

## TONTOGANY VILLAGE COUNCIL

### MEETING MINUTES FROM: December 5, 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 was Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Hylant Administrative Services Client Service Manager Marissa Euler, to give an overview of the Ohio Plan insurance renewal for 2023; Otsego student Megan Heurman, for government class. Minutes from the November 21<sup>st</sup> 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 November 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 November incident report were given to members to review. No sheriff's deputy attended the meeting to discuss the incident report.

Mayor Shanahan did a second reading, by title only, of Ordinance #956-22, an ORDINANCE ESTABLISHING EMPLOYEE SALARIES, AND DECLARING AN EMERGENCY. Councilwoman Mackey made a motion to suspend the rules and declare an emergency for Ordinance #956-22. Councilman Smith seconded this motion. All were in favor; motion carried. Councilman Bergfeld made a motion to adopt Ordinance #956-22. Councilwoman Mehring seconded this motion. All were in favor; motion carried.

Mayor Shanahan did a first reading of the title and sections 1 through 7 of Ordinance #957-22, AN ORDINANCE TO MAKE PERMANENT APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF TONTOGANY, COUNTY OF WOOD, AND STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023, AND DECLARING AN EMERGENCY. The total of appropriations for 2023 are \$1,512,307, which is made up of \$282,640 from the general fund, \$55,000 from the street maintenance fund, \$12,550 from the motor vehicle permissive tax fund, \$8,000 from the special assessment – street lights fund, \$16,550 from the special assessment – trees fund, \$3,000 from the capital improvement fund, \$355,795 from the water fund, \$653,772 from the electric fund, and \$125,000 from the other agency – sewer fund. Councilman Lee made a motion to suspend the rules and declare an emergency for Ordinance #957-22. Councilman Bergfeld seconded this motion. All were in favor; motion carried. Councilman Lee made a motion to adopt Ordinance #957-22. Councilman Smith seconded this motion. All were in favor; motion carried.

Mayor Shanahan introduced Marissa Euler and invited her to speak to members about the Ohio Plan insurance renewal package for 2023. Ms. Euler passed out copies of the Ohio Plan Package Proposal and then went through it, page by page, explaining the various kinds of coverage and deductibles for property, liability, employees/public officials, crime, and malicious acts. The gross 2023 insurance package was \$4,761, but Tontogany has been rewarded with a \$750 Ohio Plan Advantage premium contribution based upon our consecutive years of membership, loss ratio calculation, and risk management practices, bringing the total net premium for the 2023 package to \$4,011. This is a little higher than last year, partly because of some significant claims by the village in the last five years. Members did not voice any objections to the \$4,011 package renewal cost. Fiscal Officer Harnishfeger asked if he would receive an invoice by email. Ms. Euler answered that he would. She also pointed out that Hylant does more than just insurance; they also have training and other resources available. She invited the village to contact them to see if they can assist us with our needs. Councilman Fox asked Ms. Euler if a tornado would be covered. She answered that it would. Mr. Fox said he thought the coverage for playground equipment might not be enough. Ms. Euler responded that they could always increase

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that, but she advised to keep in mind that we do have the blanket limit as well, available to us if something were to happen to just the playground. With nothing more to discuss on the matter, the mayor thanked Ms. Euler and she left the meeting.

Fiscal Officer Harnishfeger reported that we have received so many bills from Palmer for water distribution contract services that there isn't enough left in the appropriation line item for that purpose to pay their latest bill for fixing the water leak at the corner of Kellogg and Tontogany Roads. He reminded members that Resolution #740-05 authorizes the village fiscal officer to transfer money from one line account to another within the same fund, as necessary. He asked members if they would be okay with him moving some of the \$20,000 from the engineering services line item, intended to pay Feller, Finch for engineering work on the master meter pit, which they apparently are not going to get to this year. Members agreed, with no objections, that Mr. Harnishfeger could move whatever he needed from that line item to the one for water distribution contract services, so he could pay Palmer and any other bills of that type that might come before the end of the year.

