

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: March 5, 2018

Council called to order in regular session at 7:03 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/Utilities Superintendent/Zoning Inspector/Meter Reader Chad Johnson and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Wood County Sheriff's Deputy C. Reynolds. Minutes from the February 19 meeting were approved as submitted.

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

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. Mayor Buehrer pointed out that we had a \$710.60 bill from Aqua Line, whom former Utilities Superintendent Brandon Johnson had to call in to find the water leak on Tontogany Road. Fiscal Officer Harnishfeger commented that it was important to find and fix that leak, because he showed about a \$5,000 increase in the last wholesale water bill from Bowling Green, in comparison to the previous month and the same time period of the previous year. Councilman Heckerman made a motion that these bills be allowed and orders drawn for same. Councilman Shanahan seconded this motion. All were in favor; motion carried. Copies of the February Bank Reconciliation, Fund Status, Revenue Status, and Appropriation Status reports were given to Mayor Buehrer and the Finance Committee to review.

Fiscal Officer Harnishfeger read a quote from Josh Heckerman Landscaping for lawn mowing and lawn/landscape maintenance in 2018 for the Village of Tontogany: \$30.00 per mow at the town hall; \$55.00 per mow at Mehring Park; \$130.00 per mow at Centennial Park; \$375.00 for mulching at the town hall and Mehring Park (annual service cost will not exceed quote); \$250.00 for hedge trimming at the town hall as needed (annual service cost will not exceed quote); \$100.00 for small tree trimming as needed at Mehring Park (annual service cost will not exceed quote); \$175.00 for small tree trimming as needed at Centennial Park (annual service cost will not exceed quote); \$200.00 fall leaf cleanup annual service at Mehring Park as needed. All prices are the same as 2017, except a small increase for mulching and hedge trimming. Councilman Benedict made a motion to accept the quote from Josh Heckerman Landscaping. Councilwoman Mackey seconded this motion. Councilman Heckerman abstained from voting. All other members were in favor; motion carried.

Councilman Benedict asked about the income tax ordinance that the village recently had to vote on, to be in agreement with the state's ability to collect income taxes, if that means the state will now collect all income tax for the village. Mayor Buehrer and Fiscal Officer Harnishfeger explained that, as Solicitor Skaff had pointed out, the state will only be collecting net profit tax from businesses who opt-in to submit those taxes to the Ohio Department of Taxation. RITA will still be collecting the rest of the village's income taxes as usual. However, it seems likely that the state will continue to try, bit by bit, to take over the collection of all municipal income taxes. Fiscal Officer Harnishfeger reported that he has received about 7 or 8 Net Profit Tax Opt-in Notices from businesses, which he forwarded to RITA, per their instructions.

ZONING: Zoning Inspector Johnson reported about the house on the corner of Washington and Broad Streets, where he had done a zoning permit late last year, that they are getting close to doing that project. Councilwoman Mackay asked if the room upstairs will be made into a residence. Mr. Johnson answered that they can't put a separate residence up there; it will all be part of their own residence, probably used as a storage area. Mr. Johnson reported that the new house by the cemetery appears to have someone living in it now. Mr. Johnson also reported that Utilities Clerk Harnishfeger asked for final meter readings for the home at 18700 Tontogany Creek Road, formerly owned by McCullough, and

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someone appears to have moved in there. Mayor Buehrer and members affirmed that the house had been sold at a sheriff's sale. Utilities Clerk Harnishfeger added that the new owners called him and asked for utilities to be set up in their name.

Zoning Inspector Johnson asked Councilman Heckerman if he had talked with Hefflinger about the junk problem at his property on Broad Street. Mr. Heckerman said he bought a "No Dumping" sign and he will set it there. He will also ask him who puts stuff in his dumpster. Mayor Buehrer commented that RJ puts stuff from his place in his dad's dumpster there. A company comes in and empties the dumpster.

