

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: January 16, 2024

Council called to order in regular session at 7:07 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, absent; Damon Lee, here; Lincoln Fox, absent. Also present were Zoning Inspector Brian Owens and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: State Representative Haraz Ghanbari; Hylant Administrative Services Account Manager Steven Jerzykowski; Wood County Sheriff's Deputy Martha Villegas.

State Rep. Haraz Ghanbari administered the oath of office to reelected Mayor Matthew Shanahan. Then Rep. Ghanbari also administered the oath of office to reelected Councilmembers Brenda Mackey and Mark Smith.

Mayor Shanahan asked if anyone had any questions or concerns to discuss with Deputy Villegas. Members had nothing for the deputy. The deputy had nothing to report to Council, so the mayor thanked her and she left the meeting.

Minutes from the December 18th meeting were approved as submitted.

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. Councilwoman Mackey made a motion that these bills be allowed and orders drawn for same. Councilwoman Mehring seconded this motion. All were in favor; motion carried.

Mayor Shanahan reported that we received a quote from NWO Control, LLC for mosquito spraying in 2024, at \$215.53 per application, with a minimum of six applications per year. He pointed out that the price has risen only a little more than \$12 over the 2023 price of \$203.33 per application. We usually order six sprayings: one the week before Memorial Day; one in June; two in July; and two in August. The mayor asked if members were good with the quoted price for 2024. Members answered in the affirmative, with no objections voiced. The mayor signed the approval of the quote and gave it to Fiscal Officer Harnishfeger to submit to NWO Control with our desired schedule of applications.

Mayor Shanahan did a first reading, by title only, of Resolution #967-24, a RESOLUTION AUTHORIZING THE SALE OF VILLAGE PROPERTY BY INTERNET AUCTION. The mayor explained that Solicitor Skaff had drafted this resolution so villages could have it in place, in case they decide to sell village property sometime during the year.

Mayor Shanahan did a first reading, by title only, of Ordinance #968-24, an ORDINANCE MAKING SUPPLEMENTAL APPROPRIATIONS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2024. The mayor explained that this ordinance is for the purpose of being able to spend the \$40,174.64 of American Rescue Plan Act (ARPA) money, which must be obligated by the end of 2024 or returned to the U.S. Treasury.

Rep. Ghanbari made a few comments about his work as a state representative. He mentioned that he enjoyed attending our Christmas tree lighting event. He also mentioned that he has been working on our cellphone service reception problems and has forwarded information to people who can assess the village's best options and solutions, with an emphasis on safety concerns for the school. Mayor Shanahan told Rep. Ghanbari that we will be doing a push on downtown revitalization, and that 2025 will be the village's sesquicentennial celebration. Rep. Ghanbari offered his availability, should village officials need to contact him for help with issues. With nothing more to discuss, everyone thanked him and he left the meeting.

Mayor Shanahan invited Steven Jerzykowski to speak to members about the Ohio Plan insurance renewal package for 2024. Mr. Jerzykowski passed out copies of the package proposal to everyone and then went through it, page by page, explaining coverages and deductibles for the various categories of property and liability insurance. He explained that there was a slight increase in insurance costs for the 2024 renewal. There were no significant changes from last year's coverage. He let members know that they had options to increase limits for anything, such as cyber coverage. A 5% inflationary rate was

TONTOGANY VILLAGE COUNCIL

added to property coverage. He pointed out that coverage was added for things like lights, fencing, and hydrants, to help provide better coverage to the village. For instance, if an auto were to hit a fire hydrant and drive away, or if the driver is uninsured, the village would not have been covered before, but now it will be covered. Councilwoman Mackey and Councilman Smith both remarked that that was a good addition to the package. The package premium is \$5,073, but the village has the Ohio Plan Advantage Credit of \$750, making the net package cost \$4,323. So, the total package is roughly a \$300 increase for 2024. He asked if anyone had any questions for him. There were no questions. Members were agreeable to the renewal package at \$4,323, with no one voicing opposition. With nothing further to discuss, the mayor and members thanked Mr. Jerzykowski and he left the meeting.

