

# VILLAGE OF VANLUE

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

**Robert Wells, Mayor**

**Leo Hendricks, Village Administrator**

**Melinda Boyd, (Fiscal Officer)**

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**September 23, 2024**

On September 23, 2024, the Council met in regular session at the Vanlue Village Town Hall and was called to order by Mayor Robert Wells at 7:00 PM.

**Roll call of Council Members Present by Mayor Wells:**

Amy Wiseley  
Becky Nye

Ann Burrell  
Melissa Caudill

Jeri Wenger (P)  
Bridget Shepherd Absent

**Village Employees in attendance:**

Leo Hendricks (Village Administrator)  
Mike Bakies

**Village Residents or other in attendance were:**

Sharon May

**All reports, minutes and agendas are sent electronically to all of the 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.**

A motion was made by Ann Burrell to approve the minutes of the August 26, 2024 meeting and Melissa Caudill seconded it.  
Motion passed 5-0

Reading of and motion to accept the agenda for the September 23, 2024 meeting was made by Becky Nye and Amy Wiseley seconded  
Motion Passed 5 – 0

Approval of recurring expenditures, including 3 that Council Becky Nye and Jeri Wenger abstained. Those included payroll for Robert Wenger and John Nye.  
Ann Burrell motion to approve and Amy Wiseley seconded.  
Motion passed 3 – 0. Becky and Jeri abstained from voting

Jeri Wenger motioned to pay non-recurring bills and Amy Wiseley seconded it. Becky Nye abstained from voting due to a conflict

Motion passed 4-0

Reading and motion to accept the financial documents/bank reconciliation/fund summary and bank statements as presented. Jeri Wenger motioned to accept, and Ann Burrell seconded it.

Motion passed 5 - 0.

Rescind acceptance of financials till Mindy clarifies on Payment listing. Recurring vs non-recurring

### **Public Participation:**

### **Departmental Reports:**

### **VCO Sharon May:**

### **2024 VCO yearly calendar**

- **October 31<sup>st</sup> Trick or treat.** Donuts ordered by Melissa Caudill. Costume judging and parade at 6:15 and trick or treat 6:30 – 8 pm
- November
- December 1 Christmas in the Park
- December 22 Village Christmas caroling

### **Zoning:**

### **Committee Reports:**

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

Jerry Shane completed his work on the sidewalks for the year. His bill was \$8680.00 and Leo wrote a check out manually since Mindy was on vacation. There were 10 properties in total that were worked on. There will be no trees planted this fall. Next fall they will plant some.

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

- Becky and Melissa are both posting on Facebook.
- Becky has been reviewing payments and receipts, but abstaining from anything that is related to her in some way.
- She received a letter from the state regarding approving items related to her in some way and it stated to abstain from it from now on.

## **Buildings and Grounds and Records: Jeri Wenger (P) & Bridget Shepherd**

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

- o Submitted conceptual sketches to Hancock County Engineers office of Kristi Miller property proposal for potential construction of a new home and options for all properties involved. They saw no issues on their end and advised this will ultimately require approval of the Village Planning Commission/Board of Zoning appeals for any needed variances as well as Village Council approval for any utility hookups. The property owners will also have to have the properties resurveyed and recorded.
- o Participated in two meetings with PEP insurance representatives. One for review of our policy coverage, the second for site visits of property and buildings.
- o Scheduled to participate in EPA cybersecurity training as well as an on-site evaluation by PEP cybersecurity expert.

