

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: October 1, 2018

Council called to order in regular session at 7:02 p.m. with Mayor Todd Buehrer presiding. Roll call of members: Brenda Mackey, here; John Heckerman, absent (working); Connie Mehring, here; Jamin Roe, absent (working); Jason Benedict, here; Matthew Shanahan, here. Also present was Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Wood County Sheriff's Deputy R. Peters; Andrew Sonderman, President of Suburban Natural Gas Company. Minutes from the September 17 meeting were approved as submitted.

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

Copies of the September incident report were provided for members to review. Mayor Buehrer invited members to direct any questions or concerns they may have to Deputy Peters. Councilman Benedict reported that Dan Ballard told him he saw four vehicles run the stop sign at Broad and Crom Street. Councilman Shanahan reported that there was not much improvement yet on stop sign violations he had previously reported, although there was a vehicle pulled over for a traffic violation two days after our last meeting. With nothing further for the deputy, Mayor Buehrer thanked him and he left the meeting.

Mayor Buehrer invited Andrew Sonderman to speak to Council. Mr. Sonderman thanked the mayor and members for giving him the opportunity to give them an annual update on Suburban Natural Gas' activities and safety advice. Mr. Sonderman let members know that he gave Fiscal Officer Harnishfeger Suburban's annual Application for Community Development Funds, which can be used for any public purpose the village considers appropriate. Based on the current customer count, he said the amount available for the village would be \$834.00. Mr. Sonderman passed out trifold brochures on Natural Gas Safety & Safe Excavating Practices, emphasizing the need to call 8-1-1 at least 48 hours before digging, so utilities can come and mark the location of underground lines. He mentioned that Suburban could provide more of the brochures if the village desires to include them in something such as a "new residents" program. Mr. Sonderman gave everyone a Bulletin for Public Officials, encouraging public officials to help promote safe digging practices throughout their jurisdiction. On the importance of public awareness, he cited the recent Bowling Green Columbia Gas leak in the news, noting that people seemed to have enough awareness of the odor and sound of leaking gas that they responded quickly to get out of the affected area, avoiding what could have become a mass casualty. Mr. Sonderman reported a couple of Suburban operations that would affect the village. This fall they are going to replace 200 feet of 2-inch line running in front of the Legion on Tontogany Road with 2-inch high-density plastic line, as part of their program of upgrading aging lines. And Washington Township has asked Suburban for a line extension to the site of a proposed new township building at the intersection of Tontogany Road and Opperman Road. They are running the numbers on that request and will do it if they can make it work economically. Finally, Mr. Sonderman spoke a little bit about Suburban's filing of a request to increase its natural gas delivery charges for the first time in more than a decade, to cover the costs of operating, maintaining, and expanding its more than 484-mile pipeline system, serving 17,335 current customers and projected customer growth. In 2017 they operated at a net loss, so it has become time for a needed increase in charges. As proposed, the average residential customer bill would increase \$14.73 per month. With nothing further to discuss, Mayor Buehrer thanked Mr. Sonderman and he left the meeting. Mayor Buehrer asked if we want to use the community development funds offered by Suburban for mosquito spraying, as in the past. Members were in agreement to do so, with no objections voiced. Councilman Shanahan asked about the new building referred to by Mr.

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Sonderman, that Washington Township is proposing to build. Mayor Buehrer answered that they want to build a new maintenance building out by the cemetery.

Mayor Buehrer gave a second reading, by title only, of Resolution #892-18, A RESOLUTION ADOPTING THE WOOD COUNTY HAZARD MITIGATION PLAN.

Fiscal Officer Harnishfeger reported that he sent a letter to Mark Yeary, as members asked him to do at the last meeting, requesting a breakdown, per section, of the cost of replacing his damaged fence. Mayor Buehrer read to members a letter received back from Mr. Yeary, with accompanying insurance and quote documents. Mr. Yeary's letter stated that he has received a total of \$3,769.95 toward his fence expenses to date, including \$1,000.00 from the village's insurer (for which he thanked the village), leaving him with \$1,465.05 still due on the \$5,235.00 total cost. Mr. Yeary pointed out that, on the quote from Lowe's, they had entered a notation that the current fence is not repairable. Mr. Yeary said that no information was provided to him on the cost for individual pieces or labor. In his closing remarks, Mr. Yeary stated, "If you elect to pay all of the amount due or none at all I will not feel any ill towards you." Mr. Harnishfeger told members that, since Mr. Yeary did not give a breakdown in price per section, he calculated the cost per section by dividing the whole cost of \$5235.00 by 17, as listed on the quote from Advance Fence Company. This gives a breakdown price of \$307.94 per section, including all labor and parts to remove the old fence and install the new one. Two sections would be \$615.88. After a brief discussion, and in consideration that Mr. Yeary's \$1,000.00 deductible had already been paid by the village's insurance, Councilman Shanahan made a motion to pay a final amount of \$615.88 to Mr. Yeary, to cover the cost of the two sections of fence that were damaged by the village's pole. Councilwoman Mackey seconded this motion. All were in favor; motion carried. Mr. Harnishfeger said he would use a line item in the General Fund for miscellaneous expenses to pay for this, if members have no objections. There were no objections.

