

## TONTOGANY VILLAGE COUNCIL

### MEETING MINUTES FROM: December 21, 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, absent. Also present were Zoning Inspector Brian Owens, Village Administrator/Utilities Superintendent/Meter Reader Chad Johnson, and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Minutes from the December 7 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 that the remainder of the two bills from Jim Palmer Excavating, after paying half of the original quotes up front, was \$155.20 for the Corner Carryout water pit and \$70.00 for the drinking fountain removal. The original quote for the Corner Carryout job was reduced from \$2,789.60 to \$1,550.00 and the original quote for the drinking fountain job was reduced from \$1,860.00 to \$1,000.00. 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.

Mayor Shanahan reported that the fiscal officer had communications with Village Solicitor Paul Skaff and it was discovered that some villages, including Tontogany, did not receive the agreement for renewal of Public Defender services for the coming year, which is usually received earlier in the year. So, we needed to do an emergency resolution for that purpose. Mayor Shanahan did a first reading, by title only, of Resolution #925-20, a RESOLUTION TO APPROVE PUBLIC DEFENDER SERVICES, AND DECLARING AN EMERGENCY. Councilman Smith made a motion to suspend the rules and declare an emergency for Resolution #925-20. Councilwoman Mackey seconded this motion. All were in favor; motion carried. Councilwoman Mehring made a motion to adopt Resolution #925-20. Councilman Roe seconded this motion. All were in favor; motion carried.

Mayor Shanahan did a first reading, by title and sections 1 through 7, of Ordinance #926-20, AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF TONTOGANY, COUNTY OF WOOD, AND STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021, AND DECLARING AN EMERGENCY. The following sums are set aside and appropriated: \$253,196.00 from the general fund; \$82,895.00 from special revenue funds (includes \$49,000.00 from the street maintenance fund, \$12,895.00 from the motor vehicle permissive tax fund, \$11,000.00 from the special assessment – street lights fund, and \$10,000.00 from the special assessment – trees fund); \$5,000.00 from the capital improvement fund; \$310,850.00 from the water fund; \$631,125.00 from the electric fund; and \$120,000.00 from the other agency (custodial) – sewer fund. Councilman Roe made a motion to suspend the rules and declare an emergency for Ordinance #926-20. Councilwoman Mackey seconded this motion. All were in favor; motion carried. Councilman Smith made a motion to adopt Ordinance #926-20. Councilwoman Mehring seconded this motion. All were in favor; motion carried.

Fiscal Officer Harnishfeger asked members to confirm a meeting schedule for 2021, to be published as a news brief in the Bowling Green Sentinel-Tribune, as well as posted on the Village website and on the hall front door: There is no meeting scheduled for the first Monday in January. The first meeting of 2021 is Monday, January 18 at 7:00 p.m. at the Village Hall. Subsequent meetings are scheduled for the first and third Monday of each month at 7:00 p.m. at the Village Hall, with the exception of Monday, September 6, which will be cancelled in observance of Labor Day. Members agreed with this schedule, with no objections or changes voiced.

Fiscal Officer Harnishfeger asked members for approval to pay any bills that may come due before the first meeting of 2021. Councilwoman Mackey made a motion to give the fiscal officer approval to pay any bills that may come due before the first meeting in 2021. Councilman Roe seconded this motion. All were in favor; motion carried.

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Fiscal Officer Harnishfeger reviewed the 2021 salaries and compensations for employees and elected officials: mayor's salary is \$300.00 per month; village administrator's salary is \$300.00 per month; fiscal officer's salary is \$1,750.00 per month; utilities superintendent's salary is \$500.00 per month (split \$400.00 for water and \$100.00 for electric) plus \$20.00 per hour for extra work or \$7.50 per meter installed, subject to approval by Council; utilities clerk's salary is \$450.00 per month; zoning inspector's salary is \$125.00 per month; meter reader's salary is \$150.00 per month plus \$20.00 per hour for extra work or \$7.50 per meter installed, subject to approval by Council; council members' compensation is \$64.00 per month, conditional upon a member attending at least one council meeting monthly or being excused for nonattendance by Council (see Ordinances #807-10 and #847-14); village laborer's pay is \$15.00 per hour. Mr. Harnishfeger commented that any changes to pay would need to be done with an ordinance. Councilman Roe questioned whether members might want to come up with a way to pay the zoning inspector for extra work he does from time to time, similar to the extra-hours pay for the utilities superintendent. Administrator Johnson commented that he had started working for the Village in 1999 as meter reader and zoning inspector, and he continued for 19 years before Craig Spoores stepped down from administrator and water superintendent. Then Mr. Johnson assumed the administrator job, and later also the utilities superintendent job. He said he fully supports giving a raise to the current zoning inspector because it is not an easy job. He also pointed out that there were questions about the administrator position, which had been created by the Village in order to get out of having a board of public affairs. He said the Ohio Revised Code for village administrator is the same for a person making \$60,000.00 (\$5,000.00 per month) or a person making \$300.00 per month. As for the utilities superintendent jobs, in 1992, nearly 30 years ago, Craig Spoores agreed to do those jobs for \$400.00 per month water and \$100.00 per month electric (the same pay as it is today). Water regulations are a lot tougher now, which requires more work. So, in considering wage increases, utilities superintendent wages need to be updated as well as zoning. After a brief discussion, the mayor and members decided to accept the pay for each position as read by the fiscal officer for now, since we just passed the permanent appropriations for 2021, and then take the topic up again next year, with time to do some comparative studies of other villages, come up with job descriptions, decide on any pay changes needed, and pass the legislation needed to put them into effect. The mayor pointed out that discussions about payroll changes need to be done in executive session. He also remarked that, from discussions he has had with Zoning Inspector Owens, our zoning permit fees are too low and need to be increased. Mr. Harnishfeger commented that it would be possible to pass a supplemental appropriation ordinance to increase pay in 2021, but he urged members in the future to remember to try to make decisions about payroll changes in time to incorporate them into the permanent appropriations which are adopted in December each year.

