

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: June 21, 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, absent at roll call, but arrived at 7:02 p.m. 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 June 7th meeting were approved as submitted.

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. Utilities Superintendent Johnson asked if Kellermeier charged anything for coming back to fix the drinking fountain at Centennial Park and make it work correctly. Fiscal Officer Harnishfeger replied that they issued a no-charge invoice for that. Councilwoman Mehring made a motion that these bills be allowed and orders drawn for same. Councilman Smith seconded this motion. All were in favor; motion carried.

Mayor Shanahan did a third reading, by title only, of Resolution #932-21 a RESOLUTION APPROVING THE COMBINATION OF CERTAIN PARCELS OF REAL PROPERTY LOCATED IN THE VILLAGE OF TONTOGANY. The mayor commented that this is combining the Fox Estate property from several parcels into one parcel. Councilman Roe made a motion to adopt Resolution #932-21. Councilman Bergfeld seconded this motion. All were in favor; motion carried. Two originals were signed—one for the Village and one for the fiscal officer to provide to Attorney Diane Huffman, agent for the owner of the parcels.

Mayor Shanahan did a first reading, by title only, of Resolution #933-21, A RESOLUTION AUTHORIZING THE VILLAGE TO PARTICIPATE IN THE WOOD COUNTY PARK DISTRICT PARKS GRANT PROGRAM, AND DECLARING AN EMERGENCY. Councilwoman Mehring made a motion to suspend the rules and declare an emergency for Resolution #933-21. Councilman Bergfeld seconded this motion. All were in favor; motion carried. Councilman Roe made a motion to adopt Resolution #933-21. Councilman Lee seconded this motion. All were in favor; motion carried. All members present signed the resolution, which is required by the Park District for this resolution. Mayor Shanahan told Councilwoman Mackey that we would get a copy of this resolution to her, so she can submit it with the next grant application. The mayor also reported that the Village just received the \$5,832 check for the 2021 Local Park Improvement Grant for playground safety surfacing.

Mayor Shanahan reported receiving an invitation to “all members of your company, entity, or community” to the 27th Annual Dinner of the Wood County Economic Development Commission. The dinner is to take place on Thursday, September 16, 2021 at the Hilton Garden Inn, 6165 Levis Commons Blvd., Perrysburg, Ohio. From 6:00-7:00 p.m. is cash bar networking. From 7:00-9:00 p.m. will be the dinner and program. The cost is \$40 per person, or \$320 for a table for 8. Mayor Shanahan said he intends to go and he said that the fiscal officer assured him that there is funding available to pay for any other Tontogany officials who want to attend. Reservations will be accepted through September 10th or until sold out, so the fiscal officer will need to know who wants to attend in time to get payment in their hands by September 10th.

Mayor Shanahan reported that someone punctured holes in three of the slides at Centennial Park, apparently with a hammer or some other striking object. It is bad enough to be considered unsafe, so he roped off the slides with caution tape to prevent their use. He contacted Client Service Specialist Marissa Benschoter-Euler with Hylant Administrative Services, who handles our Ohio Plan insurance, and sent her pictures of the damage. Our insurance has a \$1,000 deductible for this type of damage. He also emailed and called the playground equipment company and sent them pictures. They will investigate and review the slides we have and get back to him with a replacement cost. He will then forward that information to Hylant Administrative Services, who will then advise us what we need to do. This damage was reported to the mayor on Saturday, but there were no witnesses as to who did it or

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exactly when. The mayor said that this brings up the question of whether or not we would want to install cameras at the park, and, if so, what type we would want to get and where we would put them. Councilman Roe commented that, considering the amount of damage done at the park over the last five years, including basketball backboards, it might be worth the cost of cameras to act as a deterrent to vandalism. He added that we would need to establish Wi-Fi at the park, in order to communicate with the cameras, but it might be a plus for park renters to have Wi-Fi available to them too. Mr. Roe suggested various options available to set up Wi-Fi at a reasonable cost. Mayor Shanahan asked Administrator Johnson to research options for setting up a camera surveillance system, both the cameras and the internet connection. Councilwoman Mackey suggested contacting the Sheriff's Department to see if they have any recommendations. Zoning Inspector Owens asked if lighting needs to be improved at the park. Members said they thought lighting was sufficient and the damage to the slides was most likely done in the daytime. Councilwoman Mackey noted that we haven't had any issues at night; it is just older guys playing basketball at night. She also observed that the disc golf course tends to draw older teens and adults, whose presence would be a deterrent to unsupervised kids committing destructive acts. Councilman Lee asked if anyone knows what Bowling Green City Park does. The mayor asked Mr. Johnson to give them a call too. The mayor and members discussed various kinds of camera options, including those with motion sensors. Councilman Smith brought up the topic of camera media storage, how it would be monitored, and what action would be taken if vandalism is captured. He commented that storage costs a lot of money. The mayor commented that, if we decide to use cameras, it might be beneficial to install them at both parks and at the recycling bins.

