

## TONTOGANY VILLAGE COUNCIL

### MEETING MINUTES FROM: September 17, 2018

Council called to order in regular session at 7:01 p.m. with Mayor Todd Buehrer presiding. Roll call of members: Brenda Mackey, here; John Heckerman, absent (ill); 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: Otsego School Superintendent Adam Koch and Treasurer Steve Carroll; Jennifer Sheeks; Deputy Tyler Petree from the Wood County Sheriff's Office. Minutes from the August 20 meeting were approved as submitted.

**FINANCE and CLAIMS:** A spreadsheet of the current invoices was reviewed and approved by members. Councilwoman Mehring inquired about two bills on the list from Jones & Henry Labs, both for water tests. Fiscal Officer Harnishfeger and Utilities Superintendent Johnson explained that it was two different bills for two types of water tests, one quarterly and one annual. Fiscal Officer Harnishfeger pointed out that we were billed \$2,487.50 by Epic Utilities for inspection and retreatment of electric utility poles. They excavated 52 poles, of which 8 were bad. They did sound & bore/fumigant on 17 poles. Councilman Shanahan made a motion that these bills be allowed and orders drawn for same. Councilman Roe seconded this motion. All were in favor; motion carried. Copies of the August Bank Reconciliation, Fund Status, Revenue Status, and Appropriation Status reports were given to Mayor Buehrer and the Finance Committee to review.

Mayor Buehrer gave a first reading, by title only, of Resolution #892-18, A RESOLUTION ADOPTING THE WOOD COUNTY HAZARD MITIGATION PLAN. Mayor Buehrer explained that for the last year they have been working on the mitigation plan for the entire County, which has to be done every five years. They list any hazards in each village and entity in the county, which is kept up to date with input at meetings from public officials like Mayor Buehrer. They issue a report that has to be approved by the Ohio EMA and FEMA. This plan is what they would base any federal money for hazardous situations on. The entire report can be found on the Wood County EMA website. Tontogany doesn't have much in the way of hazards qualifying for FEMA assistance, other than the railroad and flooding; however, the village needs to adopt the Wood County Hazard Mitigation Plan each time a new one is approved.

Mayor Buehrer read a letter from the Wood County Emergency Management Agency, inviting representatives from Wood County political subdivisions to an informational meeting on October 3, 2018 concerning a mass notification system for all of Wood County. There will be a demonstration of the CodeRED mass notification system and how it can benefit citizens of political subdivisions in a cost-effective manner. Wood County is considering the CodeRED system for a countywide mass notification system in partnership with subdivisions under one cost-saving contract. Two meetings of about an hour each, one at 3:00 p.m. and one at 6:00 p.m., will take place on October 3, 2018 in the Commissioner's Hearing Room on the 5<sup>th</sup> floor of the Courthouse Office Building, One Courthouse Square, Bowling Green, Ohio. Mayor Buehrer said he would probably be attending one of those meetings and he invited any members who would also like to go.

Fiscal Officer Harnishfeger reported that, as requested by Council at the August 20, 2018 meeting, he sent a letter to the County Auditor, dated August 22, 2018, requesting the removal of the remaining \$984.52 in sidewalk special assessments on Beth Hayes' property taxes. Collette Dickey confirmed that it will be removed. Mr. Harnishfeger said he also sent a letter to Beth Hayes at the same time, informing her that Village Council had considered her request for a rebate of half of her original sidewalk tax assessment and decided that it was originally a fair decision, but, even so, decided to forgive her the remaining amount of \$984.52, rather than half of the total taxes assessed.

