

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: July 6, 2020

Council called to order in regular session at 7:02 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, absent at roll call, but arrived at about 7:12 p.m.; Jamin Roe, absent; Mark Smith, absent; Robert Bergfeld, here; Damon Lee, here. Also present were Village Administrator/Utilities Superintendent/Meter Reader Chad Johnson and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Deputy L. Spangenberg from the Wood County Sheriff's Office. Minutes from the June 15 meeting were approved as submitted.

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

Mayor Shanahan reported that the CARES Act COVID relief money that we passed a resolution to apply for has come into our bank account. However, the fiscal officer needs authorization from Village Council to set up a required "Coronavirus Relief Fund" to receive and use the money. Solicitor Skaff prepared an emergency ordinance for this purpose, but we do not have enough members present to pass emergency legislation tonight, so we will postpone passing it until the next meeting. Fiscal Officer Harnishfeger added that we may need a supplemental appropriation ordinance too, but he would have to check with Solicitor Skaff. The money also needs to be officially receipted into our accounting software by the end of July, to clear up an "Adjusting Factor" used for the June bank reconciliation report.

Councilwoman Mackey asked if extra cleaning by Karen Graf, due to COVID-19, would be something we could use the relief money for. The mayor answered that it would, as well as any extra cleaning supplies purchased for that purpose. After a brief discussion, it was decided that Councilwomen Mackey and Mehring would speak to Karen Graf and ask her to do deep cleaning of the hall before and after each hall rental, including sanitizing tables, chairs, the kitchen and restrooms. She can turn in receipts for cleaning supplies and bill the Village for extra hours worked on COVID-related cleaning. There should be no back-to-back hall rentals without allowing an hour or more for deep cleaning between events. Mr. Harnishfeger informed members that we have two rentals in July, one on Saturday, the 11th, and one on Saturday, the 18th. The mayor asked Mr. Harnishfeger to post the flyers in the hall that we had received from Paul Skaff, giving safety tips on social distancing, use of masks, and practicing cleanliness. We can also inform renters that we are doing deep cleaning of the hall before each rental. Councilman Lee reminded members that he works at DayMark in Bowling Green, where they have things like sanitizing labels, floor decals for social distancing, and infrared thermometers, which he could probably get at a discount for the Village. He said he would email a flyer of products to everyone.

Fiscal Officer Harnishfeger provided the mayor and each member with a copy of the Estimate of Revenues he had prepared for budget year 2021, which must be adopted by Council on or before July 15, and must be submitted to the Wood County Auditor on or before July 20. Failure to comply may result in loss of Local Government and Local Government Assistance allocation. Mr. Harnishfeger went over each fund in the document, explaining how he calculated the estimates for the coming year, considering beginning of year balances, current year revenues, appropriations, and any other known factors. He asked members if there were any changes they would like to make before he submits it to the County Auditor. Councilwoman Mehring made a motion to adopt the 2021 Estimate of Revenues as prepared by the fiscal officer. Councilman Bergfeld seconded this motion. All were in favor; motion carried.

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Councilwoman Mackey asked the status of the street light on North Street damaged by a vehicle. Mayor Shanahan answered that B.G. Electric repaired it, but we have not yet received the bill from them for the repair, and the people who did the damage also approached him, asking if we received the bill yet. The mayor said he has asked the fiscal officer to create an invoice on Village letterhead when we get the bill, and also to provide a copy of the bill from B.G. Electric to the people with our invoice, so they know we are billing the amount we were charged. The mayor then asked the fiscal officer to contact B.G. Electric and request the invoice from them. The Village's insurance let us know that they do not need to be involved unless the resident who hit the pole refuses to pay for the repair costs.

Copies of the June incident report were made available to members to review. Mayor Shanahan invited members to share with Deputy Spangenberg any questions or concerns they may have. Members did not bring up any issues. The mayor reported that the man at the end of North Street who had been shooting guns has ceased to do so for the past two weeks, and there haven't been any more complaints. The mayor also reported that Mr. Johnson pointed out some shooting restrictions in Ohio Revised Code. A little more research revealed that ORC disallows shooting other than into a mound, which he does not have, so he has clearly been in violation. With nothing more to discuss, the mayor thanked the deputy and he left the meeting.

ZONING: Mayor Shanahan reported for Zoning Inspector Owens that he issued a \$50.00 permit for a shed for Carl and Emma Hill. The mayor turned in the fee to the fiscal officer. The mayor also reported that Councilwoman Mackey had asked about a new addition to a house on North Street, asking whether they had obtained a permit for it. The mayor said he would follow up with Zoning Inspector Owens about it.

UTILITIES: Utilities Superintendent Johnson reported that he emailed Dave Kuhn, of Feller, Finch, about the Asset Management Plan and found out that he did not get it turned in, due to his mother-in-law passing away. Mayor Shanahan reported that he had a chance to walk with Mr. Johnson for about three hours on the last meter reading, which gave him a better understanding of what he is talking about when he has problems reading certain meters.

