

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: July 15, 2019

Council called to order in regular session at 7:00 p.m. with Mayor Todd Buehrer presiding. Opening ceremony: Pledge of Allegiance to the Flag, led by Mayor Buehrer. Roll call of members: Brenda Mackey, here; John Heckerman, here; Connie Mehring, absent at roll call, but arrived at 7:03 p.m.; Jamin Roe, here; Jason Benedict, here; Matthew Shanahan, here. Also present were Village Administrator/Utilities Superintendent/Meter Reader Chad Johnson, Zoning Inspector Brian Owens, and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Daryl Blessing, Director of Technical Services for Solar Power and Light; Matt Weaver for an Eagle Scout project. Minutes from the July 1 meeting were approved as submitted.

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. Councilman Roe made a motion that these bills be allowed and orders drawn for same. Councilwoman Mehring seconded this motion. All were in favor, except Councilman Heckerman abstained from voting on Josh Heckerman's tree trimming bill; motion carried.

Mayor Buehrer gave a first reading, by title only, to Ordinance #901-19, AN ORDINANCE TO PROVIDE FOR THE COST AND EXPENSE OF PROVIDING FOR THE REMOVAL AND SPECIAL TREATMENT OF SHADE TREES FOR THE PURPOSE OF CONTROLLING BLIGHT AND DISEASE OF SAME; AND FOR PLANTING, MAINTAINING, TRIMMING AND REMOVING SHADE TREES IN AND ALONG THE STREETS AND WITHIN THE PUBLIC RIGHT OF WAY OF THE VILLAGE. This ordinance is for tax year 2020, an amount of \$5,000.00, to be paid for by Special Assessment upon the lots and lands.

Mayor Buehrer invited Daryl Blessing to speak to members. Mr. Blessing informed members that he came to represent Solar Power and Light, to get signed approval from the Village for their Application and Payment for Interconnection and Parallel Operation with the Village of Tontogany Electric Distribution System, for initiating installation of on-site solar generation for the Otsego Local School District. An Approval of Application form had been emailed to the Village for an official signature by Utilities Superintendent Chad Johnson. Signed applications, with payment, for interconnection and parallel operation with Tontogany's electric distribution system for both Otsego High School and Otsego Elementary School were delivered by FedEx to the Village Office today, signed for by Fiscal Officer Harnishfeger and given to Chad Johnson. Mr. Harnishfeger reported that he received a phone message today from Village Solicitor Paul Skaff, stating that he has reviewed the Approval of Application form, and, as long as Chad is on board and the solar company has done what they are supposed to do, Solicitor Skaff has no objection to Chad signing the Approval of Application. Mr. Johnson reminded everyone that he said from the beginning that he is not an expert on any of this, but Council agreed to go forward with it; now it falls back on him to approve it. Mayor Buehrer stated that it is because he is our Village Administrator. Mr. Johnson reminded the mayor and members that he had wanted a consultant, someone like Poggemeyer, to take a look at this and advise us on it. Mr. Blessing responded that they had the project reviewed and approved by an outside independent firm, as well as by Wood County and Bowling Green Utilities. After a little more discussion and Mr. Blessing explaining a little more about solar projects done by their company, Mr. Johnson signed the Approval of Application form and Mr. Blessing took a photo of the signed document. He also asked that a copy of the signed document be emailed to their office in time for a meeting the following morning. Fiscal Officer Harnishfeger said he would email a copy to them this evening, after the council meeting. With nothing further to discuss on the matter, members thanked Mr. Blessing and he left the meeting at 7:28 p.m.

Mayor Buehrer invited Matt Weaver to speak to members. Mr. Weaver explained that his son was at driver's ed class and couldn't come tonight. They appreciate the posts having been delivered to the park for the Eagle Scout project. They have a couple of questions before getting started. One is when the OUPS markings will be completed so they can start digging. The other question is about where they can get an auger for digging the holes. Councilman Roe said he would make a call about getting an

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auger. He also asked members if it would be alright to allow Mr. Weaver to rent an auger, if we can't get one. Members voiced no objections to him doing so. Mr. Weaver stated that another issue is that the new posts are 6 ft. long, whereas the old posts were about 4 ft. 8 in. long. So, he wanted to know if they should dig the old holes deeper, and how much of each post we want below ground and above ground. Mr. Roe answered that they should dig deeper, if they don't have to do it by hand. Mr. Roe also reported that he had someone pull all of the old chain out and take it away as scrap metal for free. After some discussion on how to get the old posts out, Councilman Heckerman offered to have Mr. Weaver call him for assistance. With nothing more to discuss on the matter, Mr. Weaver left the meeting at 7:41 p.m.