**ZONING:** Nothing to report

**UTILITIES:** Utilities Superintendent Johnson reported that there will be a new house going in at the corner of Bobel Road and Tontogany Road. They called him about a water tap. Mr. Johnson said he talked to Bowling Green Electric Superintendent John Stewart about our electric pole issue. Mr. Stewart told him that Buckeye-Spectrum is putting in new technology that requires them to raise every pole in Bowling Green five feet. Spectrum is paying the entire cost, including installing 400 new poles. Mr. Stewart told Mr. Johnson this is "money in the bank" for Bowling Green. He has 400 poles to put in at no cost to the city, so he can't just drop this job to run to Tontogany to work on poles there. Councilman Smith asked if we are on the list for new poles too. Mr. Johnson replied that Mr. Stewart didn't say anything about that; this is just for the cable system in Bowling Green as far as he knows. Councilman Roe asked if we have the option to go to someone else to do our poles. Mr. Johnson didn't get an answer from John Stewart on that. Mr. Roe advised that we need to contact someone to work on our critical poles out of necessity. If it turns out Bowling Green doesn't like it, we can deal with that later.

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Councilman Smith agreed that Bowling Green is taking care of themselves first, so we need to take care of ourselves first too.

Mr. Johnson reported that he talked with the engineering firm about the Moser property on the other side of the train track on Hannah Road, since Dale Moser passed away. They are doing some splits out there. Basically, Dale's house is going to be put on its own parcel. Then Andy's will be split off as a parcel. This may require separate water meters. Mayor Shanahan suggested that Mr. Johnson follow up with them about this. Mr. Johnson said he will wait for the zoning variance approval to go through the township, allowing the splits, and then he will talk to Andy about it. Councilman Smith asked if this would cause us to have to run a new line under the railroad tracks. Mr. Johnson replied that we will not do that; we will just install two new meters in pits in the front of their properties, and then they will be charged monthly water rates and fees. Councilman Roe asked if the Village will have to pay for this. Mr. Johnson replied that we may need to ask Solicitor Skaff about that.

Councilman Roe asked if we have someone to call about doing our electric poles. Mayor Shanahan said he would contact Schwind Electric to see if they can do it or recommend someone to do it. Mr. Johnson said he knew of another contractor called U.S. Utility that may be an option. Mr. Johnson commented that he doesn't understand why Bowling Green can come right away to do street light repairs, but can't find time to change three bad poles. He said Mr. Stewart offered to come to one of our meetings to answer questions. Members agreed that that would be a good idea. The mayor suggested inviting him to the January 18 meeting. Mr. Johnson said he would let him know.

**STREETS and ALLEYS:** Councilman Roe asked about the bid that we received for half of the township paving project on Tontogany Creek Road this past summer, if striping was included in the bid. Mayor Shanahan looked at the email from Abe Euler about that. He showed it to Mr. Roe, who determined that it does say the center line was included, not edge markings. It was paid for but not done. The mayor said he would follow up on it when he talks with the township about splitting the cost of sealing Tontogany Creek Road.

**SIDEWALKS and TREES:** Nothing to report.

**DRAINS and SEWERS:** Nothing to report.

**CITY HALL and PARKS:** Councilwoman Mackey asked if we received a bill from Schwind Electric for their work in helping us with the lights on the Christmas tree. Fiscal Officer Harnishfeger answered that we have not received a bill from them and he had wondered about that too. Mayor Shanahan said they did not mention a cost when he talked with them. Councilman Smith said they did not give a written estimate and did not mention billing when they came to do the work. Zoning Inspector Owens advised that we follow up with them to find out for sure. The mayor said he would talk to them about this when he calls them about the other matters as well. Ms. Mackey asked if we are going to have them take the tree lights down this year, since the cost of having them taken down would be cheaper than the cost of replacing the lights every year. The mayor and members agreed. Mayor Shanahan said he would speak to them about this also.


Councilwoman Mackey reported that the mayor had called her and told her he heard we got our park grant of a little over \$5,800 for mulch. She then emailed Jeff Baney to find out where she could see it on an official source, but he did not respond to her email yet. Since the mayor had seen it, Ms. Mackey said she went ahead and called the company we are getting mulch from to let them know they can put us on their schedule for the coming spring. Councilman Roe asked if they are going to blow the mulch in. Ms. Mackey responded that they are. The mayor asked if they remove the old mulch as well. Ms. Mackey answered that she did not know, but she will find out. They said they would call her, probably in

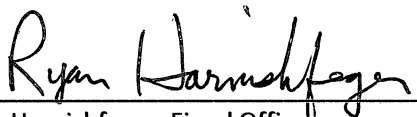
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February or March. She also reported that she contacted Stripe It Up and asked them to put us on their schedule for spring to put striping on the basketball court.

Mayor Shanahan thanked everyone for their hard work this year and wished everyone a Merry Christmas.

With nothing further to discuss, Mayor Shanahan declared the meeting adjourned at 7:40 p.m.

  
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Matthew Shanahan, Mayor

  
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Ryan Harnishfeger, Fiscal Officer