ZONING: Administrator Johnson reported that he saw Glen Hefflinger cleaning up his lot over the weekend. The mayor and members agreed that they had noticed it too. The mayor said he saw him spraying weeds today.

Councilwoman Mackey asked about tall grass. Zoning Inspector Owens responded that the fiscal officer sent out a letter. Fiscal Officer Harnishfeger added that he sent one letter to the owner of the property on Wall Street with overgrown grass and weeds, as well as a copy of our tall weeds ordinance, but he hasn't seen any action on it yet. If necessary, the Village can follow the instructions in the weeds ordinance to have the zoning inspector post notices and, if necessary, have the property mowed at a minimum of \$150 per hour, and certify the bill to be placed on the owner's property tax duplicate. The mayor and members commented that someone had cut part of the grass in the front of that property.

UTILITIES: Utilities Superintendent Johnson reported that he gave Palmer the go-ahead to do a water tap at Bobel Road and Tontogany Road. Palmer will also give us an estimate on doing the Broad Street water line from Washington Street to Wall Street. Mr. Johnson said he talked with Dave Kuhn from Feller, Finch today about the right of way for the storm sewer running through the Fox Estate property. Mr. Kuhn told Mr. Johnson that, after 21 years, he is pretty sure the easement is there. He also said we do not have to allow them to build over it, even if they design a subdivision. Mayor Shanahan asked if we need anything in writing, if we automatically acquired an easement after 21 years. Mr. Johnson said Dave had told him the easement exists, but they could do a detailed survey for about \$3,000 to \$4,000. He also said we could make them relocate it. Mr. Johnson said he invited Mr. Kuhn to come to our second meeting in July, because there are a few things we need to talk about, such as the backflow prevention proposal, the storm sewer right of way, and the construction of the water line on Broad Street.

Mayor Shanahan reported that he and Utilities Superintendent Johnson did a Zoom call with Solicitor Skaff about how to handle delinquent electric bills, without the option to assess them on property taxes. The mayor asked Mr. Johnson to explain to members what was discussed. Mr. Johnson said that Solicitor Skaff is working on a letter for us to send once or twice to delinquent customers. After we go through proper procedures, we have the option of installing power-limiting meters that only

