

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: April 2, 2018

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, not here at roll call, but arrived at 7:05 p.m.; Connie Mehring, here; Jamin Roe, here; Jason Benedict, here; Matthew Shanahan, here. Also present were Village Administrator/Utilities Superintendent/Zoning Inspector/Meter Reader Chad Johnson and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Dave Kuhn, PE, of Feller, Finch & Associates; Wood County Sheriff's Deputy C. Reynolds. Minutes from the March 19 meeting were approved as submitted.

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. Councilman Roe made a motion that these bills be allowed and orders drawn for same. Councilwoman Mackey seconded this motion. All were in favor; motion carried. Copies of the March Bank Reconciliation, Fund Status, Revenue Status, and Appropriation Status reports were given to Mayor Buehrer and the Finance Committee to review.

The March incident report was not provided by the Wood County Sheriff's Office, due to computer issues. Mayor Buehrer invited members to direct any questions or concerns they may have to Deputy Reynolds. Councilman Heckerman asked the deputy about the legality of parking in the street, which contractors sometimes do, whether there are parking signs or not. The deputy answered that it depends. Administrator Johnson also asked who would be liable if someone ran into a vehicle parked in the road. The deputy answered that it would be the person who left the vehicle in the road. However, Mayor Buehrer pointed out that, when our leaf vac was parked in the street and was hit by a motorist, the motorist was ticketed. Deputy Reynolds concluded that the village would probably have to come up with an ordinance to stop people and contractors from parking in the street. With nothing else to discuss, Mayor Buehrer thanked Deputy Reynolds and he left the meeting.

Fiscal Officer Harnishfeger reported that he attended a 1.5-hour online interactive UAN training webinar on Wednesday, March 28. He is scheduled to attend another 6-hour UAN training webinar on Thursday, April 26. There is no extra cost to the village for these webinars.

ZONING: Zoning Inspector Johnson reported that he is doing a zoning permit for a shed for Denise Schutzberg. Mr. Johnson also reported having spoken to the people at 18555 Lincoln Street and informed them that they cannot have unlicensed vehicles sitting there. They said they would take care of it right away. They got plates on a truck and moved another vehicle into the garage. A Camaro may still need plates, but they are working on it and have made the property look better.

Mayor Buehrer asked Zoning Inspector Johnson if he had checked into whether the village zoning code allows the owner of the semi-tractor at the west end of North Street to park there, in a residential area. Mr. Johnson said he still needs to look into the zoning code, but he pointed out that there are other commercial vehicles parked in residential areas as well, and, if we say one can't do it, we will have to tell all of them the same.

UTILITIES: Utilities Superintendent Johnson reported that the village received a third-and-final-notice from Bowling Green Municipal Utilities, requiring an acceptable test report by a Certified Tester, to indicate that Backflow Prevention Devices have been installed on the village's two master water meters, with a 5-day shutoff warning for noncompliance. Mr. Johnson said he called Brian O'Connell, the Bowling Green Utilities Director, and explained that we are working on the matter and have scheduled an engineering firm to come and speak to village officials about a plan to get acceptable backflow prevention devices installed. It will take time. Mr. Johnson said that Mr. O'Connell understood that it will take some time, but they sometimes have to give firm warnings to get entities to take the matter seriously and start moving toward compliance. As long as we are making progress toward getting the

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backflow preventers installed, they will work with us. Mayor Buehrer asked if the valve at the Tontogany Road master meter pit was checked to see if it complies with Bowling Green's requirements. Mr. Johnson replied that it is a check valve and it doesn't comply. Dave Kuhn explained that the village only has a check valve, but what Bowling Green requires is a double check valve assembly. Mr. Johnson said he also asked Mr. O'Connell why the village has to have a backflow preventer at our meter pit at Tontogany Road and SR 582, when the District purchases water from Bowling Green at Forrest Road and feeds us. He asked Mr. O'Connell why we couldn't perhaps split the price of a backflow preventer at Forrest Road with the District. He said Mr. O'Connell responded that that was a good question and they will look into it. However, the master meter on Kellogg Road will require a full double check valve backflow prevention assembly to be installed. Dave Kuhn explained that the total price for engineering, vault construction, the double check valve assembly, and installation at Kellogg Road will likely be around \$25,000 to \$30,000 dollars. The cost for the one on Tontogany Road would probably be 50-percent to 75-percent more, since it is a larger line. Mr. Johnson commented that the backflow preventers will have to be tested every year, which will be an added cost. Companies like Gearhart Plumbing are certified to do those tests. Councilman Roe asked Fiscal Officer Harnishfeger how the water fund is doing. Mr. Harnishfeger replied that the latest fund balance report at the end of March shows about \$100,000 in the water fund. However, a large chunk of that will go to debt service on loans. Also, we had to pay about \$11,000 more than usual in wholesale water costs over the last two months, due to water leaks. There may be enough to do the Kellogg Road backflow preventer this year, but we will need to be raising our rates to build up the depleted water fund. Councilman Roe stated that he thinks this is more important right now for the town than sidewalks, so, if need be, he would be for moving money previously appropriated for sidewalks to the backflow prevention project. Mr. Harnishfeger said he would have to look into what is possible on redirecting funds and how to do it. Mayor Buehrer and members commented that it can be done and they know of other municipalities who have done it.