Mayor Shanahan asked members for a nomination for President of Council for 2024. Councilwoman Mehring nominated Councilman Mark Smith, which was the only nomination proffered. The mayor asked Mr. Smith if he would accept the nomination for President of Council. Mr. Smith answered that he would accept the nomination. Since Mr. Smith could not vote for himself and only three other members were present, the mayor forwent a vote and just let the nomination stand as accepted with no objections voiced. The mayor told members that we would go over the makeup of committees at a future meeting when more members are present, to see if anyone desires to serve on a different committee or if we want to leave the committees as they are. He also asked members to submit any changes in their contact information, so that information can be updated.

Fiscal Officer Harnishfeger gave an update on upcoming hall rentals for January and February. He reported one rental on Sunday, January 28, one on Saturday, February 3, and one on Saturday, February 17.

Fiscal Officer Harnishfeger reported that he went to the cataract evaluation appointment in Toledo that he had previously told members about. He said that the evaluation showed that he needed to have cataract surgery. He is scheduled for surgery on his right eye in Toledo on Tuesday, February 20, with a follow-up visit in Toledo the following day. Then he is scheduled for surgery on his left eye in Toledo on Tuesday, February 27, with a follow-up visit the following day at his optometrist in Bowling Green. Mayor Shanahan asked what type of support or coverage we should plan on while Mr. Harnishfeger is recovering, or if he needs an extra day or two. Mr. Harnishfeger answered that he plans on coming back to work as quickly as possible and that, typically, a cataract patient is able to see and resume normal activities within a day after surgery. The mayor commented that we can post a notice that the office is closed on the days Mr. Harnishfeger needs to be away. He told Mr. Harnishfeger to let the mayor or members know if there is anything that needs to be taken care of in his absence; if he needs an extra day away, just let them know and they can post a notice that the office is closed.

Fiscal Officer Harnishfeger reported that he hit a time-consuming snag in the process of rolling the books over to the new year and filing 2023 information forms with the federal government. The federal government, unbeknownst to him, passed a law that requires all entities with 10 or more information forms, such as 1099s and W-2s, to file them electronically beginning 1/1/24. Previously, it was any entity with 250 or more forms to file must do it electronically. Filing electronically wouldn't ordinarily present a great problem, but the IRS has created an elaborate and difficult multi-layered method for acquiring a code that allows you to do electronic filing on their system. It requires two responsible officials of the entity to each acquire a personal identity code that lets them co-apply for another special code needed for the entity to be allowed to file information forms electronically. Once the application is successfully submitted, it can take up to 45 days for approval by the IRS. Mr. Harnishfeger said that it slowed him up a couple of days on his rollover work, just trying to figure out what the IRS was requiring and how to comply with their demands. Mayor Shanahan commented that Mr. Harnishfeger had sent him an email about this, which he had to read twice to try to understand it himself. The mayor said he planned to bring his laptop in to the office and sit down with Mr. Harnishfeger to work together on getting the login credentials he needs and whatever else we need to do.

TONTOGANY VILLAGE COUNCIL

Mayor Shanahan reported that Fiscal Officer Harnishfeger had forwarded to him an email containing a résumé for the village administrator position. The mayor said he would send copies of that email to members, and he asked Councilwoman Mackey to take a close look at it. He commented that, based on what he read, it looks like this person has the experience we are looking for. He is still working with the Lucas County Engineers, but he is available any day at 4:00 p.m. He recently moved from Maumee into Washington Township, saw the opening for village administrator on our website, and decided to send us his résumé. He is a U.S. Army Veteran. Councilman Smith commented that, if he has worked for the Engineer's Office in Lucas County, he has a good background. The mayor said he had responded to the gentleman's email and told him that we would like to set up an interview with him, including the village clerk and a council member. The mayor asked Ms. Mackey to let him know when would be a good time for her to sit in on the interview, and then he would try to set something up with the applicant. Councilwoman Mehring asked if wages were discussed. The mayor responded that wages have not yet been discussed with the applicant.

Councilwoman Mackey reported that we received the park grant, so she called Mark from Playground World in order to get us on their schedule and get things ordered. She said that they require half payment on their bill, in order to get started. The original quoted cost was \$10,840, so we should send them something like \$5,500 in order for them to start ordering materials. Fiscal Officer Harnishfeger asked if Playground World will send him an invoice. Ms. Mackey answered that they would not. Mayor Shanahan commented that we will need a paper trail, so they may send us a final invoice or we could perhaps ask for an invoice up front. Ms. Mackey added that we might be able to use the original quote as a document for the initial payment and then get the invoice later.

