

**VILLAGE OF PEMBERVILLE  
COUNCIL MEETING  
April 5, 2016**

Mayor Bowman opened the April 5, 2016 council meeting at 7:00pm with a prayer and led those present in the Pledge of Allegiance.

**Roll Call:** Present as the regular meeting of council was Long, Campbell, Opelt, Rahe, Sautter and Yaniga. Others present Jeff Bourdo, Gene Steele, Cynthia Winfrey and the Clerk.

**Minutes:** Opelt moved and Long seconded to approve the minutes from March 15<sup>th</sup> meeting. Motion passed unanimously.

**Treasurer's Report:** Opelt moved and Rahe seconded to approve the bills in the amount of \$27,370.78. Motion passed unanimously.

**ORDINANCE 1550— ORDINANCE ESTABLISHING A REQUIREMENT FOR SIDEWALK CONSTRUCTION/REPAIR PERMIT. 3<sup>rd</sup> READING**

Campbell moved and Yaniga seconded to approve Ordinance 1550. Minor discussion on the actual permit. Marsh stated that the permit is not a part of the Ordinance. Opelt asked about a section on the permit regarding the information provided to individual and who will give them this information. Clerk stated she will have copies of the Zoning Ordinance that pertains to sidewalks and replacement. Opelt asked if a signature line can be added that acknowledges the individual did in fact receive the proper rules and regulations regarding sidewalk replacement when requesting the permit. Motion passed unanimously.

**Streets, Lands & Buildings:**

Bourdo reported that he had quotes on street sweeping. MJ's Snow & Landscaping initial spring clean sweep is \$650 and \$500 per additional sweep; Perfect Sweep is \$650 initial spring clean sweep and \$475 per additional sweep; Dublin is \$625 initial spring clean sweep and \$450 per additional sweep. There was discussion on the overall cost and quality of work of each vendor. Bourdo recommended Dublin with the final consensus that Dublin would be the contracted company for 2016. Opelt moved and Campbell seconded to accept Dublin for street cleaning with up to six sweeps after the initial sweep and not exceeding \$3,325. Motion passed unanimously.

Bourdo stated that he has received a tentative schedule for mosquito spraying with Fresh Cut Lawn Service. Bourdo stated that Fresh Cut would do one (1) spray Memorial Day weekend, two (2) sprays in June, two (2) in July and one (1) in August. There was discussion as to the number of sprays in August due to the fair. Campbell explained that this is a tentative schedule, that weather will play a factor in the number of sprays needed throughout the season and can increase or shift the number of sprays if needed.

Bourdo reported that he has received the lawn mower contract with Bay Tractor and Turf for our yearly trade-in. Bourdo stated that the larger mower, X730 is \$850 this year and the zero turn is \$800. Long moved and Yaniga seconded to accept the lease trade in with Bay Tractor & Turf for the lawn mowers. Motion passed unanimously.

**Mayor:**

Mayor reported he had received correspondence from Karen Brown regarding the benches being donated in her parents, Harland & Doris Hale's honor. Mayor stated that the benches have been ordered and we should receive them in two (2) to three (3) weeks. Mrs. Brown to notify her when they are received and the condition of the shipment. Mayor stated that Bourdo will assemble. Mayor reported that there are two (2) benches with one being placed by Kuhlman Law Office and the second by the bank.

Mayor stated that ODOT has awarded the contract to the Shelling Company for the State Route 105 project. Mayor included that once he has all the information regarding the project they will hold a pre-construction meeting and then a Town meeting will be scheduled at a later date.

Mayor passed out the updated pool brochure. Sautter asked how the village determines who is a resident and who is not, since there are individuals who have a Pemberville mailing address but does not live in the village limits. Opelt included that resident and non-resident are defined on the brochure and that residents are defined as anyone that pays taxes to the village. Opelt moved and Rahe seconded to accept the 2016 pool fees. Motion passed unanimously.

Mayor stated Victoria Nabors has showed interest in the pool manager position. Ms. Nabors has been a lifeguard for the Pemberville pool for 6 years and a lead guard last year. Mayor stated that the Park and Rec committee would like to hire Victor Nabors as the pool manager this year. Opelt recommends and supports the hiring of Ms. Nabors. Opelt added that Pastor Miller strongly stands behind Ms. Nabors as the pool manager. Opelt moved and Campbell seconded to hire Victoria Nabors as the pool manager for 2016. Motion passed unanimously.

