

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: April 20, 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, here; Jason Benedict, here; Mark Smith, here; Robert Bergfeld, here. Also present were Village Administrator/Utilities Superintendent/Meter Reader Chad Johnson, Zoning Inspector Brian Owens, and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Minutes from the April 6 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 Mackey seconded this motion. All were in favor; motion carried.

Mayor Shanahan did a third reading, by title only, of Ordinance #912-20, AN ORDINANCE ADOPTING RECORDS RETENTION POLICY. Councilman Roe made a motion to adopt Ordinance #912-20. Councilman Smith seconded this motion. All were in favor; motion carried.

Mayor Shanahan reported that everyone received a copy of Councilman Benedict's resignation letter, due to him moving out of the village, and stating that his last council meeting as a village council member will be on May 4th, 2020. The mayor thanked Mr. Benedict for his service and said that a motion would be made at the next meeting.

Mayor Shanahan reported that everyone received a copy of estimates from Eric Palmer for the drainage project at Centennial Park. The original estimate was \$16,000. Then an additional estimate of \$3,500 was added for hauling out additional debris, if needed, and hauling in clean dirt for backfilling and grading, and for seeding. The estimate states that the price may adjust lower if not as much needs to be hauled out. The combined estimates total \$19,500. Councilman Benedict commented that Mr. Palmer told him his original estimate was just to get the pipe down so it works effectively. The extra estimate was added to cover not only taking everything out and getting the pipe in, but also to fill it all in properly. If he finds some clean spots, the price will go down. The mayor asked if Mr. Benedict knew of any reason the price would go up. Mr. Benedict answered that he did not see any reason that would happen. The mayor then asked Fiscal Officer Harnishfeger if there was extra money available if the project should cost a little more. Mr. Harnishfeger responded that we do have some other money appropriated that could be used, besides the \$20,000 originally budgeted for this project. Councilman Smith asked if there was an amount of time specified to do the project. Mr. Benedict answered that it wasn't specified, but he would not expect it to take more than three days to complete. Councilman Roe made a motion to accept Eric Palmer's total estimate of \$19,500 to do the drainage project at Centennial Park. Councilwoman Mehring seconded this motion. All voted in favor, except Councilman Benedict, who abstained due to a conflict of interest; motion carried. The mayor signed the estimates and gave them to the fiscal officer to send to Eric Palmer Trucking and Excavating.

Mayor Shanahan reported that he texted members a copy of an estimate from Michael Mohre of Rusty Nail Handyman Services for building a fence around the recycling bins. He also met with him to look at the problems with the porta john enclosure at Centennial Park and Mr. Mohre doesn't think the problem is due to poor workmanship on his part. His work is intact, but the concrete underneath it is broken, perhaps due to being hit when removing the porta john. He said there would be a small fee for about an hour of work to get that structure more stable. The estimate for the recycling fence is \$923.75, plus a \$60.00 rental fee, for a total of \$983.75. This is similar in price to what we paid for them to make a porta john enclosure. The mayor asked Zoning Inspector Owens if he had intended to get a second estimate from someone for us. Mr. Owens answered that he would do so. Councilwoman Mackey asked about the porta john structure at the park, if Mr. Mohre had said how he was intending to fix it, because Ron Mackey looked at it and said it just needs braces, including a brace across the top of the opening. Councilman Benedict gave some suggestions as well. The mayor answered that Mr. Mohre did not say

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how he intended to fix it, but he would follow up with him about these suggestions and ask him for a separate estimate to fix the porta john enclosure.

At Mayor Shanahan's request, Councilman Roe reported that he spoke to someone about producing score cards with a map for our disc golf course. There is a graphic designer who does nice work who would be willing to help us out. An exact price wasn't clear, but we could decide on a price to pay him, maybe by the hour or just for a job. Councilwoman Mackey asked if it would include instructions on how to play, because she has had numerous people ask her how you play disc golf. Mr. Roe responded that instructions could be added. Mayor Shanahan said he also spoke with someone who does signs for the school. He can produce an 8" x 12" sign for each hole with a description and a par number. They are still in talks and are working out the layout of the course. The mayor is working on getting a Google map of the park and marking it out for him. He warned the mayor that where it gets expensive is when you have to provide poles and braces for each sign. Mayor Shanahan suggested that we could install an inexpensive mail box at the first tee with score cards in it for people to pull out and use. Councilman Roe suggested that, once the design of the course has been finalized, it could be given to the graphic designer to put on the scorecard.

Fiscal Officer Harnishfeger reported that we received our \$40 check back from Northwest Ohio Mayors and Managers Association for the mayors' annual steak dinner which was cancelled. Mr. Harnishfeger said he voided the check.

