

VILLAGE OF VANLUE

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)

March 28, 2022

On March 28, 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)

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 Bob Greene.

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. Jeri Wenger motioned to accept and Amy Wiseley seconded it.

Motion passed 6 - 0

Public Participation:

- Judy Jameson has voiced a concern regarding people knocking over lawn ornaments on the east side of her house.
- Some residents do not want the banners left up all year.
- Becky Nye inquired about Cindy Frantz's property on W North St and the water that lays in her back yard. She asked when and if anything will be done to alleviate that problem. Village Administrator, Leo Hendricks informed Becky that the property owner can put fill dirt in and the owner can put a catch basin and bore it to the ditch. But then if the ditch would flood it would back up into her yard.

Departmental Reports:

VCO Sharon May:

Sharon May reminded council that there will be a spaghetti supper on April 9, 2022 at the park. April 16, 2022 there will be an Easter Egg hunt at the park for all ages. The Easter Bunny will visit and refreshments and prizes will be handed out.

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

- Amy Wiseley and Ann Burrell have gone over the alleys that may get vacated or start the process this year.
- Once the weather breaks, they will start naming sidewalks that will be replaced. The Village pays for the supplies but the property owner provides the labor to replace that sidewalk. They also counted 25 trees that are interfering in the sidewalks and causing issues.
- Julia Arnold would like to get the tree in front of her house removed. She would like to make that area handicap accessible. The sidewalk may need updating as well.
- Some parts of the sidewalks are sinking due to the water and sewer work in the past.
- Amy and Ann will start working on all these issues late Spring early summer.
- Ann Burrell mentioned that possibly Christmas Banners could be purchased and hung up on the Boulevard in the winter once the Veteran flags are done.
- Amy also created a checklist of cleaning chores that need to be completed when it is your turn.

- It has been brought up regarding Wygant’s house on East Street and if it could be added to the destruction schedule this year. Council was informed that it is not possible this year.

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

Becky has reviewed and signed all the payments and receipts for the prior month.

Zoning: Paul Brooks

All is good. Paul will be home from Florida in the beginning of April.

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

Jeri stated everything was good with the buildings and records. Bob Greene will be attending the online class for the Records training in April.

Village Administrator, Leo Hendricks

February 2 – March 26, 2022

- Overall
 - Participated in three webinars this month. One for Treasury ARPA funding rules review, one for EPA Lead & Copper rules, and the third for RCAP Valve exercising plans.
 - Website and Paystar bill pay are up and running. 26 persons have signed up so far for alerts and news. During the February payment month, 31 customers or 17% of the total water/sewer customers have utilized the Paystar option for \$3,304 in collections. Additional customization is underway with Paystar to allow for partial payments.
 - Continuing to add content and pictures to the website.
 - Attended the annual Hancock Health District meeting as Robbie’s proxy. Our annual fees will increase \$55 this year.
 - Assisted Mike in removing and storing the snow equipment.
 - Received a trash/rubbish complaint. Spoke to the homeowner in Robbie’s absence. The Hancock County Health Department also sent the homeowner a letter requesting them to clean up their property. Some progress has been made.
 - Spring Clean Up Day is scheduled for Saturday, May 7th at the Water Treatment plant.
- Hometown Heroes Project
 - An all you can eat spaghetti dinner is scheduled for April 9th at the Vanlue Park Building. Tickets are available from the Wildcat Café or Vanlue Carry Out.
 - 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. 17 new requests have been received so far. Cutoff date for new banners is April 15th.
 - Banners were removed and stored.

