

**VILLAGE OF PEMBERVILLE  
BOARD OF PUBLIC AFFAIRS**

**January 4, 2010**

Present at the regular meeting of the Board of Public Affairs were Charles Schulte, Dean Krukemyer, Tom Oberhouse, Gale Loeblich, John Lockard, Brian Heestand and the Clerk. Guests in attendance were Marge Cox, Mayor James Opelt and Duane Martin.

The meeting was called to order at 7:00 p.m. Mayor Opelt was present to swear in Tom Oberhouse for his four year term on the Board of Public Affairs. Mr. Krukemyer moved to elect Mr. Schulte as President of the Board of Public Affairs for 2010. Mr. Oberhouse seconded the motion and it was unanimously carried.

Nominations for the Personnel Committee were discussed. Mr. Schulte nominated Mr. Krukemyer to service on the Personnel Committee, Mr. Oberhouse seconded the motion and it was unanimously carried.

Mr. Schulte indicated that he would obtain Mr. Aring's set of Village keys and get them to Mr. Oberhouse for his use during his term on the BPA. Mr. Schulte also instructed Clerk to obtain dates from Mrs. Aring to schedule a retirement dinner for Mr. Aring. Clerk was to report back at the next meeting.

There was extensive discussion regarding delinquent utility accounts and shut-off policies. Clerk is to contact Mr. Marsh to discuss some legal concerns and report back to the Board at the next meeting. The issue was tabled until the next meeting when decision and policy would be made.

The December 14, 2009 minutes were approved.

The following bills were approved for payment:

<b>Electric 5301</b>		
Duncan & Allen	Meldahl and Greenup Project Legal Fees	\$ 142.25
John Lockard	Reimbursement for Driver's License	\$ 44.75
AMP-Ohio, Inc.	Annual Conference Fees for Schulte/Lockard	\$ 450.00
MT Business Technologies	Copy Supplies & Maintenance Fees	\$ 6.21
Cintas Corporation	Uniform Rentals, etc.	\$ 73.98
Pemberville IGA	Gasoline, etc.	\$ 124.64
Treasurer, State of Ohio	UAN Quarterly Fees	\$ 210.00
Countyline Co-op, Inc.	December Supplies	\$ 102.84
Steve's Car Care	Gasoline, etc.	\$ 191.72
	<b>Total Electric</b>	<b>\$ 1,346.39</b>
<b>Sewer 5201</b>		
Jones & Henry Laboratories	Lab Testing	\$ 910.00
Duane D. Martin	2009 Sludge Ground Rental on Willard Farm	\$ 2,500.00
MT Business Technologies	Copy Supplies & Maintenance Fees	\$ 6.21
Cintas Corporation	Uniform Rentals, etc.	\$ 146.14
Treasurer, State of Ohio	UAN Quarterly Fees	\$ 210.00
Countyline Co-op, Inc.	December Supplies	\$ 10.44
Steve's Car Care	Gasoline, etc.	\$ 154.00
	<b>Total Sewer</b>	<b>\$ 3,936.79</b>
<b>Water 5101</b>		
Robert Blue Trucking	Salt Delivery Trucking Fees	\$ 1,375.68
Westwood Auto Parts, Inc.	Supplies	\$ 56.43
Wellman Rental & Supply, Inc.	2" Submersible Pump	\$ 505.98
Bonded Chemicals, Inc.	Chemicals for Water Plants	\$ 1,885.60
Morton Salt	Bulk Salt for Water Plants	\$ 2,063.96
MASI	Lab Testing	\$ 245.20
MT Business Technologies	Copy Supplies & Maintenance Fees	\$ 6.21

Cintas Corporation	Uniform Rentals, etc.	\$	73.98
Treasurer, State of Ohio	UAN Quarterly Fees	\$	210.00
Countyline Co-op, Inc.	December Supplies	\$	72.15
Steve's Car Care	Gasoline, etc.	\$	200.64
	<b>Total Water</b>	<b>\$</b>	<b>6,695.83</b>
	<b>Total for all Utilities</b>	<b>\$</b>	<b>11,979.01</b>

## **WATER**

Mr. Loebrich presented documentation regarding gallons of water produced versus gallons of water billed. There was discussion regarding same. Clerk was directed to obtain information from area villages to see what percentage loss they experience and report results back to the Board at the next meeting.

