

## TONTOGANY VILLAGE COUNCIL

### MEETING MINUTES FROM: February 1, 2021

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. Minutes from the January 18 meeting were approved as submitted.

**FINANCE and CLAIMS:** A spreadsheet of the current invoices was reviewed and approved by members. Noting a bill for a water tap among the invoices, Councilman Roe asked if we ever adjusted our water tap fees and if the upgraded fee was applied to this tap. Fiscal Officer Harnishfeger responded that we did adjust the fee to \$10,000 plus a \$2,500 system development fee and it did apply to this tap. Councilman Roe 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 January 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 Mark Smith to review.

Mayor Shanahan did a first reading, by title only, of Ordinance #928-21, AN ORDINANCE MAKING SUPPLEMENTAL APPROPRIATIONS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021, AND DECLARING AN EMERGENCY. The mayor explained that this is an ordinance to appropriate the \$5,832 of park grant money awarded to the Village through the Wood County Park District's 2021 Local Park Grants Program, which was officially awarded after we had already passed our original appropriations ordinance for 2021. (We received a letter from the Park District, dated 1/13/21, informing us of the awarding of the grant of \$5,832 for playground safety surfacing.) Councilman Smith made a motion to suspend the rules and declare an emergency for Ordinance #928-21. Councilwoman Mackey seconded this motion. All were in favor; motion carried. Councilwoman Mehring made a motion to adopt Ordinance #928-21. Councilman Smith seconded this motion. All were in favor; motion carried.

Mayor Shanahan reported that he talked with Councilman Smith, who said he was comfortable with continuing as President of Council, unless anyone on Council has an objection or would like to nominate someone else. There were no objections or requests for a change. Members commented that Mark has done a good job as President of Council.

Mayor Shanahan reported that the Village received a notice from the County Commissioners' Office that, upon recommendation of the Wood County Engineer, maximum load limits will be posted for various bridges in Wood County, Ohio, including County Bridge Number 3-230A on Tontogany Creek Road. Councilman Roe commented that it would probably be the bridge near the cemetery on Tontogany Creek Road. The mayor added that there is nothing we need to do; they were just notifying us that it will be done.

Councilwoman Mackey reminded everyone that we had passed an ordinance in May or early June of 2020 that temporarily allowed outdoor dining downtown in Tontogany for a period not to exceed 180 days from the date of the issuance of the zoning permit. She asked what this means, as far as removing the outdoor dining area, and if the ordinance mandates that it be taken down after 180 days. Mayor Shanahan responded that, in order to continue using outdoor dining beyond the 180 days, Doc's would need to apply for a zoning variance and go through that process to make outdoor dining permanent. The mayor said he would follow up with Larry to see what he intends to do; if he does not intend to seek a variance, then he has to take down the outdoor dining area.

**ZONING:** Zoning Inspector Owens reported that he did a zoning permit for Kevin Vollmar for a shed at 18605-1/2 Crom Street.

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**UTILITIES:** Utilities Superintendent Johnson reported that he spoke with a couple people in Bowling Green. There will be a rate increase in 2021. Then they will have a cost-of-service study done for the next five years. One of the people he talked with was Bowling Green's meter specialist, who advised that we probably should go with a third party to get a cost estimate for our electrical. He said that would be in the best interests of everybody and would keep us from making wrong decisions and raising the rates too little or too much. Mr. Johnson said he is seeking a quote from a company that did a cost estimate for Haskins. Maybe we can also talk to Haskins about how they did their electrical cost survey.

**STREETS and ALLEYS:** Councilman Roe reported that it seemed like the township did a good job of snow plowing and they didn't plow onto the sidewalks on the side streets along Tontogany Creek Road this time. Mr. Roe also mentioned, regarding the paving job done on Tontogany Creek Road in the summer of 2020, that he double checked to confirm that they did not do the striping down the center, which we paid for. Mr. Roe suggested that, at this point, we tell them we no longer want the striping done, but just to be reimbursed for the amount paid for it. Mayor Shanahan said he would follow up with Steve tomorrow. Mr. Roe asked if we got anywhere with getting street lights fixed. Mayor Shanahan said he got no response to his email, so he will just call the gentleman tomorrow about this matter.