Fiscal Officer Harnishfeger reported that we received a quote of \$5,757.25 from TruGreen for 2023 lawn services at Centennial Park, including \$585.75 late spring, \$585.75 early summer, \$585.75 early fall, plus \$4,000 for aeration and seeding. He said he sent a copy of the quote to the park committee members and Councilwoman Mackey emailed him that we should not agree to that quote. Mr. Harnishfeger said that he contacted TruGreen again and told them we wanted a quote for just late spring and early fall lawn treatment at both of our parks and the hall. They responded with an updated quote totaling \$1,421.50 for just those items, that is, \$710.75 late spring and \$710.75 early fall treatment for Centennial Park, Mehring Park, and the village hall. Mr. Harnishfeger said he thought this was a reasonable price, especially since we paid \$550 per treatment at Centennial Park alone in 2022. Members agreed. Councilman Lee asked what was included in a treatment. Mr. Harnishfeger read from the quote that it included fertilizer, broadleaf weed, crabgrass and pre-emergent weed control (as needed/weather dependent). Councilman Fox made a motion to accept the revised quote from TruGreen for \$1,421.50, covering late spring and early fall treatments at both parks and the hall in 2023. Councilwoman Mehring seconded this motion. All were in favor; motion carried.

**ZONING:** Mayor Shanahan reported that he had given to Zoning Inspector Owens the process that Solicitor Skaff had stated as the zoning inspector's responsibility in dealing with nuisance properties. The mayor said he also talked with Gail Christofferson to see if her structural engineer was someone we could talk to. She had replied that her structural engineer charged \$200 per hour, which information the mayor said he shared with Mr. Owens. The mayor cautioned members that it could get very expensive if the village decides to move to tear down one or more nuisance properties, since we would have to front the money to do so, and we could only hope and pray that the property owner pays the assessment on their taxes for the village to recover those costs. Councilman Smith commented that it could be a \$20,000 cost to take a building down. Councilwoman Mehring asked why we would take it down. Mayor Shanahan responded that the process includes writing a letter to the property owner, giving them 90 days to take care of the problem, or the village will do so. Members discussed the matter a little more and the prevailing thought was that the village should be very cautious moving forward with these issues, due to the possibility of large and possibly unrecoverable expenses.

**UTILITIES:** Fiscal Officer Harnishfeger reported that Keith Miller stopped in at the office and reported a street light cycling on and off by his home at 18581 Tontogany Road. Councilwoman Mackey said she noticed that the street light in front of the fire hall was cycling. Councilman Fox reported that there is also a bad street light at the corner of Broad and Crom Streets. Mayor Shanahan said he would get a list to Utilities Superintendent Johnson and ask him to contact Bowling Green to repair the lights.

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**STREETS and ALLEYS:** Councilman Fox commented that we need a patch job where the pavement was torn up at the corner of Kellogg and Tontogany Roads. The mayor said he would ask Mr. Johnson to reach out to Palmer and get a timeline to get that patched; he said he would like to see it get done this week.

Councilwoman Mehring stated that she thinks we should start concentrating on repairing a street at least every other year. Mayor Shanahan commented that we had talked about doing that before. We did Crom Street and then jumped into sidewalk projects. The mayor said he thought he remembered that we were going to ask for someone's opinion on which streets should be done before others. Members discussed what street might need it most. Broad Street is perhaps the most needy, but we were waiting to do it until the water line could be replaced, so that we don't repave it and then have to tear up the new paving in a year or two to do the water line. Councilman Smith commented that once you break up the asphalt it is never right after that. He also commented that interest in the sidewalk repairs has diminished, so he is good with taking a break from sidewalks to concentrate on streets again. Councilwoman Mackey added that we can go back to sidewalks when the time is right. Councilman Fox asked if it would be cheaper to do the streets in sections. Councilman Bergfeld answered that it is probably better to get a street done all at once. Mr. Bergfeld also commented that Randy Becker still wants his sidewalk done on Broad Street, which was supposed to be paid for by the village. Ms. Mackey responded that we never agreed to do both sides of Broad Street. The mayor said we would have to look again to make sure what we committed to doing. Members mentioned that there is also a tree there that needs to come down and Mr. Fox asked if we might want to ask for an estimate on that tree too when Abe Rowe comes to look at the tree on Main Street. Mr. Smith commented that it will be a couple thousand dollars to take that tree down. He also noted that Cody Donaldson does tree service as well as sidewalks. Ms. Mackey added that he is reasonably priced too, even less costly than Abe Rowe.