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allow enough electricity for basic needs. Mayor Shanahan added that Mr. Skaff sent him an updated email afterword, say he spoke to Haskins' Village Administrator Colby Carroll about the limiters, who informed him that Haskins is no longer using the limiters; instead, they are just disconnecting service. Nor are they surveying customers regarding medical conditions; but after their conversation with Mr. Skaff, they will likely go back to doing the survey regarding medical conditions. Solicitor Skaff is suggesting that Tontogany do a voluntary survey, asking customers to identify unique medical conditions that require electricity. He also suggests passing an ordinance authorizing the purchase of a small quantity of electricity limiters. In the event of a delinquent account, someone from the Village goes to the meter and replaces it with a limiter. The limiter limits the amount of power sent to the customer, approximately enough to serve a refrigerator or small appliance, but not enough for all general uses. Once the bill is current, the limiter is replaced with the regular meter. Mr. Skaff also suggests that the policy of shut-offs should be put in place by ordinance. For example, at two months delinquent, a delinquency notice is sent. If still unpaid, a second notice of shut-off or limiter is sent by mail and a notice posted on the door. If still unpaid, the power is either shut off or a limiter is installed. Mr. Skaff related that Haskins said they have had near 100-percent compliance since they implemented their shut-off policy. Mayor Shanahan summed it up that our options are to go with the limiter, go with shutting off electric, or go with a combination of both. Whatever we decide, Mr. Johnson will need to be paid for the extra time it takes him to do this extra meter work. Councilwoman Mackey said she thinks we need to require documentation, if we do a survey to see who has medical conditions that require electricity. The mayor responded that we will need to seek advice from Solicitor Skaff on how to do that correctly. The mayor also said he will touch base with other entities to see how they are doing theirs. Councilman Smith asked for a ballpark estimate of how many accounts are delinquent on electric. Utilities Clerk Harnishfeger answered that it varies. In any given three-month period, he has seen anywhere from no delinquent accounts to ten or fifteen delinquent accounts. For a current example, Mr. Harnishfeger said he was told by the County Auditor's Office that he needed to remove all electric certifications since September 2020. This amounted to just under \$9,000 in delinquent electric utilities that had been certified in the last three three-month periods. Seven electric accounts for six customers were involved. Over half of the total amount of delinquent electric was one customer alone, who has two accounts. A comparison of the overall amounts originally certified for water and electric showed that roughly two-thirds of the amount was electric and one-third water. Mr. Harnishfeger said he put the amounts rejected by the County Auditor back onto the customers' accounts, and he wrote letters to all customers and landlords involved, explaining why this was done. So now, about two-thirds of the delinquent utilities that the County was previously collecting for us and paying us the following year through assessments, we now need to find another way to collect. Mayor Shanahan added that Solicitor Skaff had said that we have a choice to say that, if a certain percentage or amount of the overdue electric is paid, then the limiter will come off. Councilwoman Mackey stated that she thinks, as representatives of the interests of the people of Tontogany, we should take action as soon as possible with that much electric in arrears. Mr. Johnson said he would prefer to go and verbally talk to people, rather than just go and yank their meter. Mayor Shanahan suggested that at least two people go together, if going to talk to a customer.

STREETS and ALLEYS: Councilwoman Mehring reported that she talked to Hefflinger about grass clippings in the street from mowing his property, that he needs to clean it off of the street after mowing.

Councilwoman Mackey asked if we ever found out who painted the fire hydrant and why. Members thought it was Mr. Burns. Administrator Johnson said he was waiting to see if it was just a coat of primer, or if it was intended to be left that color, because it probably can't be left that color, which is blue and black or blue and gray. Mayor Shanahan asked Mr. Johnson to ask Bill Gase about it when he is at the next township meeting, and whether it needs to be changed.

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SIDEWALKS and TREES: Councilman Roe reported that he contacted Quinn Concrete and they got back with him, showing interest in submitting a bid on sidewalk work. They just received a project for the city of Toledo, so it may be October before they could get to our project, but they intend to bid. Mr. Roe said he sent Quinn an email letter, which he copied to the Village and members. Councilman Smith read a copy of Mr. Roe's email sent to Tom at Quinn Concrete. The email explained briefly how the sidewalk project will work and that there are 18 people currently signed up for it, with an attached spreadsheet of the customers and their addresses. It also specified precisely the work that should be included in the bid, with a copy of ODOT specifications attached. It requested special bidding on the two addresses that will need curb ramps. It instructed interested bidders to submit a bid to the Village's email address, with copies to Sidewalk Committee members, Jamin Roe, Mark Smith, and Brenda Mackey. Mr. Roe commented that he made it to be bid by linear feet, to make calculations easier for how much to charge each resident. Mr. Roe also said that Council needs to have a discussion on whether or not to allow people to have someone do their sidewalk besides our contractor. Mayor Shanahan mentioned one person who had asked about that and he told them Council had decided that they should be asked to submit a bid on the whole project, as opposed to just doing one sidewalk, and that they would need to show that they have insurance. Mr. Roe said he thinks there will be more people who will ask if someone else can do the work, so we need to decide if we are going to allow that or just tell people that everyone has to use the contractor that went through the bidding process and was selected by the Village. Mr. Smith commented that, if someone wants to work on sidewalks, let them submit a bid. If we end up with a lot of bids, we will pick the best one for our project and keep it simple that way. Mr. Roe said that his email sent to Quinn Concrete could be used by members as a basic template to send to other prospective bidders, making minor changes to the wording as needed. Members discussed several contractors who might be interested in bidding, stipulating that they need to be a legitimate business and be insured. The mayor and members also noted that the best bid might be a combination of price and timing that best meets the Village's needs, rather than to be just decided on price alone. Councilwoman Mackey commented that she had a high opinion of Quinn Concrete, based on the previous sidewalk work they did for the Village, which was done very well and very quickly. Mr. Roe asked if we want to put an ad in the paper. Members agreed that we should. After a little discussion, it was decided that Sidewalk Committee members would put together the wording of an ad and submit it to Fiscal Officer Harnishfeger to have placed in the Bowling Green Sentinel-Tribune, preferably on two successive Tuesdays. It can also be posted on the Village website. Interested contractors can contact us and we will send them an email like Mr. Roe sent to Quinn. Mr. Smith asked what should be an end date for the bidding period. Mr. Roe suggested two or three weeks, which everyone agreed on, with no opposition voiced, and members settled on July 19th as a good date to open bids.