- CARES Funds
 - Shawn has upgraded the VPN module while we still are awaiting the new licenses. He was on vacation the last two weeks. 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
 - Had 15 delinquencies this last month with no disconnects. Five delinquent accounts utilized Paystar. The next delinquency posting will be on March 28th.
 - 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. Contacted a contractor to review advise of potential repair timeframe.
 - Awaiting further study and estimate of catch basin/tile work on North Buffalo Street for areas which are experiencing standing water.
 - Will be working with Industrial Fluid Management for a proposal for biocide treatment of the lagoons this year.
- 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.
 - 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.
 - The County Engineer's Office replaced a stop sign on Crawford & South High Street and installed new reflectors at the culvert on Blanchard Street.
 - Spoke to Tracy Conley at the school about the sidewalk/curb replacement project. She will reach out to contractors for the removal/installation portion of the work. The village will pay for materials. Updated Amy and Ann.
 - Spoke to Richard Daugherty of AEP about the potential of upgrades to LED street lights. He said the PUCO has approved their rate request and they will be replacing ALL street lights within the next five years with LED lights. I also spoke to him about trimming around the street lights and he said they no longer do that. That will have to fall under our tree trimming program costs. Discussed with Amy and Ann.

- Received initial drawings & documents from ODOT regarding the overpass on West Main Street. I will print out a copy for review by the council and viewing by the public at the town hall. Tentative construction will start April 1, 2023. It appears to have minimal impact to current homeowners/driveways.
- Recommend street sweeping within the next couple of weeks, weather permitting.
- Recommend catch basin cleaning this spring. A farmer inquired about the old drainage tile that the Village has sitting behind the lift station. He offered to donate \$150.00 to the Village and take the tile. The Mayor and Council authorized that.
- Village Employees
 - Jim
 - Daily tasks on water & sewer operation/monitoring
 - Ordered needed chemicals and supplies.
 - Performing lagoon discharges for fall/winter season
 - Mindy
 - Prepared Annual Permanent Appropriation Ordinance.
 - Prepared Fund transfer resolution.
 - Prepared annual USDA report and submitted.
 - Continuing to work with Paystar and Ohio Software on enhancements such as allowing the customer to make partial payments. Currently they are limited to paying only their entire outstanding balance.
 - Monthly utility billing/collections, continuing to learn new payment process.
 - Mike
 - Distributed delinquent notices
 - Removed & stored snow removal equipment
 - Replaced the security light on the west side of the town hall with an LED unit.
 - Reinstalled the street sign on John & Buffalo streets.
 - Brad
 - Assisted in snow plowing and snow removal
 - 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 31st.

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

Mayor Robert Brooks Report

- Next meeting is April 25, 2022 at 7 pm at the Village Town Hall unless stated otherwise
- 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 and Amy created a checklist to hang with the schedule as well.
- Street sweeping will be set for mid-April.
- Mayor Brooks gave an update on Ordinance 2022-02, regarding drainage water from residences. One resident that was warned have moved the down spouts. If anything, further is needed on this, Paul will take care of it when he gets back to town.
- Mayor Brooks would like to thank Council for the well wishes and flowers for when his Grandma Brooks passed.
- Mayor Brooks brought up to Council about possibly selling some acreage of the well field. Leo believes all the land there which is 35 acres is needed for the well field. Attorney Filkins brought up the possibility of putting a solar field in. Arcadia was approached but denied to participate when they were approached. Don Roberts was the seller of the 35 acres when the Village bought it.

Fiscal Officer Melinda Boyd Report

- Hancock County Commissioners requested that their resolution for a public meeting regarding windfarms be displayed in our public area. It will come down April 19, 2022.
- Attending the online local government conference April 13-14, 2022

Motion to approve Resolution 02-2022 transferring of \$35,000 from the General fund to the street fund for street, sidewalk and curb repair was made by Melissa Caudill and Amy Wiseley seconded it. Approved 6-0

A motion was made to approve Ordinance 2022-03 the permanent appropriations. A motion was made by Jeri Wenger and Ann Burrell seconded it. Ordinance passed 6-0

Motion to adjourn the March 28, 2022 Council meeting at 8:00 pm was made by Melissa Caudill and seconded by Amy Wiseley. Motion passed 6-0

MAYOR

FISCAL OFFICER