

**VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
January 16, 2018**

Present at the regular meeting of the Board of Public Affairs were Tom Mauk, Dean Krukemyer and Chuck Schulte. Also in attendance was Bill Long. The meeting was called to order at 7:00 p.m. by Chuck Schulte. Minutes from the 01/02/2018 meeting were approved with one correction with a motion by Tom and a second by Dean. There were 16 miscellaneous adjustments approved and there was 1 vacation/compensatory leave approved.

The following bills were approved for payment:

**Board Of Public Affairs
Bills being submitted for payment 16-Feb-18**

Electric 5301

Cintas Corporation	Mats & Towels	\$	6.79
Creative Microsystems	2018 Hardware Maintenance Renewal	\$	300.00
Creative Microsystems	Utility Client Server/Database Support	\$	1,241.15
Verizon Wireless	Cellular Broadband Service	\$	26.14
AMP, Inc.	OSHA Safety Training	\$	91.80
NAPA Auto Parts	Misc. Operating Supplies	\$	83.60
Cardmember Services	Postage Stamped Envelopes/Line Man Ad	\$	292.73
OMEGA JV2	Electricity	\$	503.58
AMP, Inc.	Electricity	\$	78,485.86
John Courtney	Monthly Electric Consultant Retainer	\$	100.00
Airgas	Nitrogen Cylinder Rental	\$	62.74
Lowe's Business Acct/GEMB	Misc. Operating Supplies	\$	109.00
Henry W. Bergman, Inc.	Street Resurfaces	\$	425.00
Union Bank Co.	Utility Bill Collection	\$	10.00
Hilty Office Supply	Misc. Office Supplies	\$	69.42
COMDOC, INC.	Copy Lease & Maintenance Fee	\$	23.49
Frontier	Telephone Services	\$	54.04
COMDOC, INC.	Copier Usage, Lease & Maintenance	\$	15.84
Countyline Co-Op	Misc. Operating & Materials	\$	53.49
Steve Firsdon	Gasoline	\$	61.18
Unifirst	Uniform Rental for December	\$	206.30
Treasurer, State of Ohio	Financial Audit	\$	21.52
Staples Credit Plan	Misc. Office Supplies	\$	17.07

Total Electric

\$ 82,260.74

Sewer 5201

Cintas Corporation	Mats & Towels	\$	6.79
Creative Microsystems	2018 Hardware Maintenance Renewal	\$	300.00
Creative Microsystems	Utility Client Server/Database Support	\$	1,241.15
Verizon Wireless	Cellular Broadband Service	\$	26.13
AMP, Inc.	OSHA Safety Training	\$	91.80
Home Depot Credit Services	Safety Cones/ Reflective Marker/Cable Cuff	\$	148.53
Cardmember Services	Postage Stamped Envelopes/PH Buffers	\$	201.64
City of Perrysburg	Sludge Processing	\$	452.40

Adkins Sanitation	Vac Con Routine Clean Basins	\$	875.00
Jones & Henry	Lab Testing	\$	1,213.80
Union Bank Co.	Utility Bill Collection	\$	10.00
Hilty Office Supply	Misc. Office Supplies	\$	69.40
COMDOC, INC.	Copy Lease & Maintenance Fee	\$	23.49
Frontier	Telephone Services	\$	54.05
COMDOC, INC.	Copier Usage, Lease & Maintenance	\$	15.84
Countyline Co-Op	Misc. Operating & Materials	\$	36.37
Steve Firsdon	Gasoline	\$	155.72
Frobose Market IGA	Gasoline	\$	19.26
Unifirst	Uniform Rental for December	\$	40.92
Treasurer, State of Ohio	Financial Audit	\$	17.22
Frontier	Telephone Services	\$	114.04
Staples Credit Plan	Misc. Office Supplies	\$	29.38

