

# VILLAGE OF VANLUE

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Phone 419-387-7745

**Robert Brooks, (Mayor)**

**Leo Hendricks, Village Administrator**

**Melinda Boyd, (Fiscal Officer)**

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**May 23, 2022**

On May 23, 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 (Absent)

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 and Cindy Frantz were 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 April 25, 2022 meeting was made by Melissa Caudill and seconded by Ann Burrell Motion passed 5 - 0

Reading of and motion to accept the agenda for the May 23, 2022 meeting was made by Amy Wiseley and seconded by Jeri Wenger.  
Motion Passed 5 – 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 5 - 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 5 - 0

### **Public Participation:**

- Council woman Becky Nye asked why was resident Cindy Frantz not notified about the meeting with the County Engineer regarding the drainage issue in her yard? Leo was not told she wanted to be present. Cindy spoke about being frustrated due to this being an ongoing problem that she brought to Council's attention at least 5 years ago. Leo presented Kyle Parker with pictures of standing water. Cindy asked council to not let this issue drop and she thinks possibly the fix is in sight. Keep moving forward. Estimates will be gotten to work on this issue from Brooks barn down to the ditch. Leo has also contacted Tom Lee regarding the issue and he agrees that the Village and the engineers are on the right track. Nothing can start till the wheat crop is taken off. Cindy may still have to add dirt to build up her yard so it is not so low. The Village has a fill dirt pile at the lagoon.

### **Departmental Reports:**

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

- Sharon informed council that the work week at the park for the school kids was going great. There were 2 groups that came in and the Principal, Robin Hoadley chaperoned those kids and helped in cleaning up. Sharon and Barb Epley planted flowers in the town planters. The banners will be put up prior to Memorial Day, as well as the new ones.
- Village garage sales will be June 17<sup>th</sup> and 18<sup>th</sup>.
- The VCO reverse raffle and prime rib dinner is the 18<sup>th</sup> of June.
- September 17<sup>th</sup> is a chicken barbecue.

### **Committee Reports:**

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

- Ann informed Council that Shelly construction left chunks of asphalt on East Main. A couple of residents complained. Mike and Leo are putting berm stone down on the edge of areas that need. Ann also stated when her alley is on the list she would also like to pay on her own, the contracting company to do her camper parking.
- 3 estimates were gotten for the trees that need to be removed due to the roots growing under the sidewalks and ruining them. The lowest estimate came in from Wards Tree Service. This includes tree removal, chip and remove all brush and chips, leave wood in 3-foot sections, stump grinding and removing grindings. As of now there are 9 trees on the list for removal. The smaller flowering trees are not critical. Home owners will have 10 days to clear and remove tree rubbish.

- Ann and Amy walked East Main from the post office to the school and inspected the sidewalks. At that time, they did mark each area of trouble. Blue is the Village issue and white is the property owners. They estimated that 405 linear feet of sidewalk needs replaced.
- The school will be having the whole length of the front sidewalk and curbs replaced this year and the Village will pay for the supplies.
- Amy will be getting the paperwork together to inform the property owners that the sidewalks in front of their property needs replaced.

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

- Becky has reviewed and signed all the payments and receipts for the prior month.
- Becky also stated the electric co-op market rate will come out in June and the Villages will be re-evaluated.
- Both ladies suggested a newsletter to be created 2 times per year and added to the website.

### **Zoning: Paul Brooks**

- Paul issued 1 permit for a replacement shed for the fire department. He will be working on getting the rubbish removed from the Wygant property. The yard at Wygants house was mowed prior to graduation. It was done by the Village, \$50.00/hour will be charged and assessed to his property taxes.
- He has also done drive by inspections at houses to check for violations.
- Luanna Risner’s house is under the care of a Management property and they informed us that they have put notice on the door for a warning or notification that the owner has 30 days to clean out. After that it will be emptied as well as the old car removed.

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

Jeri and Bob stated there is nothing to report. Mindy did report see little ants in the entry way and the bathroom.

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

April 24 - May 21, 2022

- Overall
  - Website and Paystar bill pay are up and running. 29 persons have signed up so far for alerts and news. During the April payment month, 25 customers or 14% of the total water/sewer customers have utilized the Paystar option for \$2,538 in collections. 3-month average is 28 customers utilizing Payster each month,
  - Spring Clean Up Day was held on Saturday, May 7<sup>th</sup>. Filled the dumpster and received \$102.60 for scrap metal.

