

**VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
August 6, 2012**

Present at the regular meeting of the Board of Public Affairs were President Chuck Schulte, Tom Oberhouse, Gale Loebrich, and Sandy Miesmer, the Clerk. Guest's in attendance were Vic and Eileen Schuerman, Larry Baxa from Rural Community Assistance Program, Bill Long, Eric Campbell, Gordon Bowman, and Roger Baker from URS. The meeting was called to order at 7:00 p.m. by President, Chuck Schulte. Minutes from the July 16, 2012 meeting were approved with a motion from Tom Oberhouse and the second by Chuck Schulte. Motion passed.

The following bills were approved for payment.

Electric 5301

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| VERIZON WIRELESS | CELL PHONE SERVICE | \$ | 24.32 |
| STEVE FIRSDON | GASOLINE | \$ | 354.45 |
| CINTAS | UNIFORM RENTAL | \$ | 76.22 |
| UNION BANK | UTILITY BILL COLLECTIONS JUNE/JULY | \$ | 20.00 |
| AMP | OSHA TRAINING | \$ | 240.00 |
| SHADE BUSINESS PRODUCTS | CHECKS REORDER | \$ | 49.15 |
| MT BUSINESS TECH | COPY/MAINTENANCE FEE | \$ | 36.67 |
| HILTY OFFICE SUPPLY | OFFICE SUPPLIES | \$ | 56.24 |
| COUNTYLINE COOP | SUPPLIES | \$ | 53.33 |
| BROWN SUPPLY | PAPER/CLEANING SUPPLIES | \$ | 41.01 |
| JOHN CORTNEY | CONSULTANT SERVICES | \$ | 575.00 |
| NOLLENBERGER TRUCK | REPAIR MIRRORS | \$ | 135.77 |
| POWER LINE SUPPLY | ELECTRICAL TOOL REPAIRS | \$ | 50.25 |
| HALL'S SAFETY EQUIPMENT | MISC SUPPLIES | \$ | 62.70 |
| BROWNSTOWN | ELECTRICAL SUPPLIES | \$ | 362.24 |
| OMEA | ANNUAL DUES | \$ | 719.52 |
| AMP | JULY J AARON | \$ | 3,229.78 |

Total Electric

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| \$ | 6,086.65 |
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Sewer 5201

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|-------------------------|--------------------------|----|--------|
| VERIZON WIRELESS | CELL PHONE SERVICE | \$ | 24.32 |
| STEVE FIRSDON | GASOLINE | \$ | 92.50 |
| CINTAS | UNIFORM RENTAL | \$ | 59.38 |
| UNION BANK | UTILITY BILL COLLECTIONS | \$ | 20.00 |
| AMP | OSHA TRAINING | \$ | 240.00 |
| SHADE BUSINESS PRODUCTS | CHECKS REORDER | \$ | 49.15 |
| MT BUSINESS TECH | COPY/MAINTENANCE FEE | \$ | 36.67 |
| GRAINGER | PARA BLOCK/BOTTLES | \$ | 121.05 |
| HILTY OFFICE SUPPLY | OFFICE SUPPLIES | \$ | 56.23 |

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| BROWN SUPPLY | PAPER/CLEANING SUPPLIES | \$ | 57.15 |
| RICCA CHEMICAL CO | BUFFER SOLUTION | \$ | 111.94 |
| GALETON | GLOVES | \$ | 64.03 |
| JONES AND HENRY | LAB TESTING | \$ | 837.60 |
| OHIO TREASURER | LOAN PAYMENT | \$ | 1,074.40 |

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| Total Sewer | \$ | 2,844.42 |
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Water 5101

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| VIRELESS WIRELESS | CELL PHONE SERVICE | \$ | 24.32 |
| STEVE FIRSDON | GASOLINE | \$ | 229.50 |
| CINTAS | UNIFORM RENTAL | \$ | 48.18 |
| UNION BANK | UTILITY BILL COLLECTION | \$ | 20.00 |
| AMP | OSHAA TRAINING | \$ | 240.00 |
| SHADE BUSINESS PRODUCTS | CHECKS REORDER | \$ | 49.15 |
| MT BUSINESS TECH | COPY/MAINTENANCE FEE | \$ | 36.67 |
| NORTHWEST POOLS | CHEMICALS | \$ | 111.31 |
| HILTY OFFICE SUPPLIES | OFFICE SUPPLIES | \$ | 56.24 |
| COUNTYLINE COOP | SUPPLIES | \$ | 35.09 |
| MASI | LAB TESTING | \$ | 628.10 |

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| Total Water | \$ | 1,478.56 |
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| Total for all Utilities | \$ | 10,409.63 |
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SEWER

WATER

The Clerk provided Board members with the approval letter from the EPA to use re-generated water to run North Water Plant.

Roger Baker from URS was here to discuss change over from gas (chlorine) to sodium hypochlorite. A brief discussion occurred on location of tank and meters on 6" lines both in and out of building. He stated the estimated cost of mag meters is \$3,000 apiece and \$2,000 for control wiring. We are looking at \$45,000 for whole project. He then suggested taking care of wells first and quality of water. This will also help determine size of motors for generators. He then presented proposals on costs for analyzing wells for the Board to look at.

Larry Baxa from Rural Community Assistance Program was asked to present a short course on Budgeting and rate setting for Local Officials. He handed out a printed copy of a slide presentation. The key to maintaining infrastructure is both long and short term planning. He stressed that no infrastructure lasts forever so you have to plan today for tomorrows capital needs. Short-term planning without long range outlook will eventually lead to trouble. He also stated you should never count on a budget carry-over for

long range plans. This lead into the discussion on setting rates. There has to be a rate analysis process before you can set rates, which includes data collection. Rates should be easy to understand and explain. The presentation strongly suggested automatic rate adjustments to compensate for inflation. Ordinarily, these should be an ordinance or by-law. Larry suggested a 3% rate for our Village. The Board thanked Larry for his time and information.

Gale requested the purchase of a repair kit for 3" union valves. The Board approved. He also requested replacement items including batteries from a high tower alert over the weekend. This was also approved.

A request for a high temperature dryer was tabled for Gale to get more information.

A brief discussion then took place on the quote from Tonka on the materials needed for the North Water Plant project. There were inconsistencies in valve sizes. Gale is to get back with Tonka before approving.

Gale stated Watson Well Drilling is about 2 weeks out for test well. Gale is to get a quote for an engineer for the project.

The Board reviewed two quotes for the plumbing of the new project at the North Water Plant. They awarded the project to Gearhart plumbing.

ELECTRIC

MISCELLANEOUS

1 misc. adjustment was approved.

Clerk presented an appeal from Dick Fox for a sewer charge forgiveness. He has a leak in the seal of his pool and needs to drain and then refill after fixed. The Board approved this request.

Clerk also shared a request from Terry Garwood on behalf of Andrea Brown for possible electric budget billing. Terry is her guardian and pays the bills but the place of residence for Andrea is a rental property. The Board stated they do not do budgets for rental properties because they could move out with a high bill owing because the budget was based on 12 months usage. It was suggested Terry Garwood self impose a budget and pay more than bill shows.

A vacation request for John Lockard was approved.

Board members approved and signed a Resolution #2012-1 to cancel late penalties for account # 03.3540.1.

With no further business to discuss, the meeting was adjourned at 10:00P.M. The next meeting will be Monday August 20, 2012 in Council Chambers.

President

Clerk