

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: February 5, 2018

Council called to order in regular session at 7:05 p.m. with Mayor Todd Buehrer presiding. Roll call of members: Brenda Mackey, here; John Heckerman, here; Connie Mehring, absent; Jamin Roe, absent; Jason Benedict, here; Matthew Shanahan, here. Also present was Village Administrator/Zoning Inspector/Meter Reader Chad Johnson and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Wood County Sheriff's Deputy Tyler Petree. Minutes from the January 15 meeting were approved as corrected (a reference to 'Jock Shanahan' in the visitors listed in the opening paragraph was corrected to 'Jack Shanahan').

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. Councilwoman Mackey inquired about the insurance bill from First Insurance Group, why we have it and how it differs from our Ohio Plan insurance through Hylant Administrative Services. Fiscal Officer Harnishfeger explained that the insurance through First Insurance Group is a backup insurance for our utility infrastructure, in case of a catastrophic event such as a storm that does a million dollars' worth of damage. Mayor Buehrer agreed and commented that we added it in the past after a bad storm event had occurred. Councilman Benedict made a motion that these bills be allowed and orders drawn for same. Councilman Heckerman seconded this motion. All were in favor; motion carried. Copies of the December and January Bank Reconciliation, Fund Status, Revenue Status, and Appropriation Status reports were given to Mayor Buehrer and the Finance Committee to review. A copy of the RITA report for December was given to the Finance Committee to review.

Copies of the January incident report were made available for members to review. Mayor Buehrer invited members to address any questions or concerns they may have to Deputy Petree. Members had no questions for the deputy, so Mayor Buehrer thanked him and he left the meeting.

Mayor Buehrer reported receiving an email from Toledo Edison, forwarded to him by Fiscal Officer Harnishfeger, about an inspection of their transmission lines, structures, and hardware, starting on February 1st or 2nd, using a helicopter. Whether coincidental to this email or not, another similar helicopter recently crashed and 2 people in it were killed.

Mayor Buehrer read a letter from the Wood County Emergency Management Agency, inviting local officials to the second meeting for the Wood County Mitigation Plan, scheduled for 7 p.m. on February 27, 2018 at the Middleton Township Trustee's Building, 12745 N. Dixie Highway, Bowling Green, Ohio. The meeting will review information previously provided by communities specific to their potential hazards and concerns, aiming at incorporating them into the Wood County Plan as mitigation projects. Mayor Buehrer gave a brief explanation to members of how and why the mitigation planning process is done.

Mayor Buehrer read another letter from the Wood County Emergency Management Agency (EMA), stating that it is time for the Village of Tontogany to enact a new 2-year contract for emergency management services with the Wood County EMA. There will not be an increase in the proportionate share rate for the contract that will cover 2018 and 2019. They included a 2-year contract for members to sign, which needs to be returned to the EMA office by March 2, 2018, along with the payment of the proportionate share of \$201.85 for 2018 (\$0.55 per capita for a population of 367). Councilwoman Mackey made a motion to enter into a new 2-year contract with the Wood County EMA for emergency management services during 2018 and 2019 at the proportionate share rate of \$201.85 in 2018 and \$201.85 in 2019, with the 2018 share to be paid by March 2, 2018. Councilman Shanahan seconded this motion. All were in favor; motion carried. The members present signed and dated the contract and gave it to the fiscal officer to send to the EMA with payment.

Mayor Buehrer reported receiving a quote from Fresh Cut Lawn Service to do mosquito spraying in the village in 2018 at the same rate as last year, \$172.50 per application. After a brief discussion, Councilman Benedict made a motion to accept the quote from Fresh Cut Lawn Services and have them

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do 6 applications in 2018—one the week before Memorial Day, one in June, 2 in July, and 2 in August. Councilwoman Mackey seconded this motion. All were in favor; motion carried.

Mayor Buehrer reported receiving a public notice from the Ohio EPA regarding the final issuance of an isolated wetland permit for Project Red at Wales Road, Northwood, Ohio 43619, action date 1/25/2018. More information can be obtained at the Ohio EPA website.

Mayor Buehrer reported that he received an email invitation from the Ohio Municipal League (OML), inviting public officials to attend a free information session on the many benefits of LED streetlights and related smart city applications being offered by the firm endorsed by the OML, RealTerm Energy, in either Dayton (March 20) or Akron (March 21). Meals will be provided. More information can be obtained at ohio@realtermenergy.com.

ZONING: Nothing to report.

