

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: July 5, 2021

Council called to order in regular session at 7:01 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, absent; Mark Smith, here; Robert Bergfeld, here; Damon Lee, absent. Also present was Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Deputy Jody Swoap, from the Wood County Sheriff's Office (arrived about five minutes before the meeting was adjourned). Minutes from the June 21st 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 \$8,679.04 invoice from Bowling Green Municipal Utilities for replacing an electric pole at the corner of Tontogany Road and Crom Street included a little over \$6,000 in labor. Councilwoman Mackey asked if Bowling Green itemized the invoice. Mr. Harnishfeger answered that they just showed amounts for equipment, materials, and labor. Equipment and materials were each a little over \$1,000. Mayor Shanahan said that he thought they probably had to replace a transformer, and they were working on it for a couple of days. Mr. Harnishfeger also informed members that he had been paying for office supplies recently with his personal credit card, because the Village's Staples credit card is so old that Staples' system quit accepting it. He will have to apply for a new one, but has been so busy lately that he hasn't had time to deal with it. Councilman Smith told Mr. Harnishfeger that, if he needs anything from council members to apply for a new Staples card, to just ask. Councilman Smith made a motion that these bills be allowed and orders drawn for same. Councilwoman Mackey 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 told members that, due to not having enough members present to pass emergency legislation, he would hold off on reading an emergency ordinance and an emergency resolution that Solicitor Skaff had prepared for us. He explained that Mr. Skaff had prepared an emergency ordinance prohibiting unauthorized painting of or tampering with fire hydrants, after the mayor had communicated with him about a problem with someone doing that. Councilman Smith asked if we had received a response about the hydrant that was painted. The mayor replied that he didn't know if Administrator Johnson had followed up on that matter yet. The mayor added that he had talked to Bill Gase, who had talked to the Water District, who had informed him that, if they see that someone has painted one of their hydrants, they go out immediately and repaint it yellow, and they inform the resident that they are not allowed to paint hydrants. Mr. Gase had then suggested to Mayor Shanahan that maybe we should have an ordinance.

The mayor told members that the emergency resolution that Solicitor Skaff had prepared was for accepting the federal American Rescue Plan money. The resolution will have to be passed at the next meeting on July 19th. The mayor told members that he will not be present at that meeting, but President of Council Mark Smith will preside in his absence.

Mayor Shanahan did a first reading, by title only, of Ordinance #936-21, AN ORDINANCE TO PROVIDE FOR THE COST AND EXPENSE OF PROVIDING FOR THE REMOVAL AND SPECIAL TREATMENT OF SHADE TREES FOR THE PURPOSE OF CONTROLLING THE BLIGHT AND DISEASE OF SAME; AND FOR PLANTING, MAINTAINING, TRIMMING AND REMOVING SHADE TREES IN AND ALONG THE STREETS AND WITHIN THE PUBLIC RIGHT OF WAY OF THE VILLAGE. Members discussed the amount of the assessment for this ordinance. Councilman Bergfeld reasoned that it should be increased from the previous \$5,000 assessment to \$10,000 for tax year 2022, due to the need to cut down a number of trees as part of the sidewalk improvement program. Members agreed and said the annual assessment could revert back to a lower amount again when the need for extra tree maintenance funding is past.

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Fiscal Officer Harnishfeger provided the mayor and each council member with a copy of the Estimate of Revenues which he had prepared for budget year 2022. He reminded members that the Estimate of Revenues must be adopted by Council on or before July 15th and must be submitted to the Wood County Auditor on or before July 20th each year. Mr. Harnishfeger told the mayor and members that he had sent them copies of the Estimate of Revenue by email or by mail for their review prior to this meeting. He informed them that he had only made one change from the amounts he sent them: he had added estimated CDARS interest revenue of \$450 in the general fund column for 2022. Mr. Harnishfeger explained briefly how he calculated estimated revenues, and he stated that he believed the amounts he listed to be the best estimate that could be made at this time. He pointed out that he had added an estimated \$20,007.45 of American Rescue Plan Act (ARPA) money to be received in the special revenue category, because that is the 2022 amount the Village is supposed to get as the second of two disbursements. The first disbursement of the same amount has not been distributed this year yet, and it should be spent by the end of this year, after received, so he did not add that to the calculations. (Tontogany's original expected total amount of around \$75,000, divided into two disbursements, was trimmed down to \$40,014.90, due to Ohio passing legislation to include townships as recipients of ARPA funding as "non-entitlement units of government," the same category Tontogany is in.) Since members had discussed making the assessments for tree maintenance \$10,000 in 2022, Mr. Harnishfeger asked if members wanted him to change the estimated 2022 tree fund amount from \$5,000 to \$10,000. Members agreed that he should. He asked if there were any other questions. There were none. Councilwoman Mehring made a motion to adopt the Estimate of Revenues, as prepared by the fiscal officer, with the change to \$10,000 in the tree fund. Councilman Bergfeld seconded this motion. All were in favor; motion carried.

