

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: January 21, 2019

Council called to order in regular session at 7:00 p.m. with Mayor Todd Buehrer presiding. Roll call of members: Brenda Mackey, here; John Heckerman, here; Connie Mehring, here; Jamin Roe, here; Jason Benedict, here; Matthew Shanahan, here. Mayor Buehrer welcomed Councilman Roe back. Also present were Village Administrator/Utilities Superintendent/Zoning Inspector/Meter Reader Chad Johnson and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Marissa Euler from Hylant, to discuss the 2019 Ohio Plan insurance proposal; Alan Current, to discuss the annual Easter egg hunt. Minutes from the December 17 meeting were approved as submitted.

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

Copies of the December incident report were made available for members to review, but no sheriff's deputy was present at the meeting to discuss the report.

Mayor Buehrer gave a third reading, by title only, of Ordinance #896-18, an ORDINANCE ESTABLISHING NET METERING AND BILLING POLICIES FOR BEHIND THE METER RENEWABLE GENERATORS. Councilman Shanahan made a motion to adopt Ordinance #896-18. Councilwoman Mehring seconded this motion. All were in favor; motion carried.

Mayor Buehrer read a quote received from Fresh Cut Lawn Service, LLC, for mosquito spraying in 2019. The cost per application is \$175.95, with a minimum of six applications per year. (Last year the price was \$172.50 per application.) The Village usually orders six applications: one application a week before Memorial Day; one application in June; two applications in July; and two applications in August. Councilman Heckerman commented that they did a good job last year. Councilman Benedict pointed out that our community development grant from Suburban gets applied to mosquito spraying. Councilman Roe made a motion to accept Fresh Cut's quoted price of \$175.95 per application and to have them do the normal six applications in 2019. Councilman Benedict seconded this motion. All were in favor; motion carried.

Mayor Buehrer reported receiving a letter from the Wood County Park District, informing us that the Village of Tontogany has been awarded a grant of \$4, 245.00 for a disc golf course at Centennial Park, through their 2019 Local Park Grants Program. Councilman Shanahan asked if they sent a check with the letter. Mayor Buehrer responded that they did not.

Mayor Buehrer reported that we received our 2019 annual Safety Kids Calendar from the Wood County Prosecutor's Office, illustrated with artwork from school kids. Otsego students won four out of twelve spots on the main calendar, plus two out of four honorable mentions.

Mayor Buehrer invited Alan Current to speak to members. Mr. Current said he was here to discuss the Easter Egg Hunt sponsored each year by the American Legion and Sons of the American Legion. The last couple of years it has become stagnant, with a total of 15 kids. They have always tried to have it as a town event, without outside advertising, and they used to have a lot of kids. Now they are finding it is not worth it for so few kids showing up, spending about \$120.00 for 15 kids. They were wondering if the Village might consider sponsoring the event and helping to advertise it. They would provide placards and they prepare the eggs at the Legion; they also give out candy with the eggs. Mayor Buehrer commented that, even with advertising at the school, the fire department only had 11 kids show up for the Halloween costume contest. It is similar at the Santa event at Christmas. It seems to be a trend. Mr. Current said he needed an answer sometime before April 21. Members suggested that we could advertise it on our website. Councilman Shanahan told Mr. Current to send him the 2019 flyer when it is ready and he will post it on our website. Mayor Buehrer offered to talk to the fire department to see if

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they would like to do something to help out as well. Members agreed to think about it and let Mr. Current know. With nothing further to discuss, Mr. Current left the meeting.

Mayor Buehrer invited Marissa Euler to speak to members about the 2019 Ohio Plan insurance proposal. Ms. Euler passed out copies of the proposal and proceeded to go over it, explaining its various sections and the coverages provided, as well as deductibles. Fiscal Officer Harnishfeger asked if an invoice was included. Ms. Euler answered that Ashley will send the invoice to us tomorrow. The total annual premium was \$3,554.00, minus \$550.00 Advantage Final Premium Contribution, for a net \$3,004.00, plus a \$50.00 renewal of bond, for a total of \$3054.00. With nothing more to discuss, Mayor Buehrer thanked Ms. Euler and she left the meeting.

Fiscal Officer Harnishfeger reported that, when he sent an email to Ashley at Hylant, asking for an invoice for the 2019 Ohio Plan Renewal, she responded that we would not be receiving the \$550.00 Advantage Final Premium Contribution credit this year because we didn't fulfill a new risk management requirement. He said he remembered speaking with someone named Wendy from Hylant over the phone last year and answered a number of questions having to do with risk management. He thought it amounted to suggestions. Supposedly, they sent us a recommendation to take some risk management steps in order to be eligible for the Advantage Final Premium Contribution credit, but Mr. Harnishfeger said he couldn't find it, so he asked them to resend it. He said he was of the understanding that we always received the Advantage Final Premium Contribution credit, simply because we were a long-standing member in the Ohio Plan. When he received a copy of the letter, it contained the following recommendation: "Develop a documented building and grounds inspection program. At regular intervals conduct inspections to identify any hazards that may be present. Maintain documentation to support findings and note corrective action taken, when it was completed and by whom. A sample Inspection Checklist Manual is attached for your reference." Mr. Harnishfeger noted that the sample Inspection Checklist Manual is 20 pages, full of all kinds of inspection lists. By acknowledging that he received this information, Hylant has decided to go ahead and give us the \$550.00 credit this year, but they want us to be looking into this risk management process in the future. Mr. Harnishfeger commented that this is the type of thing that former Village Administrator Spoore would have dealt with for the town, and it should really be something our current Village Administrator Chad Johnson should take care of now. Councilman Shanahan commented that they did this type of thing all the time in scouting. They did it though Hylant to keep their rates down. Hylant made inspections and would give recommendations if anything needed corrected. Mayor Buehrer added that they are just trying to make sure you don't have various hazards that could cause a claim; we will let Administrator Johnson take care of this, perhaps with Hylant doing the inspections.