Utilities Superintendent Johnson stated that he considers the EPA-required asset management program more of a priority right now than the backflow preventers. He asked Dave Kuhn to speak to members about that. Each member had a printout of a guide from the EPA that Mr. Kuhn had emailed to Fiscal Officer Harnishfeger, titled, "Asset Management: A Best Practices Guide." Mr. Kuhn went over the points in the guide, explaining what an asset management program would entail, basically made up of 5 core components: 1) Current State of Assets; 2) Level of Service; 3) Critical Assets; 4) Minimum Life Cycle Cost; 5) Long-term Funding Plan. Mr. Kuhn explained that Feller, Finch would gather information from the village, along with information they already have in their system, to put together a thick report and analysis that will satisfy the EPA's requirement for an asset management plan. The cost to produce it could be as much as \$10,000, but the more information we can provide, the less the cost will be. Mr. Kuhn said they will be doing about 3 or 4 of these at the same time, trying to keep costs down by doing them all in similar fashion. They know what lines we have and how old they are, but they will need to know things like where we have been experiencing breaks needing repairs, which will indicate what lines need to be replaced soon. They will need yearly O&M costs to operate and maintain the system, which probably have been increasing. Repair costs and possible costs due to EPA requirements will need to be projected. Mr. Johnson reported that the most notable thing he took away from the asset management seminar he recently attended was that the biggest thing the EPA is looking for is your Valve Operating Program—your program for exercising valves. Mr. Johnson said he wasn't sure whether the village's valves had ever been exercised. Mr. Kuhn asked about the state of the fire hydrants and if we kept a list of which ones are good or bad. Mayor Buehrer responded that we take them out of service if they are bad, and right now we have 2 of them out of service. Mr. Kuhn stated that he will need to know things like that. The cost of replacing a fire hydrant right now is about \$5,000. Mr. Johnson asked if Feller, Finch could have the asset management plan done by the EPA's deadline of October 1. Mr. Kuhn responded that they should be able to, pretty much. They will probably start working heavily on it the first part of

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June and get it done by the end of July. Once it is done, it will most likely have to be updated every time we do something new in town.

Mr. Kuhn reported, since he was here, that the survey crew is scheduled to come within the next week to do the topographic for the school sidewalk.

Utilities Superintendent Johnson suggested that we focus on getting the asset management program taken care of first, and then talk about master meter pit updates in the fall. Mr. Johnson also suggested that the costs of the asset management program and the backflow preventers for the master meters could fall under "line maintenance." He suggested that members think about increasing the village's monthly line maintenance charge to about \$15, instead of the current \$10, even if other water rates aren't changed right now. Mr. Kuhn asked if Bowling Green will do the maintenance on the backflow preventers, once installed. Mr. Johnson answered that they will not; that is something we will have to take care of and send them the paperwork. Mr. Kuhn said he will need to know what the village's charges and fees are for water. Mr. Johnson asked him how Feller, Finch will charge for the asset management work. Mr. Kuhn answered that they will probably charge for the whole job, rather than so much per month. They may bill us for most of the charges when the job is nearly done, and then the remaining amount when finished. With no more questions for Mr. Kuhn, he left the meeting.

STREETS and ALLEYS: Mayor Buehrer reported that Jim Head and he have not had a chance to get potholes fixed yet. They hope to do some Tuesday, if weather permits. Councilman Roe mentioned a bad spot by the creek. Mayor Buehrer answered that he put some stone in that spot Friday, but he doesn't know when they intend to come and patch it; it is the spot by the cemetery where they cut across for Northwestern to do a tap. The mayor said he may end up DuraPatching it and the spot from the waterline break on Tontogany Road, until something more permanent can be done. Councilman Benedict asked about the road repaving that CSX was supposed to be doing for the damage resulting from the last train derailment incident. Mayor Buehrer responded that they were supposed to be repaving a year ago, but he lost contact with them on who to deal with about it, after a downsizing due to a new owner, who then died, and other changes in personnel. A new contact is being sought to take care of their responsibility for the village.

Councilwoman Mackey reported that the street sign is missing at the intersection of Crom Street and Broad Street. The post is there but the sign is missing. Mayor Buehrer responded that we may have that sign or one from another street that was down and was picked up and kept. If they have them, they will try to get them put back up. Mayor Buehrer also reported that they will be putting up new stop signs. They already started putting up some in the township, to see how difficult it would be. They got their new post driver. They are trying putting name signs above stop signs to eliminate a post, which takes a little more time, but it gives a little cleaner look to the intersections.