**Long:**

Long asked about zoning violations and who should be issuing them and following up on the violations. Long would like a conversation to take place regarding the duties and responsibilities of the zoning inspectors. Sautter asked that Long attend the next Personnel Committee meeting so this can be discussed.

Long reported that BPA met last night and their hot topic was the Eastwood School sewer line and the approved plan. Long included that NWWSD are seeking the sewer easements. NWWSD will transfer the easements once they are obtained. As properties are annexed in, easements will transfer with the property.

Long reported that the village had a power outage over the weekend. The cause was from lightening taking out a pole with a transformer on it. Long expressed the prompt and excellent action the Electric superintendent took on this matter and had it resolved very quickly.

**Campbell:**

Campbell reported that the sidewalk permit is ready once a few minor corrections are made. There was discussion on the sidewalk permit quotes and reimbursements. Campbell will bring back to council for approval after adding the Ordinance number and acknowledgment of receipt signature line.

Campbell stated that he has a quote to raise and level the ramp into the building on the Front Street entrance for \$750 with A-1 Concrete Leveling. There was little discussion about the sidewalk at the end of the ramp and the water that pools there when it rains. Opelt asked if it could be fixed when they was here for the ramp to save on the cost. Campbell explained that whether they come out once or twice there is no cost saving since they charge by job. Sautter moved and Campbell second to accept the quote for \$750 to level the ramp on the Front St. entrance of Town Hall. Motion passed 4/6 vote. Sautter-yes; Campbell-yes; Long-no; Opelt-no; Rahe-yes; Yaniga-yes.

Campbell stated that there is a resident on Hickory St. that has placed a stone pad without permission on village right-of-way for the possible use of parking a camper. Mike Marsh expressed that this is trespassing on Village property and that the village prosecutor needs to be notified to send a letter to the home owner to remove the stone pad. If this is not removed then a No Trespassing charge would be filed. Mayor stated that he will contact Matt Reger to have this letter written.

**Opelt:**

Opelt asked who was responsible to for dirt and replanting of grass seed on his property where the catch basin was repaired. Campbell responded that the village will call for a load of dirt and will make sure that is addressed. Campbell asked Bourdo to contact either Palmer Bros. or North Branch Nursery.

**Sautter:**

Sautter reported that there is a tree committee event coming up in West Unity. Sautter explained that in the past the village paid for two individuals from the committee to go to the event with one being John Lockard. Sautter made a motion and Rahe seconded to allow two individuals to go to the meeting at a cost of \$20 per person. Motion passed with a 5/6 vote. Sautter-yes; Rahe-yes; Opelt-yes; Campbell-no; Long-yes; Yaniga-yes.

Sautter introduced Cynthia Winfrey as the potential new hire for the Deputy Fiscal Officer position. Sautter explained that Ms. Winfrey was interviewed a few weeks ago for the position and she has a lot of experience in accounting and was very much qualified for the position. Sautter stated that Personnel recommends Winfrey for the position and asked council to go into executive session after the council meeting to discuss the potential hiring of the Deputy Fiscal Officer position.

**Guest:**

Gene Steele had a couple issues he wanted to address with council. Steele stated that at the last council meeting he talked about the property near the alley of Bridge St and the flooding that takes place. Steele believes that the flooding is coming from the farm properties field tile but was not able to check it out since it has no trespassing signs posted. Steele stated he would be willing to put a stand pipe in if he can get permission to do so from the property owner. Steele said there was about 30% blockage on the west side of the bridge and contacted the county to see who was responsible for the cleaning of the river and he was told it is the counties responsibility.

Steele also reported that the plate on the bridge across the expansion joint has once again broke. Bourdo stated that when they came out to fix it originally all they did was weld a new plate on top of the old one. Steele stated that based on that repair it now smacks twice instead of once.

Steele asked how the replacement for John Lockard was coming since he was retiring real soon. Sautter explained to Steele that we have plenty of time that Lockard's retirement date is still over a year and a half away.

Campbell moved and Long seconded to go into executive session at 8:45pm. Motion passed.

Executive session ended at 8:50 pm and Council resumed.

Sautter moved and Opelt seconded to hire Cynthia Winfrey for the Deputy Fiscal Officer position at \$13.50 per hour with a 90 day review and a potential increase of \$.50. Motion passed unanimously.

Sautter moved and Opelt seconded to move Gretchen Densic from the Deputy Fiscal Officer position to Board of Public Affairs utility clerk. Motion passed unanimously.

Mayor Bowman adjourned the meeting at 9:00 pm.