

# 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 25, 2022**

On April 25, 2022, Council met in regular session at the Village of Vanlue Town Hall and was called to order by Mayor Robert Brooks at 7:00 PM.

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

Amy Wiseley(President)  
Becky Nye

Ann Burrell  
Robert Greene

Jeri Wenger  
Melissa Caudill

**Village Employees in attendance:**

Melinda Boyd (Fiscal Officer)  
Leo Hendricks (Village Administrator)  
John Filkins (Village Solicitor)  
Paul Brooks (Zoning)

**Village Residents in attendance were:**

Sharon May was present for the meeting.

**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 March 28, 2022 meeting was made by Ann Burrell and seconded by Jeri Wenger.

Motion passed 6 - 0

Reading of and motion to accept the agenda for the April 25, 2022 meeting was made by Melissa Caudill and seconded by Ann Burrell.

Motion Passed 6 – 0

Reading of and a motion to accept the payment of the bills as presented

Melissa Caudill motioned to accept it and Jeri Wenger seconded it.

Motion passed 6 - 0

Reading and motion to accept the financial documents/bank reconciliation/fund summary as presented.

Becky Nye motioned to accept and Bob Greene seconded it.

Motion passed 6 - 0

### **Public Participation:**

- The Mayor read a letter from resident Cindy Frantz regarding the flooding in her yard. Her address is 308 W North St. She stated that fixing the water leak at Mark Price's would help, but not totally. She was informed tiling to the North would be quite expensive. She would like the Village to check for a broken tile in the well field. Kyle Parker from the County Engineers office will be coming out and evaluating the drainage in the well field in the coming weeks. Leo has also talked with Tom Lee and he stated Tom feels the water drains off Blanchard St to his and Cindy's property. It was checked today, April 25, 2022 since 2/3" of rain fell and there is no standing water. Cindy was told that a French drain or dry well could be put in her yard or even elevate the yard with dirt. The town has had Shaferly's come and look at it. Zoning official, Paul Brooks stated a lower catch basin and raising the area on her property would help he thought.

### **Departmental Reports:**

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

Sharon reminded Council the reverse raffle is on 5/14/2022. It is a prime rib dinner and \$50.00/ticket and each additional dinner will be \$15.00/each

### **Committee Reports:**

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

- Amy stated that there are a few sidewalks that need to be upgraded. 2 of those are in front of Jill Gregory's house and Sam Thomas's. The school has gotten estimates for replacing the sidewalk from the band room to the flag pole.
- Jerry Shane does concrete work. His contact is 419-835-2069.

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

- Becky has reviewed and signed all the payments and receipts for the prior month.
- She has also stated that the Carey Chamber will evaluate the electric bills to be included on a co-op plan. Mindy will give her the last 3 months of bills so they can do that.

## Zoning: Paul Brooks

- Paul stated he wrote for 1 permit for a shed and someone inquired about a garage permit. Attorney Filkins and Paul are working on a policy and procedure to gain access to a private property to investigate any violations. If any vehicle violations, a deputy needs to run the plate and determine if the registration is current or not. If it is not then it can be towed that day.

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

Jeri and Bob stated that there is a leak around the courtyard door on the town hall. Jeri also did the cleaning for April and Ann is cleaning for May. Bob also took the records class online.

## Village Administrator, Leo Hendricks

March 27 – April 23, 2022

- Overall
  - Website and Paystar bill pay are up and running. 29 persons have signed up so far for alerts and news. **During the March payment month, 29 customers or 16% of the total water/sewer customers have utilized the Paystar option for \$3,091 in collections.**
  - **Spring Clean Up Day is scheduled for Saturday, May 7<sup>th</sup> at starting at 8 am at the Water Treatment plant.**
- Hometown Heroes Project
  - An all you can eat spaghetti dinner was held on April 9<sup>th</sup> at the Vanlue Park Building. Good turnout and good food.
  - Plans for this year include upgraded landscaping, signage, and memorial benches.
  - More banners/poles will be installed next spring for Memorial Day as needed per requests received. 29 new requests have been received so far. Cutoff date for new banners was April 15<sup>th</sup>.
  - Banners were removed and stored.
- CARES Funds
  - **The VPN software has been upgraded and loaded on all village laptops. Tutorial sheets are included with each laptop.**
  - I plan to have training sessions for users to familiarize everyone with server and printing options.
- American Rescue Plan Act (ARPA)
  - Received \$18,500+ this year, and \$18,500+ 12 months later. Will have to follow strict procurement procedures for spending.
  - ARPA funds can be used for water and sewer infrastructure. Possible potential areas are water meter upgrades/replacement & cybersecurity updates to the Water and Waste Water plants.
  - We have until late 2024 to appropriate the funds and 2026 to spend the funds.

