

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: November 20, 2017

Council called to order in regular session at 7:02 p.m. with Mayor Todd Buehrer presiding. Roll call of members: Brenda Mackey, absent; John Heckerman, here; Connie Mehring, here; Jamin Roe, here; Jason Benedict, here; James Head, here. Also present were Village Administrator/Zoning Inspector/Meter Reader Chad Johnson and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Matt Shanahan, to observe. Minutes from the November 6 meeting were approved as submitted.

FINANCE and CLAIMS: Mayor Buehrer read a public notice from the Ohio EPA, reporting that they received an application for, and have begun to consider whether to issue or deny, a Clean Water Act Section 401 water quality certification for a project to improve Interstate 75 by shifting the Interstate 75 Maumee River Bridge 55 feet to the west. This project will also reconfigure the South Avenue interchange and the Miami Street interchange. The application was submitted by the Ohio Department of Transportation. The EPA ID Number for the project is 164962. Discharges from the activity, if approved, would result in degradation to, or lowering of, the water quality of eleven wetlands and five streams, including the Maumee River. Starting November 1, 2017, copies of the application and technical support information may be inspected on the Ohio EPA-DSW website at <http://www.epa.ohio.gov/dsw/401/permitting.asps>.

Mayor Buehrer reported that the village received from the County Auditor and Agent for the State of Ohio, notice of a Wood County Forfeited Land Sale to be held Thursday, December 7, 2017 at 10:00 a.m. in the Wood County Commissioners' Hearing Room, 5th floor of the Wood County Office Building. The list of forfeited lands for sale, forfeited to the state for delinquent taxes, includes parcels in various municipalities, one of which is in the Village of Tontogany—the parcel at 18633 Main Street, previously owned by Andrew Moser and Laura Weber. The land value of that parcel is \$3,200.00; the building value is \$34,600.00, bringing the total value to \$37,800.00. The tax is \$57,004.15, which is \$19,204.15 more than the total value.

A spreadsheet of the current invoices was reviewed and approved by members. Councilman Heckerman made a motion that these bills be allowed and orders drawn for same. Councilwoman Mehring seconded this motion. All were in favor; motion carried. A copy of the monthly RITA report for October was given to the Finance Committee to review.

Fiscal Officer Harnishfeger reported that a representative from Hylant Administrative Services will be coming to the next meeting on December 4, to present the village's Ohio Plan insurance renewal package for 2018. Mr. Harnishfeger reported that the village received two checks from Bowling Green Municipal Court—\$50.00 for the month of September and \$30.00 for the month of October—court fines from the Traffic/Criminal Division, both for violations by the same person.

Fiscal Officer Harnishfeger reported that he discovered that the village had budgeted \$855.00 for website maintenance in 2017 by Laurie Limes, which was to cover her normal \$150.00 quarterly charge plus any extra work she might need to do. He closed the purchase order for Laurie and left the remaining \$555.00 available for creating purchase orders on the fly, as needed, to pay Moulton & Associates for website maintenance work, and for switching to a new web hosting service, if the village needs to do so. Mr. Harnishfeger reported that he contacted Laurie Limes, as requested by council members, and asked her what kind of time involvement she was billing the village for, so we could have a better idea of what to expect to be billed by Moulton & Associates at their stated rates. Mr. Harnishfeger read an email that he received back from Laurie, stating that she "billed the \$50/hour based on an average of one hour of maintenance a month. Mike's pricing is fair – and very much in line with current web maintenance fees. His company has made numerous changes for us at the township, and based on what they did for us, I found the prices fair. The township has also entered into a maintenance agreement with Moulton & Associates for the same price as what was quoted to you.

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(Frankly, I did not have the time to learn the software and could not devote the time needed to learn it well and handle the updates.) Also, based on the way the site exists (within the Dreamweaver software) I feel his price is very fair as this is not a software program many are using." Mr. Harnishfeger also reported that he emailed Mike Moulton, asking him to clarify what was meant by the term "calendar year" in his estimate for prepaid blocks of time, which states, "all prepaid hours must be used within one calendar year and do not roll over." Mr. Moulton clarified that, "the block must be used within 12 months from the date the agreement is approved. For instance, if you agree to purchase a block on June 1, 2018, the hours must be used by May 31, 2019."

Fiscal Officer Harnishfeger reported that the village received a 3-year agreement from TruGreen, the company that does fertilizing and weed control for the village's parks and hall lawn. They are no longer offering a discounted prepay plan as in the past. Their quoted charges for 2018 are \$461.62 for late spring application and \$328.32 for early fall application, a total of \$789.94, which is \$73.20 more than we paid for 2017. Mr. Harnishfeger commented that he doesn't see why the village should enter into a 3-year agreement, since their statement of terms and conditions allows them to increase the pricing during the agreement period for any of a variety of possible reasons. Members discussed the matter briefly and decided not to enter into a 3-year agreement with TruGreen at this time, but to look elsewhere for a better price, since there are various companies who provide lawn treatment services. Mr. Harnishfeger commented that TruGreen started billing from a new headquarters in Tennessee, instead of directly from the office in Perrysburg, and they have erroneously billed us twice in the past couple of months for services for which we had already prepaid. Mr. Harnishfeger said he had to call the office in Perrysburg and have them straighten out the erroneous billing. Councilman Roe said he would contact EnviroCare to see if they might be able to do the job for us and at what price.