Total Sewer

\$ 2,541.20

Water 5101

Cintas Corporation	Mats & Towels	\$	6.79
Creative Microsystems	2018 Hardware Maintenance Renewal	\$	300.00
Creative Microsystems	Utility Client Server/Database Support	\$	1,241.15
Verizon Wireless	Cellular Broadband Service	\$	26.12
AMP, Inc.	OSHA Safety Training	\$	91.80
Home Depot Credit Services	Misc. Operating Supplies/Materials	\$	239.49
Gearhart Plumbing & Heating	Checked Heating System & Intake Scr.	\$	89.00
Bonded Chemicals	Cuast. Soda Liq	\$	1,372.90
MASI	Lab Testing	\$	561.24
Aqua-Line, Inc.	Emergency Leak Detection Services	\$	501.40
Shelly Materials, Inc.	Stone for Water Breaks	\$	319.59
Nathan Schultze	Reimbursement of 2nd AFLAC Payment	\$	49.92
Nathan Schultze	Boot Reimbursement	\$	100.00
Henry W. Bergman, Inc.	Street Resurfaces	\$	3,140.00
Union Bank Co.	Utility Bill Collection	\$	10.00
Hilty Office Supply	Misc. Office Supplies	\$	69.40
Shelly Materials, Inc.	Stone for Water Breaks	\$	319.59
COMDOC, INC.	Copy Lease & Maintenance Fee	\$	23.49
Frontier	Telephone Services	\$	54.05
COMDOC, INC.	Copier Usage, Lease & Maintenance	\$	15.84
Countyline Co-Op	Misc. Operating & Materials	\$	34.53
Steve Firsdon	Gasoline	\$	252.75
Unifirst	Uniform Rental for December	\$	40.92
Treasurer, State of Ohio	Financial Audit	\$	14.35
Feller, Finch & Associates, Inc.	Easement Preparation	\$	150.00
Staples Credit Plan	Misc. Office Supplies	\$	17.06

Total Water

\$ 4,899.40

Water 5703

Total Water 5703

\$ -

Sewer 5704

Total Sewer 5704

\$	-
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Total for all Utilities

\$	89,701.34
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WATER – Nathan

The Board discussed the South Water loop. A legal description for an easement for the park was done in 2005 but at that point the project stopped. Nathan will contact the Park District. Nathan will also call Mike Marsh concerning the legal description to see if he has it. Mike will have to do the easement then. Ron Fork will be contacted to offer him \$3,000.00 for the easement for his property. If he agrees to this, Steve Darmofal from Feller and Finch will be notified to write the legal description. Mr. Fork will also be invited to the next Board meeting.

Nathan also discussed an Asset Management Program that the village has to complete. At this point Nathan is leaning exactly what the EPA wants for this plan and so far the information is very vague. Some things to include in an asset management program include: inventory and evaluation of all public water system assets, operation and maintenance programs, emergency preparedness and contingency planning program etc.

SEWER - No report

ELECTRIC – John

CSX wants a quote from the Village on what it would cost to service a new compressor on South St. by Hirzels.

A discussion was had on our ability to shut off customers when they are three months behind in payment when the weather is so cold. If the customer has a landlord, they will be notified when shut off is eminent. When the customer owns the property, we will follow the Ohio Revised Code procedures.

John will sign to renew the tax certificate.

John will call John Courtney about us signing to act as agent designation for the Reginal Transmission Organization. We want to make sure this is something we are supposed to do.

John will set up an interview with a Duke Ballard for Tuesday, February 20th at 8:00 p.m. for the electrical lineman position. He has line experience. He was a former employee of Pike Electric and Toledo Edison. He has been self-employed since 2010. More information will hopefully be obtained about him from First Energy about his work history before the interview.

We will gather insurance costs etc. to give to him before the interview.

The Board will come up with questions before the interview.

MISCELLANEOUS

Bill mentioned that the Tom Oberhouse subdivision development came up at council again. They think roughly it will be \$160,000 in improvements such as water, sewer, electric and streets before the project can move forward. There is a question as to whether these improvements will be the village's responsibility or that of the developer.

With no further business to discuss, the meeting was adjourned at 8:15 p.m. The next meeting will be Monday, February 5, 2018 at 7:00 p.m.

President

Clerk