Fiscal Officer Harnishfeger read a message from Ohio State Auditor Keith Faber, provided in a bulletin from the Ohio Municipal League, titled, "Ohio State Auditor Urges Local Governments to Prepare for Substantial Revenue Decline." Among other things, Auditor Faber noted that in the short term, he is most concerned with how smaller cities will fare due to their heavy reliance on the income tax. Mr. Harnishfeger then read an email message received from the Regional Income Tax Agency (RITA), warning that there will undoubtedly be a delay in income tax collections generated from businesses and individual taxpayers, due to the tax filing deadline extension from April 15 to July 15, as well as a downward trend in estimated payments for 2020, due to many businesses closed and individuals laid off or furloughed. RITA estimated a total loss of \$14,304.51 in income tax revenues for Tontogany this year, and over \$7,000.00 in delayed tax collections.

Fiscal Officer Harnishfeger read a letter from the Ohio Public Works Commission (OPWC), stating, "Due to the COVID-19 pandemic, the Ohio Public Works Commission hereby defers all July 2020 Loan Repayments with no payment due until the January 2021 billing cycle. Loan amortization schedules have been reissued to show no payment due for July 2020, with a six-month deferment for the life of the loan. Revised amortization schedules are available on our website. Loan recipients have the option to make a double payment (for July 2020 and January 2021) in January 2021 which will be applied as an extra payment, or to make a single payment in keeping with the revised amortization schedule. There are no late fees or additional accrued interest as part of this deferral." Mr. Harnishfeger informed members that our largest loan and payments are through the Ohio Water Development Authority, but we have two loans through OPWC, one for a water main line with semi-annual payments of \$7,821.67 from the water fund, and one for the Tontogany Creek Road ditch enclosure with semi-annual payments of \$1,696.59 from the general fund. So, OPWC is granting a deferral of a total of \$9,518.26 in July 2020 loan payments for six months or for the life of the loan, whichever we choose. Mr. Harnishfeger asked members whether they would like to take advantage of the deferral and simply skip a payment to ease our budget, or if they would like to have him pay both July and January payments at the end of the year. After a little discussion, members decided that we would look at how we are doing around October and decide then whether to make a single or a double payment.

Councilwoman Mackey brought up the topic of the recycling bins. Mayor Shanahan reported that the situation is not changing right now. They will not give us another bin; they are planning on applying for another grant to get more bins, but that may not happen any time soon. They also will not do a double dump of the bins. Members discussed some problems we are having, including one bin filled

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with cardboard, boxes not broken down, and big chunks of Styrofoam and plastic packing. One member took pictures of addresses on cardboard boxes. A suggestion was made to write the offender a letter. Councilman Roe asked whose responsibility it is to deal with the problems, ours or the county's. Mayor Shanahan said he could email Hannah, but she will probably say it is up to us to address the problems. The mayor also said he could put together a letter and send it to members to review it. Councilman Smith suggested including in the letter that this could be considered illegal dumping. Members suggested that we can also try to emphasize using courtesy toward other recyclers.

ZONING: Zoning Inspector Owens reported that Jennifer Fretter asked him about building a 10' x 10' shed and a fence at 18650 Washington Street. The mayor and members wondered aloud if there was enough room on the property to make that addition.

UTILITIES: Utilities Superintendent Johnson reported that he got ahold of Bowling Green Electric Superintendent John Stewart and asked him if we have any critical electric poles that we need to replace right away for public safety. Mr. Stewart didn't have our list anymore, so Mr. Johnson had to rescan it and send it to him again. They are pretty busy and backed up, but Mr. Johnson said he would check back with him again this week.

Mr. Johnson reported that he sent in 26 water meters, which were picked up last week, to be exchanged for new ones. He also threw away about 50 old electric meters.

Mayor Shanahan asked if Mr. Johnson heard anything about the street light on North Street. Mr. Johnson said he was told they did all the lights that were on our list. The mayor answered that they missed that one.

STREETS and ALLEYS: Councilman Smith reported that he got an answer about paving. Engineers should be the ones to determine the paving needs. The off-the-cuff answer is that there are two layers of pavement. Full reconstruction or mill and fill are two options, based on how bad and deep the cracking is. An engineer can determine that for you. Mayor Shanahan asked if we should follow up with the Wood County Engineers. Councilman Roe commented that a company like Feller, Finch could probably evaluate the streets for us. The mayor asked who would be more expensive to start with. Administrator Johnson remarked that Tim Murphy told him that the Wood County Engineers don't do villages. Councilman Roe suggested that we have smart enough people on village council to take a look at the streets and make a basic determination of which ones need attention first. Then we could call in an expert to evaluate what needs to be done to a street. The mayor asked those on the Streets and Alleys Committee to schedule some time and take a look at the streets and then bring their findings and recommendations to Council. Members discussed the matter a little and agreed that right now, from their observations, Crom Street would be a number-one priority. Broad Street should wait for water line replacements so it doesn't have to be dug right up after repairing it. Councilwoman Mackey asked if there was any reason we couldn't, as we have always done in the past, get the township to fill in potholes now on both sides of Crom Street, while waiting to do a more complete repair job on the street. The mayor answered that he would talk to Scott tomorrow about that. Members discussed getting estimates from several sources for street repair. Mayor Shanahan asked the committee to get quotes and we will discuss them at a coming meeting.