ZONING: Nothing to report.

UTILITIES: Utilities Superintendent Johnson reported that he was working on the valve maintenance program. He is working on the new lines right now. Eventually he will need to work on the older ones in town, which will be more difficult. He found a couple valves damaged.

Councilman Heckerman asked if things at the Hefflinger house had been fixed. Mr. Johnson replied that nothing has been done yet because they are not done with the driveway. He does not want to put a brand new meter in and have them break it up while putting in the driveway. He still thinks they should be charged for the replacement costs for the one they damaged. Members agreed. Mr. Johnson wondered how much we should charge them. Councilman Heckerman answered that it should be whatever it costs. Fiscal Officer Harnishfeger asked if they could not be billed directly by the contractor who does the repairs. Mr. Johnson answered that they may not pay the bill to the contractor, but if we put it on their utilities, then, if they don't pay, we can put it on their property taxes.

Mr. Johnson reported that the electric pole inspection people will be inspecting poles in the next couple of weeks. He asked if we have authorized \$2,500.00 for inspections this year again like last year. Mr. Harnishfeger verified that amount, and he added that we have \$25,000.00 appropriated for electric pole treatment and replacement expenses, if needed.

Mr. Johnson commented that the water fund is hurting. At the same time, we have people damaging meters and meter pits left and right and we haven't been charging them for it. We had water leaking under a house for a year, while we did estimated readings because we couldn't get at the meter to read it. We need to start charging people for all of these types of expenses. Mayor Buehrer commented that the billing clerk needs to be given the cost information so he can bill the customers for these types of things. Mr. Johnson said that the EPA has financial management requirements, and they will be evaluating the system. If you don't have the money to properly run your system, you could lose the system and be forced to hand it over to someone like Northwestern Water & Sewer District. Councilwoman Mackey asked Mr. Johnson if he could come up with a flat charge that would include the cost of replacing meter equipment and the time involved in repair jobs. Mr. Harnishfeger asked how members would like for him to bill for damages, whether by letter or just by adding it to the utility bill. Members thought it would be good to send a special billing letter first for the costs of damage, and, if the customer does not pay it from the letter, then add it to their utility bill, and let them know in the letter that that is what will happen.

STREETS and ALLEYS: Mayor Buehrer reported that he has heard nothing yet from CSX about the street repair they are supposed to do. He and Matt emailed back and forth about it. Councilman Shanahan read a message that we should hear from CSX within a week. Mayor Buehrer said he is waiting to hear from them to find out how much repair they are willing to do. It is probably a \$30,000.00 project at least. We had to get an estimate, which Morlock did for us, to add the extra damage that was found on streets and alleys. This was sent in to CSX, but the mayor said he never heard back from them.

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SIDEWALKS and TREES: Councilman Heckerman asked if we have spoken to Abe Rowe yet about trees that need to come down. Mayor Buehrer answered that he has not talked to Abe yet. Fiscal Officer Harnishfeger reminded members that they wanted to have the bad trees checked out for disease or bugs before cutting them down. Councilman Roe responded that he called the company to make arrangements for them to come and look at the trees, but he never received a call back. He will call them again.

Councilman Shanahan asked if the seeding was done in the spot by the church, mentioned in previous meetings. Mayor Buehrer answered that he did nothing to it because he looked at it and it didn't need seeding; there is grass growing there with just a few bare spots. It didn't look bad enough to tear it all out and plant new grass. Members suggested maybe adding some seed and a little topsoil to help it fill out.

Fiscal Officer Harnishfeger reported that he called the new owner of Moser's old carryout downtown, as Council requested, and told him the grass and weeds were overgrown there and it needs to be kept mowed. The owner said he would have someone come and cut it on Friday, July 5, which they did.

DRAINS and SEWERS: Nothing to report.

