

# VILLAGE OF VANLUE

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124 Center St. ~ P.O. Box 77 ~ Vanlue, OH 45890  
Phone 419-387-7745

**Robert Brooks, (Mayor)**

**Melinda Boyd, (Fiscal Officer)**

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**February 22, 2021**

On February 22, 2021 Council met in regular session at the Vanlue Community Building, called to order by Mayor Robert Brooks at 7:00 PM. All in attendance wore masks.

**Roll call by Mayor Brooks of Council Members:**

Amy Wiseley  
Dan Fellrath

Ann Burrell  
Melissa Sunderhaus

Jeri Wenger  
Melissa Caudill (President)

**Village Employees in attendance:**

Melinda Boyd (Fiscal Officer)  
Leo Hendricks (Village Administrator)  
Don Rasmussen (Legal Counsel)

**Village Residents in attendance were:**

In attendance was Village Resident Sharon May.

**All reports, minutes and agendas are sent electronically to all prior to the meeting so they can be reviewed by Council members and the Mayor. The same reports are available to the public at the meeting.**

The reading of and a motion to accept the minutes of the January 25, 2021 meeting was made by Melissa Caudill and Jeri Wenger seconded it.  
All 6 Council members present and responded yes.

Reading of and motion to accept the agenda for the February 22, 2021 meeting was made by Amy Wiseley and Dan Fellrath Seconded it.  
All 6 Council Members present accepted and responded yes.

Reading of and a motion to accept the payment of the bills as presented  
Ann Burrell motioned to accept it and Dan Fellrath seconded it.  
All 6 present Council Members accepted and responded yes.

Reading and motion to accept the financial documents/bank reconciliation/fund summary as presented. Jeri Wenger motioned to accept, and Melissa Caudill seconded it. All 6 present Council Members accepted and responded yes.

### **Public Participation:**

### **Departmental Reports:**

#### **VCO Sharon May:**

- February 27, The VCO is having a baked steak and baked chicken dinner to raise money for the fireworks show. There will be a drive thru available and social distance seating inside. Hours are 5 – 8 pm
- Sharon said that new benches were donated for the basketball courts. 1 bench was donated by Rachel, Holly and Meredith Kloepfer in honor of their Dad.
- There will be some landscape re-done this Spring

### **Committee Reports:**

#### **Streets & Sidewalks – Amy Wiseley**

#### **Finance– Melissa Sunderhaus**

#### **Community and Public relations– Melissa Caudill**

#### **Buildings and Grounds: Jeri Wenger:**

#### **Records - Dan Fellrath**

#### **Trees, Ann Burrell**

#### **Village Administrator, Leo Hendricks**

Village of Vanlue Administrator's Report  
January 24 – February 20, 2021

- Overall
  - *Many, many thanks to Brad & Mike for their hard work and long hours spent during the snow cleanup. Good Job guys.*
  - Assisted Brad & Mike during snow cleanup efforts
  - Lucius Door repaired the overhead garage door cables and opener.
  - Helped install workbench, cupboards, lighting in workshop
- Hometown Heroes Project
  - **Reminder of deadline for Hometown Heroes applications is March 26<sup>th</sup>.** Several banners of Vanlue veterans are on display at the Wildcat Café along with notices about how to purchase a banner. Target date for display of banners and completion of poles is Memorial Day, 2021.

- CARES Funds
  - Still awaiting delivery of laptops and server from HDERlink. Shawn has received all the components but is currently recovering from Covid-19. He anticipates installation of the server and delivery of the laptops within the next week or two.
- Water Related.
  - Suspended 3 water disconnects during February due to extreme cold and snow accumulation.
  - February water billing was estimated due to snow accumulation over meters.
  - Received a new scale for the water plant to replace failing one. To be installed the weekend of February 20<sup>th</sup>. This was budgeted for 2021 as a Capital item.
  - Reviewing, revising, and updating the EPA Drinking Water Contingency Plan for Vanlue. This is an annual requirement for review and necessary revisions as needed of the plans.
- Sewer Related
  - Working with Jim on renewal for discharge permit.
  - Bright Ditch is currently undergoing ditch maintenance. Talked to Soil & Water as well as the contractor about removing brush/trees along the lagoon fence. The contractor will need to access the area from inside of the lagoon fence to reach the foliage.
- Streets
  - The County Engineer advertised for bids for the 2021 paving projects. Awaiting results. Vanlue plans to repave portions of Blanchard & Crawford Streets and chip/seal South Blanchard Street.
  - **Tractor and truck had numerous mechanical issues, but with their redundancy, never had a complete failure of snow removal capabilities.**
  - **Had a couple people refuse to move their vehicles which hindered snow removal.**
- Village Employees
  - Jim
    - Daily tasks on water operation/monitoring
    - Sharing monthly reports on water production for water consumption tracking
    - Continuing to brief me on basics of plant operations.
    - Working on renewal for discharge permit.
    - Installed new scales at water plant
    - Working on softening system to resolve issues
  - Mindy
    - Monthly utility billing/collections.
    - Working on year-end financial reports
    - Working on USDA annual financial report
  - Brad
    - Work session at town hall to modify workshop with donated work bench and cupboards
    - Work session to install new lights in workshop.
    - **SNOW REMOVAL**
  - Mike
    - **SNOW REMOVAL**
    - Tractor repairs
  - Lake
    - No activity this month

Mayor **Robert Brooks Report**

- Next Council meeting is March 22, 2021 at the Vanlue Community park at 7 pm.
- All meetings in 2021 will be held at the park to be able to socially distance
- The May meeting has been changed from May 24<sup>th</sup>, 2021 to May 17, 2021 due to a conflict
- Mayor Brooks changed the Committees by adding 1 person to each one. That way there are 2 people on each committee to work together. They are as follows:
  - Dan Fellrath/Jeri Wenger are records and buildings and grounds
  - Melissa Caudill/Melissa Sunderhaus are Finance and Public relations
  - Ann Burrell/Amy Wiseley are trees and sidewalks

**Fiscal Officer Melinda Boyd Report**

- Received Leo’s bond
- 2020 is closed. The financial reports are available for public viewing at the Town Hall
- Permission has been given to the Ohio checkbook
- Received payment for Fire contract from Amanda Township
- Started uploading reports to the Auditors office for the Audit
- Working on the Annual USDA Report due on April 30, 2021
- Approve Fire Department contract for 2022 - 2026
  - Jeri Wenger motioned to approve, and Dan Fellrath seconded it.
  - All 6 council members approved by answering yes 6-0

Motion to adjourn the February 22, 2021 meeting at 7:19 pm was made by Amy Wiseley and Melissa Sunderhaus seconded.  
All 6-council said yes

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**MAYOR**

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**FISCAL OFFICER**