Councilwoman Mackey asked about the flags for downtown and she said she and Ron would be glad to put them up. Mayor Shanahan responded that he bought the flags and the scouts are going to put them up on Saturday. He bought 12 3'x5' flags from Main Street Ace Hardware in Bowling Green and they will invoice the Village \$110, which the fiscal officer intends to use park money to pay for. The mayor said he would have the scouts take the old damaged flags to the Legion to be retired properly. Then we still need to change the flag at the hall. Fiscal Officer Harnishfeger responded that he already put a new flag up at the hall and put the old one in the office until it can be taken to the Legion.

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SIDEWALKS and TREES: Councilwoman Mackey reported that she obtained an estimate from Abe Rowe to take down the two maple trees in front of 18423 Broad Street. The total estimate is \$1,615 to take down both trees, grind the stumps, remove the brush, remove the big logs, and leave the small wood. She told Abe about the raccoons Councilman Bergfeld had seen living in one of the trees. She asked Abe if he wanted us to have the raccoons trapped before he proceeded to take down the trees. He said we could do whatever we want. Councilwoman Mackey asked Councilman Bergfeld to warn his neighbor that Abe Rowe will rope the area off while he cuts down the trees and there will be no parking there. Councilman Smith made a motion to accept Abe Rowe's estimate of \$1,615 to remove the two trees on Broad Street. Councilman Bergfeld seconded this motion. All were in favor; motion carried.

Councilman Roe asked the fiscal officer how we are doing on the tree fund. Mr. Harnishfeger answered that it is in good shape. We haven't spent anything yet of the \$10,000 appropriated. Mr. Roe commented that we haven't done planting in the last few years, but we have taken quite a few trees down. We probably need to start planting some. But he reminded everyone that the ornamental pear trees that we used to plant are now outlawed in Ohio. Mayor Shanahan suggested that the people on the Sidewalks and Trees Committee get together and go through the town, make a list of where we need new trees and make a recommendation to Council.

DRAINS and SEWERS: Councilman Smith commented that he didn't notice any water backed up, even though we had a lot of rain.


CITY HALL and PARKS: Councilman Smith asked Utilities Superintendent Johnson if he saw the junction box at the park he had mentioned previously. Mr. Johnson responded that he had not yet.

Councilwoman Mackey asked about the census, which they had discussed via texting. She reported that Councilwoman Mehring and she had talked with neighbors about getting online to do the census. She also had printed up a sheet of 4 slips that could be copied, cut, and then put in doors of residents, encouraging them to go online and do the census. Mayor Shanahan responded that that would be a good idea—anything to help increase Tontogany's census response. The slips could be handed to people or taped to their door. Members discussed that there seemed to be an inconsistency, with some people saying they received one or two official census notices and some people who said they did not receive any. The mayor asked Fiscal Officer Harnishfeger to make copies of the census slips Ms. Mackey had designed, so members could stop by the office, pick up a stack, and go through various areas of town distributing them. He also asked members to send a group text to let the others know where they have handed out slips, so the same area is not duplicated or some areas missed. The mayor also reported that he had communicated with Haley Wilkins about putting something on our website to start gathering email addresses and other contact information to build a resident contact list. That way, in the future we could send out email messages to residents on important topics. She informed him that there are various options. A free option only allows so many emails in a year. There is one you can subscribe to for \$10 per month for unlimited emails. Members pointed out that there is some information on our website that needs updated.

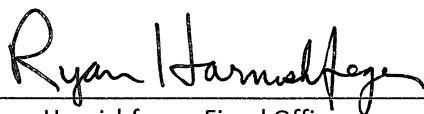
Administrator Johnson reminded everyone that the bus downtown is still a problem and a danger. People have to cross the middle of the road to drive around it. Councilman Smith suggested again that we can pass a parking restriction ordinance for downtown to force them to get it out of there. The mayor suggested that tires can be marked to prove that a vehicle is not being moved. Mr. Smith answered that law enforcement agencies can no longer mark tires. Mr. Johnson reminded everyone that we put a violation letter on a semi near the school in the past and he got it out of there right away. He suggested that we should try a similar method with this situation. Members agreed it would be worth trying. The mayor said we would look in ORC for ideas on how to word a letter before doing so.

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With nothing further to discuss, Mayor Shanahan declared the meeting adjourned at 8:13 p.m.



Matthew Shanahan, Mayor



Ryan Harnishfeger, Fiscal Officer