UTILITIES: Administrator Johnson reported that he spoke with someone from Poggemeyer about the asset management program that the Ohio EPA is requiring of public water systems, to be completed by about 8 months from now. The person at Poggemeyer said it would cost about \$10,000 to \$15,000 to do. Mr. Johnson advised that the asset management plan will involve both a study of the physical water system as well as a study of the finances to support the water system. He suggested having someone from Poggemeyer come and speak to Council on the matter next month, to give us a proposal of what they could do for us. Mayor Buehrer told Administrator Johnson that we spoke at the last meeting about the need for him to talk with Bowling Green to get an idea of what utility rate increases they are planning this year, so the village can know what to do about our rates. We postponed setting village rate increases, to avoid not covering increases from Bowling Green or having to do more rate increases in the same year. They change their rates most every year, but we never know if it may be a small amount or a large amount, so we need to keep asking them every year until they give us an exact amount, or at least a good idea of what they are intending. Administrator Johnson asked Fiscal Officer Harnishfeger how the water fund was doing. Mr. Harnishfeger responded that it has improved some since we raised the rates last year, but the improvement won't continue unless we continue to raise rates to keep up with inflation and extra expenses imposed for an asset management program, backflow prevention, and water line repairs and replacements. Mr. Harnishfeger also commented that, from talks with former Utilities Superintendent/Administrator Craig Spoore, Feller Finch already has much of the village's layout in their system, including the master meter pits that they engineered for us, so we might be able to get a better price from them if we need to have an engineering firm help us put together an asset management program and can't do it ourselves. Mr. Harnishfeger also reported that we just received a second notice from Bowling Green, demanding that we install a Double Check Assembly in our master pits and provide an acceptable test report to indicate that the installation of the required Backflow Prevention Device has been completed. Their letter states that "the state regulations give the Secretary of the Department of Health and Environment the right to order a supplier of water to DISCONTINUE water service to any premises where a known cross connection exists." Administrator Johnson commented that, if Bowling Green says they are going to raise their rates by 6 percent, the village will have to raise its rates almost double that to keep up with their rate increase plus all of the other expenses being imposed on us. After a little more discussion, Mayor Buehrer asked Administrator Johnson to give Dave Kuhn a call at Feller, Finch to get some ideas from him of what they could do for us and about coming to a meeting to talk with Council about these matters.

STREETS and ALLEYS: Nothing to report.

SIDEWALKS and TREES: Mayor Buehrer reported that Councilman Roe wanted him to bring up the estimate that the mayor received from Eric Palmer for the work to be done on the ravine at the school

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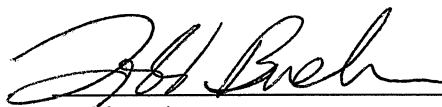
drive, to get a motion passed to allow Palmer to do the work as soon as the weather permits. The total price quoted was, \$1,950 to raise the grade for a sidewalk to be installed and all the work involved to fix the spot. Councilwoman Mackey made a motion to accept Eric Palmer's quoted price of \$1,950. Councilman Heckerman seconded this motion. All were in favor; motion carried. Mayor Buehrer said he would let Palmer know that they can do it whenever the weather is right for it.

Councilman Shanahan reported that he had a parent complain to him about snow not being shoveled from the sidewalk by the property at the corner of Crom and Tontogany Creek Road. A couple of kids walking to school there fell down and hurt themselves after the last big snow. Mr. Shanahan drove by and observed that the church sidewalk was shoveled, but not other sidewalks going to Crom Street. Mr. Shanahan asked what the process is for reminding people that they are responsible for removing snow from their sidewalks. Mayor Buehrer suggested putting a message on the utility bills. Mr. Shanahan asked if there is a requirement to clear sidewalks within 24 hours. Mayor Buehrer responded that he didn't know if our ordinance states a specific amount of time, but he guessed about half of the people in town did not shovel their sidewalks. So, to stay on top of trying to force people to clear their sidewalks would essentially require hiring a person to continuously check sidewalks throughout the town and post notices, then hire someone to shovel sidewalks, pay for it out of village funds, and not be reimbursed until the following year's property tax distributions. Utilities Clerk Harnishfeger asked what message he should put on the utility bills. Mayor Buehrer suggested that he could state that Ohio Revised Code (ORC) requires people to clear their sidewalks within 24 hours after a snowfall.

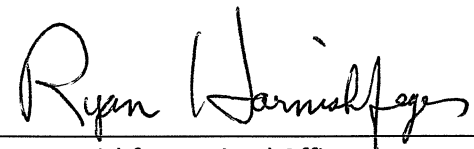
DRAINS and SEWERS: Nothing to report.

CITY HALL and PARKS: Fiscal Officer Harnishfeger reported receiving \$130 each for three more hall rentals and security deposits: one for a birthday party on February 17, 2018, one for a birthday party on March 17, 2018, and one for a Christmas party on December 9, 2018. Mr. Harnishfeger also reported that he purchased a replacement sweeper for the hall on sale for \$108 at Home Depot, regularly priced at \$129. He said he put the two old nonworking sweepers in the attic. Councilwoman Mackey told him he could just discard the old sweepers. Everyone agreed.

With nothing further to discuss, Mayor Buehrer declared the meeting adjourned at 8:03 p.m.



Todd Buehrer, Mayor



Ryan Harnishfeger, Fiscal Officer