

# VILLAGE OF VANLUE

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

**Robert Brooks, (Mayor)**

**Leo Hendricks, Village Administrator**

**Melinda Boyd, (Fiscal Officer)**

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**April 24, 2023**

On April 24, 2023, Council met in regular session at the Village Town Hall and was called to order by Mayor Robert Brooks at 7:00 PM.

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

Amy Wiseley  
Becky Nye

Ann Burrell (P)  
Robert Greene

Jeri Wenger  
Melissa Caudill

**Village Employees in attendance:**

Leo Hendricks (Village Administrator)  
John Filkins (Village Solicitor)  
Mindy Boyd (Fiscal Officer)

**Village Residents in attendance were:**

**All reports, minutes and agendas are sent electronically to all of Council 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 April 24, 2023 meeting was made by Melissa Caudill and seconded by Amy Wiseley seconded.

Motion passed 6 - 0

Reading of and motion to accept the agenda for the April 24, 2023 meeting was made by Bob Greene and seconded by Ann Burrell

Motion Passed 6 – 0

Reading of and a motion to accept the payment of the bills as presented Becky Nye motioned to accept the payment and seconded by Jeri Wenger.

Motion passed 6 - 0

Reading and motion to accept the financial documents/bank reconciliation/fund summary as presented.  
Ann Burrell motioned to accept and Amy Wiseley seconded it.  
Motion passed 6 - 0

### **Public Participation:**

### **Departmental Reports:**

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

Sharon was not present but Ann Burrell had the park report. Ann asked about what type of insurance the park needs for the Vanlue Fest. Leo informed that there needs to be 2-day event insurance and the Village needs to be added as an additional insured.

Upcoming events at the park and around the Village.

- May 13, 2023 reverse raffle. \$50 per ticket. Includes prime rib meal. Additional tickets are \$15/person.
- The spaghetti dinner brought in \$3500

### **Committee Reports:**

#### **Trees, Streets & Sidewalks – Amy Wiseley & Ann Burrell (P)**

- Jerry Shane will be working with Seth Arnold to fix his steps at his house and he will have his sidewalk replaced. Also, on the list is Jim & Ashley Saltzman and Donita Higgins sidewalks will be done at the same time as Arnold. Ann will be talking to Melanie Martin regarding the church steps at the Vanlue Community Church and the portion of the sidewalk that is bad to see if the church is replacing them this summer. Also, Lacy and Greg Cornette will replace their sidewalk and the Vanlue Community Church. 5 in total are on the list to replace their sidewalks. Seth Arnold, Jim Saltzman, Donita Higgins, Greg Cornette, Stacey Alford. Ann will be getting a hold of Shelley to asphalt her drive way at the same time as the roads.
- There are 2 pear trees and 2 black hickory trees that need to come down.
- A resident spoke out regarding the recycle bin trash. When the bin gets full, papers and other items blow into her yard. 1 council person asked if the bin was just for Vanlue and that answer is No. 1 resident asked if we could put a post in and attach a go-pro cam up to see who is dumping their trash. That is not feasible due to animals that run across or the number of vehicles and walkers on that street.
- Leon Caudill requested that Children at Play signs be put on Crawford St and North St.

## **Zoning: Paul Brooks**

- The Mayor and Paul drove around and spotted a few issues. A resident has a new- used trailer but the registration is not current. A Deputy tried to talk with the resident but the owner would not answer his door. Paul will tag the trailer since the Deputy did not. The vehicles will be tagged as well that are on the property. Attorney Filkins suggested that Paul tag the vehicles he can see that are not current plates. When they are not moved, the Attorney will file a court case.
- Paul asked if Mindy could print names and addresses out for him. She will do that and put it in his box.
- Becky will print duplicate zoning violation forms for Paul to issue.

## **Finance and Community & Public Relations–Melissa Caudill & Rebecca Nye:**

- Dave heard from Jon Haggerty regarding the tile on the township road. The Township is waiting on a quote for new tiles. Double tiles will put in instead of bigger tiles.

## **Buildings and Grounds and Records: Jeri Wenger & Robert Greene:**

- Bob toured Vanlue with Leo and learned a lot regarding all of the Village property.
- Jeri had a request for B1 rules for zoning.

## **Village Administrator, Leo Hendricks**

March 26- April 22, 2023

- Overall
  - Work has started on CR169/SR15 overpass. West Main Street was closed at SR15 on April 5<sup>th</sup>. The project is slated to be completed by the end of October 2023. Miller Brothers Construction is the contractor. A borrow pit is under way on the north side of West Main Street.
  - Spring cleanup will be May 6<sup>th</sup> with the dumpster located at the WTP.
  - Performed several OUPS locates.
- American Rescue Plan Act (ARPA)
  - HDERlink is working on implementing upgrades to the communications network between the WWTP, WTP, and Tower.
  - S & S (Data command) will be performing the upgrade to the WTP controls using ARPA funds for \$9,580. Awaiting availability of components to schedule the installation.
- Water Related
  - The Water Tower cathode will be reinstalled on April 29<sup>th</sup>.
  - Paystar is now capable of accepting partial payments and overpayments of up to \$30.