ZONING: Zoning Inspector Owens suggested that the Main Street sign at Tontogany Creek Road needs to be replaced. He also suggested that the village think about possibly putting a stop sign somewhere along Tontogany Creek Road, for safety reasons, to help alleviate the speeding problem on that road. Councilman Smith asked if that would be something we would want to talk with the township about too, since they have responsibility for half of that road. Councilwoman Mackey asked where we would put a stop sign on Tontogany Creek Road. Members answered that it would be at Main Street. The mayor commented that that would break it up, causing motorists to stop and then immediately hit the school zone next. He added that these were good suggestions, worth looking into. He said he would be glad to pitch the idea to the township and see if they will split the cost with us. Mr. Smith remarked that the school would probably be interested in this and might be willing to bring their striper equipment down and stripe it for us. Ms. Makey reminded members that we have talked in the past about the need to have Tontogany Creek Road striped.

Councilwoman Mehring asked if there is anything we can do about the property at Broad Street and Lincoln Street with all of the junk strewn across it. Zoning Inspector Owens answered that he, Mayor Shanahan, and Councilman Smith are going to get together and figure out what to do about that situation. Councilwoman Mackey remarked that there are probably a dozen pieces of equipment or vehicles sitting there that have nothing to do with the property owner's business.

UTILITIES: Mayor Shanahan reported that a resident had a water line break last week, but it was found to be between the meter and the house, so the village had no responsibility for fixing it. Between the homeowner and Utilities Superintendent Johnson, Palmer was called in to fix the problem and then Mr. Johnson walked away, since the village had nothing to do in this matter.

Councilman Smith commented that we need to keep working on the backflow and the lead survey matters. Mayor Shanahan responded that he would follow up with Mr. Johnson on those matters; he said he knew that Mr. Johnson had reached out to the engineer for an updated estimate on the backflow prevention project. Once we get that estimate, we just need to get on someone's schedule.

TONTOGANY VILLAGE COUNCIL

STREETS and ALLEYS: Councilman Smith observed that the township did a pretty good job removing snow from the streets for us. The mayor added that Isaac Puffer got to it quickly on Friday night. The mayor also commented that he ran into Abe Euler, who had been in communication with Isaac about how plowing is to be done in Tontogany.

SIDEWALKS and TREES: Nothing to report.

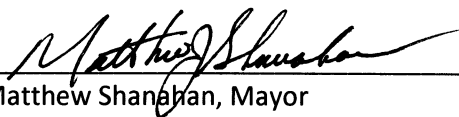
DRAINS and SEWERS: Nothing to report.

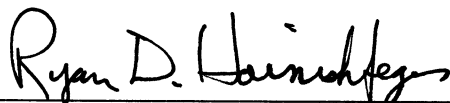
CITY HALL and PARKS: Councilman Smith asked if the hall lights were fixed. Fiscal Officer Harnishfeger answered that they were and they look good; they are not too bright, which was a concern, and they will be more economical.

Mayor Shanahan reported that he received an invitation to an Eagle ceremony that Boy Scout Troop 347 is having on Saturday for seven boys. The mayor told members that he would like to get something for these Eagle Scouts out of the village budget. He said he was thinking of something like getting about 20 or 25 coasters to have on hand, with an Eagle Scout insignia and Tontogany's name on them, something to present to each of the boys when he is asked to participate in an Eagle ceremony. The cost would probably be around \$125. The mayor also commented that sometimes he can't make it to an Eagle ceremony, and he would like to pass it off to a council member, so a representative of the village could be there. Members voiced their approval of the mayor buying such a gift at the village's expense, for presenting to Eagle Scouts. Councilman Smith commented that it is commendable that Troop 347 is putting out so many Eagle Scouts, since only about one in ten Boy Scouts becomes an Eagle Scout; we want to encourage them in this. The mayor thanked members and said he would research it and let them know the price. He will simply ask the vendor to invoice the town directly, instead of him paying for the items and then getting reimbursed afterward.

Councilman Lee reported that he might be moving out of the village this year sometime. He said he does not know when, but, if he moves out of town, he will have to vacate his council seat and the village will need to seek someone to fill his vacant seat.

With nothing further to discuss, Mayor Shanahan declared the meeting adjourned at 8:02 p.m.


Matthew Shanahan, Mayor


Ryan Harnishfeger, Fiscal Officer