

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: February 7, 2022

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; Mark Smith, here; Robert Bergfeld, here; Damon Lee, here; Lincoln Fox, here. Also present were Utilities Superintendent/Meter Reader Chad Johnson, Zoning Inspector Brian Owens, and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Minutes from the January 17th meeting were approved as submitted.

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. 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. 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.

Copies of the January Sheriff's Incident Report were given to everyone to review. No sheriff's deputy attended the meeting to discuss the report.

Mayor Shanahan did a first reading of Ordinance #947-22, AN ORDINANCE MAKING SUPPLEMENTAL APPROPRIATIONS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2022, AND DECLARING AN EMERGENCY. The mayor explained that this is for the 2022 park grant of \$6,850 that was awarded to the Village of Tontogany after we passed the permanent appropriations for 2022. Councilman Bergfeld made a motion to suspend the rules and declare an emergency for Ordinance #947-22. Councilwoman Mackey seconded this motion. All were in favor; motion carried. Councilman Smith made a motion to adopt Ordinance #947-22. Councilwoman Mehring seconded this motion. All were in favor; motion carried.

Mayor Shanahan did a first reading of Ordinance #948-22, AN ORDINANCE APPROVING, ADOPTING AND ENACTING AMERICAN LEGAL PUBLISHING'S OHIO BASIC CODE, 2022 EDITION, AS THE CODE OF ORDINANCES FOR THE MUNICIPALITY OF TONTOGANY, OHIO, AND DECLARING AN EMERGENCY. The mayor explained that this is something we do each year to officially put into use the newest update of Ohio Basic Code. Councilman Smith made a motion to suspend the rules and declare an emergency for Ordinance #948-22. Councilman Lee seconded this motion. All were in favor; motion carried. Councilman Bergfeld made a motion to adopt Ordinance #948-22. Councilman Fox seconded this motion. All were in favor; motion carried.

Mayor Shanahan reported that we received a letter from the Ohio Municipal League (OML), offering seminars for municipal officials. Seminars cover various topics, including home rule and local control, open meetings and public records, city and village financing procedures, council powers and procedures, bidding, purchasing, and economic development. The mayor said he had never been to one, but the fiscal officer had informed him that we have \$900 appropriated for the mayor and officials who might want to attend events like this. If any officials are interested, the cost is \$75 per person, since the Village is an OML member. There are three dates, all on Saturdays: March 5th at Cincinnati Marriott Northeast, Mason, Ohio; March 12th at DoubleTree by Hilton Columbus/Worthington, Columbus, Ohio; and March 26th at Embassy Suites Rockside, Independence, Ohio. The mayor asked anyone interested in attending to let him know, so we can get them registered and the fiscal officer can send a payment check to OML.

Councilwoman Mackey reported that she is working on updating the list of council committees. She asked if members wanted to add a third member to the finance committee, since it is currently only Councilman Fox and herself on the committee. She said she noticed that Councilman Bergfeld was only on two other committees, so she thought he might be a good choice for a third member on the finance committee. Mr. Bergfeld responded that he would be agreeable to being added to that committee.

TONTOGANY VILLAGE COUNCIL

ZONING: Zoning Inspector Owens reported that he had called Gerald Asmus about his illegal deck at his property at 18564 Kellogg Road. He received no answer, so he wrote a letter and had Fiscal Officer Harnishfeger mail it to Mr. Asmus by certified mail on Thursday, February 3rd. Mayor Shanahan commented that Mr. Owens had also consulted with Solicitor Skaff about this issue, to be certain his letter was worded properly. We will now wait to see how Mr. Asmus responds.

UTILITIES: Utilities Superintendent Johnson reported that a resident in town had a water line break. He had to turn off the water so it could be repaired. Then he turned it back on. He reported that he had also received a call from Gearhart Plumbing about a resident on Kellogg Road with water accumulating in his basement. The resident wanted to know if Mr. Johnson could come and read the meter to see if the service line to the house was leaking. It turned out that it wasn't that. Gearhart also informed Mr. Johnson that the resident there had not received a water bill in over thirteen months. Utilities Clerk Harnishfeger added that Gearhart also called him about this situation and then had the resident also call Village of Tontogany Utilities about it. Mr. Harnishfeger said he spoke with the man, who told him he took possession of that property and moved in in July of 2020. He had assumed he was being billed for his water by Bowling Green. Mr. Harnishfeger said he informed him that he is a Tontogany Utilities customer and that an account would be immediately set up for him with billing for all of the water used between July 2020 and the end of January 2022, as indicated on the meter (which amounted to about 90,000 gallons of water). Councilman Fox commented that 90,000 gallons would be about right for that time period, at about 5,000 gallons per month usage. Mr. Johnson commented that the radio-read technology can throw him off of knowing which meters have been read or not, since readings for multiple meters automatically register on the reading device. Mayor Shanahan asked what the bill would amount to for the 90,000 gallons. Mr. Harnishfeger said he did not know exactly, because he had not yet run the billing program on the readings received.

