

# 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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**February 28, 2022**

On February 28, 2022, Council met in regular session at the Village Park Building and was called to order by Mayor Robert Brooks at 7:00 PM. Masks were optional.

**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)

**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 February 28, 2022 meeting was made by Ann Burrell and seconded by Amy Wiseley.

Motion passed 6 - 0

Reading of and motion to accept the agenda for the March 28, 2022 meeting was made by Becky Nye and seconded by Jeri Wenger.

Motion Passed 6 - 0

Reading of and a motion to accept the payment of the bills as presented  
Amy Wiseley motioned to accept it and Bob Greene seconded it.

Motion passed 6 - 0

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

**Public Participation:**

**Departmental Reports:**

**VCO Sharon May:**

Sharon May gave Council a list of dates that are going on at the park in the coming months.

- March 5<sup>th</sup>, 2022 VCO baked chicken and steak dinner. Dine in or carry out
- March 12, 2022 Softball pancake breakfast
- March 26, 2022 Church food pantry
- April 9, 2022 Veteran Parkway spaghetti supper
- April 16, 2022 Easter egg hunt
- May 14, 2022 reverse raffle
- June 17 – 18, 2022 Vanlue garage sales
- June 18, 2022 VCO chicken BBQ (evening)
- July 17 – 21, 2022 Vacation Bible School
- July 28 – 30. 2022 Vanlue Fest
- September 17, 2022 Veteran Pkwy chicken BBQ
- October 27, 2022 Trick or Treat
- October 29, 2022 4H Community Pot Luck
- November 12, 2022 VCO Spaghetti supper
- November 27, 2022 Decorate Park for Christmas
- December 4, 2022 Christmas in the Park
- December 18, 2022 Vanlue Christmas caroling.

The park will be installing a new merry go around as well as adding 2 pieces of playground equipment.

**Committee Reports:**

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

No problems with the Village trees during the ice storms.

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

Becky suggested that the webpage address be included on the Facebook page. Leo has stated that a couple of people will get trained to update the website.

**Zoning: Paul Brooks**

All is good

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

Jeri stated everything was good with the buildings and records. Bob Greene will be getting trained with the Sunshine Laws records.

## **Village Administrator, Leo Hendricks**

January 23 – February 26, 2022

- Overall
  - Submitted the paperwork to Regional Planning for the dilapidated homes demolition program for one house on Buffalo Street. They have \$500,000 in the program this year. Regional Planning has to submit paperwork to the state and then do the bidding process for all buildings approved in Hancock County.
  - Becky Nye asked if Ruth Rose's trailer would be scheduled for demolition and Leo answered no due to trailers are not included in this program.
  - Participated in two webinars this month. One for ARPA funding rules, the other for EPA Lead & Copper rules changes.
  - Website and Paystar bill pay are up and running. 25 persons have signed up so far for alerts and news. As of Saturday, six persons have utilized the Paystar option.
  - Participated in online sessions with Municipal Impact and Paystar for training and startup of the new website and payment portal. With guidance and suggestions from Municipal Impact, populated the website with content, forms, pictures, and contacts. Continuing updates as time permits.
  - Have a follow up call from Paystar next week to work out some details on payment options and further integration with Ohio Software system.
  - Worked with Becky Nye to develop an insert for water bills for the website and Paystar roll out. Great Job Becky!
- Hometown Heroes Project
  - **An all you can eat spaghetti dinner is scheduled for April 9<sup>th</sup> at the Vanlue Park Building. Tickets will go on sale March 6<sup>th</sup>.**
  - Plans for next year include upgraded landscaping, signage, and memorial benches.
  - More banners/poles will be installed next spring for Memorial Day as needed per requests received. 12 new requests have been received so far. Cutoff date for new banners is April 15<sup>th</sup>.
  - Banners were removed and stored.
- CARES Funds
  - Shawn has upgraded the VPN module and should have the new licenses next week. This should relieve the remote connectivity issues.
  - 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.
  - Received a quote from Data Command for recommended upgrades to our operating system for the Waste Water and Water Treatment plants. Looking to utilize ARPA funds for the upgrade.
  - We have until late 2024 to appropriate the funds and 2026 to spend the funds.
- Water Related
  - **Estimated the water billing this month due to weather conditions.**
  - **Had 13 delinquencies this last month. Two were scheduled for disconnect but were placed on hold for one week due to cold weather. They paid within the one-week extension. Next delinquency posting will be on February 28<sup>th</sup>.**
  - Now have 4 customers on the water/sewer reduced maintenance rates.
  - Awaiting backflow tests from a couple of customers. Reminder letters were sent out.
- Sewer/Storm Sewer Related
  - Received word that the spare sewer pump has been repaired and ready for pick up from Mansfield.
  - Awaiting further study and estimate of catch basin/tile work on North Buffalo Street for areas which are experiencing standing water. Will wait until warmer weather or spring to pursue.
- Streets
  - The Hancock County Engineer has advertised for bids for the consolidated paving program for 2022. Awaiting bid results next week and our final costs.
  - Will need to replace one broken Stop sign at the corner of Crawford and South High Street. Was broken during snow plowing. Have a temporary sign in place. (Thanks to Keith Hendricks for fabrication of the base and post). Will also need to replace reflector post on Blanchard Street at the culvert. An unknown semi-truck bent it during the last snow. Will be contacting the Engineer to replace the signs and add more reflectors on Blanchard St.
- Village Employees
  - Jim
    - Daily tasks on water & sewer operation/monitoring
    - Ordered needed chemicals and supplies.
    - Performing lagoon discharges for fall/winter season
  - Mindy

