

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: December 17, 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, here; Connie Mehring, here; Jamin Roe, absent (working); Jason Benedict, here; Matthew Shanahan, here. Also present were Village Administrator/Utilities Superintendent/Zoning Inspector/Meter Reader Chad Johnson, Fiscal Officer/Utilities Clerk Ryan Harnishfeger, and Village Solicitor Paul Skaff. Minutes from the December 3 meeting were approved as submitted.

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. Fiscal Officer Harnishfeger pointed out that the invoice list included a bill for \$16,534.46 from Municipal Utilities for replacing bad electric poles and hardware. He found the bill last Thursday afternoon and contacted Solicitor Skaff immediately to draw up an emergency supplementary appropriations ordinance to make \$10,000.00 more available from the Electric Fund to cover the bill. Mr. Harnishfeger commented that eight bad poles were changed out, which calculates to over \$2,000.00 per pole, including hardware as needed. Councilman Shanahan made a motion that these bills be allowed and orders drawn for same. Councilwoman Mehring seconded this motion. All were in favor; motion carried.

Mayor Buehrer gave a third reading, by title only, of Ordinance #894-18, AN ORDINANCE ADOPTING A CREDIT CARD USE POLICY. Councilman Heckerman stated that we did not make any changes to the credit card policy statement that he was aware of. Fiscal Officer Harnishfeger reminded everyone that Solicitor Skaff came tonight to answer any questions they may have about the policy statement. Mayor Buehrer asked if anyone had any questions for Mr. Skaff. Members had no questions. Councilman Heckerman made a motion to adopt Ordinance #894-18. Councilman Shanahan seconded this motion. All were in favor; motion carried. Fiscal Officer Harnishfeger explained that we only have a Staples credit card right now, and the fiscal officer is the only person who uses it. He asked Solicitor Skaff about the form for issuing the credit card to users, requiring authorization signatures, whether the fiscal officer has to get signed approval every time he uses the card. Mr. Skaff explained that the fiscal officer is an authorized user under SECTION 2 of the policy, so there is no need to get special permission to use the card. The fiscal officer just needs to fill something out and attach receipts to it to show Council who used the card, how much was spent, and for what. Mr. Skaff added that, if someone not authorized under SECTION 2 of the policy were to use the card, they would need special authorization by the signatures of two village officials, such as the utilities superintendent and the mayor.

Mayor Buehrer gave a second reading, by title only, of Ordinance #896-18, an ORDINANCE ESTABLISHING NET METERING AND BILLING POLICIES FOR BEHIND THE METER RENEWABLE GENERATORS. Solicitor Skaff reported that he had a couple of conference calls, both with Otsego School and with the solar power company. They worked with his initial draft. The net metering and interconnection agreement and the ordinance were vetted by the school and the solar company. Mr. Skaff said he was pretty much finished with his draft when they forwarded to him what they wanted. He didn't like a lot of what they wanted, so he rewrote it as essentially his document with some of their tweaks. They were good with the finished version.

Mayor Buehrer gave a first reading, by title only, of Ordinance #897-18, AN ORDINANCE MAKING SUPPLEMENTAL APPROPRIATIONS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2018, AND DECLARING AN EMERGENCY. This ordinance amends the 2018 Permanent Appropriations Ordinance #884-17 to add \$10,000.00 from the Electric Fund to Other Capital Outlay, account #5301-800-590, to increase the original appropriation from \$12,000.00 to \$22,000.00, in order to cover the costs of changing out bad electric poles and hardware. Councilwoman Mackey made a motion to suspend the rules and declare an emergency for Ordinance #897-18. Councilman Benedict seconded this motion. All were in favor;

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motion carried. Councilman Shanahan made a motion to adopt Ordinance #897-18. Councilwoman Mehring seconded this motion. All were in favor; motion carried.

Fiscal Officer Harnishfeger provided each member with a breakdown of the permanent appropriations for 2019, by funds and all account line items. He reported that these were the final numbers decided on at the previous meeting, and Mayor Buehrer was given the ordinance text. Mayor Buehrer gave a first reading of Ordinance #898-18, by title only, AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF TONTOGANY, COUNTY OF WOOD, AND STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2019, AND DECLARING AN EMERGENCY. Mayor Buehrer read the amounts appropriated from each fund: \$233,772.00 from the General Fund; \$82,895.00 from Special Revenue Funds (four funds combined); \$6,594.48 from the Capital Improvement Fund; \$291,280.00 from the Water Fund; \$673,190.00 from the Electric Fund; and \$116,000.00 from the Other Agency – Sewer Fund. Total permanent appropriations from all funds are \$1,403,731.48. Councilwoman Mackey made a motion to suspend the rules and declare an emergency for Ordinance #898-18. Councilman Heckerman seconded this motion. All were in favor; motion carried. Councilman Benedict made a motion to adopt Ordinance #898-18. Councilman Shanahan seconded this motion. All were in favor; motion carried.

Fiscal Officer Harnishfeger asked members to confirm a meeting schedule for 2019, to be posted as a news brief in the Sentinel-Tribune: The first meeting is scheduled for Monday, January 21. Subsequent meetings are scheduled for the first and third Monday of each month, except there is no meeting scheduled for September 2, in observance of Labor Day. Members agreed with this schedule, voicing no objections.

Fiscal Officer Harnishfeger asked Council for approval to pay any bills that may come due before the first meeting of 2019, scheduled for January 21. Councilwoman Mehring made a motion to approve the fiscal officer paying bills that come due before the first meeting in 2019. Councilman Heckerman seconded this motion. All were in favor; motion carried.

