

# 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)**

---

---

**November 28, 2022**

On November 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 Present:**

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

**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 October 24, 2022 meeting was made by Ann Burrell and seconded by Bob Greene Motion passed 6 - 0

Reading of and motion to accept the agenda for the November 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 Melissa Caudill 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 Bob Greene seconded it. Motion passed 6 - 0

**Public Participation:**

**Departmental Reports:**

**VCO Sharon May:**

Upcoming events at the park and around the Village.

VCO – Sharon May

- Christmas in the park – December 4, 2022 Update
- Vanlue Christmas Caroling – December 18, 2022

**Committee Reports:**

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

- The Village Christmas decorations are ready to be put up
- Amy is working on getting 2 street light bulbs replaced.

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

- Becky has reviewed and signed all the payments and receipts for the prior month.
- Melissa has kept up on updating Facebook and posting.
- Thank you to Becky for putting up the Christmas tree. It looks very pretty.

**Zoning: Paul Brooks**

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

- Jeri has been working on the records and the committee. She found that there needs to be a 5-person committee for records. Mindy is finding out if all those individuals have to take the records class.
- The committee needs to adopt an outline for records retention that includes How long do records have to be retained and anything else that would need approved by the committee.

## **Village Administrator, Leo Hendricks**

- Met with Mindy and Becky on updating the 5-year budget forecast and the 2023 budget.
- Corrected items on PEP inspection for the village areas. Awaiting final corrections from the VCO park areas.
- Participated with Robbie in prospective additional worker interview.
- Jeremy Kloepfer and his crew removed the old town hall sign and installed the new sign. Many Thanks for their hard work.

### **Hometown Heroes Project – Veterans Parkway**

- Currently have 154 banners in place with two on display at the Wildcat Cafe.
- Next year's plans include upgraded landscaping and memorial benches.
- Only 3 pine trees were removed. Offering six of the remaining eight to Vanlue residents. The other 2 would go to the Town Hall and the Park.

### **American Rescue Plan Act (ARPA)**

- ARPA funds were originally to be used for water and sewer infrastructure, but rule changes now allow a broader use of the monies. Possible potential areas under consideration are water department equipment, electronic and cybersecurity updates to the Water and Waste Water plants, and village park building improvements.
- Received second tranche bringing our total monies to \$37,355. Will have to follow strict procurement procedures for spending.
- We have until late 2024 to appropriate the funds and 2026 to spend the funds.
- See Water Related for updates.

### **Water Related**

- Ordered a new meter reading wand which will be coupled with an android tablet for meter reading. The old wand and hand-held device are obsolete, problematic, and no longer supported by Sensus. Working with Core and Main on the conversion and integration. Wand is approximately \$2,000 and a tablet \$300-\$400. The tablet will replace the hand held which is approximately \$5,500. ARPA monies will be used for the upgrades.
- Working on developing our own rate study by reviewing income and expenses for 2017 – 2022 as well as considering inflation and contingency requirements.
- Attended an EPA funding opportunities session at the Northwestern Ohio EPA in Bowling green on October 24th .  
Participated in one RCAP Webinar on equipment life cycles and present worth of water assets.
- Website: 35 persons have signed up so far for text or email alerts and news.  
Paystar Statistics to date - during the October payment month:  
34 customers or 18.8% of the total water/sewer customers used the Paystar option for \$3,555 in collections.
- The 9-month average is 28 customers utilizing Paystar each month.

- Total transactions of 252 and collections year to date are \$27,352.
- Had 12 delinquencies this month with no disconnect.
- The water tower cathode is scheduled for winter removal the first part of December.

### **Sewer/Storm Sewer Related**

- Awaiting factory inspection and evaluation on the 2 sewer pumps returned to Gorman Rupp– 1 for warranty, the 2nd for standard spare.

### **Streets**

- The hazardous tree at 109 West Main Street was removed and the wood finally removed from the tree lawn by the property owner. A bill was sent to the property owner for the tree removal and arborist inspection fee.
- Leaf collection was wrapped up on November 15th . 18 full truckloads of leaf mulch was collected this year. Approximately 150 Cubic Yards of mulch.
- Street sweeping took place on November 17th .
- Streets intersections were salted on November 18th due to snow event. Trying to not use grit/salt mix until we experience colder weather.
- Hauled dirt for Ann Burrell’s sidewalk installation completion.

### **Village Employees**

Jim

- Daily tasks on water & sewer operation/monitoring
- Ordered needed chemicals and supplies.

Mindy

- Monthly utility billing/collections, continuing to learn new payment process.
- Work with consumers on billing issues and new user sign ups.
- Worked on 5 year forecast and 2023 budget
- Supplied water fund financial data for water rate analysis.

Mike

- Distributed delinquent notices
- Monthly meter readings
- Placed reflectors at each fire hydrant for the winter
- Placed marker flags at each water meter for winter readings

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

- Next meeting will be December 19, 2022 and it will be at the park and we will have a potluck dinner. The meal will be at 6 pm and the meeting will start at 7 pm.

### **Old Business**

- Paul needs to enforce the water run off notices.

- Leo and the Mayor interviewed Nate Young and the Mayor recommends hiring him part time as needed basis at \$15.00/hour.
- There is no update regarding Dollar General buying land from Jared Frey

**Fiscal Officer Melinda Boyd Report**

- I will be out of the office January 4, 2023 – January 9, 2023. Returning January 10<sup>th</sup>, 2023.
- Bob is scheduled for office cleaning in December.
- The appeal letter I wrote to the IRS was picked up November 7, 2022 but I have not heard anything.
- Municipal Impact mailed their updated rates for 2023. I will be paying the Village fee as a yearly bill due to the discounted price. Council agreed.
- 5-year forecast can be found on the shared drive under Forecast 2023

Motion to approve Ordinance 2022-05 to approve and hire Nathan Young as a part time maintenance person at \$15.00/hour as of December 1, 2022

A motion was made by Melissa Caudill and Amy Wiseley seconded it.

Motion passed 6-0

Motion was made to approve Ordinance 2022-06, temporary appropriations for 2023.

A motion was made by Jeri Wenger and seconded by Amy Wiseley

Motion passed 6-0.

Motion to approve the contract for the EMA services from 01/01/2023 to 12/31/2024

A motion was made by Jeri Wenger and seconded by Amy Wiseley

Motion passed 6-0.

Let it be known that a Purchase Order was made under account 2151-539-420-0015 to purchase a new water reading wand to replace the old one. The money is part of the Rescue Funds. Can a motion be made to agree Council has discussed, reviewed, and acknowledged this purchase in a prior meeting.

Motion Reviewed and Acknowledged and passed 6-0

A motion was made by Ann Burrell to adjourn the November 28, 2022 Village of Vanlue Council meeting at 7:46 pm and seconded by Amy Wiseley

Motion passed 6-0

-----

**MAYOR**

-----

**FISCAL OFFICER**