Mayor Shanahan reported that he received a GameTime estimate for replacing the vandalized slides at Centennial Park. The slides that we currently have are obsolete, so, they gave us an estimate for comparable slides. The whole estimate is \$8,333.80, which includes removal of the old slides and installation of the new slides by a GameTime Certified Installer. The mayor said he sent the quote to our insurance company, who reviewed it and said it looks about right, compared with other park equipment they have dealt with. They told the mayor we could put the order in. Then, as soon as we pay it, send them a copy of the invoice showing we paid it and they will send the Village a check for the amount, minus the \$1,000 deductible. The mayor said he wanted to put this before Council for the final decision. If they approve, he will get it in motion tomorrow to order the new slides. Councilwoman Mackey asked if the company indicated a turn-around time. The mayor responded that they did not, but he will ask them that question. The mayor commented that he had spoken with the fiscal officer, who told him we had enough park money appropriated to pay for this. The mayor added that we will just reimburse ourselves when the check comes from the insurance company. Councilwoman Mackey pointed out that a \$262 deduction is offered, if the order is received before July 9, 2021. The mayor said he would get right on it and have the company send ordering information to Fiscal Officer Harnishfeger.

Councilwoman Mackey asked if we had heard anything from the Sheriff's Department as to why we haven't had deputies come to our meetings recently. Councilman Smith commented that people are on vacation in the summer, especially around the 4th of July.

ZONING: Mayor Shanahan reported that Zoning Inspector Owens had told him he didn't have anything special to report. He did, however, confirm that Jessica Asmus had to get a permit for a pool that they are putting in.

Councilwoman Mackey reported that she had called Zoning Inspector Owens about several complaints she had received about weeds, overgrown grass, trash, and unlicensed vehicles. Mr. Owens had responded that he would get busy on it. One of the issues was a property on Washington Street, right across from Peinert Funeral Home. The former owner had grown plants in the right of way, but now it is all weeds and the neighbors are complaining. Also, the property on Wall Street with tall grass

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and weeds, where the owner had left a message that she received our letter and was going to take care of it, has not been mowed yet. Ms. Mackey said she thought we should serve them notice, have Josh Heckerman mow it, and bill them. Fiscal Officer Harnishfeger commented that the ordinance gives the exact procedure that the zoning inspector is to follow to give notice and to build documentation that allows us to go ahead and have it mowed and certify the amount due to the County Auditor.

UTILITIES: Nothing to report.

STREETS and ALLEYS: Mayor Shanahan stated that we need to have Administrator Johnson get an estimate for the Broad Street water line project, especially since our ARPA federal funding will now be less than we were first anticipating. The mayor said he would follow up with Mr. Johnson.

Councilwoman Mackey reported that she has noticed that all of Tontogany Creek Road really needs restriped, especially in the school zone. She said we need to think about getting it done before school starts. She also said she thought it is something the township shares the expense with us on. Mayor Shanahan agreed that the township should share the expense with us. He also said Superintendent Koch was getting ready to put in new crossing lights for the school zone, probably to be done this summer. The mayor said he would see if Councilman Roe can get us a quote for striping and he will reach out to the trustees about sharing the cost. Councilman Bergfeld commented that it was about a year and a half ago that the school was talking about putting in the crossing lights. The mayor responded that the original plan was that the solar company was going to buy the lights and give them to the school, but that did not go through, so Mr. Koch is just having the school buy the new lights. The mayor added that members may notice that the steel beams are now gone from behind the village hall, because the school took them. The mayor said he had told Superintendent Koch that the students could take them apart as a project, recycle the metal, and keep the money.