CITY HALL and PARKS: Councilwoman Mehring reported that she asked Jim Head to replace the bad wood on the six benches at the park. He was going to get a price and get back to her. Also, there are two other benches with a concrete base that she asked Jim to get a separate price for repairing. Councilwoman Mackey added that the price estimates Jim is getting will be used for a park grant request. And it is to refurbish the existing benches rather than buying all new benches. Councilwoman Mehring reported that Jim Head wanted to know if members want him to paint the new wooden potty enclosure at Centennial Park this year or next year. The mayor and members said it needs to dry out for a while, so he should wait until next year to paint or stain it.

Councilwoman Mackey reported that Morlock smoothed out the basketball court, but they didn't get back with her on when they would come back to do the new surface. Councilman Roe asked if there was any mention of putting markings on the resurfaced court. Councilwoman Mackey answered, "No." Mr. Roe said that he had called Zimmerman Paint Contractors and asked them for an estimate to paint markings on the resurfaced court. Mayor Buehrer asked if we intend to seal the court after a year or so, as is often done with asphalt, which would mean we would have to repaint the court every time it is resealed. Members weren't sure it will need to be sealed; it was suggested that we get a recommendation from Morlock about whether or not to seal the court.

Councilwoman Mehring reported that Jim Head would like to know if we want the shelter house posts painted this year.

Councilwoman Mackey reported that the parks committee had met and discussed drainage for Centennial Park. They wanted to know what Council thinks about just having the drainage done this fall, rather than wait another year to see if we get grant money to do it. Members discussed the matter and who, besides Palmer, might be able to do the job, since Palmer is too busy to add it to their projects this year. Various names were suggested, including Kyle Sherman Excavating, whom Councilman Roe said he knew and could call. Mr. Roe advised that we want to know what drainage we want done, so we can ask for estimates that compare apples to apples. Mayor Buehrer said we basically need the basketball court and playground drained, but the whole park could use drainage. The biggest problem is finding outlets.

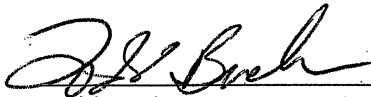
Councilman Shanahan reported that the City Hall and Parks committee talked about the need for an office cleanup, since the office has become crowded with old records and equipment. It needs to be determined what can be discarded and what records must be retained, for how long, and where to store old records. Mayor Buehrer commented that some records have to be kept forever, unless you have a retention program; you are not allowed to just throw things out because you think they are old. Mr.

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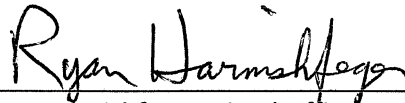
Shanahan asked when was the last time we went through and decided what needs to be kept and what doesn't. Mayor Buehrer responded that that has probably never been done. Fiscal Officer Harnishfeger commented that he keeps annual sets of records that the auditors require us to keep. He also has some documents he keeps as a guide for how to do certain recurring processes. In the past, the overflow of records from previous years have been moved up to the attic, and some in the closet off of the hall entrance. We do not know what is in some of the built-in cupboards in the office, because they have been locked for years and we do not currently have a key to the locks. Mr. Shanahan said he would like to start annually shredding records that are past the time limit that they need to be kept, to make room for newer records. Mayor Buehrer suggested checking with the state to see what records have to be kept for what length of time. Mr. Shanahan also suggested asking Solicitor Skaff for some guidance.

Mayor Buehrer reported that he is trying to find out how long he can continue serving as Mayor, with regard to his accepting a job position at Bowling Green State University. He is not allowed to be a mayor at the same time, but he doesn't know yet if he will be allowed to finish his term to the end of this year, or if he will have to resign. Solicitor Skaff did not know, but he researched the matter and called Mayor Buehrer back and told him BGSU is right that he is not allowed to be a mayor and work there. Next Monday the mayor will go to find out for sure; they may tell him he is done. His working at BGSU starts tomorrow. So, this may be the last council meeting he will attend. Councilman Heckerman commented that we should put it on our website somewhere, as a special notice, that there are going to be openings in the mayor and council member positions for the village.

With nothing further to discuss, Mayor Buehrer declared the meeting adjourned at 8:30 p.m.



Todd Buehrer, Mayor



Ryan Harnishfeger, Fiscal Officer