

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: January 16, 2017

Council called to order in regular session at 7:00 p.m. with Mayor Todd Buehrer presiding. Roll call of members: Brenda Mackey, here; John Heckerman, absent; Connie Mehring, here; Jamin Roe, here; Jason Benedict, here; James Head, here. Also present were Utilities Superintendent Brandon Johnson and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Laurie Manning from Hylant Administrative Services (the company that handles the village's Ohio Plan Insurance); Chad Hartman from the Harley Woods subdivision; Sheriff's Deputy Jody Swoap. Minutes from the December 19, 2016 meeting were approved as submitted.

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. Fiscal Officer Harnishfeger explained that we had a very high water and sewer utility bill for the hall, due to a leaky toilet in the women's restroom contributing to 31,100 gallons of water usage. He asked members for authorization to have the toilet repaired; members agreed to have him do so, with no objections. Mr. Harnishfeger also pointed out that one of the bills on the list was \$5,550.38 from Jim Palmer Excavating for a waterline repair on Tontogany Road. Councilwoman Mackey asked about the bill for \$5.21 real estate taxes for 0 Crom Street. Mr. Harnishfeger explained that it is for the small triangular piece of land on Crom Street at Tontogany Road, which is technically owned by the Village. Councilman Roe made a motion that these bills be allowed and orders drawn for same. Councilwoman Mehring seconded this motion. All were in favor; motion carried. Copies of the December Bank Reconciliation, Fund Status, Appropriation Status, and Revenue Status reports were given to Mayor Buehrer and the Finance Committee to review.

Copies of the December incident report were made available to members to review. Mayor Buehrer invited members to speak to Deputy Swoap about any issues or concerns they may have. Councilwoman Mackey commented on the incident report, that residents are able to call the Sheriff's Department to have them check on their homes when they are away on vacation, which some of us were not aware of before. With nothing more to discuss, Mayor Buehrer thanked the deputy and he left the meeting.

Mayor Buehrer invited Laurie Manning, from Hylant Administrative Services, to speak to members about the Ohio Plan property and liability insurance renewal for 2017. Ms. Manning passed out copies of the insurance package proposal to everyone and then reviewed all of the parts of the plan, describing coverage amounts and deductibles for the various types of property and liability insurance in the plan. She noted that insurance rates are down a little this year; our total premium this year is \$2,942.00, whereas it was \$3,169.00 in 2016. With no questions from members, Mayor Buehrer thanked Ms. Manning and she left the meeting.

Fiscal Officer Harnishfeger reported that he received a letter from the Wood County Sheriff's Office, stating that their employees were awarded a 3 percent wage increase in January 2017, to \$39.46 per hour. This should raise their monthly bill for 60 hours to \$2,367.60 from the previous amount of \$2,353.80.

Councilman Roe inquired whether the wood chipper is covered on the village's insurance policy. Mayor Buehrer explained that it is on the township's insurance policy and billing for repairs due to normal (non-neglectful) use are to be split evenly between the owners.

Mayor Buehrer read a Resolution, #16-01396, dated December 15, 2016, which the village received from the Board of County Commissioners of Wood County, resolving that no further action shall be taken on the petition of Wolverine Agricultural Investments, Gerald Miller, Agent, to obtain annexation of the 5.718 acre territory located in Washington Township, until 30 days has elapsed from the date of receipt of an adopted ordinance or resolution giving a statement of services that the Village of Tontogany will provide to the territory proposed for annexation. Mayor Buehrer explained that what this means is that our Resolution #874-16, adopted on December 19, 2016, describing municipal services the village would provide to the proposed annexation, did not reach the Commissioners by their

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December 15th hearing deadline (due to special circumstances which were discussed at the December 19th meeting), causing them to postpone the final decision on the annexation until 30 days from receipt of our adopted resolution. Fiscal Officer Harnishfeger added that Village Solicitor Matt Reger had him email a copy of the adopted resolution to him on December 21, and Mr. Reger said he would deliver it personally to the County Commissioners' Office. Mayor Buehrer concluded that we should expect to hear back from the County Commissioners sometime after January 21 on whether or not the annexation is completed.

ZONING: Nothing to report.