Fiscal Officer Harnishfeger reported that, as requested by Council at the August 20, 2018 meeting, he contacted Amy Finnegan at Hylant Administrative Services and told her Village Council would like for our insurance to cover as much of the \$2,465.05 of out-of-pocket costs Mark Yeary is requesting for

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replacing his damaged fence as they could. Ms. Finnegan informed Mr. Harnishfeger that Hylant would only pay Mr. Yeary's deductible of \$1,000.00, which they did, and they sent the village a copy of the \$1,000.00 check to Mr. Yeary. This leaves \$1,465.05 of personal expenses that Mr. Yeary is asking the village to cover for his fence replacement. Members discussed the matter and reviewed the costs and payments so far: Of the \$5,235.00 total cost for replacing the whole fence, Mr. Yeary's insurance paid \$2,769.95 and the village's insurance paid Mr. Yeary's deductible of \$1,000.00, leaving \$1,465.05 in out-of-pocket expense to Mr. Yeary. Councilman Shanahan stated that he believes the village should only pay for the damaged portions of fence, not a whole new fence; Mr. Yeary should provide the village with the cost to replace the two damaged sections and we should pay no more than that. Mayor Buehrer expressed his viewpoint that Mr. Yeary had to replace his whole fence to make it match and look right, but he wouldn't have had to do anything to his fence if our pole had not fallen on it. After a little more discussion, members asked Fiscal Officer Harnishfeger to write a letter to Mr. Yeary, asking him to provide a breakdown in costs per section, so it could be determined what it would actually cost for the labor and materials to replace just the two damaged sections.

Mr. Harnishfeger reported that he is scheduled to take required annual Fiscal Officers Training classes all day on October 16, 2018 in Perrysburg, so he will not be in the office on that day.

Mr. Harnishfeger reported that Joe Pemberton emailed him a request for Suburban Natural Gas Company's President, Andrew Sonderman, to come to our October 1<sup>st</sup> meeting for about fifteen minutes to give their annual presentation. Mr. Pemberton said he would not personally be able to come, due to a scheduling conflict.

Copies of the August incident report were provided for members to review. Mayor Buehrer invited members to direct any questions or concerns they may have to Deputy Petree. Councilman Shanahan reported some stop-sign violations, especially during school events. Administrator Johnson reported speeding violations on Tontogany Road from Crom Street going out of town. With nothing further for the deputy, Mayor Buehrer thanked him and he left the meeting.

Mayor Buehrer invited Otsego School Superintendent Adam Koch to speak to members. Mr. Koch passed out sheets of information to everyone and told members that he and Steve Carroll were here to inform and update village officials on what is going with the Otsego Local School District's solar and LED project. They have been working on this project since about May, trying to get the best deal, because it is a very complex project involving a small solar field and an LED lighting upgrade of the entire school campus. They narrowed it down and chose a company to work with. They are looking at about a 600 kilowatt (kW) to 1 megawatt (MW) solar field system to be installed toward the back of the school property. The school consumes approximately 2,500,000 kilowatt-hours (kWh) per year, costing roughly \$350,000.00—a large expense item that they decided to tackle to try to save money for their district and community members. The solar field would generate between 700,000 and 1.3 million kW annually. The school would buy that power from the solar field at a fixed price for the next 25 years. They would be buying roughly 40 percent of their power from the solar field and 60 percent from Tontogany. The main goal is to correctly size the solar field so that it produces only enough power for the school's needs and no more. The company that puts in the solar field will also fund the complete LED project for the school, which the school estimates would cost \$400,000.00 to \$600,000.00 to change every bulb to LED. The change to all LED could take about five and a half years to pay for itself. The school will pay nothing out of pocket for the installation of the solar field and the LED lighting, so they will be saving money from day one. As time goes along, they will have a fixed price for energy purchased from the solar field, and their overall electric usage will be greatly diminished by the change to LED. Utilities Superintendent Johnson asked what is in it for the solar company. Mr. Koch replied that investors are investing in solar because there are so many tax breaks right now. And they can expedite depreciation. So, they get a kickback and can also depreciate it quickly over six years and get tax breaks over those years. It is a huge incentive for investors. Over the years, the savings for the school will be primarily because of the LED lighting. The school is estimating a savings of between \$2,000,000.00 and \$3,000,000.00 over a 25-year

