line. Although this layer can be only .040 of an inch thick, the three-quarters of the layer closest to the sewer pipe is so oxygen-poor that H₂S is commonly formed.
- b. If any sludge has been deposited at the bottom of the pipe, H₂S will also be formed in that sludge.
- c. If there is a problem in the sewer with flow (if it is plugged or partially plugged) so that the sewage cannot keep moving, the oxygen content gets to low that H₂S can be produced in the sewage itself.

An important point to remember is that all sewage systems, at one time or another, produce sewer gas.

Physical Exposure to lower concentrations: Can result in eye irritation, a sore throat and cough, nausea, shortness of breath, and fluid in the lungs. These symptoms usually go away in a few weeks.

Long term exposure to building: Sewer gas is corrosive to all electrochemical series metals as well as many epoxies and adhesives. It can also cause hydrogen embrittlement to steel pipe. Blistering and pitting are two other signs of corrosion that can indicate the presence of H₂S.

3. The urinal does not function properly. It has a tendency to get stuck and will continually run for a long period of time. This does not happen with every use, but if left running it does lessen the absolutely horrid smell.
4. The floor around the urinal is caving into the base of the urinal. Safety issue: slips and fall.
5. The wall under the sink seems to be deteriorating.

II. Response to complaint

It is my understanding—from the information I received—the primary complaint was in reference to the cleanliness of the floor area around the toilets. As I had not personally cleaned the restrooms or town hall since (my series of operation which started on) November 2011. I decided (being now 6 months into recovery from my last operation) to clean both buildings with my husband—who had taken over the contract and cleaned with me since the beginning of the contract.

I had not been in the public restroom since my husband fully took over the contract. I don't use them. I was surprised to see that many of the issues I had reported before my husband took over the contract have now become much worse. For example, the leaking toilet in the women's and handicap restroom—as well as—the still missing trap in the men's restroom.

I am horrified at the state of decay the restrooms have fallen into... in just shy of two years. The given condition of the restrooms is the result of its structural condition, constant vandalism, and the fact that it is left opened 24 hours a day, 7 days a week and only cleaned twice a month. The state of the public restroom is not caused by a lack of diligence or contractual obligations.

Whereas it is unrealistic to expect the public restrooms to appear fully cleaned with the current physical condition that they are in—or remain cleaned—to the level that can be achieved for a span of two weeks... I did find a few things in town hall that I felt should be "stepped up" a bit—and as such—I will be cleaning with my husband for remainder of our time cleaning for the village.

III. Assigned/Agreed Upon Contact Person

Up until July 3, 2013 communication occurred by notes being left or through verbal communication with various Pemberville staff members. This letter is in no way meant to

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place blame on anyone person or group of peoples. As of July 3rd I was informed to contact Jeff Bourdo concerning all matters.

Closing

As a homeowner, a mother of a 12 year old boy, and a taxpaying member of this community, I am personally vested in this town and its overall appearance and safety. I take pride in my home and in my work and in my community (within my means). The fact is that the restrooms need major repairs and they are an unsafe place within our community. There is already criminal activity occurring regularly. How much longer before a violent crime takes place? Or the village is sued for an injury that occurs on the property. For example from a Slip and fall after a woman flushes the toilet in the women's restroom or an older person trips and falls on the raised floor.

I am asking the council ... PLEASE CLOSE them. At least until the village can afford to repair them properly. As well as has a plan of action to make them into a less attractive place for criminal activity. May I also suggest—when they are properly fixed only open them when our community has special events. They can be cleaned and locked up after the event is over.

Sincerely

A handwritten signature in cursive script that reads "Nicole Lee Ann Drake".

Nicole Lee Ann Drake
Community Member and Outsourced Cleaner
July 12, 2013

Public Restroom Complaint Reconciliation		
Problem	Inspection	Correction
RR not locked/unlocked	TRUE	Ask Mayor Bowman to assign task
Surveillance Camera - nonoperational	TRUE	Camera must be pulled to access data. Not the appropriate permanent solution. Request DVR if surveillance to continue. Cameras are only as good as the data review. Camera's themselves do not stop crime, rather capture information to be reviewed.
Lobby		
Light Cover Missing	FALSE	Broken Corner - Order replacement and install
No ventilation	TRUE	
Lavatory leaks @ base	FALSE	Could not replicate
Missing anchor bolt caps	TRUE	Order replacement and install
Sanitary box is missing	TRUE	Order replacement and install
Buckling Floor @ Changing Station	FALSE	Damage Subfloor, VCT elevated
Lavatory leaks from behind when flushed	FALSE	Could not replicate
Missing anchor bolt caps	TRUE	Order replacement and install
Caulk has detached @ sink	TRUE	Will not result in sink falling.
Mirror is corroding.	TRUE	Cosmetic
Light is out	TRUE	Ongoing Problem. Create inspection schedule with T/F
No trap in the Urinal	Unknown	Floor inset urinal (replace w/ wall mount?)
Poor Communication w/ Cleaning Contractor	TRUE	Assign permanent point of contact (by position) and Task/Frequency Scope w/ Contract
MISC		
Sewer Gas Odor	TRUE	Task/Frequency to include watering traps, typically completed when mopping floor.

Other:
 Paint Lobby
 Lobby VCT damaged - irregular floor



Restroom Cleaning Task and Frequency Chart

DESCRIPTION TASK - Restrooms	AREA/FREQUENCY (DAYS/YEAR)	
	Downtown	Park
	Jan-Dec	Apr-Oct
Months		
Spot clean all doors, partitions and walls, dust partition tops, dispensers, and ladies' lockers	260	260
Empty waste paper and sanitary napkin receptacles	260	260
Restock and refill towel, tissue, soap, sanitary seat cover dispensers and vending machines	260	260
Clean and sanitize all toilets, urinals, and wash basins inside and out, top and bottom	260	260
Clean and polish all chrome fixtures including faucets, flushers and wash basins, traps and piping	260	260
Clean mirrors and other bright work to a highly satisfactory appearance	260	260
Clean and sanitize sink counters	260	260
Damp mop the floors using germicidal detergent	260	260
Vacuum any carpeted areas	260	260
Clean, polish and sanitize all drinking fountains.	260	260
Dust entry door ventilating louvers and tops of doors; clean kick plates. Damp wipe door frames, hinges, partitions and spot clean tile walls	52	52
Dust and clean all exhaust fan vents	52	52
Clean other chrome fixtures including flushers, traps, and piping	52	52
Collect napkin dispenser money and turn in to customer.	52	52
Machine scrub tile floors (on rotation one each week)	12	12

* It is the intention to keep the restrooms thoroughly clean and not to use a disinfectant or deodorant to hide odor. Disinfectants must be odorless. Abrasive cleaners that may damage any surface are not permitted.