UTILITIES: Utilities Superintendent Johnson reported 252 OUPS tickets handled last year. He also reported that he spoke with former Utilities Superintendent Craig Spoores, who informed him that the section of waterline on Tontogany Road from Main Street to Kellogg Road is old and in need of replacement; it will probably start having more breaks occur like the one that happened on December 24, which cost over \$5,500.00 to repair. So, that is another water expense that we need to consider in future budgeting. Mayor Buehrer commented that such a project will cost us a large amount for the waterline, plus the cost of repairing the road all the way through there. Preferably it would be good to do this before the county decides to repave that road. Fiscal Officer Harnishfeger urged members, in light of this and other water-cost concerns which have been brought up again and again over the past year, to consider raising the water rates significantly this year, at least 8 to 10 percent. Mr. Harnishfeger reminded members that Administrator Johnson had recommended at least a 5 percent increase, just to keep up with expected rate increases from our supplier, Bowling Green, while other towns are raising their rates significantly more. Mr. Harnishfeger reasoned that we need to increase our rates more than just enough to keep up with increases from Bowling Green, since we have been falling behind on revenues to cover new meters, infrastructure repair, debt service, increased demands by the EPA, and capital reserve for unknown water expenses. Mr. Harnishfeger reported that when he estimated 2017 water revenues, based on actual 2016 revenues, it looked likely that there would not be enough revenues, at the current rates, to cover water expenses for the year. This would mean that more of the capital reserve in the water fund would have to be depleted to pay for part of the water expenses, whereas revenues should be totally paying for normal expenses. After some discussion on the matter, Mayor Buehrer and members decided that we should raise water rates by 10 percent in 2017, effective the first of March, and then see how it goes the following year, whether more increases are needed or not. The line maintenance fees will not need to be increased in 2017. Councilwoman Mackey made a motion to have Fiscal Officer Harnishfeger contact Solicitor Paul Skaff to draw up an ordinance to increase the water rates by 10 percent. Councilman Benedict seconded this motion. All were in favor; motion carried. Mr. Harnishfeger reminded members that Electric Rates Ordinance #848-14 raises village electric rates by 2.15 percent, effective January 1, 2017.

STREETS and ALLEYS: Councilman Roe stated that when the weather gets good we will need to fix the spot on Tontogany Road where the waterline was repaired. He suggested that we might want to have them fix that spot at the same time they are repairing the road in Harley Woods for the drainage project, to possibly save some money. Councilwoman Mackey reported having seen water standing on Broad Street, presumably from clogged drains. Councilman Benedict responded that he went out and shoveled them off.


SIDEWALKS and TREES: Councilman Roe suggested that when the weather gets nicer we should use some of the money set aside for repairing sidewalks in spots where trees have caused damage. We should also look at planting some new trees to replace those that have been cut down over the past few years.

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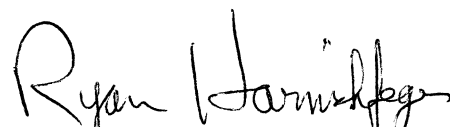
DRAINS and SEWERS: Councilman Roe reported that he contacted Dave Kuhn, of Feller, Finch, and told him we were interested in moving forward with the cheaper of the solutions proposed for fixing the Harley Woods drainage problem, namely adding three 12-inch drainage pipes under Harley Woods Drive. Mr. Kuhn checked on what monies had been approved by the village, which only covered what Feller, Finch had done so far. To put together a quote package for the drainage project and get it out to potential bidders, Mr. Kuhn gave a rough estimate of \$812.00 to \$825.00, which Council would need to approve if we want Feller, Finch to proceed. Councilman Roe said he also spoke with Chad Hartman about this and Mr. Hartman, who came to the meeting tonight, had another idea to offer. Mr. Hartman took the floor and spoke to the mayor and members. He offered to administer the bidding process for the drainage project for no charge. He said he has 20 years of experience in this type of work. He has already talked with some contractors about this and should be able to get four or five quotes. Councilman Roe commented that what Dave Kuhn is offering to do for \$825.00, Mr. Hartman is offering to do for free. Mr. Hartman added that he can have all of the paperwork prepared before the next council meeting, if members want to go that route. Councilman Roe asked if there would be any problem with not having a licensed engineer do this quote package. Mayor Buehrer said he didn't know of any need to have a licensed engineer set up a bid package and send it out to bidders. However, we might need to check with the county as it pertains to discharge and ditch maintenance and drainage issues. What we need to have done was designed by an engineer. We just now need to put it out for bids. Councilman Roe added that we also have the estimated cost that Feller, Finch worked up for us for this project, which should help us gauge whether bids are in the ballpark of what it should cost or not. And we may be surprised at competitive bid pricing for much-needed work this time of year. Mr. Hartman expressed his desire to see this project done as soon as possible because of flooding dangers, and not to wait around for an engineering firm to get to it whenever they may. Councilman Roe reminded members that last year we started talking to Feller, Finch in April or May and they never got our sidewalks project done until November. Mr. Hartman commented that he didn't see why the drainage project couldn't be started by March or April and be completed by May 1st. Mayor Buehrer asked members if there was any objection to Chad Hartman administering the bidding process. No one voiced an objection. Councilman Roe said he thought maybe we should have an engineer do an official inspection of the work, like Dave Kuhn did for us on the sidewalks. We could ask Dave how much he would charge to do an inspection and put his engineering stamp of approval on it. Mayor Buehrer replied that, technically, what Dave Kuhn already designed for us should already be considered an approved set of drawings and further approval shouldn't be needed. Mr. Roe agreed, but said he still would like for an inspector to sign off on the work just to provide some extra protection for the village. Mayor Buehrer answered that they may want an inspector there through the project watching over the work, which could run into some extra expense. Councilman Roe said he would talk to Dave Kuhn and let him know we have chosen this solution for the bidding process. Mayor Buehrer asked Mr. Roe to inquire about the inspector issue when talking with Mr. Kuhn. Mayor Buehrer asked Chad Hartman to come up with a bid package by our next meeting.

CITY HALL and PARKS: Nothing to report.

With nothing further to discuss, Mayor Buehrer declared the meeting adjourned at 8:06 p.m.



Todd Buehrer, Mayor



Ryan Harnishfeger, Fiscal Officer