

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: May 2, 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, absent. Also present were Utilities Superintendent/Meter Reader Chad Johnson, Zoning Inspector Brian Owens, and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Minutes from the April 18th meeting were approved as submitted.

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. Councilman Smith asked about the bill for \$1,069.00 from Kellermeier Plumbing for pumping out a meter pit and replacing the sump pump. Utilities Superintendent Johnson explained that it was for the master meter pit on Tontogany Road. 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 April 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 April Incident Report were given to everyone to review. No sheriff's deputy was in attendance at the meeting to discuss the incident report.

Fiscal Officer Harnishfeger reported that the village received the annual notice from the Regional Income Tax Agency (RITA), offering its members the opportunity to address non-filing taxpayers through participation in its non-filing delinquency program. The delinquency program consists of two parts: a letter campaign followed by the issuance of administrative subpoenas to those who do not respond to the letters. There is no charge to participate in just the letter campaign. There is a charge of \$1.00 per subpoena issued, to those who choose to participate in the follow-up subpoena program. Councilman Smith asked if RITA indicated how many subpoenas would be issued. Mr. Harnishfeger responded that they did not, but last year the number of subpoenas was 44. (RITA does not know how many people will require subpoenas until after the letter campaign, since subpoenas only go to those who do not respond to the letter.) Mr. Harnishfeger commented that he thought \$1.00 was a very small price to have RITA go out and retrieve our missing tax payments for us. Councilman Smith said he would be in favor of doing the subpoenas at \$1.00 apiece. The other members all agreed, with no one voicing opposition. Mayor Shanahan signed the authorization form, choosing letters and administrative subpoenas. Mr. Harnishfeger said he would email the authorization to RITA, which must be submitted by June 1, 2022.

Fiscal Officer Harnishfeger reported that he completed the first Project and Expenditure Report for ARPA recovery funds, required to be submitted at the U.S. Treasury online portal by April 30, 2022. He said he reported that we do not yet have an approved project. He said he also, upon the recommendation of OBM with the approval of Council, chose the eligible expenditures category of Revenue Replacement, as a provision of government services, using the standard allowance of our full award amount up to \$10 million.

Mayor Shanahan reported that he received an invitation to the annual Ohio Mayors Conference, hosted by the Mayors Association of Ohio. It is scheduled for June 8-9 at Marriott Columbus Northwest in Dublin, Ohio. The cost is \$175. The mayor asked if any members had an issue with him attending. He said he will stay with his brother, who lives close by, instead of renting a motel room. Councilman Smith and others voiced their approval of this expenditure; there were no objections voiced. The mayor said he would email the fiscal officer to get it set up.

Councilwoman Mackey reported that she updated and printed the list of council committees. She passed out copies to everyone. She said she would revise it again when we add a new administrator.

Mayor Shanahan reminded members that the fiscal officer had forwarded a résumé to the mayor and members, which had been received from an applicant interested in the village administrator

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position. He asked if members had looked at it. He commented that the applicant has a background working for law enforcement. Councilman Smith commented that she was a dispatcher for law enforcement. Members also noted that providing care to EMS patients was listed as part of her job experience. The mayor asked members if they were okay with him contacting her to set up a time to meet with her. Councilwoman Mackey pointed out that she lives in the Pemberville area, and we need to make certain she will be accessible when we need her, since the village administrator's accessibility is one of our primary concerns. The mayor said he would be happy to set up a meeting with her, including himself, a council member, and former Administrator Chad Johnson. The written job description could be shared and Mr. Johnson could share the aspects of the job. The council member could share things from the council's perspective. Mr. Johnson asked if the wage had been advertised. The mayor answered that we did not advertise the wage, but just asked interested parties to contact us for more information. Mr. Johnson said he did not think the lady would be willing to drive back and forth from Pemberville for \$300 per month. He reasoned that even just two days a week would be eight trips back and forth from Pemberville each month. The mayor and members responded that it won't hurt to talk with the applicant, and, since she was interested enough to send an application, we should be courteous enough to sit down and discuss it with her. The mayor said he would set it up. He asked if any council member would like to sit in on it. Councilman Smith said he would be agreeable to do so. Councilwoman Mehring asked if we should just invite her to a meeting for all council members to talk with her. The mayor responded that he would like to set up a private meeting to get to know her first. Then, if it seems appropriate, we can invite her to a public council meeting.

