

**VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS**

April 4, 2011

Present at the regular meeting of the Board of Public Affairs were President Charles Schulte, Dean Krukemyer, Tom Oberhouse, Brian Heestand, Gale Loeblich, John Lockard and Stephanie Bowe. Guests in attendance were Council Persons Gordon Bowman and Marge Cox. The meeting was called to order at 7:00 p.m. by President, Charles Schulte.

The March 14, 2011 minutes were approved.

The following bills were approved for payment:

Electric 5301

MT Business	Copy & Maintenance Fee	\$	6.54
Union Bank	Utility Bill Collections	\$	10.00
Hilty Office Supplies	Office Supplies	\$	68.95
AMP, Inc	March J ARON	\$	3,225.44
American Safety Utility Corp.	Meter clamp and supplies	\$	355.24
Countyline	Supplies	\$	58.51
Cintas Corp	Uniform rental	\$	86.74
Steve's Car Care	Gasoline	\$	100.00
HD Electric Company	New Transformer Tester	\$	420.99
	Total Electric	\$	4,332.41

Sewer 5201

MT Business	Copy & Maintenance Fee	\$	6.54
Union Bank	Utility Bill Collections	\$	10.00
Brown Supply	Paper and Cleaning supplies	\$	41.01
Hilty Office Supplies	Office Supplies	\$	68.95
USA Bluebook	Poles, skimming nets and pole hangers	\$	343.93
Lab Safety Supply	Safety glasses and gloves	\$	143.94
D & K Transport	Sludge Hauling	\$	175.00
Countyline	Supplies	\$	29.02
Cintas Corp	Uniform rental	\$	125.85
Steve's Car Care	Gasoline	\$	147.00
Darryl Young	April Sewer Technical Advisor Fees	\$	145.00
	Total Sewer	\$	1,236.24

Water 5101

MT Business	Copy & Maintenance Fee	\$	6.54
Union Bank	Utility Bill Collections	\$	10.00
Hilty Office Supplies	Office Supplies	\$	68.94
MASI	Lab Testing	\$	232.20
Staples	Battery Backups	\$	215.98
Eisenhour Motor Sales	Service Truck	\$	38.10
Control Associates	Annual Calibration and Charts	\$	2,143.79
Northwest Pools	Sodium Hypochlorite	\$	215.80
Culligan of Northern Ohio	Sodium Hypochlorite	\$	100.00
Perrysburg Pipe	Replacement Parts	\$	419.80
Countyline	Supplies	\$	169.46
Cintas Corp	Uniform rental	\$	68.79
Steve's Car Care	Gasoline	\$	257.54
	Total Water	\$	3,946.94

Total for all Utilities	\$	9,515.59
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SEWER

Heestand explained that Decanter 2 is no longer viable due to the ice issues over the winter. Parts on hand will be used to expedite repair completion.

Transtar has been working on their punch list items. Heestand believes they are caught up.

Buckeye Excavating will be working on the asphalt area around the new lift station. Heestand is unaware of any compaction testing being done when stone was put down. He will check into this and discuss with Steve Darmofal.

Driveway extension is needed to allow for sludge hauling during off weather conditions. Paperwork from Steve Darmofal was presented explaining changes. Heestand will obtain pricing and paperwork for approval.

Options for possible holding tank enclosures were discussed. The board will meet at North Branch Nursery to observe the greenhouses for other options.

Heestand explained Lowery on Forrest Avenue is having issues with sewer. When he televised his lines it looked like there may be roots in the main line as well. It was decided to have the lines jetted and televised at a time when others can be addressed at the same time.

Parts are in for the pump from Ohio Pump. These will be installed when Heestand is back from vacation to allow both Heestand and Sheets to perform the work.

Pat Tebbe, Ohio EPA, informed Heestand there is a mandatory meeting. Heestand will attend the meeting and report information at an upcoming BPA meeting.

Quotes for a printer were presented along with a letter from Darryl Young. It was decided to purchase a wireless printer for the sewer department not to exceed \$100.

The flow meter will need to be calibrated. Heestand would like Control Associates to do the work. This was approved.

WATER

Loebrich presented laptop quotes. The board requested the quotes for a tower be obtained as well. Loebrich will bring these to the next meeting.

Work on the inside of the Water Tower is being currently being done.

Loebrich requested approval to purchase topsoil and stone to repair areas affected by water breaks. The board requested Loebrich use dirt from the wastewater treatment plant construction. Loebrich was asked to contact the home owner of water break on Front Street about sidewalk replacement.

ELECTRIC

AMP, Inc. has two ordinances that will need to be passed. The board agreed to recommend the passage of a Northern Pool Power and a Landfill Gas Ordinance.

John Courtney is holding a workshop on Thursday. Lockard will attend.

Truck inspection is needed for the bucket and line trucks. This was approved.

Schulte informed the board that Lockard has a torn meniscus from working on a water break.

MISCELLANEOUS

The Board agreed to forgive penalty and sewer charges above the normal usage for one month due to a water leak for Paul Spicer's rental.

Bowe explained there was an error in billing when the Sprow account had the water turned back on. The Board agreed that the water and the sewer portion of the bill should be reduced.

The Board unanimously agreed to recommend the hiring of Sandra Miesmer at \$13 per hour with a 90 day review. An increase in wage not to exceed \$1 per hour is possible at the time of review.

Thank you letters from several of the applicants were received. The clerk was asked to send letters to any applicants that were interviewed.

Bowe explained there was a discrepancy with account 01.1040.10. When sending shut off letters, she adjusted the amount of the discrepancy until the auditors were finished with the audit.

Bowe explained when assessments were sent to the county auditor items were included such as additional deposits and reconnect fees. Several accounts will need to be adjusted through the auditor's office.

Two checks from AMP, Inc. were received for the sale of RECs (renewable energy certificates). The checks were deposited into the electric fund.

Bowe informed the board that Mayor Opelt requested that the council and possibly the residents give input before the painting design of the outside of the tower is decided. She also explained that Councilman Campbell wanted to remind the board that water and electric will need to be extended to the park by the North Water Plant.

Since there was no other business, Schulte adjourned the meeting at 8:50pm.

President

Clerk