

# 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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**October 24 2022**

On October 24, 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

**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 September 26, 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 =October 24, 2022 meeting was made by Melissa Caudill and seconded by Bob Green Motion Passed 6 – 0

Reading of and a motion to accept the payment of the bills as presented. Becky Nye 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. Ann Burrell motioned to accept and Amy Wiseley seconded it. Motion passed 6 - 0

### **Public Participation:**

It was brought up by a Council person that April 8, 2024, there will be total eclipse and informed us that there will be a lot of people in town and around. The Village and the park will need to think of putting up no trespassing signs in areas. Some towns or cities are planning a big event for this. Vanlue is in the center of this so we should be in total darkness in the Village during the day

### **Departmental Reports:**

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

Upcoming events at the park and around the Village.

##### VCO – Sharon May

- Village Trick or Treat – October 27, 2022 6:00 is the costume judging at the school with a parade at 6:15 and trick or treating starting at 6:30 – 8:00 pm. Refreshments will be available at the park for the Public. Council will be supplying 28 dozen donuts.
- 4H Community potluck – October 29, 2022
- VCO spaghetti supper – November 12, 2022
- 4H decorate the park – November 27, 2022
- Christmas in the park – December 4, 2022
- Vanlue Christmas Caroling – December 18, 2022

Sharon informed Council that the park mower/tractor needs replaced. The current one is at least 25 years old.

### **Committee Reports:**

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

- Amy Wiseley stated that Dan and Lori took 3 trees. There are 2 blue spruce trees that need moved to the Town hall. AEE stated it would be \$250.00/tree to move them. There will be a post on Facebook that there are 6 trees available to transplant at the persons own cost. They need moved and holes filled in by April 1, 2023
- Ann informed council that Pastor Melanie will have the Church's sidewalk replaced next year.

#### **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.
- An event calendar has been added to the Website.

## **Zoning: Paul Brooks**

- Leo talked with Paul regarding the RV on High Street that belongs to the Ludwigs. It is legally licensed but has not been moved for some time. The owner needs to move it to the side or rear due to plowing season is coming up.
- Paul called a structural engineer in Toledo and he charges \$200.00/hour to see if 110 Center St is structurally sound. Internal inspections would happen after the exterior inspection. Residents can not live on the bottom floor. Has to live on the 2<sup>nd</sup> floor.
- Council would like to see if Jeremy Oldaker can take pictures from the air with his drone.

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

- Jeri met with Mindy to have Mindy help her convert a form into Excel. Leo helped with both on the form.

## **Village Administrator, Leo Hendricks**

September 24 – October 22, 2022

Help wanted notices for an added part-time maintenance worker were posted around town as well as on the website.

Met with Biglick Township Trustees and spoke with Doug Cade – Hancock County Engineer regarding to see if a sign could be posted at the intersection of TH 196 & SR 568 saying “NO THRU TRUCKS”. Was informed that trucks cannot be restricted on county or township roads. Cities and villages are allowed to regulate truck routes.

Recommend starting leaf collection approximately November 1st . Will post notices on the village website and Facebook about collection dates.

Met with the new PEP insurance representative on October 3rd to review and update as needed the village’s coverage for lands, buildings, and equipment. He gave a list of deficiencies which need corrected by December 1st. Working with the VCO on areas at the park as well as correcting village items.

Will be working with Mindy and Becky on updated 5-year budget forecast and the 2023 budget.

Regional Planning advised that Shuck’s house will be demolished sometime after the first of next year.

- 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. Recommend 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 rules change 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.

- Water Related

I will be working with Mindy and Becky on developing our own rate study by reviewing income and expenses for 2017 – 2022 as well as considering inflation and contingency requirements.

Filled in for Mindy for collections while she was on vacation.

Took part in 2 EPA webinars on October 6th – backflow regulations and asset management related to the water system.

Scheduled to attend an EPA funding opportunities session at the Northwestern Ohio EPA in Bowling green on October 24th .

Website: 35 persons have signed up so far for text or email alerts and news.

□ Paystar Statistics to date - during the September payment month:

29 customers or 16% of the total water/sewer customers used the Paystar option for \$2,999 in collections.

The 8-month average is 27 customers utilizing Payster each month.

Total transactions of 218 and collections year to date are \$23,797.

Had 17 delinquencies this month with one disconnect.

The water tower cathode is scheduled for winter removal the first part of December.

- Sewer/Storm Sewer Related

One sewer pump failed and was replaced with a rebuilt spare on October 15th .

The failed pump was an alternative smaller pump purchased last year. It has a one-year warranty of which 3 weeks remained at time of failure. Sending back to Gorman Rupp for evaluation/possible repair under warranty.

Recommend having the other original larger spare pump evaluated for possible rebuild.

The final biocide treatment was completed on the sewer lagoon ponds.

- Streets

Two notices were sent to the property owner of 109 West Main Street notifying them that if they did not resolve the hazardous tree condition within 7 days, the village would take action to have the tree cut down. Included in the notices were the Arborist's report, pictures of the tree, and two estimates from tree services. The notices were mailed on October 11th - one via regular mail with proof of mailing and one via certified mail.

Leaf Vac fan wheel was replaced due to wear/tear, recommend starting leaf collection the first week of November. Will post notices around town as well as on the website and social media.

Clean-Line painting completed needed street striping for crosswalks, stop lines, no parking, and handicap areas. ODOT could not provide any assistance with the cross walk at the school.

Received the PEP grant items and the safety delineators will be installed as time allows along the school curb/sidewalk.

The sidewalk at Ann Burrell's was replaced.

## **Village Employees**

### **Jim**

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

### **Mindy**

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

### **Mike**

- Distributed delinquent notices, conducted one shut off
- Monthly meter readings
- Finished mowing for the year.
- Scrap concrete hauling for sidewalk installation.

- Worked on repairs to concrete forms.

## **Mayor Robert Brooks Report**

### **New Business**

- Next meeting is November 28, 2022 at 7 pm at the Village Town Hall unless stated otherwise
- Update on Help Wanted. We have had 1 apply. Nate Young. Council will vote at the end.

### **Old Business:**

- Any updates from Jared Frey regarding Dollar Generals interest in building next to Sunny Side
- Updates on the removal of the tree
- Updates on non-running and vehicles that are not currently registered
- Wygant Property
- Street sweeping on November 27, 2022

## **Fiscal Officer Melinda Boyd Report**

- Leo and I will be reviewing and updating replacement costs to add some items to our insurance that are currently not on there.
- Amy is on the schedule for cleaning in October.
- Leo, Becky and I will be reviewing the 2023 budget in the upcoming weeks and looking at the 5-year forecast.
  - I received a letter from the Internal Revenue Service that they did not receive the 2020 W2's from me till October, 2020. They are fining the Village for \$4200.00. That is \$280.00/ W2. Unfortunately, I did not send this certified so I have no way of proving when it was sent.

Motion to approve up to \$2000 for structural engineer to inspect 110 Center St  
A motion was made by Becky Nye and Amy Wiseley seconded it.  
Motion passed 6-0

Motion was made to approve Ashcraft to come and remove the hazardous tree at 109 W Main St for \$1225.00. The property owner will be billed for the arborist bill and the removal of the tree and if not paid, will be assessed to the property taxes.

A motion was made by Melissa Caudill to adjourn the October 24, 2022 Village of Vanlue Council meeting at 8:12 pm and seconded by Bob Greene  
Motion passed 6-0

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**MAYOR**

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**FISCAL OFFICER**