The Water Supply Contingency Plan was discussed and information to be inserted was obtained. This Plan will be in final form by the next meeting. Clerk indicated she would send the required cover letter to the EPA with the Contingency Plan cover dated for 2009, and then again for 2010.

Mr. Loebrich was informed that he should be maintaining the driveway to Well #5. It was also noted that Mr. Heestand would be responsible for the maintenance on the driveway back to the Rife/Siek property.

Mr. Loebrich indicated that he had not received the quotes he had requested for a new generator. He advised the Board that he had received the new pump that was ordered and that the old pump was tagged and available to use.

There was a brief discussion regarding the increase and water rates that needed to be implemented. Clerk was asked to prepare a resolution for the next meeting for the same. The increase would be effective for February's billing, January's usage.

## **SEWER**

Mr. Heestand indicated that Mr. Sheets would be starting his advanced licensing class on January 20, 2010. There was a discussion regarding licensing requirements, etc.

Mr. Heestand stated that the pump that was damaged during the last water break needed to be repaired and that repair costs were estimated at \$195.00. There was discussion regarding fixing this pump or replacing it with a "trash" pump which is better suited for our needs during water breaks. It was decided that no repair should be made at this time and it would be discussed further at a later date about purchasing a new pump.

There was a brief discussion about the catch basin on Main Street that needed to be replaced. Main Street is a historical area and further discussion is needed regarding requirements for this replacement.

Mr. Duane Martin addressed the Board about the Sewer Department renting his tractor for sludge removal and rental of his ground. There was a discussion regarding same. It was determined that the Village would continue to rent Mr. Martin's land for sludge at the same rate as 2009 and that his tractor would be available for rental as well. Clerk will prepare contracts for Mr. Martin's signature and contact him when they are available.

## **ELECTRIC**

Mr. Lockard advised the Board that he would be attending an AMP-Ohio meeting on Tuesday, January 5, 2010. There was a brief discussion regarding generation issues at AMP. Mr. Schulte then presented a brief background on AMP-Ohio for Mr. Oberhouse's benefit.

Mr. Lockard indicated that he had contacted Mr. John Courtney, our electrical consultant, for help in preparing a study for the electrical department. There was discussion regarding same. Mr. Schulte then made a motion to authorize payment to Mr. Courtney, not to exceed \$2,500. The motion was seconded by Mr. Oberhouse and it was unanimously carried. Mr. Courtney would be paid for his study with payment not exceeding \$2,500.

Mr. Lockard indicated that the Village would be billed for transmission charges over the next six months. He also indicated that Dueco would be picking up the Line Truck for the necessary winch repairs.

Mr. Lockard stated that AMP-Ohio would be having a first responder electrical safety education class and that it would be worth three hours of continuing education. He indicated that more information was to follow.

Mr. Lockard also stated that he had been working on removing spoils along the Elmore Road fence row and that several stumps would need to be removed. There was a brief discussion regarding same.

## **NEW WASTEWATER TREATMENT PLANT**

Mr. Heestand stated that the pre-construction meeting was held and that it was determined that work would begin on the new plant in late March or early April. There was discussion regarding same.

## **MISCELLANEOUS**

Clerk indicated that our next meeting was scheduled for Monday, January 18, 2010, which was Martin Luther King Day, a federal holiday. Therefore it was decided that our next meeting would be held on Tuesday, January 19, 2010, and would be held in the Village office. Clerk will prepare the necessary notices. Mr. Schulte also indicated that he would not be available for our first meeting in February. It was decided that we would wait until it got closer to that time to see if we needed to reschedule the first meeting or just have the second scheduled meeting in February.

Clerk addressed the Board regarding raising her daily "hours worked" rate from 4 to 5. There was a brief discussion regarding same. It was determined that Clerk's daily work schedule would be raised to 5 hours daily and all benefits would be based on the same change.

Mr. Schulte discussed several BPA policies and procedures and ongoing issues with Mr. Oberhouse to acclimate him to the same.

With no further business to discuss, the meeting was adjourned at 10:00 p.m.

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President

Clerk