- Participated in online sessions with Municipal Impact and Paystar for training and startup of the new website and payment portal.
- Worked with Jim from Ohio Software on upgrades and integration of billing system with Paystar. Have a follow up call from Paystar next week to work out some details on payment options and further integration with Ohio Software system.
- As of the meeting date, there had been 9 online payments. The Village has been getting positive feedback
- Monthly utility billing/collections, learning new payment options.
- Sent out second reminder backflow inspection notifications. These were due by January 31<sup>st</sup>.
- Mike
  - Distributed delinquent notices
  - Plowed snow and spread salt/grit as needed
  - Minor repairs to truck/snow plow
- Brad
  - Assisted in snow plowing and snow removal

Vacating alleys will be surveyed possibly by the County in the next couple of months.

### **Mayor Robert Brooks Report**

- Next meeting is March 28, 2022 at 7 pm back at the Village Town Hall unless stated otherwise
- John Filkins, an attorney with an office in Findlay, has expressed interest in the Solicitor's job. Mr. Filkins has had an office in Findlay since 1190. He is licensed in Michigan and Ohio. He has also been Arcadia's Solicitor for more than 25 years.
- Council and the Mayor set Spring Cleanup day 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.
- A cleaning schedule was given to Council as well as put on the board in the mailbox room.

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

- Completed the year end for 2021 and gave approval for submittal to the Ohio Checkbook. Received confirmation that the file was accepted.
- The Sheriff's office sends monthly reports via email. These can be found on the shared drive/patrol
- Bob will register for the records class that is available online.
- Leo, Becky and I will be working on the permanent appropriations the month of March
- Jeri stated that the state does not send certificates when the records class is completed. I did check to verify online of her attendance and she did complete the class.
- The Village will not be receiving anything from the Purdue Litigation class action suit. Don Rasmussen informed that the little towns or entities were grouped together and used for advertising and such.

Motion to approve and hire John Filkins as the Village Solicitor at the rate of \$400.00/ meeting  
A motion was made by Melissa Caudill and Ann Burrell seconded it.  
Approved 6-0

A motion was made to approve Ordinance 2022-01 to hire John Filkins as the Village Solicitor.  
A motion was made by Jeri Wenger and Amy Wiseley seconded it.  
Ordinance passed 6-0

Motion to approve Ordinance 2022-02, **AN ORDINANCE DECLARING DISCHARGE OF DRAINAGE WATER INTO STREETS, SIDEWALKS, OR OTHER RIGHTS-OF-WAY UNLAWFUL AND DECLARING AN EMERGENCY.**

Motion made by Melissa Caudill and Amy Wiseley seconded it  
Motion passed 6-0

Motion to adjourn the February 28, 2022 Council meeting at 7:50 pm was made by Becky Nye and seconded by Ann Burrell.  
Motion passed 6-0

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**MAYOR**

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**FISCAL OFFICER**