- Applied for an EPA grant for a valve exercising tool for main and hydrant valves operations as part of the EPA asset management requirements. Currently the valves must be manually operated. Will know within the next couple of weeks if we are awarded the grant for +/- \$8,500. Was informed by the EPA that they had received approximately 450 requests and only 100 will be awarded.
- Had 14 delinquencies this month with SIX disconnects.
- Website: 40 persons have signed up so far for text or email alerts and news.
  - Paystar Statistics to date - during the March payment month:
    - 36 customers or 20% of the total water/sewer customers used the Paystar option for \$3,887 in collections.
    - The 14-month average is 31 customers utilizing Paystar each month.
- Total transactions of 427 and collections to date are \$46,062.
  
- Sewer/Storm Sewer Related
  - Recommend cleaning the catch basins this year. We may be able to use license permissive fees to help cover the cost since this is street related as well as applying for the annual PEP grant. Contractors could be Bugner's or the Hancock County Engineer's Department.
- Streets
  - Received the resolution from the County Engineer's Office for the 2023 OPWC paving work. On the agenda for approval.
- Veterans Parkway
  - The spaghetti dinner was a great success with a great turn out. Plans this year are to install 9 more poles to accommodate current and future banners. Benches and landscaping to take place this spring.
  
- Village Employees
  - Jim
    - Daily tasks on water & sewer operation/monitoring
    - Ordered needed chemicals and supplies.
    - Monthly EPA water & sewer reporting
    - Working on 2022 Consumer Confidence Report
  - Mindy
    - Monthly utility billing/collections
    - Work with consumers on billing issues and new user sign ups.
  - Mike Wenger
    - Distributed delinquent notices, performed disconnects, reconnects.
    - Monthly meter readings.
    - Decommissioned the snow removal equipment, spread stone at green waste site.
    - Serviced the Kubota mower and the Massey tractor.

- Austin DesGranges
  - Decommissioned the snow removal equipment, spread stone at green waste site.
  - Serviced the Massey tractor.
- Simon Duling
  - No activity this month

### **Mayor's Report & New Business items:**

- Next meeting will be May 22, 2023 at the Town Hall
- The flyover will be started in April.
- Beth Rose, auction house, is supposed to call when Wygant's house transfers to the bank.
- The policy to issue shut off and turn on
  - The notices are placed on the delinquent's door with flexible wire, on the 28<sup>th</sup> of a month and then disconnecting occurs on the 15<sup>th</sup> of the next month. The same residents are delinquent month after month.  
Mindy had 2 delinquent residents that came in and unfortunately Mindy shouted back things that should not be said. She did apologize to the Mayor, Council and Leo. She is going to start highlighting the delinquent amounts on the bills.

### **Old Business**

- Spring Cleanup for the Village is May 6, 2023 8:00 am till dumpster is full. This is for Village residents only. May have to show ID.
- The solar eclipse is in April 8, 2024.
- They flyover is moving along.

### **Fiscal Officer Melinda Boyd**

- I attended the hybrid virtual conference early in the month.
- Jeri is on the schedule for cleaning in April
- The IRS sent a letter to us stating that Mindy presented was enough and ruled in Mindy's favor. There is no fine to be paid.
- Received the electric bill for the Christmas lights. It was for \$420.81
- Effective March 23, 2023, the gas recovery cost decreased to .41010 from .47578
- The audit for January 1, 2021 to December 31, 2022 has begun. I signed the engagement letter. I put a copy in each of your folders. Each of you will be getting a fraud questionnaire from the Auditors. Please complete the form and send it back. I emailed her some documents so she could get started.
- The bids are in for the 2023 paving. Ours came in at \$51,951.60. I sent the email to Leo so he could review and I signed the Fiscal Officers certificate. The breakdown is \$24,936.77 of Village funds and \$27,014.83 OPWC funds. Each of you have a copy of the agreement in your folders.
- Ann is on office cleaning in May.

Motion to approve resolution 01-2023, the transfer of \$35,000.00 from the General fund to the street fund. This will be used for the repairs of streets, lanes, sidewalks and curbs.

Ann Burrell motioned to approve and Bob Greene seconded.

Motion passed 6-0

A motion was made by Bob Greene and seconded by Amy Wiseley to adjourn the April 24, 2023 Village of Vanlue Council meeting at 8:06 pm

Motion passed 6-0

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**MAYOR**

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**FISCAL OFFICER**