### **Water Related**

- o The water tower and wet well tanks at the WTP were inspected on Tuesday, July 23rd . I met with the representative for an overview of recommended future work needed. Awaiting formal proposal for Council's review. (\*\*\*) I will present highlights during the council meeting)
- o Had the EPA Triennial visit on August 23rd . We will be required to have the softener media sampled and evaluated, due to being over 10 years old. Working with a couple of firms on sampling cost and timeline to perform. Normal media life is 10-20 years. Will evaluate next steps after reporting on media life cycle.
- o Received word that we were awarded our SWAP grant requesting \$14,900.
- \*\* Would like formal approval by council to begin purchases. This is a reimbursement grant. We will have six months to spend monies.
- o The Mayor is forming a committee consisting of community and business persons to help develop the Source Water Area Protection Plan. A committee meeting is scheduled for Wednesday, September 25th . We will then have to submit the plan for final approval and implement the plan.
- o Received a proposal for a contract with RCAP to continue the support of the ARCGIS system for water, sewer, and storm sewer mapping services. This is for a three-year period at \$1,294 per year. The cost will be split between the water, sewer, and streets accounts. This is used for lead and copper reporting, EPA reporting of meter replacements and for line repairs, and OUPS locating reporting. I recommend accepting the contract proposal.
- o Reviewing water system budget and creating a 5-year forecast proforma for use in evaluating future needed rate increases. Will need to consider meter replacements, tower maintenance/painting, softener repairs.
- o Mike Bakies continues troubleshooting quirks in the softening system which are malfunctioning. He has also adjusted the softening cycles to improve the water taste. The system has remained more stable since.

o Had several more meters malfunction. Awaiting delivery of additional rebuild parts. As of date, 73 meters have been either replaced at least once, (some twice), or replaced with new. The root cause is the softener malfunctions.

o Continuing with the hydrant flushing and valve exercising to purge any iron residue in mains from softener issues.

o Had 15 delinquencies this month with no disconnects.

Website: 55 people have signed up so far for text or email alerts and news.

Paystar Statistics to date - during the August payment month:

46 customers or 25.6% of the total water/sewer customers used the Paystar option for \$4,650 in collections.

The 31-month average is 35 customers or 19.2% utilizing Paystar each month.

Total transactions of 1,072 and collections to date are \$113,928.

o Will be working with Hancock County Engineers office in coming months for catch basin cleaning.

### **Streets**

o Numerous areas with bad sidewalk sections have been replaced.

o 2024 OPWC paving was completed on August 28th & 29th for Center Street, South Main Cross, the west end of Railroad Lane, and Catawba, Buckeye, and Deer Lanes on the west end of the village. Minor traffic issues.

o Continuing to evaluate best option(s) for a replacement mower to replace the Kubota mower. Looking to leverage any possible items for trade-in. Anything not traded in will be auctioned off or sold by sealed bid. If item(s) are valued at less than \$1,000 we can take sealed bids.

### **Veterans Parkway**

o A total of 184 banners are currently displayed.

o A chicken BBQ was held on Saturday, September 21st .

o John will be getting the price of MPH sign from Arcadia.

### **Mayor's report and New Business**

- Next meeting is Monday October 28, 2024 at 7 pm at the town hall.
- The Mayor will be appointing a committee for the development of the Source Water Protection Plan. It will need to have 8-10 people on it. So far is he considering Ben Brooks, Jared Fry, Steve Baum the fire department Chief.

### **Fiscal Officer Melinda Boyd**

- Jeri is on the schedule for cleaning in October
- Certified public records training is online now.
- October meeting is on the 28<sup>th</sup> of the month
- Transferred \$20,000.00 out of the General fund to the street fund for paving projects

- Set up an account under the water fund for the Grant that was approved and increased the appropriations to start with the amount that was awarded. I increased the appropriations due to unforeseen repairs.

A motion to approve Resolution 05-2024, to approve the amounts and rates determined by the Budget Commission and authorizing necessary tax levies. Motion made by Ann Burrell and seconded by Amy Wiseley  
Motioned approved 5-0

A motion to approve Shane Concrete payment of \$8680.00. A motion was made by Becky Nye and Jeri Wenger seconded it.  
Motioned approved 5-0

A motion to approve \$14906.00 for Source Water Protection Plan grant. Ann Burrell motioned to approve and Amy Wiseley seconded. This is a reimbursement grant.  
Motioned approved 5-0

A motion to approve RCAP GIS Co-op \$1294 annually for 3/year contract. A motion accepting was made by Becky Nye and seconded by Melissa Caudill  
Motioned approved 5-0

A motion was made by Jeri Wenger to adjourn and seconded by Amy Wiseley to adjourn the September 23, 2024 Village of Vanlue Council meeting at 7:45 pm  
Motion passed 5-0

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**MAYOR**

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**FISCAL OFFICER**