

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: March 2, 2020

Council called to order in regular session at 7:00 p.m. with Mayor Matthew Shanahan presiding. Opening ceremony: Pledge of Allegiance to the Flag, led by Mayor Shanahan. Roll call of members: Brenda Mackey, here; Connie Mehring, here; Jamin Roe, absent; Jason Benedict, here; Mark Smith, 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: Robert Bergfeld, seeking to fill a vacant council seat; Deputy Smith from the Wood County Sheriff's Office. Minutes from the February 17 meeting were approved as submitted.

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. Councilwoman Mackey 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 February Bank Reconciliation, Fund Status, Revenue Status, and Appropriation Status Reports were given to the mayor and the Finance Committee to review. A copy of the Staples Credit Card Reconciliation Report was given to President of Council Benedict to review.

Copies of the February Incident Report were made available for members to review. Mayor Shanahan invited members to address any questions or issues they may have to Deputy Smith. Mayor Shanahan reported that, with the warmer weather, he saw at least twelve speeders heading to the school on North Street today, probably going about 40 mph in a 25 mph zone. Councilwoman Mehring reasoned with the deputy that it is not very helpful for patrol cars to park at the Legion, because that is not typically where most violations are taking place. Councilman Benedict reported that, at 11:15 last night, a vehicle pulled up in front of his house, shut the lights off, and was there for about fifteen or twenty minutes—too long of a time. Mr. Benedict showed the deputy a picture of a similar vehicle. He said he tried to get the license plate number, but they pulled away before he could do so. Mayor Shanahan reported that the white van we have previously reported on Broad Street is still sitting there; it has been for about ninety days now. It is legally registered, but it has been double-parked since early December and hasn't moved an inch. The mayor asked about the possibility of marking the tires to determine if there is any movement. The deputy said he wasn't sure about it, but he would have someone get in touch with the mayor about that. Administrator Johnson asked if we could post a sign restricting the hours parking is allowed there. Deputy Smith answered that the Village would most likely need to pass an ordinance to do that. He will ask his superior about this issue. Mayor Shanahan said he would also ask Village Solicitor Skaff about it. With nothing more to discuss, Mayor Shanahan thanked Deputy Smith and he left the meeting.

Mayor Shanahan invited Robert Bergfeld, who lives at the corner of Broad Street and Crom Street, to speak to members about his interest in filling the council seat that was vacated when Mr. Shanahan became mayor. Mr. Bergfeld informed members that he is a mechanic and he is interested in filling the vacant council seat to help out and be more involved as part of the town. He has lived in Tontogany since 2017 and likes it so far. After members talked to Mr. Bergfeld a little more about his family life, Mayor Shanahan informed everyone that whoever fills his vacant council seat would serve the remaining two years and then would need to run for the seat to retain it. Councilwoman Mackey reminded Mr. Bergfeld that Council meets the first and third Monday of every month, with the exception of the first Monday in January and Labor Day, which is the first Monday in September. Mr. Bergfeld told members he would have no problem with that schedule. Councilwoman Mackey made a motion to accept Robert Bergfeld's request to be appointed to fill Matthew Shanahan's vacant council seat for the remainder of the unexpired term through December 31, 2021. Councilwoman Mehring seconded this motion. All voted in favor; motion carried. Mayor Shanahan then administered the Oath of Office to newly appointed council member Robert Bergfeld. He then asked Fiscal Officer Harnishfeger to be sure to contact the Board of Elections to let them know about this appointment. Councilwoman

TONTOGANY VILLAGE COUNCIL

Mackey asked Mr. Bergfeld for his contact information to add to the Village Officials list. Mayor Shanahan also commented that we will be adding him to a couple of the committees on the list as well.

Mayor Shanahan did a first reading, by title only, of Ordinance #911-20, AN ORDINANCE ESTABLISHING SCHOOL ZONE TRAFFIC REGULATIONS. The mayor explained that he had Solicitor Skaff write this ordinance because Mr. Skaff had informed him that we would need an ordinance stating that the school is providing new school zone signs and installing them. They will be putting in the new solar panel signs and replacing the "End School Zone" signs because they don't feel that they are in the right place. And they will put in a new crosswalk sign at Crom Street and Tontogany Creek Road. There will be no cost to the Village. The ordinance simply says that the Village is giving the school permission to attain and install the signs. The mayor said that he sent the ordinance to Otsego School Superintendent Adam Koch to review it, and he had no problem with it.

Fiscal Officer Harnishfeger reported that, as requested, the county auditor added the \$23,400 settlement money received from CSX to our Amended Official Certificate of Estimated Resources in the street fund. Mr. Harnishfeger said he then added the amount to our official 2020 revenue budget, so we will be able to appropriate the money and use it anytime we wish.