ZONING: Zoning Inspector Owens reported that the problem vehicles at 18515 Lincoln Street have been moved and it looks like they are putting in a new driveway. Mayor Shanahan asked if the driveway would go over water lines or anything else we need to be concerned about. Mr. Owens replied that they are allowed to put in a driveway. Mr. Johnson agreed.

UTILITIES: Utilities Superintendent Johnson reported that he received a call about a problem with the meter pit at the Corner Carryout. He was afraid it was going to be the water main and it would have to be shut down and a boil order would have to be issued. Palmer pumped it out and found that it was a break localized in the Carryout meter pit, but it was not a simple fix. Mr. Johnson said he asked about moving the pit out into the grass, instead of in the asphalt. What Palmer decided to do was to completely eliminate the meter pit and move the meter inside the Carryout. Palmer will credit us for the work he did a year ago on the meter pit problem there; then he will bill us for any difference for the new installation. Mr. Johnson commented that it should be better in the long run.

Utilities Clerk Harnishfeger reported that he prepared 16 delinquent electric disconnection notices and 15 delinquent water and sewer disconnection notices, which were served by Utilities Superintendent Johnson on Saturday, April 30, with May 14 as the disconnection deadline. He reported that he had received responses from three customers by today, one of which had to do with a total of \$14,403.75 in delinquent utilities on two accounts. He asked council members to decide how they wanted him to deal with this customer's very large amount of overdue utilities. Mr. Harnishfeger informed members of the general nature of the accounts and the recent history and communications since January, without disclosing specific customer information. After some discussion, council members directed Mr. Harnishfeger to inform the customer that the Village would accept their offer of an immediate payment of \$2,000.00, and then monthly payments of the full current bill plus \$1,000.00 extra each month on the delinquent previous balance, until all is paid off. Council concluded that this was a reasonable and fair amount to require in this situation, and it would be unfair to the other utility customers to allow this account to continue in such a state of arrears. If they should fail to keep up the required payments, they will be notified again of pending disconnection, with a 14-day deadline. Council also directed Mr. Harnishfeger to let the customer know that they were available, if the customer would

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like to initiate a conversation about this matter with the mayor and council members. The mayor commented that he would not want to discuss this with the customer alone, but would want one or more council members with him, if a discussion is requested by the customer.

Mr. Johnson asked what was going to be done about getting a new meter reader. Mayor Shanahan answered that he has had at least three people express interest. The mayor said he has a couple of questions to ask Solicitor Skaff first, regarding conflict of interest and the like. Mr. Johnson pointed out that the position only pays \$150.00 a month and you use your own personal vehicle and gas, and you walk the entire village. Twenty years ago, \$150.00 is what the village began paying him to do the meter reading. So, he said he didn't know how the village would get anybody for the job at that price now. And, even if they start, they might quit in the fall when bad weather starts. The mayor replied that he wasn't giving people enough credit. He asked Mr. Johnson to write up a summary of everything that the meter reader has to cover on the route and send it to the mayor and members, so they can have it in writing to give to prospective meter readers. Mr. Johnson said he could do that. He also said he will need to train the new person for a couple of months, because he will have to show them where meter pits are located, which are sometimes hard to find. The mayor commented that Council can discuss pay for the meter reader or anything different than what we are currently doing.

Councilwoman Mehring reported a light not working properly on Tontogany Creek Road at the end of Wall Street.