Mayor Buehrer commented that everyone had a copy of a website proposal and estimate from Winged Design. Councilman Shanahan said he had emailed copies of it to members as well. Mr. Shanahan explained that Haley Wilkins, owner of Winged Design, is a community member residing on Scott Road. She also does the PTO website for the elementary school. She put together this new website proposal with a total estimated cost of between \$1,664.00 and \$2,339.00, depending on what we want to include. The hosting would be the same as used for the PTO. Her hosting fee is \$18.00 per month, which is \$216.00 a year. When looking around at various municipal websites, Mr. Shanahan said that Perrysburg's stood out to him as easy to navigate and having clear information. Ms. Wilkins can set up something like it very easily. One of the options offered, to keep costs a little lower, is to store less archived minutes on the website. Members discussed the matter and decided one or two years of minutes is enough to keep on the website. Mr. Shanahan pointed out that part of Ms. Wilkins' estimate is for training him to maintain the website after it is launched, so he would be doing the posting of approved updates to the website. Mr. Shanahan said he made it known to Ms. Wilkins that we would like to have the new site up and running by the end of October. She said she could do it in about a week and a half. Members commented favorably on the pricing, on Ms. Wilkins being a local resident, on her speedy service, and on her willingness to work with Councilman Shanahan—and he with her. Fiscal Officer Harnishfeger stated that, if members accept the website proposal and estimate from Winged Design, we will need to decide what monies to use to pay for it, what the up-front half payment amount will be, and how to settle up with ICUgro and Moulton & Associates. Mr. Shanahan answered, concerning the up-front payment to Winged Design, that he would meet with Ms. Wilkins and find out what that amount should be. Mr. Harnishfeger informed members that there is about \$1,000.00 left in the 2018 funding for website hosting, maintenance, and domain name renewal, but we do not know how much of that we may owe to ICUgro and Moulton & Associates. However, we have "other financing uses" line items of about \$3,000.00 in the General Fund, \$2,500.00 in the Water Fund, and \$2,000.00 in the Electric Fund, out of which we could pay Winged Design, if members are okay with using from those monies. Then in the future, we can appropriate money specifically for web-related costs. Members

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voiced agreement to using those line items for this purpose, with no objections given. Councilman Shanahan pointed out that Ms. Wilkins' proposal states that the client has right of ownership. Once the project has been delivered and is fully paid for, we will have ownership of the designs created by Winged Design. And our website maintenance costs should be reduced, since he will be doing the maintenance at no charge. Mayor Buehrer asked if there was a way we could have this new website roll out at the first of next year. Mr. Harnishfeger answered that we need to get switched to a new hosting company quickly because ICUgro is wanting to be done by the end of October. Councilman Benedict suggested that Mr. Harnishfeger try to get final billing amounts from ICUgro and Moulton & Associates and plan on having about a two-week changeover inactive period to move everything to the new website and get it up and running by the first half of November. Mr. Shanahan said Ms. Wilkins will move whatever information we want from the old website to the new one. She will install a forwarding mechanism, so that anyone who goes to the old website will automatically be forwarded to the new site. She can also create Village of Tontogany uniform emails for each public official, which can optionally be set to forward to our current email. Councilwoman Mehring made a motion to accept the website proposal and estimate from Winged Design for a total of between \$1,664.00 and \$2,339.00, plus hosting at \$18.00 per month (\$216.00 billed annually). Councilwoman Mackey seconded this motion. All were in favor; motion carried. Mr. Shanahan said he would let Ms. Wilkins know Council's decision.

ZONING: Nothing to report.