Councilman Heckerman asked about when the burned up portable restroom enclosure at Mehring Park will be cleaned up and replaced. Mayor Buehrer responded that Rusty Nail Handyman Services is scheduled to come and start working on it at the beginning of April. Their estimate, which was turned in to the prosecutor's office and our insurance company, was previously reported in the December 18, 2017 minutes.

UTILITIES: Utilities Superintendent Johnson gave the mayor and each member a copy of a notice from the Ohio EPA, listing the items required in a public water system asset management program, to meet the requirements of Senate Bill 2 by October 1, 2018. Mr. Johnson said he called Dave Kuhn, of Feller, Finch, about coming to a meeting, hopefully by our second meeting in March, but he did not respond yet, so Mr. Johnson left another message for him today, asking Mr. Kuhn or a representative to come to a meeting. Mr. Johnson told members that he wanted to point out that the required asset management program is a big deal, as is evident by the EPA's list of things required in it. He said he hoped Feller, Finch will be able to help us put together an asset management program that meets the requirements. Mr. Johnson said that he will be going to an asset management seminar on March 21st in Columbus, Ohio, which should help him to be better able to participate in the process. Mayor Buehrer commented that Feller, Finch already has information on our water system in their records. Mr. Johnson said he thinks we should, at the same time as we are putting together an asset management program, also take care of Bowling Green's demand for verifiable backflow prevention for the village's two master water meters. Mayor Buehrer responded that he learned, from talking with former Utilities Superintendent Craig Spoores, that we already have a backflow preventer installed on our Tontogany Road master meter. It works; we just need to have it checked to make sure it meets the EPA's and Bowling Green's requirements. The backflow preventer is located in its own pit, about 4 or 5 feet south of the main meter pit, covered with dirt. The plans should tell what kind of backflow preventer it is. The meter on Kellogg Road does not have a backflow preventer installed like the one on Tontogany Road. It may or may not be able to be upgraded in a similar way, by installing a backflow preventer in its own pit. Then the backflow preventers would need to be tested periodically. Utilities Superintendent Johnson suggested that, if we test the backflow preventer on Tontogany Road and it passes requirements, we would be good for a year and could shut down the meter on Kellogg Road to have it upgraded. Mr. Johnson also pointed out that the copy of the EPA notice given to members emphasizes that, "Valve exercising will be an early focus of asset management. Systems will want to implement a valve exercising program that allows valves to function, especially during an emergency." Mr. Johnson added that this will be required to be done every year. Councilman Benedict asked if this meant every meter pit would have to be checked. Mr. Johnson answered that it would be just the street valves, and it would have to be done carefully.

Mr. Johnson reported that he was able to get 96-percent of the meters read for March billing, but some meters show a question mark in the reading, which is an indication that they will need to be replaced. Fiscal Officer Harnishfeger commented that we appropriated money to purchase new water meters, but Brandon left before ordering any new meters, so they will still need to be ordered by Chad, but he should check with the fiscal officer on what was budgeted before placing an order.

Mr. Johnson asked Mayor Buehrer if his understanding was correct that a new fire hydrant needs to be installed at the fire station, and to do so would just require purchasing a hydrant and having Palmer

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come and install it. Mayor Buehrer answered in the affirmative. Mayor Buehrer added that he isn't sure what Brandon found out was wrong with the leaky fire hydrant at Jeff Smith's. Mr. Johnson replied that he would look into that.

Mr. Johnson reported that, as Utilities Superintendent, he has set up his phone to be able to check on OUPS notices, so he can take care of them as needed, and he is very familiar with meter locations and utility line locations, which will help him with handling OUPS requests. He reported that Brandon also gave him the contact numbers for utilities emergencies. Mr. Johnson asked if the website information had been updated from Brandon's name to his. Fiscal Officer Harnishfeger answered that he had the website updated with the new Utilities Superintendent contact information, as well as the phone messages and welcome letters to new utility customers. He will get the village business card updated at Staples when he gets a chance. Councilwoman Mackey asked Mr. Johnson how he will deal with utility problems, if he is working full time in Loraine. Mr. Johnson responded that he has time and is able to leave the Loraine plant if he needs to for an emergency. And he added that, by the time he contacts Palmer and they get their crew rounded up and get to a job site to fix a problem, he can be here from Loraine.