Fiscal Officer Harnishfeger reviewed the 2019 salaries and compensations for employees and elected officials: mayor's salary is \$300.00 per month; village administrator's salary is \$300.00 per month; fiscal officer's salary is \$1,550.00 per month (approved at the December 3, 2018 meeting); utilities superintendent's salary is \$500.00 per month (split \$400.00 for water and \$100.00 for electric) and \$20.00 per hour for extra work or \$7.50 per meter installed, subject to approval by Council; utilities clerk's salary is \$450.00 per month; zoning inspector's salary is \$100.00 per month; meter reader's salary is \$150.00 per month and \$20.00 per hour for extra work or \$7.50 per meter installed, subject to approval by Council; council members' compensation is \$64.00 per month, conditional upon a member attending at least one council meeting monthly or being excused for nonattendance by Council (see Ordinances #807-10 and #847-14); village laborer's pay is \$15.00 per hour. Members did not voice any desire to change these amounts.

Fiscal Officer Harnishfeger asked if Councilman Heckerman had found out anything about the possibility of hiring D & D to do our lawn treatments instead of TruGreen. Mr. Heckerman replied that he spoke with a gentleman from D & D personally. He was intending to come look at the village last week. Mr. Heckerman said he had done follow-up calls three times and left messages, but they haven't called back yet. Mr. Harnishfeger said he would like to get away from dealing with TruGreen, if possible, because of their uncertain and undependable billing practices. Councilman Heckerman commented that he didn't think it would hurt to go a year without lawn treatments. The mayor and some members voiced agreement.

Councilman Shanahan asked if Council had ever participated in the Toledo Metropolitan Area Council of Governments (TMACOG) before, which is currently run by Tim Brown. Mr. Shanahan observed that Weston and Haskins participate. It is \$150.00 to join and Mr. Shanahan said he would be interested in joining. He wanted to know if Council would cover the cost or if the cost would be on him personally. Mayor Buehrer answered that he would assume the cost would be covered by Council.

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✓ Councilwoman Mackey and Mayor Buehrer said they thought they remembered the Village being a member of TMACOG in the past. Mr. Shanahan said he would be willing to wait, if members wanted to research what value membership would bring, but he thought it looked like they had some good benefits in the way of educational training and partnership with other areas. Councilwoman Mehring made a motion to pay the \$150.00 to join TMACOG. Councilwoman Mackey seconded this motion. All were in favor; motion carried. Mr. Shanahan said he would get the information to Fiscal Officer Harnishfeger on where to send the membership fee.

ZONING: Zoning Inspector Johnson reported that, while doing water sampling for the village, Steve Powell asked about the township maintenance building on the lot behind the fire hall. They are in need of more space and would like to make an addition on their current property, rather than relocate out by the cemetery, which would be extremely expensive. It is not known exactly how much they want to add on yet. The lot is abnormal-sized and there are questions about what would be permissible or not, according to code, considering things like setback, easements, and right of way. A number of buildings in town don't meet code perfectly, so it wouldn't be anything new. But, if need be, it might be able to be done with a variance. Mr. Johnson asked members if they would like for him to try to make it work for the township. Councilman Heckerman said he thought we should stick to code and not use ancient structures in town as a guide. Councilman Benedict suggested having Mayor Buehrer find out how much space they want in the addition, and then we could make a decision about it.

UTILITIES: Utilities Superintendent Johnson reported that he installed a new meter at the new house at the corner of Broad and Wall Street. The company working there seems to be in a hurry. Mr. Johnson said he turned the water on and then back off. He called the resident to come and make sure what is going on in the house because he didn't know for sure. There were no sinks installed yet, so he left the water off. A customer on Kellogg Road is moving back into his house and asked for the water to be turned back on.

STREETS and ALLEYS: Nothing to report.

SIDEWALKS and TREES: Nothing to report.

DRAINS and SEWERS: Nothing to report.

CITY HALL and PARKS: Fiscal Officer Harnishfeger reported that Councilman Shanahan contacted Ace Plumbing, who came and fixed both of our toilets on December 6. The men's toilet just needed a new gasket and the women's needed a slight adjustment to keep water from filling too high in the tank. The entire cost was just \$95.00, and the toilets were ready to go for our renters on the weekend.

Fiscal Officer Harnishfeger reported that he received a call from Solid Waste Management, saying someone had complained about ice by the recycling bins. They would like for us to put salt down in front of the bins.

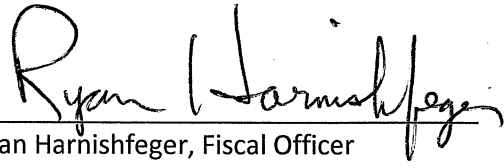
Fiscal Officer Harnishfeger asked if anything more was found out about how much housekeeping we want Karen Graf to do, and if the Odd Fellows will be paying for part of it. Councilman Heckerman answered that he had called Bob Green about it, with a suggestion about helping with the cleaning, since they use the hall weekly, and they store their stuff here. He never got back to Mr. Heckerman yet. Councilwoman Mackey said she would like to go over with Karen what we want, in person. A suggestion was made that she might clean the whole hall once a month, and then maybe come in a second time just to thoroughly clean the kitchen. Councilwomen Mackey and Mehring decided to set up a meeting with Karen to show her what we want, before the work agreement for 2019 is filled out.

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With nothing further to discuss, Mayor Buehrer declared the meeting adjourned at 7:53 p.m.



Todd Buehrer, Mayor



Ryan Harnishfeger, Fiscal Officer