**SIDEWALKS and TREES:** Councilwoman Mackey pointed out that everyone was given a copy of a revised letter that Councilman Roe had first proposed in October of 2020, concerning a 50/50 sidewalk program that the Sidewalks Committee had recommended. Having discussed the letter further with the committee members, Ms. Mackey had made a few adjustments, especially taking out an unneeded paragraph referring to the past. The date was changed from January 1, 2021 to March 1, 2021 as the proposed date for beginning the project. A color-coded map, created by Mr. Roe, would accompany the letter, showing the areas where the Village would pay 100% of the cost of sidewalks and where it would be split 50/50 with the residents. Mr. Roe reminded everyone that Councilman Smith had suggested also getting a large map of the whole village from the county, to keep at the hall as a tool for explaining to residents how their individual sidewalks would be paid for. Councilman Lee asked if it was something we could post online as a virtual map. Mr. Smith answered that we could send a copy by email. Mr. Roe commented that he thought the mayor's idea to get a master email list was a good idea. He suggested adding to the mailing packet a request for email addresses of anyone who wants to receive notifications by email. Then we could ask our website maintenance lady to post information on the website and also send it to the list of resident email addresses. Mr. Lee asked if there was an option on our website for people to sign up to subscribe to receive emails. Members answered that there isn't, but it might be a good idea. Mr. Roe pointed out that the sidewalk letter emphasizes that this is about "replacement" sidewalks, not new sidewalks where there weren't any before. Therefore, we may need to leave Lincoln Street or any street without sidewalks out of this letter. Ms. Mackey suggested adding an invitation to residents with questions to come to upcoming council meetings. Mr. Smith suggested encouraging whole blocks to be done at once, where possible. Mr. Roe suggested that we do residents' sidewalks on the 50/50 plan first before doing the 100% portion by the Village. Fiscal Officer Harnishfeger asked members to let him know who they want the letter sent to, and also to have the documents in electronic format that he can put on a memory stick and take to Staples to order printing and folding. He also warned that the start date of March 1<sup>st</sup> may be a problem because you need to give Staples some lead time to do the printing job. They can't always do it right away (for instance, sometimes they send a job out to be completed at another location and you have to wait for it to come back). Members discussed the matter and said the Sidewalk Committee would get together to make final revisions to the letter and decide what all will be in the mailing and who it will be mailed to. Then they will let Mr. Harnishfeger know what was decided. Some members also said they would be willing to help in preparing the mailing of the letters when they are ready to be done. Administrator Johnson asked if

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there was an ordinance that stops people from tearing out existing sidewalks. Members weren't sure, but thought Ohio Revised Code might cover this. There is a rule that the resident has to maintain the sidewalks at their property. The mayor said he would question Solicitor Skaff about this. On the topic of the sidewalk letter, Zoning Inspector Owens suggested that people should be directed to call one or more Sidewalk Committee members with questions about sidewalks, rather than have them directed to call the Village Office phone, since there may be a high volume of calls that would consume a lot of the fiscal officer's time, and he may not know the answer to many of the questions. Mr. Smith also pointed out that the fiscal officer is not always available at the hall to take calls, for one reason or another. Committee members answered that they are good with having residents call them with questions regarding sidewalks. Mr. Lee asked if there is a Village email that people can send to. Mayor Shanahan responded that the Village has an email address that Fiscal Officer Harnishfeger checks daily. He processes emails or forwards them, as needed.

Mayor Shanahan reported that he received a text message today from Lincoln Fox. He is thinking of redoing his driveway in the spring. He would like to extend the asphalt on the stone area in front of the house where they park their vehicle. He wants to know if this is allowed and if the Village offers any reimbursement for paving the area from the sidewalk to the road. Meter Reader Johnson commented that he has a problem with that, because the meter pit is in the area they are talking about and they would be putting asphalt around it, obstructing access to it. After a brief discussion, it was decided that they should not lay asphalt due to the meter pit there, and there is no reimbursement offered from the Village for paving from the sidewalk to the road. Mayor Shanahan said he would convey this decision to Mr. Fox.

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

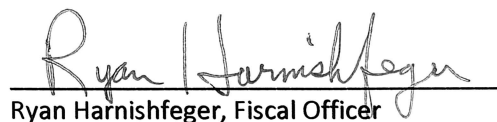
**CITY HALL and PARKS:** Councilwoman Mackey reported that one of the posts is rotted on the park sign (the red village sign) at Centennial Park on Tontogany Road. She suggested that we need to get that replaced in the spring. Zoning Inspector Owens suggested replacing it with something permanent like brick, which would last and you wouldn't need to worry about deterioration. Mayor Shanahan said we would keep it in mind for a spring project.

Administrator Johnson asked if anyone knew what happened to the leaf vac, and if it was put in storage in the township building. He had received a call about it and about what our decision was on where we intended to store it. Mayor Shanahan said he would follow up with Scott about it. He said he had also talked to Scott about the potholes by the Post Office and he said he would look at it and see what he could put in there until the spring when he can actually patch it.

With nothing further to discuss, Mayor Shanahan declared the meeting adjourned at 7:37 p.m.



Matthew Shanahan, Mayor



Ryan Harnishfeger, Fiscal Officer