DRAINS and SEWERS: Nothing to report.

CITY HALL and PARKS: Fiscal Officer Harnishfeger reported that on June 14th Councilwoman Mackey turned in \$64.50 in quarters collected from the park lights vending box at Centennial Park, which has been deposited in the bank.

Mayor Shanahan said that we need to schedule a date to get banners put up downtown. He reported that he had emailed the fiscal officer for the original budget amount set aside this year for banners, and Mr. Harnishfeger had told him we budgeted \$6,000 for signs, flags and banners, and we have \$4,486 in that line item still available for use. The mayor commented that we should be able to afford new banner brackets. Councilman Lee remarked that he had recently driven through Woodville and they had banners as well, but they weren't as large as ours; it seems we are onto something with these banners. The mayor said we may need to seek out a company from whom we can get brackets at a better price than the \$144/set price we were quoted from our banner supplier. We could set up an account and have them bill us. Councilman Roe cautioned that the lowest price might end up being a

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cheaper construction that doesn't hold up well. The mayor agreed that we would need to watch out for that. Councilman Bergfeld asked if Ace got back with the mayor. The mayor answered that they did, but all they have is a kind of circle with screw holes in it. They didn't have an actual pole bracket.

Mayor Shanahan reminded members that, even though it is only June, we will want to be planning for our Christmas tree celebration and coming up with an honored guest for this year. Also, whatever timeframe we used last year for trick or treat, we will want to do the same this year.

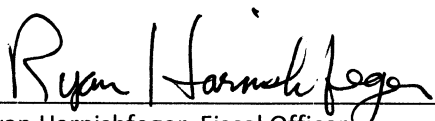
Mayor Shanahan reported that he met with the Postmaster from Bowling Green. They walked the property of the Tontogany Post Office. The thistles have been cut down, but they were just placed in a pile beside the building, which he let him know we were not happy about. He explained to the mayor that they have one custodian right now, covering Bowling Green and all of the small villages, and he is way overloaded. He asked the mayor what he would like to see and the mayor told him he would like to see every one of the bushes ripped out and the area re-seeded with grass or flowers to look nice. He replied that that probably wouldn't happen right away. The mayor asked him what if we were to rip them out and then the Post Office maintain it from there. He agreed that that would be okay. The mayor commented that he just doesn't know exactly what to do with all the stuff when pulled out. The mayor said he also offered to have the person who mows for the Village mow the Post Office property and bill them. He also told him the parking lot needs to be resurfaced and the parking lines need repainted. The lines were painted the very next day. The mayor said he asked Councilman Roe to reach out to Morlock Asphalt for a quote on resurfacing the Post Office parking lot. They came back with a quote just under \$3,000. Mr. Roe commented that crack sealing would be about \$800. The mayor said he sent the \$3,000 quote to the Post Office and he didn't think that should be too costly for them. We will see what they decide to do. The mayor said he let them know that we don't want to be complainers, but we want to have a partnership and open communication with them.

Councilwoman Mehring reported that she got after three little boys for throwing trash in the park. She told them to clean up when they were done, which they agreed to do. Councilman Smith commented that he cleaned up a bunch of trash outside of the recycling bins. He suggested that we need to get latches on the lids so they don't blow open. The mayor said he cleaned some up too. It was suggested that we need a fence around the bins. The mayor said he would reach out to the gentleman again for another quote to build a fence for the bins.

With nothing further to discuss, Mayor Shanahan declared the meeting adjourned at 8:14 p.m.



Matthew Shanahan, Mayor



Ryan Harnishfeger, Fiscal Officer