ZONING: Councilwoman Mehring reported a couch behind the funeral home that needs to be removed.

UTILITIES: Village Administrator Johnson reported that the Ohio EPA will be requiring all water systems to prepare an asset management plan, which will probably require a consultant, such as Poggemeyer, to prepare it. It will need to be done by November of 2018. Mayor Buehrer asked if this is part of the mitigation plan. Mr. Johnson replied that it is not part of the mitigation plan. An asset management program looks at your finances for your water fund and all of your assets for your water system, making sure that you have adequate funding to maintain the system into the future. Mr. Johnson said he has talked with Poggemeyer about this and he may be asking them to come to a meeting and speak to Council about the matter. Mayor Buehrer asked Administrator Johnson to get us the information on the EPA rule so we can understand what we are required to do.

STREETS and ALLEYS: Mayor Buehrer asked Councilman Heckerman if he had L B Electric put up the Christmas tree lights and if he gave them the list of lights to fix in town. Mr. Heckerman responded that he talked with them, but their truck was down and they had to get it fixed before they could do work for us.

SIDEWALKS and TREES: Mayor Buehrer reported they did another round of leaf pickup today. The leaves are starting to get less in quantity now.

Councilman Roe reported that he contacted Dave Kuhn of Feller, Finch about the proposed school sidewalk project. Mr. Kuhn emailed an estimate for engineering work to Mr. Roe and a copy to the village. Fiscal Officer Harnishfeger handed the estimate to Mayor Buehrer, who read it to members. The estimate is for engineering services for installing 1,795 feet of new sidewalks on the west side of Tontogany Creek Road between Crom Street and Scott Road. It has 4 phases: a preliminary phase, a detailed design phase, a quote phase, and a construction phase. Phase 1 has a lump sum fee of \$1,000.00; phase 2 has a lump sum fee of \$1,500.00; phase 3 has a lump sum fee of \$1,500.00, a total of

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\$4,000.00 for the first 3 phases. Phase 4 will be paid on a time and expense basis, with an estimated time of 1.5 weeks to complete at an estimated cost of \$3,600.00. Additional or non-customary services will be charged at their hourly rates. Councilman Roe stated that he didn't think we would be paying the full estimated amount for the phase that will be billed on a time and expense basis, since we won't need an inspector to be there constantly. Mayor Buehrer agreed and also commented that Quinn Concrete could probably get the project done in about three days, as opposed to the estimated 1.5 weeks. Councilman Roe reminded members that we are asking the school to pay for half of the project, which should include the engineering expenses. Mayor Buehrer added that we will request that they pay half of the engineering costs, but we should pay for it up front and not hold the project up from getting started. Members agreed. Councilman Roe said he let Dave Kuhn know that we would like for this project to be finished by the time school starts next year. The mayor and members discussed what to do if the school decides they do not want to pay part of the cost. Mayor Buehrer reminded members that the village has a right to demand payment by the school for sidewalks in front of the school property, but we do not wish to have to get tough about it; we are just offering to help them to lay sidewalks that will be a benefit to them and the town. Fiscal Officer Harnishfeger stated that there is enough money available for the village to pay for the whole project, if it came to that. After a little more discussion, Councilman Roe made a motion to accept the quote from Feller, Finch for engineering services on the school sidewalk project, a lump sum cost of \$4,000.00 for the first 3 phases, and phase 4 to be based on time and expenses that we will try to keep as low as possible by limiting inspection time. Councilman Heckerman seconded this motion. All were in favor; motion carried. Councilman Roe said he would contact Dave Kuhn with the village's decision.

Mayor Buehrer reported that he still needs to meet with someone this week for advice on how to handle the ditch problem at the school drive. There is probably close to enough dirt there already; a little more may need to be brought in. Councilman Roe asked that, when the mayor meets with someone to look at the spot, they also look on the north side of the drive to see if that side needs filled in for future sidewalks going north.

DRAINS and SEWERS: Nothing to report.

CITY HALL and PARKS: Mayor Buehrer asked if John Strickland had been spoken to about doing the honors of lighting the Christmas tree this year. Councilwoman Mehring answered that he was asked and accepted.

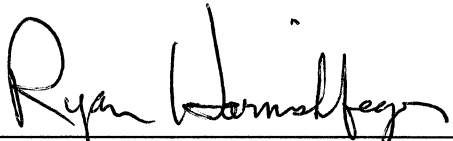
Fiscal Officer Harnishfeger reported receiving hall rental payments of \$65.00 and security deposits of \$65.00 for four upcoming events, one on 11/23/17, one on 11/26/17, one on 12/9/17, and one on 1/27/18. Councilwoman Mehring commented that someone needs to contact the Odd Fellows to clean their extra stuff out of the refrigerator and kitchen so hall renters have more space to use.

Councilman Head asked Fiscal Officer Harnishfeger if he had heard anything regarding our request for a park grant. Mr. Harnishfeger replied that he had not.

With nothing further to discuss, Mayor Buehrer declared the meeting adjourned at 7:55 p.m.



Todd Buehrer, Mayor



Ryan Harnishfeger, Fiscal Officer