

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: December 7, 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; Mark Smith, here; Robert Bergfeld, here; Damon Lee, 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: Harley Woods subdivision resident Daniel Sheperd; Client Service Specialist Marissa Benschoter-Euler from Hylant Administrative Services; Deputy Jody Swoap from the Wood County Sheriff's Office. Mayor Shanahan told members we would discuss the 2021 budget after other topics at this meeting, since it may take a significant amount of time. He also passed around a Christmas card received from Congressman Bob Latta. Minutes from the November 16 meeting were approved as submitted.

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. Fiscal Officer Harnishfeger pointed out the semi-annual payments to the Ohio Treasurer for our two Ohio Public Works Commission (OPWC) loans on the list: \$7,821.67 for loan #CE36I and \$1,696.59 for loan #CE41Q. He reminded members that, due to COVID-19, OPWC had deferred the 2020 mid-year (July) semi-annual payment of the same amounts for these two loans for six months for the life of the loan, with no late fees or additional accrued interest as part of the deferral. OPWC revised amortization schedules and gave loan recipients the option of making a double payment (for July 2020 and January 2021) in January, or to make a single payment in keeping with the revised amortization schedule. Mr. Harnishfeger told members he recommended letting the July 2020 payment remain deferred six months for the life of the loan, to give the water fund a little break; however, he said there is enough money to pay the July 2020 amount if members would like to pay it. After a brief discussion, members decided to allow the July 2020 deferral to stand for the life of the loan, with no one voicing opposition to this. Councilman Roe 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 November Bank Reconciliation, Fund Status, Revenue Status, and Appropriation Status reports were given to the mayor and the Finance Committee to review.

Mayor Shanahan did a third reading, by title only, of Ordinance #923-20, AN ORDINANCE APPROVING THE RE-PLAT OF THE HARLEY WOODS SUBDIVISION. Councilman Smith made a motion to adopt Ordinance #923-20. Councilman Bergfeld seconded this motion. All were in favor; motion carried. Three council members then signed off on the re-plat document, the fiscal officer entered the ordinance information on it, and Daniel Sheperd took it to go next to Poggemeyer for the engineer to sign, and then to the Wood County Courthouse.

Mayor Shanahan did a third reading, by title only, of Ordinance #924-20, AN ORDINANCE APPROVING VILLAGE SOLICITOR. This ordinance retains Paul Skaff as Village Solicitor for three years, from 1/1/21 through 12/31/23, at the rate of \$115 per hour, which is no increase over his current rate. Councilman Roe made a motion to adopt Ordinance #924-20. Councilwoman Mackey seconded this motion. All were in favor; motion carried.

Mayor Shanahan invited Marissa Benschoter-Euler to go over the Ohio Plan Package Insurance renewal information for 2021. Marissa passed out copies of the Ohio Plan Package Proposal for Tontogany for 2021. She then proceeded to go through the proposal, page by page, explaining how each part of the property and liability coverage works, deductibles, and any special conditions. Mayor Shanahan asked if the insurance would cover it if, while driving a personal vehicle to take care of business for the village, an employee gets in an accident. Marissa answered that the Ohio Plan insurance would cover liability only, if the employee was liable, but the Ohio Plan would not cover damage to the personal vehicle; damage to the personal vehicle would fall under the owner's personal vehicle

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insurance. Marissa summarized the pricing of the package plan for 2021: The overall package premium is \$4,064.00, minus a full Ohio Plan Advantage credit of \$550.00, bringing the total annual premium down to \$3,514.00. This is up about 2 percent from last year, which is lower than many other Ohio Plan members who have more claims, and it is less than the standard market which is seeing some really high increases. Councilman Roe asked if the Ohio Plan insurance would cover expensive meter and meter part replacements. Marissa answered that it does not cover normal meter and parts replacements; it would only cover these things if it was due to something like storm damage, wind damage, or fire. With nothing more to discuss, the mayor thanked Marissa and she left the meeting.

Copies of the November Incident Report were given to everyone to review. Mayor Shanahan invited members to bring up any issues or concerns they may have with Deputy Swoap. Councilman Roe asked Councilwoman Mackey if everything has been quiet at Centennial Park. She answered that it has. Deputy Swoap asked if the lights at the park are supposed to turn off at a certain time. Councilwoman Mackey answered that the basketball lights do shut off, because they operate by a meter, fed with quarters. The lights in the shelter house do not automatically turn off; occasionally people forget to turn them off and someone goes and turns them off. With nothing more to discuss, Mayor Shanahan thanked the deputy and he left the meeting.