Fiscal Officer Harnishfeger reported that he submitted the first required-by-law credit card reconciliation report to Council President Heckerman at this meeting, along with a copy of the statement from Staples Credit Plan. There were no purchases since the last statement, so nothing was due.

Fiscal Officer Harnishfeger read a quote from Josh Heckerman for lawn maintenance of the Village of Tontogany. Mr. Harnishfeger noted that the prices for 2019 are the same as for 2018. Services include: mowing of property; edging of parking lot and sidewalks; blowing off of debris on all hardscapes; stick and limb pick up and removal during mowing service and occasionally in between mowing services; there will be a charge for excessive trash and limb pick up and disposal; trash pick up on property and removal during mowing service. Prices are as follows: \$30.00 per mow at the hall; \$55.00 per mow at Mehring Park; \$130.00 per mow at Centennial Park; \$375.00 to mulch hall and Mehring Park (includes material and labor); \$250.00 for hedge trimming at hall, as needed; \$100.00 for small tree trimming at Mehring Park, as needed; \$175.00 for small tree trimming at Centennial Park, as needed; \$200.00 for fall leaf cleanup at Mehring Park, as needed. Councilman Heckerman commented that they mulched some trees in 2018, which looked very nice. He suggested that we might want to mulch the trees at Centennial Park, which keeps the moisture in the ground better. Councilman

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Shanahan asked Fiscal Officer Harnishfeger how much we paid Josh overall last year. Mr. Harnishfeger replied that he would have to look that amount up and let Mr. Shanahan know. Councilwoman Mackey stated that she thinks they do a terrific job. Councilwoman Mehring agreed. Councilman Roe asked if we want to approve the quote from Josh now. Councilman Shanahan said he would like to wait and do some homework on the matter before voting on it.

Mayor Buehrer reported that we have paperwork from TMACOG, although he never received the packet they sent to his personal address. Fiscal Officer Harnishfeger reported that he asked them to email copies of what they sent to the mayor. It includes the bylaws and a form that needs to be filled out. There is also a form for any council member who wants to get on a TMACOG committee. Mr. Harnishfeger said he asked them if they needed a resolution for the Village to join. They told him a copy of the minutes where the decision was voted on would be fine. Mayor Buehrer noted that they have 2018 on the agreement they sent to us, which would need to be corrected. He also offered that anyone who wanted could read the bylaws before we sign the agreement. If nobody has any objections, we will get this filled out and sent in.

ZONING: Zoning Inspector Johnson reminded everyone that we had discussed Washington Township's maintenance building at the last meeting and how much they could add onto it. It turns out that that lot, along with the fire department, Steve Powell's building, A.C. Current, Grosjean's, and the welding shop behind the carryout, is all zoned central business. So, they can do about anything they want with that lot, applying the same zoning laws as downtown. They could almost build it right up to the right of way.

UTILITIES: Utilities Superintendent Johnson reported that he met with the new home owner at Broad and Wall Street to officially turn water on at her house. He also met with Potter, who is redoing his house on Kellogg Road. We turned his water on, which led to mud coming out into the basement. He had to have the water line replaced, but the water is back on now.

STREETS and ALLEYS: Reports were made of lights needing repaired. A light on the corner of Washington Street and Tontogany Road has been reported out for a couple of months. Mayor Buehrer reported that the light at North Street and the park cycles on and off. Councilman Heckerman reported that they told him they fixed the one by Jeff Smith's. Fiscal Officer Harnishfeger said he got a request from Jeff Smith with his utility bill, asking again to fix that light.

Councilman Roe commented that they did a good job cleaning the streets. He asked that they be reminded to not put snow on the curb ramps.

SIDEWALKS and TREES: Nothing to report.

DRAINS and SEWERS: Nothing to report.

CITY HALL and PARKS: Councilwoman Mackey reported that she and Councilwoman Mehring met with Karen Graf about hall housekeeping. They went into the kitchen and talked with her about needing some additional cleaning in the kitchen. She was more than happy to add up to an additional hour per month to clean in the kitchen, in addition to the 1.5 hours she spends cleaning the hall each month. Ms. Mackey asked if that was something the Odd Fellows would be willing to help pay for. Councilman Heckerman responded that the Odd Fellows are not going to do anything. Councilwoman Mackey said that Karen Graf highly recommended getting a finish coat put on the floors in the kitchen, restrooms, and supply closet, which they never have had. She suggested that we have Guarantee Carpet Cleaning come in and clean and finish those floors; then they will stay so much nicer looking. The floors are very hard to clean as they are. This is something we might want to do every few years to keep it nice. Councilwoman Mackey will contact Guarantee Carpet Cleaning to have them come and give us a quote.

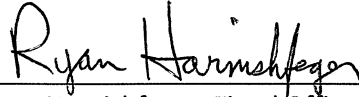
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Fiscal Officer Harnishfeger said he spoke with Karen Graf; the impression he got from her was that she would be on call for extra work as needed. Councilwoman Mackey responded that Karen had suggested that, if there is no hall rental, there would be no reason for her to come in to do extra cleaning, which makes good sense. But on months where we had 4 or 6 rentals, she might need to come in several times. Mr. Harnishfeger said Karen was also okay about receiving a 1099 if her wages go over \$600.00 per year.

With nothing further to discuss, Mayor Buehrer declared the meeting adjourned at 8:11 p.m.



Todd Buehrer, Mayor



Ryan Harnishfeger, Fiscal Officer