STREETS and ALLEYS: Councilman Smith reported that he received a call from Morlock Asphalt. We accepted their bid to fix the parking lot by the fire station. They came out and did the crack sealing; then they came back today to do the seal coating, but the weather wasn't right for doing the seal coating, so we will wait for another week on that. Mr. Smith reported that he also called the owner of Stripe It Up about the additional painting we wanted done besides the stop bars. Councilwoman Mackey commented that the revised billing was \$165.00 more for the additional work, including taking out six parking spaces for no parking. Mr. Smith clarified that this includes in front of Current's store, beside Moser's old carryout, and diagonally across from there by the apartments. Ms. Mackey said that the total Stripe It Up quote for all painting is \$1,090.00. The mayor asked if members were good with this new quote. Everyone agreed that they were, with no objections voiced. The mayor said to go ahead and get the job scheduled.

Mayor Shanahan reported that Utilities Superintendent Johnson had sent everyone a copy of a quote for \$5,054.47 from Jim Palmer Excavating for installing a catch basin on the northeast corner of Crom Street and Broad Street. He read through the details of the quote, noting that the price does not include fine grading or seeding, unless noted otherwise, and that a payment of 50% prior to the start of work is required. Councilman Bergfeld asked the fiscal officer if there was money in the fund for this. Mr. Harnishfeger answered that there was. Mr. Smith commented that the village finances were looking to be in pretty good shape, judging by the quarterly report recently sent to members by the fiscal officer. The mayor and members discussed whether or not to ask for an amended quote to add grading and seeding. The decision was made to just keep the current quote as it is, so it is not delayed past the deadline for acceptance, and seek a separate quote on grading and seeding. Councilman Smith made a motion to accept the original quote for \$5,054.47 for installing the catch basin. Councilman Bergfeld seconded this motion. All were in favor; motion carried. Mayor Shanahan asked Mr. Johnson to ask Palmer to email the quote to the village email address, so we could sign it as approved and get it back to them quickly. Mr. Harnishfeger asked if the mayor and members were okay with him signing the quote. The mayor and members approved him doing so, with no objections voiced.

SIDEWALKS and TREES: Councilwoman Mehring reported that the grounds in front of the post office are looking bad and thistles are growing all over there now. The mayor said that we have been waiting to

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find about eight hours of decent weather to deal with that problem. Councilwoman Mackey commented that we have a gallon of Roundup® in the shed, which could be sprayed on the thistles.

Councilman Smith reported that Cody Donaldson of Powell Creek Tree Service intends to come at the end of this week or early next week, assuming the weather is good, to finish everything left from the 2021 sidewalk project, including final grading and seeding. Mr. Smith said he received a text from Gary Santogrossi, asking about when the final grading and seeding was going to be done. Mr. Smith reported that he received an estimate today for the 2022 50-50 sidewalk replacement project. We invited bids with a due date of today. Mr. Smith said he received one bid, from Cody Donaldson. Mr. Smith said he had reached out to two other places: K & K Construction and Allied Concrete Services. He did not receive a phone call or email from either of those businesses. Mr. Smith said he also invited a bid from two other local contractors who are concrete and masonry people, but he did not hear anything back from them either. So, there was only one estimate received, from Powell Creek Tree Service. Cody measured out for approximately 505 feet of concrete, covering eight different properties, for a total of \$22,176.00, which equals \$43.91 per linear foot. We were at \$38.00 per linear foot last year, but the price of construction materials has gone up. This is for residents who have asked to participate. Three of them are side-by-side on Washington Street. Councilwoman Mehring made a motion to accept the bid from Powell Creek Tree Service. Councilman Bergfeld seconded this motion. All were in favor; motion carried. Mayor Shanahan asked Mr. Smith to get them on the calendar to start the project. Mr. Smith answered that Cody's calendar right now has an opening for our project in late July or early August, which should give plenty of time to get our part of it organized. The mayor pointed out that early August would run into Togany Fest. Mr. Smith responded that Cody is doing a big project in Defiance before ours. The good news is that we don't have any properties to do that are right around the downtown area or at Centennial Park to interfere with festival activities. Mr. Johnson asked if any other properties could be added to the list for this year; he is considering having the sidewalk done where his son now lives at his mother's former residence near the school. Mr. Smith said he thought Cody would probably be flexible about such a request, like he was last year. Mr. Johnson said it was a span of three lots; he asked Mr. Smith to inquire and let him know if it could be added to the project.