Having gone over other meeting topics first, Mayor Shanahan came back to Finance and Claims again to discuss the 2021 appropriations budget. He asked Fiscal Officer Harnishfeger to guide members through the proposed budget that he had prepared and of which he had provided copies to everyone. Mr. Harnishfeger explained that his proposed appropriation budget handout simply goes through each fund and all line items within each fund, beginning with the general fund. He had entered his comments to the right of each line item, explaining what it was for and his reasoning for any change in amounts from the previous year. He said he entered increases here and there as he thought might be needed for rising costs. The good news is that, if you appropriate money, it is available for use, but if you don't spend it, you don't lose it; anything left goes back into the fund. He pointed out that he increased the amount for park supplies and materials, because we tend to end up having to front ourselves the money promised to us in park grants until we actually get the grant money. He said he added a new line item in the general fund for "Village Signs, Banners, Flags, Marquee," since the mayor was talking about possibly purchasing our own marquee sign for important messages to the residents. He said he researched a little online and found marquee signs ranging from a little over a hundred dollars to four or five thousand dollars for fancy electronic signs, so he put \$6,000 in that line item. Mayor Shanahan asked if something like hometown hero banners would be paid for out of this line item. Mr. Harnishfeger answered that it would. The mayor said he had emailed the flag company and let them know the quote for installing new flags was approved. However, he doesn't expect it will happen before the new year. The \$1,200 or so for that job could come out of this line. Mr. Harnishfeger agreed. Mr. Harnishfeger explained that most line items in the budget are for the same purposes each year; only the amounts may change as needed. He pointed out a line item in the general fund containing \$40,000 for sidewalk work. This is to supplement sidewalk funding provided in the street fund, if needed. Councilman Roe asked if we could use from the \$40,000 in the general fund for street work instead of sidewalks, if we wanted. Mr. Harnishfeger replied that it is really set up for sidewalks. Mr. Harnishfeger told members he increased the line item for legal fees from \$10,000 in 2020 to \$15,000 in 2021, in case we need extra for things like legal dealings with the railroad property issue. We did not need all \$10,000 in 2020, but we don't know exactly what to expect in 2021.

In the street fund, Mr. Harnishfeger said he put \$35,000 in the line for sidewalk or street work. Councilman Roe advised that we need to have Tontogany Creek Road's cracks sealed again, so we want to be sure we have the money available for that in 2021. He said he thinks there is enough appropriated already in the street fund for this, without adding any more. Mayor Shanahan said we could reach out to the trustees and let them know this is on our radar, so they can talk about it and add it to their budget as well. Mr. Smith asked about the cost of striping that we want to do. Members reminded him that we

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will be working with the school now to do the striping. Mr. Harnishfeger pointed out that in the motor vehicle permissive tax fund, which is like a secondary street fund, he added a new line item for striping and put \$3,000 in it to cover any costs we may have for buying paint and working with the school to do striping of the streets and parking areas.

Mr. Harnishfeger said he increased the street light fund by \$7,000 to cover added cost of replacing bad street lights with LED lights, and to cover the village's half of the cost of lighting for the school crosswalk (approximately \$3,500), as part of our deal with the school. He said he used the street light fund for this because the crosswalk lighting is a kind of street lighting. Mayor Shanahan commented that Adam Koch emailed him the quote he got for the crosswalk lights and he will forward it to members to look at the quote. Councilman Roe asked where the money comes from when we have the company inspect our poles. Mr. Harnishfeger replied that it comes out of the electric fund. Mayor Shanahan asked the fiscal officer if the man had paid the bill for the street light he destroyed. Mr. Harnishfeger replied that he had never paid the bill we sent him. Mayor Shanahan told Mr. Harnishfeger to print off another invoice for that bill and he would pick it up and pay him a visit and try to get payment before the new year.

Mr. Harnishfeger said he set the tree maintenance line item at \$10,000 again for 2021. Mr. Roe asked if we had come close to using the whole \$10,000 this year. Mr. Harnishfeger answered that we did not come close to using it all. We just had various trees trimmed or cut down, but did not plant any new trees.

In the water fund, Mr. Harnishfeger said there wasn't much changed. \$7,000 is designated for new meters. Councilman Roe asked if the rate increases we added last year are starting to show benefits. Mr. Harnishfeger responded that the fund is now definitely in better shape than it was. It is not bringing in large enough increases of revenue to cover the high cost of backflow prevention reconstruction needed for our two master meter pits or new water lines, but it has improved. Utilities Superintendent Johnson commented that Bowling Green has us under a deadline of 2022 to get the master meter pits done. He said he spoke to Dave Kuhn about the engineering on the pits, who said he could go ahead and do it. Mr. Johnson said we should probably get the engineering done for the pits in 2021, so, when Bowling Green Calls him, he can tell them we have the engineering going on the project. He pointed out that there is a line item in the water fund for engineering services, with nothing appropriated in it. After a little discussion, members agreed that we should appropriate \$20,000 in the engineering services line item in water, so Feller, Finch can start working on the engineering of the design for upgrading the master meter pits.