Mr. Johnson reported that Friday night a hydrant was hit at the school. The mayor and Councilman Smith responded to the incident. Mr. Johnson came in from Fremont with the key and shut it off. They got it wrapped up by about 6:00 p.m. Mayor Shanahan informed members that this will not be billed to the village; it will be fully billed to the school. The phone call had come in to him from Northwestern Water & Sewer District that a snow plow hit a fire hydrant at Tontogany Creek Road and it was leaking into the school. The mayor said he took off from work to come deal with it. He couldn't get ahold of School Superintendent Koch or Scott Alexander with the Township. He called Councilman Smith and Utilities Superintendent Johnson. The hydrant had been covered in snow and a person who volunteered to do some of the cleanup didn't see it and hit it. It turns out it was not on Tontogany Creek Road, but back behind the football field. It was actually draining into a ditch and into a catch basin. Nothing was flooded. The parking lot was fine. Mr. Johnson suggested that he may need to call Palmer to see what it takes to fix it. The mayor responded that Mr. Johnson should not need to call Palmer. Eva, at the school, works with Palmer and they should be able to make contact directly. Mr. Johnson said he hoped they learned a lesson. The mayor commented that they should flag the fire hydrants.

Mr. Johnson reported that Utilities Clerk Harnishfeger had to estimate a lot of water meters for February billing, due to the extreme snow cover around town. He said he also noticed, while going down Kellogg Road and Tontogany Road, that the snow cover hindered picking up radio reads.

STREETS and ALLEYS: Mayor Shanahan reported that he received a call yesterday about snow plowing. As in previous years, all of our crosswalks have been blocked with piles of snow, meaning kids can't walk from sidewalk to sidewalk across streets. While on the phone discussing this issue, the plow went down Tontogany Creek Road too fast, shooting snow onto and covering the sidewalks, even hitting houses. This defeats the purpose of people shoveling their sidewalks. Councilman Fox concurred that the plows are going way too fast, over the speed limit; he has noticed it more than once. The mayor said he will follow up with the trustees directly by email, along with pictures that were sent to him, to let them

TONTOGANY VILLAGE COUNCIL

know our concerns. Councilman Lee asked if there is a specific time when they do plowing, reasoning that if people knew when plowing would be done, they could wait until after plowing to shovel sidewalks. The mayor answered that, with plowing, it is hard to know when it is going to be done. Councilwoman Mackey added that timing cannot be dictated, because it is a township operation and they take care of the township roads first. The mayor said he understood what Mr. Lee was suggesting, but snow and plowing is unpredictable. Councilman Smith asked if Scott was the only one doing that job full-time and a lot of it is other people volunteering their time. The mayor responded that Kirk Shank spends a lot of time plowing and Steve Powell, typically, for the last few years has done the village. Steve did plow the village this year. Zoning Inspector Owens commented that big piles of snow are not piled in inconvenient places on purpose; there just isn't any place to put it. The mayor said he received opinions from some people that, if we are plowing toward Tontogany Creek Road, we could just push the snow into the ditch there. Mr. Owens responded that the EPA would not approve of that. The mayor commented that former Councilman Jamin Roe was the "angel on guard" that took care of the Tontogany Creek Road sidewalks, and he had thanked him for it.

SIDEWALKS and TREES: Fiscal Officer Harnishfeger reported that we have received eleven out of thirteen sidewalk payments due from residents. Just two remain to be paid.

DRAINS and SEWERS: Nothing to report.

CITY HALL and PARKS: Councilwoman Mackey reminded members that the bid for the swings for our park grant project had been increased by a couple of hundred dollars. Now that we have passed the ordinance to appropriate the \$6,850 in park grant money, the fiscal officer is ready to send all paperwork and a check to the playground equipment company to get things moving on the project as soon as possible. With a check received, they will give us a discount of about \$115 off of the final quote, bringing the net total cost to \$7,131.01. The estimated ship time is in twelve to eighteen weeks. The grant was awarded for Mehring Park, to replace the bucket swings on the toddler swing set and to add a unit that has two swings for small children, on which an older child or adult can swing face-to-face with a small child. Councilwoman Mehring added that they will be blue and yellow in color. Councilwoman Mehring made a motion to accept the increased bid amount for the swings and to pay the amount over the grant with village money. Councilman Fox seconded this motion. All were in favor; motion carried. Mayor Shanahan thanked Councilwomen Mackey and Mehring for their work on the park grant.

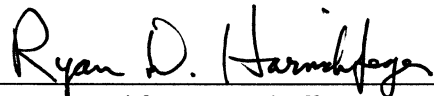
Mayor Shanahan thanked members for their input on the village administrator job description. Councilman Fox suggested that we might want to include how many hours as well as the monthly pay for the job, to try to get the best person for the job we want done. The mayor said that he shared the job description with our attorney, along with the changes members had suggested. The law firm is fine with it as it is, and with us sharing it with job candidates. The mayor said he is also working on a job description for utilities superintendent and zoning inspector, which he will run by the attorney, as well as Mr. Johnson and Mr. Owens, for their input.

Mayor Shanahan reported that Otsego Superintendent Adam Koch will be resigning at the end of the school year and will be moving on to the City of Sylvania. The mayor commented that Mr. Koch has been open and transparent and easy to work with over the years.

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



Matthew Shanahan, Mayor



Ryan Harnishfeger, Fiscal Officer