

**VILLAGE OF PEMBERVILLE
BOARD OF PUBLIC AFFAIRS
November 30, 2015**

Present at the regular meeting of the Board of Public Affairs were Chuck Schulte, Tom Oberhouse, Dean Krukemyer, Nathan Schultze, and Clerk, Sandra Miesmer. Guests present were Mayor Bowman, Jessica Sautter, Bill Long and Roger Baker. The meeting was called to order at 7:00PM by Chuck Schulte. Minutes from November 16, 2015 were approved on a motion made by Dean with the second by Tom. Motion passed. There were no misc. adjustments.

The following bills were approved for payment.

Electric 5301

OMEGA JV5	PRINCIPLE AND INTEREST	\$16,238.70
TRS ST. OF OHIO	AUDIT	\$59.04
HOME DEPOT	MISC SUPPLIES	\$185.98
BROWNSTOWN	ELECTRICAL SUPPLIES	\$829.04
FROBOSE MARKET	GAS	\$54.58
CINTAS	UNIFORMS	\$134.33
MT BUSINESS TECH	COPY MAINTENANCE FEE	\$39.66

Total Electric	\$17,541.33
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Sewer 5201

JONES & HENRY	LAB TESTING	\$168.70
TRS ST OF OHIO	AUDIT	\$44.28
TRS ST OF OHIO	ANNUAL DISCHARGE FEE	\$1,050.00
DUANE MARTIN	SLUDGE GROUND RENTAL	\$1,250.00
FELLER & FINCH	SEWER EVALUATION COUNTYLINE COOP	\$675.00
CINTAS	UNIFORMS	\$69.99
TRS ST OF OHIO	LOAN PAYMENT	\$1,074.40
MT BUSINESS TECH	COPY MAINTENANCE FEE	\$39.67

Total Sewer	\$4,372.04
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Water 5101

MASI	LAB TESTING	\$511.58
TRS ST OF OHIO	AUDIT	\$29.52
TRS ST OF OHIO	ANNUAL OPERATION LICENSE	\$1,190.40
USA BLUE BOOK	TOOLS FOR VALVE WORK	\$164.65
BONDED CHEMICAL	PHOSPHATE, CHLORINE	\$2,131.00
NORTHWEST POOLS	HYDROCHLORITE	\$184.00
FRONTIER	PHONE SERVICE	\$54.63
BERGMAN	ROAD REPAIR	\$900.00

CINTAS	UNIFORMS	\$81.81
MT BUSINESS TECH	COPY MAINTENANCE FEE	\$39.67
	Total Water	\$5,287.26
	Total for all Utilities	\$27,200.63

WATER

Roger Baker attended the meeting to review items for the S Water Treatment Plant renovation. He has made a couple minor changes to drawings. Plans are ready to be submitted to Wood County for the building permit. There will be a cost of approximately \$225.00 which he will pay and then bill the Village. The Board then proceeded to go through the list of items Roger needed answered. Key items were advertise in Sentinel Tribune, opening bids date February 15, 2015, 2 year warranty, pre-bid meeting will be on-site with Nathan, and liquidated damages amounts were okay at \$1000.00 and \$1500.00 per day. Roger will send the Mayor Section 00808 to have reviewed with our insurance company on desired limits. There was also a discussion on construction work schedule. The plant has to be operational August 1, 2016-October 31, 2016 for Hirzel operations. Roger is also to review the plans for the location of the generator.

Nathan updated the Board on wells 10 and 11 and the pumps are under warranty.

The Board approved the purchase of 18 water meters through HD Supply at a cost of 1656.36

The valve replacement job has been rescheduled in the next couple of weeks.

SEWER

The Board had received and reviewed Mike Marsh's response on the NWWSD contract. Item 1 for master meter is still in dispute as the Board wants it located at point entering our system. The Mayor is to let Mike Marsh know this.

ELECTRIC

MISCELLANEOUS

Clerk provided Board with information on the new GovPayNow payment system to make on-line payments. Once a client pays on-line, it takes 3 days to get into the Village bank account. The example shared was a customer who paid October 30th but the payment was not received at the bank until November 4th. A late fee was assessed. The Board approved a policy that will allow the Clerk to cancel late charges for accounts paid prior to the last day of the month but the payment is not received by the bank until after the 1st of the month. These adjustments still need to go to the Board for sign off after the adjustment is made.

The Board also approved a sewer adjustment of \$68.40 for Marc Coon. He had a leaking water heater.

The Clerk turned in her letter of resignation effective April 29, 2016. The main reason is the change to health benefits for PERS retirees turning 65. The Clerk stated Gretchen Densic is interested in changing positions but the Board and Council would need to have a discussion on what hours are needed for both positions. The current work load for Gretchen's position does not warrant a 30 hour position. I was asked my opinion and stated 15 to 20 hours at the most. The Clerk position is the one that needs 30 hours.

With no further business to discuss, the meeting was adjourned at 8:45PM. The next meeting will be December 14, 2015 at 7:00PM in Council Chambers.

President

Clerk