SIDEWALKS and TREES: Mayor Shanahan reported for Councilman Roe that he did not have much to report about sidewalks. He is waiting for two contractors to get back to him about submitting bids for sidewalk work. Councilwoman Mackey asked if something has been written up to be put in the paper. Fiscal Officer Harnishfeger responded that Mr. Roe had emailed him a three-sentence text for placing an ad in the paper. Mr. Harnishfeger said he tried to contact the Sentinel-Tribune today and got no response, probably due to the Independence Day holiday. He will try again tomorrow and will ask for the ad to be run as early as possible this week and then run again on Tuesday, July 13th (it usually takes two days after ordering an ad before they place the first run). He asked members if he should agree to a digital ad placement as well, at an additional cost, if the paper offers that besides the print version. Members agreed that he should accept that, if offered. Mr. Harnishfeger told members that the ad tells prospective bidders to call or email the Village for details, but he has no specific details to give them when they contact him. After a brief discussion, Councilman Smith said we are looking to get quotes on a price per foot of work, so he would revise Councilman Roe's original email and attachments and send them to Mr. Harnishfeger to use as information to provide to prospective bidders. Mr. Harnishfeger asked for an actual deadline time for submitting bids and if they needed to be submitted as sealed documents. Members agreed that 5:00 p.m. on July 19th should be the deadline. Mr. Smith said he wasn't concerned about the bids being sealed in a special way; we will read them all at the meeting and make a decision on who to go with.

DRAINS and SEWERS: Nothing to report.

CITY HALL and PARKS: Councilwoman Mehring asked about the horseshoe pits at Centennial Park. Mayor Shanahan responded that we need to have them before Togony Fest, but he wasn't sure if they plan on using them specifically. Councilwoman Mackey added that there is also a graduation party

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scheduled at the park on July 11th. Councilman Smith said he would work on the horseshoe pits tomorrow or the next day, and he will have them installed before July 11th. He said he would probably have to get some sand for the pits too, so he said he will buy some sand and turn in the receipt. Fiscal Officer Harnishfeger offered to produce a tax-exempt certificate for the sand vendor, if one is needed. Mayor Shanahan suggested that Mr. Smith just ask the sand vendor to invoice the Village directly, if they will do so. The mayor also reported that the cheerleaders are having a cornhole tournament on July 15th. Ms. Mackey added that she had told them that, since it is Otsego School, we do not charge them, but we do expect them to remove their own trash after the event, which can be a lot. The mayor asked if we need to empty the trash currently at the park, in Chad Johnson's absence. Ms. Mackey answered that she did not know, but last week she didn't think the one at the basketball court was emptied, nor the one at the playground, and both of them were in need of emptying at that time.

Mayor Shanahan reported that he keeps receiving catalogs for holiday lighting for downtown poles. He handed one of the catalogs to Councilwoman Mehring to look at, and he commented that we might want to think about getting some snowflake decorations or something for the poles for the holidays. Fiscal Officer Harnishfeger commented that we get those catalogs all the time at the hall too.

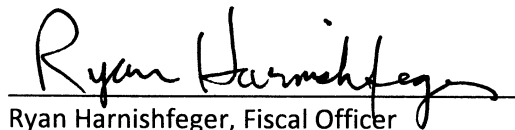
Councilman Bergfeld asked about the banner brackets. Mayor Shanahan answered that we have the money in the budget. We just need to decide which ones we want and then email them and see if we can order them and have them send us a bill. Mr. Bergfeld suggested just getting brackets without clamps and buy our own clamps. The mayor asked him to look at what to get and make a recommendation. Mr. Bergfeld agreed to do so; he said he just needs to find out how big around the poles are.

Sheriff's Deputy Jody Swoap arrived near the end of the meeting. Mayor Shanahan welcomed him and asked if members had any questions or concerns for the deputy (everyone had already received a copy of the June Incident Report to review). The mayor reported that he had filed a report a couple of weeks ago about vandalism at Centennial Park, where three slides were damaged and made unusable, ending up being over \$8,300 in replacement costs, and we don't know who did it. He said we are getting it taken care of through our insurance and we are considering getting some cameras installed at the park. He told Deputy Swoap that we would like for the patrols to be extra vigilant on watching the park. Deputy Swoap asked if we knew about what time this occurred. The mayor answered that we do not. He said a neighbor, who does daycare, had called him on a Saturday morning when she took kids there and found the slides damaged. The deputy said that they will definitely keep an eye on the park. He also mentioned that he realized we have Togany Fest coming up soon. The mayor responded that he will contact the festival committee and see if they have contacted CSX to make sure the trains will be slowed down for the festival. With nothing more for the deputy, Mayor Shanahan thanked him and he left the meeting.

With nothing further to discuss, Mayor Shanahan declared the meeting adjourned at 7:48 p.m.



Mark Smith, President of Council



Ryan Harnishfeger, Fiscal Officer