DRAINS and SEWERS: Nothing to report.

CITY HALL and PARKS: Councilman Bergfeld reported that he has been coaching T-Ball and cannot get field time at the legion, so he has been holding practices at Centennial Park. He asked if he would be allowed to maintain the corner of the park where they practice, because the grass gets really tall there, making it impossible to play. No one voiced any objection to him doing that. Mayor Shanahan suggested that he might want to just let Josh know what the practice schedule is, so he could mow it for them. Councilwoman Mackey said she saw some little kids practicing T-Ball at Centennial Park tonight. Mr. Bergfeld said that there is one other T-Ball team, which has only had about two practices, due to rain and snow. The mayor said he thought it would be nice to put a practice schedule on the calendar, so other people can see that it is scheduled for certain times. Mr. Bergfeld said that his T-Ball schedule might have to change from Wednesday to Tuesday because his daughter starts softball games soon.

Councilwoman Mackey asked if we got a proof on the plaque for Ronald Current. Mayor Shanahan said he sent it to him and told him Council approved it, but he has not heard back from him yet. Ms. Mackey said she thought we might want to consider when we want to do the ceremony and put a date out about it. The mayor said he would email him tomorrow and see if he can give us a timeline. Councilwoman Mehring suggested that we might shoot for doing the ceremony during Togany Fest. The mayor responded that there might be a problem with seating if we do it at the park during the festival.


Councilman Bergfeld reminded members that we had talked about renting a lift to paint the flagpole, take down the tree lights, put banners back up, and anything else. He said he thought we should do it before Memorial Day. He asked if there needed to be any special permission to do that. The

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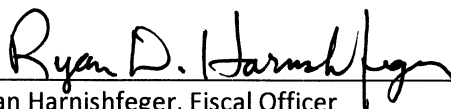
mayor said that we had talked about it and determined that it was not very expensive, so we should go ahead and do it. Mr. Bergfeld said we would need to get some paint for the flagpole. The mayor said he would contact Sherwin-Williams and ask them what type of paint we need. Then we can pick it up and they will invoice the village for it.

Councilman Smith reported that he was awakened last week with a call from the office, saying the swing sets had arrived in a semi-trailer without forewarning—a 19-foot, 700-pound package on a skid. The grain elevator was nice enough, in the middle of planting season and other activity going on, to unload them for us and store them for us until time for installation, which may be quite a few weeks in the future. Mayor Shanahan asked who is the contact now at Mid-Wood Elevator. Fiscal Officer Harnishfeger answered that his first name is Kurt, but he didn't give his last name. We have his phone number and extension at Mid-Wood. The mayor said he thought we might want to give him a personal thank you. Mr. Harnishfeger said that he was present at the elevator when the shipment was unloaded and personally thanked Kurt for helping the village out by unloading and storing this shipment. Mr. Smith commented that we should try to get a better idea of when the installation is to take place, because we will need to prepare the park for the installation before the installation team arrives. He said he doesn't want to get a surprise that they have arrived to do the installation and the park isn't prepped and needs to be done on the spot. Councilwoman Mackey said she would follow up with the sales representative to try to get a clearer idea of the timing.

With nothing further to discuss, Mayor Shanahan declared the meeting adjourned at 8:08 p.m.



Matthew Shanahan, Mayor



Ryan Harnishfeger, Fiscal Officer