Fiscal Officer Harnishfeger reported that we received a check for \$115 from the Bowling Green Municipal Court, which was a fine collected for the Village by the Traffic/Criminal Division.

Fiscal Officer Harnishfeger reported receiving Josh Heckerman's lawn maintenance quote for 2020. The prices are the same as last year, except a little increase in the amounts for mulching, excessive trash, stick, and limb pickup, and fall leaf cleanup. Prices are: \$30 per mow at the hall; \$55 per mow at Mehring Park; \$130 per mow at Centennial Park; \$20 per half hour of excessive trash, stick and limb pickup; \$425 annual price for mulching at the hall; \$175 annual price for mulching at Mehring Park; \$250 annual price for hedge trimming at the hall, as needed; \$100 annual price for small tree trimming at Mehring Park, as needed; \$175 annual price for small tree trimming at Centennial Park, as needed; and \$250 for fall leaf cleanup at Mehring Park and the hall, as needed. Annual service costs will not exceed the quote. Councilman Benedict made a motion to accept Josh Heckerman's quote for 2020 lawn maintenance. Councilman Smith seconded this motion. All were in favor; motion carried.

ZONING: Mayor Shanahan reported that, due to our discussion about farm animals in town, he contacted Solicitor Skaff for guidance about the planning commission. Mr. Skaff suggested that the planning commission is made up of five people: the mayor, a council member, two people from the village, and the fifth person could be anybody in Wood County. The mayor said he will use that guidance to try to put together a planning commission. He will see if Ron Mackey is willing to be a part of it. Administrator Johnson reported that Grosjean's property downtown, which we have had some problems with, is for sale. Zoning Inspector Owens asked if it will still be able to be used for apartments by a new owner, such as if Mr. Hefflinger should buy it. Mr. Johnson replied that he didn't think you could do away with the current use unless two years goes by without it being used. But it is a good question, especially if Mr. Hefflinger next door buys it.

UTILITIES: Utilities Superintendent Johnson reported that Mike Johnson called him from Bowling Green Water Distribution about three weeks ago and asked him about the backflow preventers on the master meter pits. He explained to Mike that our water fund has been short and we are working on building it back up. He was understanding, but said he needed some kind of date. Mr. Johnson said he called Dave Kuhn at Feller, Finch, who told him that, if we get moving on it, we might get it done by 2021. He called Mike Johnson back and told him this, and Mike said we will just make it 2022. So, Bowling Green now has a target date from us.

Utilities Superintendent Johnson reported that he had another wiped out meter pit at a church in town. The wire was torn in half and ripped off. Mayor Shanahan asked Mr. Johnson if he had a chance yet to put together a price list for damages like this. Mr. Johnson said that he has a name to call,

TONTOGANY VILLAGE COUNCIL

because he needs to buy at least 12 new meters. We have a pretty good stock of about 30 or 40 touch-read pads right now in the shed. On the situation at the church, we just have to put a new head on it and rewire it. The mayor responded that we talked about starting to hold people accountable for damaging meters and making them pay for the damages. We need a price list to know what to charge people. Mr. Johnson said he called around and nobody seems to know where to buy meters from. Fiscal Officer Harnishfeger said he could research in our records and find out where we bought meters from previously. He also commented that he thinks they changed the name of their company, but it is the same people.

Mr. Johnson said he was a little worried about the Asset Management Plan requirement, since it is already March and the EPA's deadline is June 1st. Mr. Harnishfeger said he is putting together financial and utilities ordinance types of information for Feller, Finch, and he put a list of other information that they need on Mr. Johnson's desk, because there is some information only he can provide. When we have the information requested, we are supposed to give it to Dave Kuhn and Feller, Finch will use it to create the Asset Management Plan. Mayor Shanahan commented that we should get them the information they need as soon as we can and then the ball will be in their court.

Mayor Shanahan reported that Jill Murphy, who lives on Tontogany Creek Road, asked him about the possibility of running a natural gas line to her home. He said he didn't know, but would bring it up with our utilities director. Mr. Johnson said he thought all the people there would need to petition Suburban Gas about it and then they would decide if there would be enough taps to make it worth their while.

Utilities Superintendent Johnson asked if anyone had seen Bowling Green Electric in town working on changing electric poles. Nobody had seen them yet.

STREETS and ALLEYS: Councilman Smith reported that Bowling Green Electric now has our list of street lights to fix. Mayor Shanahan commented that, if we don't see anything from them by next week, we should call them and keep on them to do the pole and lights work. Kids are playing outside longer and we want the lights working.

