

# VILLAGE OF VANLUE

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124 Center St. ~ P.O. Box 77 ~ Vanlue, OH 45890  
Phone 419-387-7745

**Robert Brooks, (Mayor)**

**Melinda Boyd, (Fiscal Officer)**

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**November 23, 2020**

On November 23, 2020 Council met in regular session at the Vanlue Community Building, called to order by Mayor Robert Brooks at 7:00 PM. All in attendance wore masks.

**Roll call by Mayor Brooks of Council Members:**

Amy Wiseley

Ann Burrell

Jeri Wenger

Dan Fellrath (President)

Melissa Sunderhaus

Melissa Caudill

**Village Employees in attendance:**

Melinda Boyd (Fiscal Officer)

Leo Hendricks (Village Administrator)

**Village Residents in attendance were:**

In attendance was, Village Resident: Sharon May

**All reports, minutes and agendas are sent electronically 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 26, 2020 meeting was made by Dan Fellrath and Amy Wiseley seconded it.

All 6 Council members accepted and responded yes.

Reading of and motion to accept the agenda for the November 23, 2020 meeting was made by Amy Wiseley Ann Burrell Seconded it.

All 6 Council Members accepted and responded yes.

Reading of and a motion to accept the payment of the bills for October 2020 as presented Jeri Wenger and Dan Fellrath seconded it.

All 6 Council Members accepted and responded yes.

Reading and motion to accept the financial documents/bank reconciliation/fund summary as presented for the month of October 2020

Melissa Sunderhaus motioned to accept, and Ann Burrell seconded it.

All 6 Council Members accepted and responded yes.

### **Departmental Reports:**

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

- Thank you to Council for the hand sanitizers and atomizers for the park.
- Christmas in the park has been cancelled this year due to the Covid restraints for large groups
- Mayor Brooks has been approached about rentals and big groups at the park building. It was brought up to him that Sunday evenings had a lot of cars there. Holly Biller rents for baton but does not have any Sundays on the books for the rest of the year, except for single lessons. For all remaining rentals for the year of 2020, rentals have been cancelled if over 10 people is expected to be there and will be re-evaluated in January 2021.

#### **Maintenance:**

- The final mowing for the season was done
- Leaf collections are done for the year. Thank you to Cree Greenwald for volunteering his time helping with the collections.

### **Committee Reports:**

#### **Streets & Sidewalks – Amy Wiseley**

- Amy and Leo met and discussed the streets and sidewalks that need to be repaired or replaced and the total projected price.
- Leo has worked with the County Engineer Doug Cade to obtain budgetary price for 2021 paving targeted work within the Village. Leo forwarded the information to Amy.
- Inform Judy Jameson that Council will not be doing repairs or work this year.
- Will be applying for the Safe route to school. This could take up to 2 years to go through.
- Jeremy Oldaker will be volunteering his time and truck to hang the town Christmas lights
- Mindy will do a PO number for street cleaning since leaf collection is done.

#### **Finance– Melissa Sunderhaus**

- Melissa has been reviewing and initialing each paid bill and incoming receipts.

## Community and Public relations– Melissa Caudill

### Buildings and Grounds: Jeri Wenger:

- Leo and Jeri changed the flag and the rope at the Town Hall due to being shredded by the high winds.

### Records - Dan Fellrath

### Trees, Ann Burrell

- To remove the tree in front of Jameson’s house, Ward’s Tree Removal quoted a price of \$725.00 and \$170.00 to grind the stump down. Plus \$100.00 to lift the sidewalk. This would total \$995.00. There are possibly up to 25 trees to remove overall.
- Mathew Leichty would grind the uneven sidewalks down at the joints for \$135.00/hour with a minimum of \$250.00. 1 joint is an average of 20 minutes to a half hour. It was brought up that this cost could possibly be shared with the property owner.
- Ernie Russell will also lift the sidewalk and cut tree roots. Cost unknown

### Village Administrator, Leo Hendricks

October 25 – November 21, 2020

- Overall
  - Performed 2 OUPS utility locates.
  - Attended a meeting of the Vanlue Hometown Heroes Veteran’s Banner project. Press releases were in the local newspapers announcing the program. Application forms available on Facebook sites for Wildcat Café, Village of Vanlue, Vanlue Fest, and Vanlue school website. Goal to have the new Veterans Parkway ready with banners for Memorial Day 2021.
  - Worked with Mindy on 2021 budgeting forecast process.
  - Assisted in leaf collection. Many thanks to Chris “Cree” Greenwald, Brad Ellerbrock, and Mayor Robbie Brooks for a successful 2020 record leaf collection.
  - **Recommend hiring an additional village worker for backup/crosstraining for maintenance/meter reading capabilities. Goal to have cross training to cover illness, vacations, seasonal needs, extra hands.**
  - **Recommend raising the meter reader pay rate to \$15.00 per hour to be consistent with village maintenance worker pay.**
- CARES Funds