SIDEWALKS and TREES: Mayor Buehrer pointed out that Dave Kuhn mentioned what Feller, Finch will be doing on the sidewalks. Councilman Roe added that the surveyors are scheduled to come within a week or so. Mayor Buehrer commented that it will be interesting to see where the right of way runs through there.

DRAINS and SEWERS: Nothing to report.

CITY HALL and PARKS: Mayor Buehrer reported that we will try to get Palmer to come and take the old basketball goal down at Centennial Park. Unfortunately, the old base does not match the new pole. The base size and the placement of the anchor bolts is different.

Mayor Buehrer brought up the topic of new fence posts at Centennial Park, which was discussed at the previous meeting. He said Councilman Roe had contacted a company about it, but we need to know how we want the posts placed. Councilwoman Mackey proposed that we replace all of the posts, but

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add another post between each, and eliminate chains between the posts, which are a tripping hazard. Then people could just walk in through the posts, which would be spaced about every five feet. Members agreed with this as a good idea. Councilman Roe reported that the company that does posts told him that if we can give them a length, they can give us an estimate. And they also recommended putting in all new posts. Councilman Shanahan recommended that, if we put in more posts, making them closer together, we should put up a sign that says, "No Jumping on the Posts," because that is what kids will naturally be inclined to try to do. This would protect kids and the town.

Councilwoman Mackey reported that she received a reservation again for the Otsego sixth grade for a picnic lunch on May 1st at Centennial Park. They would like to have the volleyball net up for that event. Mayor Buehrer responded that we can do that, as long as it isn't under water. He said the net should be in the box at the park. Councilman Heckerman said he thought it was probably in the shed next to the hall. Councilwoman Mackey commented that, if the weather is nice enough, we should be able to get the soccer nets up too. Mayor Buehrer added that Ron Mackey took those down last year.

Councilman Roe reported that he contacted Envirocare and told them we will not want the fall visit for trees this year, but to come for the early summer inspection and treatment, and he will meet with them to get their professional opinion on the condition of our trees.

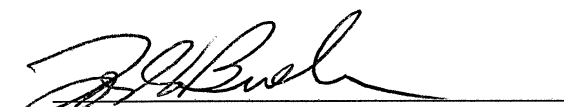
Councilman Heckerman asked about when the portable restroom enclosure at Mehring Park will be done. Mayor Buehrer answered that they are to start on it the first or second week of April, so they should be coming within a week or so. Councilwoman Mackey asked when we want to have the portable restrooms put in. Mayor Buehrer responded that we usually have them put in about tax time each year, so we can wait until the enclosure is done at Mehring Park.

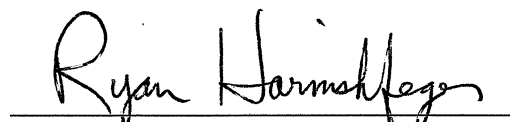
Utilities Superintendent Johnson asked when the drinking fountain at Centennial Park needs to be turned on. Mayor Buehrer answered that it needs to be fixed. It wasn't turned off in the fall and it froze and broke, so it needs to be repaired. Former Utilities Superintendent Brandon Johnson knows about it, so he is the one to talk to about it. Councilwoman Mackey added that it needs to be on by May 1st.

Mr. Johnson asked the mayor if the spot on Broad Street, left from a waterline repair, will be patched when the spot on Tontogany Road is patched. Mayor Buehrer replied that it will. Mr. Johnson asked when it will be repaved. Mayor Buehrer answered that he will just DuraPatch it for now.

Zoning Inspector Johnson reported that he looked into the zoning code about parking commercial trucks in town. He found under commercial lots, which would also include industrial lots, they are allowed to park commercial vehicles, like on Hefflinger's property. To get commercial vehicles out of residential areas of town completely, we would have to start writing them up. The zoning code probably needs to be updated as well. Councilman Shanahan commented that a concern Bryan Mancini's has about his neighbor's semi-tractor is that it has been moving a railroad tie on the property line over time, so that now the truck gets parked partly on his property. Mayor Buehrer commented that, if he is not supposed to be parking the truck there, the easiest thing would be to officially tell him he can't be parking it there. Mayor Buehrer advised Zoning Inspector Johnson to send him a notice that he can't park his commercial truck there. Mr. Johnson asked Utilities Clerk Harnishfeger to provide him with an address of the truck owner for mailing a notice to him. Members discussed other possible similar problems in town.

With nothing further to discuss, Mayor Buehrer declared the meeting adjourned at 8:20 p.m.


Todd Buehrer, Mayor


Ryan Harnishfeger, Fiscal Officer