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period. This is a potential savings of about \$100,000.00 per year for the next 25 years. The next step for the school is to have the Board of Education review and vote on a non-binding letter of intent with Solar Power & Light on Thursday, September 20, 2018. If the Board agrees, then they will work with the company on what size of a system to put in and a power purchase agreement, which will probably take a month or more. Utilities Superintendent Johnson asked Mr. Koch if their goal is to not sell power back to the village. Mr. Koch affirmed that that is their goal. However, there is a principle called "net metering" that comes into play, where utility companies have to buy extra power generated by green energy back onto the grid. The school is wanting the village to credit the school for any extra energy going back on the grid at a net metering value of the same wholesale rate the village pays Bowling Green for electric power. The solar company will put in bi-directional meters, without cost to the village. Utilities Superintendent Johnson told Mr. Koch that he has recommended that the village get a consultant to represent our interests, since none of us is expert in these complex electric utility issues. Mr. Koch agreed that it is a complicated matter and he stated that the school does not want this to negatively impact the village, but they are trying to save taxpayers two to three million dollars over time. Councilman Shanahan commented, from sitting in on the solar company presentations, that the company they have chosen is very careful about not oversizing the solar field and producing too much energy. Utilities Superintendent Johnson commented that he had been advised that Tontogany would probably have to pass an ordinance about this, and that net metering would have to be added to the village's electric rate structure. Mr. Koch said they want to work with the village for a positive result for everyone. There will be some changes, due to the school buying a lot less power from the village. Mayor Buehrer said he thinks the next step for the village will be to create a new electric rate ordinance, once we have more information about how net metering will be done. Mr. Johnson said that Poggemeyer told him today that the village may need to have a company do a cost of service study to determine what our rates should be. Mr. Koch said they will try to get the solar company to put up some school signs going each way, with flashing lights. Councilman Shanahan said he noticed that maintenance and repair of the solar field, even if vandalized, is covered by the investment company, without any cost to the school. Councilman Roe asked what happens after the 25 years. Mr. Koch and Mr. Carroll explained that the school would be able to own it at that point. They also have the option to buy it outright after six years. Mr. Koch asked if there was anything else the school needs to do for the next step with Tontogany. Mayor Buehrer responded that he doesn't know of anything more the school needs to do right now, but the village needs to decide what to do and put together any ordinance needed. Mr. Koch said to call him or email him anytime.

Councilman Roe informed Superintendent Koch that the village received a sidewalk estimate for the sidewalk in front of the school. The estimate came back at \$51,000.00, which was way more than we expected. We didn't realize how long of a stretch it was. It goes from Crom Street to Scott Road on the school side of the road. Mr. Roe added that there is a 30-foot right of way between the two drives, but then it jumps to 20 feet and it was recommended that we ask the school for a 10-foot easement, so as not to jog the sidewalk, and to keep it away from the road. Mayor Buehrer commented that he has a map that can be brought up on a computer to show Mr. Koch the sidewalk plans. Mr. Roe reminded Mr. Koch that the village is asking the school to split the cost of the sidewalk with us, even though it is too late to add it to their budget for this year. With nothing more to discuss, Mayor Buehrer thanked Mr. Koch and Mr. Carroll and they left the meeting.

Mayor Buehrer invited Jennifer Sheeks to speak to members. Ms. Sheeks said that, after paying zoning fees and tap fees, Zoning Inspector Johnson informed her that the village also has an ordinance that requires people building new homes to lay a sidewalk. They were not aware of this and did not budget for it. Mr. Johnson advised her to come to a meeting and speak to council members about it. Ms. Sheeks stated that there are sidewalks there already, which are not in great shape. She asked if the village is going to require them to put down new sidewalks. It is a corner lot, so it would cost a lot. Eventually, they want to put in a driveway and they could take care of everything then, but they don't

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have the money right now. She said she read the ordinance and it doesn't say you have to tear out walks that are there and put new ones in. It leaves it up to the village administrator. Mr. Johnson commented that, when flushing hydrants this week, Thelma Wires spoke to him and had the belief that the village was going to put sidewalks in on her street and pay for them. Councilman Roe said that we have talked in the past about putting sidewalks in on Broad Street, only for houses on the corners, because they have two sidewalks on the corners. We did all of the sidewalks on Tontogany Creek Road because each house was on a corner, leaving the side street sidewalk for residents. To be consistent, we should probably do the Broad Street sidewalk on Ms. Sheeks' new home corner lot, even though we haven't started doing this on Broad Street yet. Mayor Buehrer said he thinks we should do small portions of sidewalks at a time, but, after the school sidewalk to Scott Road, we need to focus on fixing heaved sidewalks throughout the town next. Administrator Johnson suggested giving Ms. Sheeks a pass on sidewalk requirements until Council makes a clear decision on exactly what part of sidewalks the village will pay for in town. Members voiced no disagreement with that. Mayor Buehrer said that people doing new construction need to be made aware of our sidewalk-requirement ordinance when they are applying for permits. Ms. Sheeks asked about any problems with parking in the right of way, if needed. Members offered suggestions that would work at her location. With nothing more to discuss, Ms. Sheeks left the meeting.