Mayor Shanahan reported that Mr. Harnishfeger had received a phone call at the office about a pothole on Crom Street. The mayor said he had talked to Scott Alexander about it. He doesn't intend to do anything about it until after the snow, as there is no point in filling the pothole and then scraping it away with the snow plow. Administrator Johnson commented that there is another pothole two houses down from that one; there are a couple big potholes there. Mayor Shanahan answered that Scott has them on his list.

SIDEWALKS and TREES: Nothing to report.

DRAINS and SEWERS: Mayor Shanahan asked Councilman Benedict if he had checked the drain by Thelma Wires' house. Mr. Benedict answered that he doesn't know exactly what she is talking about, so he will need to talk with her about it. Where he thought the drain was cracked, someone had just taken another piece of steel and welded it on there to make a handle. So, he can't tell what she is talking about as far as something being broken. The concrete is broken, but he will have to ask her specifically what she is concerned about.

CITY HALL and PARKS: Mayor Shanahan reported that, after the last meeting, Mr. Benedict, Mr. Harnishfeger and he looked at the fluorescent ceiling light that is out in the hall. The mayor said he replaced the bulbs, but it is still not working, so we think it might be a ballast. There are two ballasts in the fixture. He has someone coming Wednesday around 2:30 p.m. from Great Lakes Electric to look at it. He also asked them to give us a quote on what it would take to replace the hall lights with a couple of

TONTOGANY VILLAGE COUNCIL

LED lights. We would not need six fixtures with LEDs and we would ultimately save power in the hall. The quote would be brought before Council for discussion before doing anything.

Councilman Benedict reported on his meeting with Eric Palmer about drainage ideas for Centennial Park. Mr. Palmer made various suggestions of ways to handle the water problems with drop boxes, tile and grading to cause the water to run to catch basins. Mr. Palmer will put together a couple plans and give us a quote by our next meeting. Mayor Shanahan asked Mr. Benedict to ask Eric Palmer if he could attend a meeting, so members can ask any questions they may have about the drainage plans. Mr. Benedict said he would try.

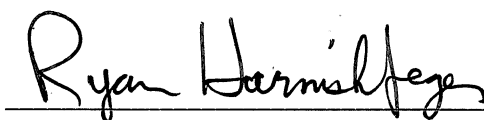
Mayor Shanahan asked Mr. Harnishfeger if he had been able to put some things together for the office cleanup project. Mr. Harnishfeger answered that he had begun working on it. He went around the room assessing what was there and what might be able to be done with things. He moved a number of boxes of records and some other boxes up to the attic. He moved out the extra table that was placed in the office while he was hospitalized last year. There are some very old historical records filling the metal storage cabinet that need to be stored somewhere where there is controlled temperature, so the attic would not work for them. Most every drawer and cabinet is stuffed full, which is why things get piled up for lack of office storage space. A lot of old records could be boxed up and moved to the attic. A lot of things could be discarded. We need to make space in the office for current records to be stored and easily retrieved. Councilwoman Mackey suggested it might be possible to store some old records out in the hall. Mr. Harnishfeger responded that that might be an option, as long as they could be locked up. Some old records, such as old utility stubs, could probably be destroyed, but we may want to talk to Solicitor Skaff about whether or not we need an official policy or ordinance to do so. Mr. Harnishfeger also suggested that he thought it would be a good idea to get a working computer and printer for use by the Administrator, the Utilities Superintendent, and the Zoning Inspector, since there isn't one available now and the utilities computer and UAN computer is only allowed to be used by the utilities clerk and fiscal officer. Mayor Shanahan offered to help go through old files. He also said we could fill boxes with material to be shredded and enlist the services of a shredding company to pick them up and shred them for us. Administrator Johnson said we could probably do away with the desk in the middle of the office, since he could put a lot of his materials at home or elsewhere. We just have to keep things like the Contingency Plan in the office. Mayor Shanahan said we will keep moving on the project.

Mayor Shanahan reported that he is registered to receive sunshine law training on April 17. TMACOG is hosting a training in Toledo. He also reported that he met with the Togany Fest committee. It will be the 25th anniversary of the Togany Fest this year and they would like as many council members as possible to walk in the parade. They talked about bringing back some things, including beer tasting. They have a big-name band from Put In Bay. They asked the mayor to do a greeting to people on Friday night, emphasizing the 25th anniversary. The mayor said he will be hosting a disc golf tournament for them as well. Administrator Johnson pointed out that the 150th anniversary of Tontogany will also be coming up in a few years.

With nothing further to discuss, Mayor Shanahan declared the meeting adjourned at 8:01 p.m.



Matthew Shanahan, Mayor



Ryan Harnishfeger, Fiscal Officer