- Water Related
  - **Cathode for the water tower will be re-installed during May.**
  - **Had 13 delinquencies this last month with two disconnects. Four delinquent accounts utilized Paystar. The next delinquency posting will be on April 28<sup>th</sup>.**
  - Now have 4 customers on the water/sewer reduced maintenance rates.
- Sewer/Storm Sewer Related
  - **Have two catch basins in need of repair/replacement on East North Street. The contractor reviewed and will advise of potential repair time frame.**
  - Awaiting further study and estimate of catch basin/tile work on North Street & Buffalo Streets for areas which are experiencing standing water.
  - **Working with Kyle Parker of the Hancock County Engineer's office on storm water issues on North Street. I am scheduled to meet with him the first week of May to review options.**
  - **Received a quote from Industrial Fluid Management for biocide treatment of the lagoons this year. Will be implementing treatment.**
- Streets
  - **The Hancock County Engineer received the bids for the consolidated paving program for 2022. Our costs will be +/- \$21,075. Shelly Company was the low bidder. This will be for Maple Street and selected alleys repaving. Paving will tentatively take place during May**
  - Spoke to the County Engineer's Office about surveying the area north of West North street for potential vacations. Provided a map with areas marked up. They will try to survey before summer construction season.
  - **Met with Tracy Conley at the school about the sidewalk/curb replacement project. She obtained quotes from two contractors for the removal/installation portion of the work. The village will pay for materials and the school for labor. The sidewalk will be widened to allow for easier access to school buses as well as adding a crosswalk ramp on the northeast corner of Main Street.**
  - Received initial drawings & documents from ODOT regarding the overpass on West Main Street. Tentative construction will start April 1, 2023.
  - **Street sweeping should take place within the next couple of weeks, weather permitting.**
  - **Recommend catch basin cleaning this spring.**
  - **Have a few areas targeted for cold patch this spring.**
- Village Employees
  - Jim
    - Daily tasks on water & sewer operation/monitoring
    - Ordered needed chemicals and supplies.

- Performing lagoon discharges for fall/winter season
- The CCR report is available for viewing on the website. Mindy will put a notation on the May bills that it is available to view.
- Mindy
  - Monthly utility billing/collections, continuing to learn new payment process.
  - ARPA related paperwork
- Mike
  - Distributed delinquent notices, performed disconnects/reconnects
  - Monthly meter readings, helped troubleshoot customer usage concern
  - Equipment preparation for mowing season
- Brad
  - No activity this month

### **Mayor Robert Brooks Report**

- Next meeting is May 23, 2022 at 7 pm at the Village Town Hall unless stated otherwise
- Council and the Mayor stated Spring Cleanup day is on May 7, 2022 at 8:00 am till full. Leo will schedule a 40-yard dumpster with Rumpke. This is only for Village Residents.
- Mayor Brooks would like to thank Council for the well wishes and flowers for when his Grandma Brooks passed.
- Mayor Brooks revisited the possibility of selling some acreage of the well field. There was 35 acres purchased by the Village at \$3800/acre. There needs to be 300' clearance around each well. He has talked to a solar contractor and that company stated the solar panels last approximately 10 years before having to be replaced. If the Village sold off 10-12 acres the EPA would have to approve what is put there. Maybe an organic farmer would be interested in planting the field. Currently the Village gets \$1500/year for a farmer to put hay in.
- The Mayor heard a lot of residents comment about seeing all of Council present at the spaghetti dinner at the park.

### **Fiscal Officer Melinda Boyd Report**

- Attended the yearly local government service conference online all-day April 13,14, 2022.
- Read a thank you card from the Mayor and his family for the flowers for his Grandma
- Completed the interfund transfer of \$35,000 from general fund to the street fund.
- Received payment for part of the assessed taxes for back water.
- Discussed the increase for the patrol hours to \$38.99/hour from \$37.66/hour
- Discussed the renewal of the Sams.gov. We will not pay for it, since we do not seek contracts and jobs from the state.
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Motion to adjourn the April 25, 2022 Council meeting at 8:04 pm was made by Bob Greene and seconded by Amy Wiseley.

Motion passed 6-0

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**MAYOR**

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**FISCAL OFFICER**