**SIDEWALKS and TREES:** Councilman Smith reported that the strip of sidewalk on Wall Street was put in and it looks good. Councilman Fox asked what we had decided about the questionable tree on Main Street. Councilman Smith answered that we should have Abe Rowe take a look at it, and he said he would send Abe a text. Mr. Fox commented that he has heard it recommended that this is the time of year when trees are supposed to be trimmed up and taken down. Mr. Smith added that you can't trim oak trees after a certain time or disease will pass from tree to tree.

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

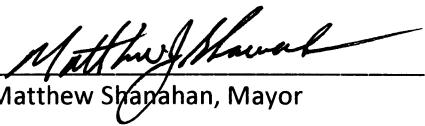
**CITY HALL and PARKS:** Councilman Smith reported that the sign at the park looks good. Mayor Shanahan agreed and said they are planning to come out this weekend and apply the river rock to the posts. Then Cody will take measurements for the sandstone caps. For the river rock, they need the water turned on at the fountain, but, when Mr. Johnson tried to turn it on, it wouldn't turn on. He called Palmer, who will fix it by installing a drain to avoid this issue in the future. Meanwhile, the mayor said he told Eric that he could come to the mayor's house and use his hose to get water they needed. Eric told the mayor that the weather has to be above 40 degrees for the Quikrete® to dry with the river rock. If necessary, they have a large tent that they can put up around the sign, with a heater inside to make sure the temperature is warm enough. The mayor said one person noticed that the Indian on the new sign does not have an eye, whereas the old one did. It is just a cosmetic choice and the mayor and members agreed that it looks fine, maybe even better without the eye.

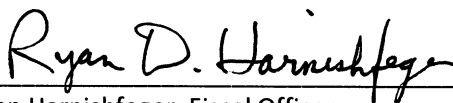
Councilwoman Mehring reminded members that Gail had asked if the village might help with the cost of getting a revitalization survey out to people of the village and the township. Members discussed the matter and concluded that, if a special mailing were to be done, the village would only help out with postage for mailings to the village. If the mailing were to be sent to the township, Gail would need to seek help with postage costs from the township trustees for that. However, the mayor and members

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thought there might be effective ways to make the survey available to people without the extra expense of a special mailing. A SurveyMonkey® address could be put on the utility bills, which are already being mailed to all of Tontogany's households. The survey or a SurveyMonkey® link could be posted on the village website. Likewise, it could be posted on the mayor's Facebook page. QR codes could be placed online or on flyers for people to access the survey with their smartphone. Flyers or surveys could be left in a stack at the post office for people to take if they wish. The mayor said he wanted the survey to have questions that would benefit the village. Councilman Fox advised that the survey have no more than fifteen questions; otherwise, people will feel overwhelmed and not willing to spend the time to fill it out. Other members agreed with this thinking. The next step is to decide on what the survey's questions will be and then to make it available to people by various methods. The mayor suggested having a place on the survey for people to leave their name and contact information, which Gail can use to contact them and have a one-on-one conversation with them. The mayor and members shared some ideas about possible businesses that might work in the old carryout downtown or other locations, including a hair salon, a bakery, or a coffee shop. Councilman Lee suggested creating a video to help promote the survey. Members suggested that he contact Gail with ideas he may have about that. Councilman Bergfeld asked if the planning committee should be consulted about the wording of the survey questions. The mayor answered that we could email them and ask for their input on it. The mayor noted that, as of now, the village has not committed any money toward this project.

With nothing further to discuss, Mayor Shanahan declared the meeting adjourned at 8:12 p.m.

  
Matthew Shanahan, Mayor

  
Ryan Harnishfeger, Fiscal Officer