Councilwoman Mackey asked Mr. Johnson what the progress was on a standard letter to customers who damage meters and need to be charged for the damage. Mr. Johnson was still working on it. He also reported that he has been having problems with the Moser meter on Hannah Road again and hasn't been able to get readings for two months. Mayor Shanahan asked if we ever got clarification on whose responsibility it is to fix that. Mr. Johnson responded that he would think we would have to fix it. About the only way to fix it would be to have Palmer put in a whole new pit. Councilwoman Mackey advised Mr. Johnson to talk to Ron Mackey, who was on the Board of Public Affairs when that meter pit was done, and he remembers when it was put in, probably about thirty years ago. Mayor Shanahan concluded that we should do some homework on it and find out whose responsibility it is. Then put together a couple of different options, call the customer in to talk with the mayor, the president of council, and the utilities superintendent to let them know the problems we are facing, the options to fix them, and who is responsible for what. Mr. Johnson suggested that we eliminate that meter pit and put two new pits in—one for each of the two houses that are now hooked up to the one meter. With the current setup, one of the two is not paying monthly water line maintenance. The mayor responded that we need to discuss all of these issues with them. Mr. Johnson said he would go talk to them.

Mayor Shanahan asked Utilities Superintendent Johnson to go and talk with the Lamberts to explain to them why we do not want them to install drainage pipe as they previously requested.

Councilwoman Mackey asked Mr. Johnson about the street light in the drive at the old Fox place on North Street that he had reported at a previous meeting. She asked whether it was on the town's utilities or the customer's utilities at that property. Mr. Johnson replied that he would have to check into

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it, however Utilities Clerk Harnishfeger had told him there was no billing set up for the street light on the utility account for that address.

STREETS and ALLEYS: Mayor Shanahan asked Councilman Bergfeld if Morlock intends to finish the edges of Crom Street, which were only partly done. Mr. Bergfeld said he thought the berm was part of the estimate. The mayor asked him to follow up with Councilman Smith on making sure the job is completed as quoted.

Councilwoman Mackey asked why the railroad did not do Main Street when they made improvements on all of our other railroad crossings. She said it is a mess. She wondered if there were plans to do that yet. Mayor Shanahan said he could get some pictures and send them to Jeremy, our CSX contact.

SIDEWALKS and TREES: Mayor Shanahan reported that Councilman Smith gave him a quote from Rowe's Tree Service to take down a bad maple tree at 18670 Washington Street, leave cut pieces, grind the stump, and remove the grindings for a total of \$390.00. He asked members if they were okay with that quote. Everyone accepted the quote, with no objections voiced.

DRAINS and SEWERS: Mayor Shanahan reported that he spoke with Jason Benedict about the drainage project at the park. Mr. Benedict texted that it would be at the end of this week or the beginning of next week. Heat may affect how much is done when. The mayor commented that at least it is dry, which is what they wanted.

CITY HALL and PARKS: Councilwoman Mehring reported that she called Playground World to order a new basketball rim, since ours was broken. Councilwoman Mackey added that it will take about two to three weeks, depending on if their supplier has it in stock.

Councilwoman Mehring reported that she is working on getting information on new banners for downtown. She asked Fiscal Officer Harnishfeger if he had received the catalog he requested for her yet. Mr. Harnishfeger responded that it has not arrived yet. Ms. Mehring asked him to contact the company again about the requested catalog.

Councilwoman Mehring reported that she is working on pricing for mulch for the playgrounds. Councilwoman Mackey added that we want to have the company we get the mulch from to also spread it for us, and this is one of the grants we want to apply for. We will also ask for a grant for \$3,000.00 for court striping again, which we asked for last year and didn't get, and which is similar in price to mulch.

Councilwoman Mackey reported that everything for this year's grant has been purchased, except for the bill to come from Jim Head for materials and labor for repairing the park benches. When all paperwork is done on purchases for this year's grant, then we can turn in the paperwork with the application for next year's grant. Ms. Mackey asked the mayor if we need pictures of the things purchased with the grant money for the Park District. The mayor responded that they did not ask for pictures, just a final report with copies of receipts. The mayor also said he would inquire about our grant check for this year, which we have not received yet. He also mentioned that they were wanting us to post Wood County Park Grant signs at the park. There is a gentleman who makes them and the cost can even be part of the grant, but the mayor said he never yet received the man's name.

Councilman Bergfeld asked the mayor if there was any information about the disc golf signs. The mayor answered that he just received a text that he has three more to go. He also commented that he was thinking about picking up and installing the ones that were already done, but he doesn't want to install them before the drainage work is done.

Mayor Shanahan told members he would like for Council to pick a day, maybe a Friday evening or something, to get together for an informal cookout, bring their families, kids, or grandkids. It would be a nice opportunity to let our families get to know each other. The mayor said he would make some

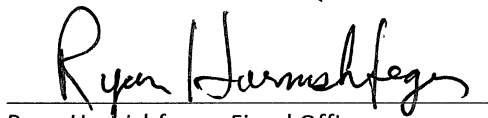
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suggestions on possible dates and times and get feedback from members. The mayor said he appreciated everything members are doing. He has been getting a lot of compliments on what the village looks like, new sand at the park, the work done on Harley Woods Drive, and other things.

With nothing further to discuss, Mayor Shanahan declared the meeting adjourned at 7:58 p.m.



Matthew Shanahan, Mayor



Ryan Harnishfeger, Fiscal Officer