- Built a drag box scraper for the tractor for maintenance of the stone alley, well field drive, and lagoon drive. Many thanks to Keith Hendricks for labor and materials.
- Built a warning light bar for the Kubota Mower for additional safety while the mower is being used along and on roadways.
- Hometown Heroes Project
  - 17 New poles were installed in preparation for 30 new banners to be added before Memorial Day. This will bring the total to 150 banners.
  - Plans for this year include upgraded landscaping, signage, and memorial benches.
- CARES Funds
  - Training to be scheduled for laptop 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.
  - Submitted the required 2022 annual report.
- Water Related
  - Cathode for the water tower is scheduled to be re-installed during May.
  - Had 16 delinquencies this last month with no disconnects.
  - Now have 4 customers on the water/sewer reduced maintenance rates.
  - The 2021 Consumer Confidence Report is now available on the website. May bills had reference to the direct link for the CCR report as well as the contact phone number to request a hard copy.
  - That link is <https://villageofvanlue.com/ccr1> This meets EPA requirements and relieves Vanlue from hand delivering the reports to each user.
  - Will be flushing the hydrants during the upcoming summer months.
- Sewer/Storm Sewer Related
  - Met with Kyle Parker of the Hancock County Engineer's office on storm water issues on North Street. He took elevation readings with the GPS unit for evaluation of solutions. It appears the most practical would be to extend a tile to the west of Tom Lee's house to existing field tile. The area for extension lies within alley right of way. I will present maps at the meeting for review.
  - Industrial Fluid Management will be implementing treatment of the lagoons on May 26th.
  - Have one catch basin in need of 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.

- 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 on May 23<sup>rd</sup>. (revised for the 3<sup>rd</sup> time)
  - The school sidewalk is scheduled for replacement this summer. 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.
  - Street sweeping was performed.
  - Have a few areas targeted for cold patch this summer.
  - Recommend catch basin cleaning this summer.
  - Met with Amy and Ann on sidewalk guidelines and standards. They are inspecting walks from Buffalo to East Street along Main Street.
  - Received notification of the OPWC program funding requests for 2023. This is for 50% match and has been utilized in the past. Would allow Vanlue to address two years of paving program for one-year cost. August 1<sup>st</sup> deadline for application.
  - 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 sometime this year.
  - Received initial drawings & documents from ODOT regarding the overpass on West Main Street. Tentative construction will start April 1, 2023.
  
- Village Employees
  - Jim
    - Daily tasks on water & sewer operation/monitoring
    - Ordered needed chemicals and supplies.
    - Performing lagoon discharges for spring season
    - Created and submitted the 2021 CCR report to the EPA
  - Mindy
    - Monthly utility billing/collections, continuing to learn new payment process.
    - ARPA related paperwork
    - Took online training sessions
  - Mike
    - Distributed delinquent notices
    - Monthly meter readings
    - Mowing of streets, lagoons, well field drive, WTP
    - Mowed Wygant's property
    - Weed spraying
    - Village cleanup day work

**Mayor Robert Brooks Report**

- Next meeting is June 27, 2022 at 7 pm at the Village Town Hall unless stated otherwise
- The Mayor stated Spring Cleanup went good on May 7, 2022.

**Fiscal Officer Melinda Boyd Report**

- AEP may notify the Village that the Town Hall’s account may be changed into a PJM account. We will still receive the energy from AEP, but this change will improve operation efficiencies and possibly improve pricing strategies in the future.
- Received notification from the Ohio Department of Taxation that the requested parcels at the park have been approved for exemption under R.C 5709.08, public purpose. Penalties, taxes and interest for tax years 2019, 2020 and 2021 will be remitted.

A motion was made by Melissa Caudill to approve the sheriff contract for August 1, 2022 – July 31, 2023 and Jeri Wenger seconded it.

All 5 council members present voted to pass it

A motion was made to approve the lowest bid from Wards to remove the approved trees from Amy Wiseley and seconded by Melissa Caudill.

All 5 council members present approved the estimate for Wards

A motion to adjourn the May 23, 2022, Village of Vanlue council meeting at 8:05 pm.

Motion to adjourn the May 23, 2022 Council meeting at 8:04 pm was made by Amy Wiseley and seconded by Ann Burrell.

Motion passed 5-0

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**MAYOR**

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**FISCAL OFFICER**