UTILITIES: Councilman Benedict said he was wondering if the school will still meet its green space percentage after installing the proposed solar field. Mayor Buehrer answered that he thought they would be okay. Mayor Buehrer told members he had been thinking about the suggestion to bring in someone like Poggemeyer for expert guidance in how the village should deal with the school's solar panel project. He said he couldn't see why the village should pay someone a couple thousand dollars (or possibly way more than that) to tell us that the school's project is legitimate and we have to go along with it. We already know we can't stop them, and the school is not doing anything so far that is costing the village any money. The mayor said he told Administrator Johnson that he doesn't want us to call in someone like Poggemeyer until he has a chance to talk with council members more about this. He also commented that the school isn't going to build an oversized solar field, because they intend to sell unused power back to the village at two cents cheaper than they have to pay the solar company for it. Councilwoman Mackey wondered if Council should ask Village Solicitor Skaff to look at the summary of the school's proposed solar and LED project that Superintendent Adam Koch provided to members. Mayor Buehrer agreed and said he was thinking the same thing. When the time comes for it, we could ask Solicitor Skaff to draw up an agreement between the village and the school, describing how power will be sold back to the village, at what price, and so on. Fiscal Officer Harnishfeger told members he had mentioned the school's solar project to Solicitor Skaff in an email recently, but he will also send him a copy of the summary sheet from Adam Koch and tell him that Council will be looking to him for assistance in dealing with this matter. Fiscal Officer Harnishfeger also commented that this will decrease our estimated electric revenues, and he said that our electric rates are due for an increase, due to increases that have been put in place by Bowling Green.

STREETS and ALLEYS: Councilwoman Mackey asked if the village is going to have a brush pickup. After a short discussion, it was decided to have a brush pickup on Monday, October 22 (weather permitting). And leaf pickup will be scheduled for each Monday in November, as usual. Councilwoman Mackey will post flyers in town for these events and Fiscal Officer Harnishfeger will have flyers posted on the website.

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SIDEWALKS and TREES: Mayor Buehrer asked Fiscal Officer Harnishfeger if he received a quote from Abe Rowe. Mr. Harnishfeger replied that he did not. Mayor Buehrer reported that he was contacted by Donald Enright about a big maple tree in front of his house that really looks bad, and big limbs have been falling off of it. Abe Rowe came and looked at it. It has some cavities and some funky substance on the outside of it. There was also ant and bug activity at the bottom of it. Abe was going to get some pictures of it and submit an estimate to remove it. That was last week. Members were in agreement that the tree should be removed as soon as possible, before it has a chance to fall and do more damage.

DRAINS and SEWERS: Mayor Buehrer reported a problem with the catch basin at the corner of Washington and Broad Street. The church there was having some drainage work done in the same area. When the mayor stopped to look at that, he also checked out the catch basin. It has undermined the road by a few feet around the basin right in front of the church. A little drain ties into the main drain out in the road. There is a catch basin off to the side that was laid up on blocks, part of which have rotted away, leaving holes. The mayor said he spoke with Palmer, who was there doing work for the church. The church was intending to tie into the basin where they were before, but the mayor asked them to wait until he could talk with Council to see about doing away with the two basins that are there. Palmer is willing to donate to us an actual manhole that would go in that corner, wipe out the two basins that are already there, and put in a curb drain so the water can get away. This will give the church a place to tie into instead of the old bad basin, and it will do away with the undermining of the road. Palmer said he could do it all for under \$5,000.00. Mr. Harnishfeger commented that we have exactly \$5,000.00 appropriated for drainage costs. Mayor Buehrer asked if members were agreed to have him contact Palmer to get that done as quickly as possible, before the road has a chance to cave in under the weight of traffic. Members agreed with no objections.

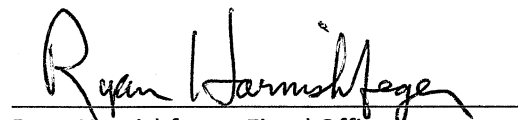
CITY HALL and PARKS: Councilman Shanahan reported that he called the Parks Office about our grant applications. They are about 30 days behind, so, awarding will be done in November rather than October. Mayor Buehrer asked what was the cost of the frisbee golf. Councilman Shanahan responded that he thought it was \$3,300.00. Mayor Buehrer replied that he thought that, even if we don't get a grant for that, we should budget for it anyway and go ahead and do it. Councilwoman Mackey agreed and said we should likewise think about budgeting for posts and nets, even if we don't get grant money for those things, since they are fairly low-cost items. We can seek grant money for more costly things.

Fiscal Officer Harnishfeger reported that he received hall rental payments and security deposits for a baby shower on Saturday, November 17, 2018, and for a graduation party on Saturday, May 18, 2019. Mayor Buehrer commented that he intends to rent the hall on December 1, 2018 for Grayson's first birthday.

Councilwoman Mackey asked when we will have our tree lighting ceremony this year. Mayor Buehrer said we could do it on December 1st. He will be done with the hall in plenty of time for it to be free. Members agreed on December 1st.

With nothing further to discuss, Mayor Buehrer declared the meeting adjourned at 8:17 p.m.


Todd Buehrer, Mayor


Ryan Harnishfeger, Fiscal Officer