Fiscal Officer Harnishfeger reported that someone from Gearhart Plumbing came into the office, due to a complaint of low water pressure at Woodbury's downtown, asking who owned the old downtown carryout, so they could contact them and get into the building to fix an audible water leak. Mayor Buehrer added that they came and talked with him first and said they could hear water running in the old carryout and assumed it was just running down the drain. He told them Randy Cunningham was the new owner's name and told them to ask Fiscal Officer Harnishfeger for Mr. Cunningham's contact information, assuming he might have it for a new utility account at the address. Mr. Harnishfeger said that he never received any information from the new owner, nor any request to turn on utilities and set up new accounts there, so he was unable to give Gearhart contact information for the owner. Mr. Harnishfeger also commented that Brandon had supposedly turned off the water to the carryout, so he didn't see how any water could be running in there. Meter Reader Johnson said that he has been taking reads at that meter every month, thinking it was active. He said he will take some test readings and see if it shows any water flowing through the meter.

Utilities Superintendent Johnson asked if the village changed its shut-off policy after the incident of losing delinquent utilities tax assessments on the carryout. He commented that, typically, utilities are shut off when a customer doesn't pay bills for a couple of months. Fiscal Officer Harnishfeger answered that Council had asked him to report to them when he has to certify delinquent utilities to the county auditor two times in a row, so they can make a decision about whether or not to shut off utilities on that account.

STREETS and ALLEYS: Mayor Buehrer reminded members that he had informed them last spring that the township had been awarded a sign grant. Part of the grant allowed purchasing signs for the village as well. The only cost to the village would be to have somebody put up the signs. Those signs have all arrived. A post driver has been ordered; when it gets here, they will begin putting in new posts and replacing bad stop signs, of which there are many. Councilman Shanahan asked what is done with old signs. Mayor Buehrer answered that most of them get recycled. Mayor Buehrer said he got enough stop signs that he should be able to do all of the alleys, and he thinks he ordered enough speed limit signs as well. Councilman Heckerman asked if the school signs will be redone. Mayor Buehrer replied that the school signs will not come down, but he did get reflective strips for them. The old stop signs are 30-inch; the new ones are 36-inch. Mayor Buehrer said they have a year to get the new signs up, and a year extension, effectively giving them two years to get it done. Councilman Shanahan asked about who would be putting up the signs. Mayor Buehrer answered that it looks like he and Jim Head will be doing the work. The trustees may hire someone else to do their other work while they do that. Councilman Shanahan said that he may stop by to watch the process when they are doing the signs.

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SIDEWALKS and TREES: Nothing to report.

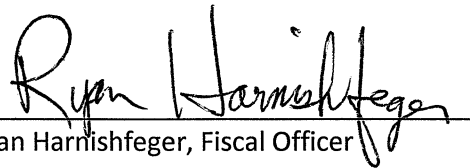
DRAINS and SEWERS: Mayor Buehrer reported that no complaints were received from Harley Woods about drainage problems there.

CITY HALL and PARKS: Councilman Shanahan asked if we can fix the basketball court when we get a new basketball goal installed at Centennial Park. Mayor Buehrer and members responded that we have plans to replace the court, due to the very large cracks in it. Past repairs have not fixed the problem, so replacement seems to be the solution that is needed. Members also briefly discussed possible solutions to the adjustable basketball goals being routinely broken. Setting the goal height and then taking the crank away seems to be the best solution.

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



Todd Buehrer, Mayor



Ryan Harnishfeger, Fiscal Officer