- Purchased additional items through the CARES act funds for Covid-19 related expenses. The village had \$56,805.60 available from three distributions. Areas benefitted were the Village Park, Vanlue Fire Department, and Vanlue Village operations. \$6,278.00 unspent funds were returned to the County Auditor on November 20<sup>th</sup>.
  - **\*\*\*\* CARES Funds Spend to date handout**
  - Worked with Reese Refrigeration and ordered a replacement furnace for the town hall. This unit will have higher filtration along with UV disinfection to meet Covid-19 requirements. Present furnace is approx. 15 years old.
  - Laptop computers should be ready in the next couple of weeks.
  - Jolliff Cleaning Solutions cleaned the town hall carpets at a cost of \$300.00
  
- Water Related.
  - Filed the required EPA Drop report for FY2019 for renewal of license to operate for 2021.
  - November meter reading had only two errors which were meter specific related.
    - Had NO delinquent disconnects this month.
  - Changed out one faulty meter which had low flow.
    - With guidance from Core and Main I am cleaning and rebuilding old meters in house. Found to be buildup of rust/lime causing low flow issues.
    - CorrPro is scheduled to raise the water tower cathode by the middle of December for the winter season.
  
- Sewer Related
  - Analyzed sewer and water expenses for 2021 forecasting. **Recommend reducing sewer rates by \$3.00 for 2021. Loan is at 0% until payoff in 2033. Outstanding balance of \$17,371.39. Loan cannot be paid off early. Currently have more than \$256,000 in reserve.**
  
- Streets
  - Met with Amy Wiseley to discuss the targeted areas for streets and sidewalks And discussed costs forecasts.
  - Working with the County Engineer Doug Cade, obtain budgetary pricing for 2021 paving targeted work within the village. Gave information to Amy on costs along with permissive license fees applicability.
  
- Village Employees
  - Jim
    - Daily tasks on water operation/monitoring
    - Sharing monthly reports on water production for water consumption tracking
    - Continuing to brief me on basics of plant operations
    - Jim conducted a walk thru of the water plant with the Fire Department as part of their training and to cross train on emergency operations and chemical hazards.

- Mindy
  - Monthly utility billing/collections.
  - Prepared and distributed the 5- year forecast for all the funds.
  - Returned unencumbered/unspent CARES funds to the County Auditor
- Brad
  - The final mowing is done for this year
  - The leaf collections are done for the year
  - Assisted in North Street repairs.
  - Prepared truck and leaf vac for use.
  - Starting on leaf collection
- Lake
  - Meter reading
  - Distributed delinquent notices

### **Mayor Robert Brooks Report**

- Next Council meeting is December 14, 2020 at the Vanlue Community park at 7 pm.
- The Council Christmas dinner is cancelled this year due to the COVID Restrictions.
- Requested a Help Wanted sign be placed in multiple places around town for Maintenance Part time.

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

- The CD matured on November 12 at the price of \$243,027.80. The Mayor and I opened 2 new ones at a price of \$121,513.90 each. Account numbers are 84557 and 84558
- Unfortunately, due to the weather, the street sweeping did not happen. I will wait till close to the 31<sup>st</sup> to close the PO number out, in case we have a nice day and the City makes it out.
- Christmas lights were put up by Volunteers Jeremy Oldaker, Keith Hendricks, Leo Hendricks, Mayor Brooks and Amy Wiseley again this year. Thank you to all who helped. If I forgot anyone, I do apologize.
  
- Approve 5-year forecast for the General fund  
A motion to approve was made by Jeri Wenger and Ann Burrell seconded it  
All 6 council member passed 6-0
  
- Approve 5-year forecast on the Street Fund  
Melissa Caudill motioned to approve and Amy Wiseley seconded it  
All 6 Council members approved by answering yes 6-0

- Approve the 5-year forecast for the water fund  
Dan Fellrath motioned to approve and Melissa Sunderhaus seconded it  
All 6 council members approved by answering yes 6-0
- Approve the 5 year forecast on the sewer fund  
Amy Wiseley motioned to approve and Melissa Sunderhaus seconded it  
All 6 Council members approved by answering yes 6-0

Motion to adjourn the meeting at 8:13 pm was made by Melissa Caudill and Jeri Wenger seconded.  
All 6 said yes

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**MAYOR**

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**FISCAL OFFICER**