As for the electric fund, Mr. Harnishfeger commented that the fund is getting a little lean, partly because we appropriated a lot of money in 2020 for inspecting and changing out bad electric poles, but they never did that work. Now the money remains tied up until the end of 2020 and cannot be appropriated again until it is unencumbered. All we can appropriate for pole replacements right now is \$10,000, which may have to be increased in 2021 by a supplemental appropriation. As it stands, we are needing to use all but a few hundred dollars of the entire amount allowed for electric on the Official Certificate of Estimated Resources, which is not a good situation to be in. Councilman Roe suggested that maybe we should talk to Schwind Electric or someone else about doing electric poles, if Bowling Green can't get to them. Mayor Shanahan asked Mr. Johnson to let Bowling Green Electric know that their failure to follow through with the pole replacements in 2020 caused a problem for the village in budgeting for 2021, and to seek to find out how we can correct this, moving forward. Mr. Johnson commented that the other jobs for us, like fixing street lights, changing to LED, and responding to emergencies after storms, Bowling Green is getting right on top of, but just not the electric pole replacements. Members asked Mr. Johnson to ask Bowling Green if they would have a problem with us outsourcing the job to someone else, if they truly are too busy to get to us.

As to the sewer fund, Mr. Harnishfeger said he added a couple of thousand dollars more than last year, to be sure we have enough. The money comes in and goes out each month to Northwestern Water

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& Sewer District. We just need to be sure to appropriate enough each year and it works well. In conclusion, Mr. Harnishfeger said the only change he noted that members wanted was to add \$20,000 in engineering services in the water fund. Members agreed. Mr. Harnishfeger said he would prepare the 2021 appropriations ordinance as an emergency measure to be passed at the last meeting of the year. Each member will get a printout of all the appropriation funds and line items; the mayor will get the ordinance itself, with all the funds and line items attached.

ZONING: Zoning Inspector Owens reported that he has not heard back from the railroad. He also reported that the township is looking to get some bids for adding onto their building.

UTILITIES: Utilities Superintendent Johnson reported that he talked with Palmer, who did the job at the Corner Carryout. It turned out that the Carryout and Sheeks' home on the other side of Kellogg Road are both fed by a 1-inch line that was put in years ago. So, his only option at the Carryout was to dig it up, raise the meter pit up, and install a whole new meter for the 1-inch line. The pit is raised up level with the asphalt now, so it should no longer have water and oil running into it. Mr. Johnson said Palmer told him he would be doing the tap for Keith Peper's new home on Tontogany Creek Road later in the week. Palmer also said he did the water fountain job. He took down everything and put it in storage, so it can be put back in, if the village ever wants to reinstall it.

STREETS and ALLEYS: Councilwoman Mehring reported three street lights out—one in Harley Woods, one on the corner by Mehring Park, and one by the church on Tontogany Creek Road. Councilman Roe reported a street light at the corner of Wall Street and Tontogany Creek Road that cycles. Mayor Shanahan added that there is also a street light that cycles in the alley next to Alan Current's home. Utilities Superintendent Johnson took note of all of these bad lights to turn them in for repair. Councilman Roe asked if anyone had approached Schwind Electric about possibly doing our street light repairs when they were here to install the Christmas tree lights. Councilman Smith responded that they had told him that, if we have anything we need, just let them know. Mr. Roe suggested that we get a second price from them to see how it compares; he added that they may have a minimum fee to show up to do a job. Mayor Shanahan said he would text them tomorrow.

SIDEWALKS and TREES: Nothing to report.

DRAINS and SEWERS: Nothing to report.

CITY HALL and PARKS: Councilwoman Mackey reported that she emailed Jeff Baney, Assistant Director of the Wood County Parks District, regarding the park grant, because she thought they were intending to release that information in November. He responded that they had a Grant Committee meeting last Thursday and the results will be announced at their board meeting tomorrow (December 7). So, we should get word soon. Mayor Shanahan commented that they say they will let us know, but then we don't actually find out until it is in the paper. Ms. Mackey said she would email him again if she doesn't hear anything back.

Councilman Smith asked what ended up being the issue with the hall furnace. Fiscal Officer Harnishfeger responded that he called in Downey to check it out, because they were close and could get at it right away. After some probing, they finally discovered that the problem was that a bird had gotten into the vent and built a large nest that created a blockage. The repairman pulled out half a wastebasket full of nesting material. Then he rechecked the furnace and heat pump to make sure everything was working again. Mr. Harnishfeger said that Craig Spoores had advised pushing a piece of half-inch screen in the end of the vent hole to keep birds from doing the same thing again.

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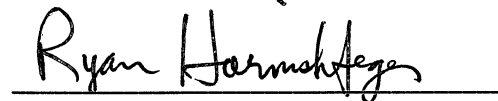
Mayor Shanahan told members they did a nice job at the tree lighting. There was a bigger crowd than he had expected. Next year we may put a speaker under the tree and have Christmas music playing from 6 to 8 p.m. The mayor said that Councilwoman Mackey had spoken to Steve Powell about having the trustees put lights on their tree in front of the fire hall. And maybe we can put some lights on the poles downtown and make it a little more festive.

Mayor Shanahan reminded members that we have one more meeting this year. We do not meet on the first Monday in January, so the fiscal officer has extra time for the complicated, time-consuming process of rolling the books over to the new year. Our first meeting in 2021 will be on January 18.

With nothing further to discuss, Mayor Shanahan declared the meeting adjourned at 8:07 p.m.



Matthew Shanahan, Mayor



Ryan Harnishfeger, Fiscal Officer