Councilman Shanahan reported that he showed the website redesign proposal from Moulton & Associates to a lady who does websites. She asked a lot of questions that he wasn't sure we had considered. She thought the proposal was a little high and the hosting cost was high. She thought it looked like Moulton would be a middleman with another company hosting. Mr. Shanahan said he talked with other villages and most did their own website maintenance, so he didn't get much help from them. The lady suggested that we decide what we want on the website first and then get a quote based on that. Otherwise, someone could create a site with things we don't want or need. Councilwoman Mackey asked members if we should ask the lady Mr. Shanahan has been talking with for a quote for a website redesign and hosting. The mayor and members expressed agreement that it would be a good idea to get a quote from her, if she is willing to give one. Mayor Buehrer encouraged members to contact Councilman Shanahan with any specific ideas for changes or updates to the website they might want.

**ZONING:** Nothing to report.

**UTILITIES:** Utilities Superintendent Johnson reported that the electric pole report from Epic Utilities shows three poles marked "danger." He asked for approval to move forward with getting those three poles replaced immediately. Mayor Buehrer replied that we must. Members agreed. Fiscal Officer Harnishfeger said there is enough money available to do the three, but he doesn't know how much more without a supplemental appropriation. Councilman Roe suggested doing the three poles and seeing what it costs, so we know what money will be needed to do the rest. Mr. Johnson said it looked like a couple of the poles are between houses.

Mr. Johnson reported that he had Brett Palmer cut a section in the Deluca driveway at 18545 Lincoln Street. Her meter pit had turned and was all messed up. He had Palmer cut it out and level it. He will come back to put concrete around it. At the same time, he had Palmer cut the asphalt out around the meter pit at the Corner Carryout. We have been estimating that meter for months because you can't get down to work on it. Brett Palmer and Thelma Wires told Mr. Johnson about a catch basin that may need to be replaced. Mr. Palmer will be coming to look at it within the next couple of days and will tell us if he thinks it needs replaced. Mr. Johnson reported that he purchased a hydrant pump, which he used in the process of flushing every hydrant in Tontogany. He got about half of them drained so far.

**STREETS and ALLEYS:** Nothing to report.

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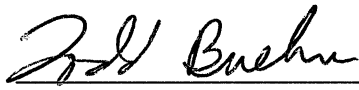
**SIDEWALKS and TREES:** Nothing to report.

**DRAINS and SEWERS:** Nothing to report.

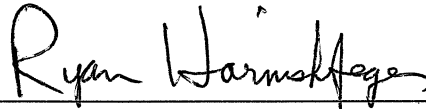
**CITY HALL and PARKS:** Councilman Shanahan reported that he is getting ready to send a letter out to all of the village residents. He intends to set up an opportunity for people to have a chitchat with a councilman, himself, in the weeks before our meetings in October and November. He also reached out to pastors of churches to introduce himself, build a relationship with the churches, and see what we can do for each other.

Councilman Roe reported that he just found out last week that he is being assigned to a new project at work. It is four and a half hours away and will be for the next five months. Therefore, this will be the last council meeting he will come to until sometime in February. Mr. Roe told members he doesn't expect to be paid for the time he is away. He offered to do anything he can by phone or outside of meetings. Councilman Benedict asked if a member has to be at a meeting to vote. Mayor Buehrer answered that council members cannot vote over the phone.

With nothing further to discuss, Mayor Buehrer declared the meeting adjourned at 8:36 p.m.



Todd Buehrer, Mayor



Ryan Harnishfeger, Fiscal Officer