

VILLAGE OF VANLUE

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Phone 419-387-7745

Robert Brooks, (Mayor)

Leo Hendricks, Village Administrator

Melinda Boyd, (Fiscal Officer)

September 26, 2023

On September 26, 2023, the Council met in regular session at the Village 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
Becky Nye

Ann Burrell (P)
Robert Greene

Jeri Wenger
Melissa Caudill

Village Employees in attendance:

Leo Hendricks (Village Administrator)
John Filkins (Village Solicitor)
Robert “Mike” Wenger (Maintenance)
Craig Bowman (Zoning and Maintenance)

Village Residents in attendance were:

Sharon May, Bridget Shepherd, Matt Shepherd, Jeff Hunker, Jared Fry and Jennifer Fry

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.

The reading of and a motion to accept the minutes of the August, 2023 meeting was made by Ann Burrell and Bob Greene seconded it.
Motion passed 6 - 0.

Reading of and motion to accept the agenda for the September 26, 2023 meeting was made by Melissa Caudill and seconded by Jeri Wenger.
Motion Passed 6 – 0

Reading of and a motion to accept the payment of the bills as presented Ann Burrell motioned to accept the payment and seconded by Amy Wiseley.

Motion passed 6 – 0.

Reading and motion to accept the financial documents/bank reconciliation/fund summary as presented. Becky Nye motioned to accept, and Amy Wiseley seconded it.

Motion passed 6 - 0.

Public Participation:

- Jeff Hunker is a candidate for County Commissioner. He is currently a Liberty Twp. Trustee.
- Bridget and Matt Shepherd from 100 W North St inquired about vacating the alley that runs through their property from North to South and one that runs East to West. The east side of their house is a street right of way. Jeri is concerned about tearing off their side porch if the Village would decide to do anything there. If the North/South alley were vacated, half would go to them and half to Ben or Toby Brooks, the owner of the property to their east.
- Jared and Jennifer Fry inquired about changing 8 acres of land from industrial to commercial. They are the owners of the property. Jared stated there are no plans for development now but if the opportunity arose, he would like to be ready. Craig will have to work with the county officials.

Departmental Reports:

VCO Sharon May:

- Trick or Treat for 2023 is October 26, 2023. The council will supply the donuts again this year. Melissa will order 28 dozen from Fort Findlay and Mindy will pick them up.

2024 VCO yearly calendar

- February 24, VCO Baked steak and chicken supper.
- March 30th Easter egg hunt
- April 13 Veteran Parkway Spaghetti Supper
- May 11th reverse raffle
- June 14 and 15th Village garage sales
- July 25, 26, 27 Vanlue Fest
- September 30 Veterans Parkway chicken BBQ
- October 24th Trick or treat.
- November
- December 1 Christmas in the Park
- December 22 Village Christmas caroling

Committee Reports:

Trees, Streets & Sidewalks – Amy Wiseley & Ann Burrell (P)

- Ann has an estimate for the purchase of Gingko trees – Autumn Gold. They are slow growth, and they would be planted in the fall. Maybe start with 5 of them. They are \$200 per tree, and they come with the ball wrapped in burlap. Ann will order them in September.
- Top soil will be gotten and used to fill the holes where there have been trees removed.
- The large tree on the boulevard will be removed. The Village is not paying for this.
- Roger Kloepfer will be using his auger to make the holes for the new trees and will do this for \$300.00.
- Vivian Sheffel on High St contacted Kenny Ward regarding her trees. The Village will pay for trimming.

Zoning:

- A resident notified the former water clerk and asked why the sidewalk hasn't been replaced in front of his place on Crawford since the tree was taken out.
- Craig Bowman was hired for zoning and maintenance when needed.
- Chiow on North St requested the alley between his garage and the Mayor's house. This all needs to be reviewed by Craig our zoning person. There would need to be an ordinance drafted and they would need to pay the recorder fees. Need to be cautious and not landlock Robbie's property.

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

- Becky has been reviewing the finances monthly and all is ok. Melissa states everything is ok on Facebook, and she has added Becky on the Facebook account.
- Since the audit, Becky has not been reviewing bills from her place of employment. Melissa will look them over and ok them. Becky has also gotten access to Facebook to help if Melissa needs it.

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

- Jeri informed the Council there is a document on the shared driver for record retention.
- A resident complained to a council woman that a Village employee had thrown garbage out of his buggy. He said that Village employees need to be held at a higher standard.

Village Administrator, Leo Hendricks

- Work continues on CR169/SR15 overpass with West Main Street closed at SR15. A borrow pit is under way on the north side of West Main Street.
- Bridge deck was poured on 9-21. Tentative completion date of October 31st.
- Alex Woods Exteriors will be starting roof repairs in the first part of October.
- Recommend advertising and taking bids to sell off old backhoe attachment and

the old flail mower for the tractor. Jeri mentioned selling to a scrap yard, but Leo said the Village would get more money if we advertised in the paper. What is made would then go into the asset fund.

- Working with Craig Bowman on zoning regulations and learning the ropes.
- American Rescue Plan Act (ARPA)
- SOS (Data command) performed original quoted upgrades to WTP. controls using ARPA funds for \$9,580. During the upgrade, other issues were found and a proposal for \$6,745 in additional needed upgrades were quoted to comply with EPA cybersecurity and functional areas. Pending approval.

Water Related

- Actively working with GLCAP on updating recent GIS surveys of water, sanitary, and storm sewer maps.
- The water leak at the park was finally repaired. Was under the street and was corrosion of line issue.
- Changed multiple meters due to iron. Targeting change out of all meters on East and West North Street – West of Buffalo Street. Also experiencing register issues. Working with supplier and technical expert to determine cause or whether registers are reaching the end of life. Rebuilding old meters as feasible.
- Working with Hempy Water for recommended action regarding iron in #1 well. Have kept well offline to help reduce issues in distribution system.
- Had 20 delinquencies this month with two disconnects.
- Website: 40 people have signed up so far for text or email alerts and news.
- Paystar Statistics to date - during the August payment month:
- 28 customers or 15.6% of the total water/sewer customers used the Paystar option for \$2,910 in collections.
- The 18-month average is 31 customers utilizing Paystar each month.
- Total transactions of 587 and collections to date are \$63,031.
- Completed hydrant flushing program.

Sewer/Storm Sewer Related

- Received monies from the county license permissive fees for cleaning of the catch basins this year. Received PEP safety grant monies and will conduct cleaning as schedule can be worked out with County Engineer for manpower and equipment.

Streets

- Paving work for 2023 was completed after some weather delays.
- Will be berming along repaved alleys as needed.
- The 2024 OPWC grant application was submitted and approved for Vanlue's share of approximately \$22,000. This is a 50% match program.
- Spoke with Scott Chiow about alley vacation and give him a sketch of required property line setbacks.

Veterans Parkway

- Several more banners have been added.
- Benches have been placed in temporary locations awaiting landscaping to take place this year.

Jim

- Daily tasks on water & sewer operation/monitoring
- Monthly EPA water & sewer reporting
- Working with Hempy water on source of iron in #1 well and how to remediate.

Mike Wenger

- Distributed delinquent notices, performed disconnects, reconnects.
- Monthly meter readings.
- Normal mowing of roadways, boulevard, water, and sewer dept. areas.
- Completed Hydrant flushing program.
- Austin DesGranges
- Worked on Hydrant flushing program.

Craig Bowman

- Inventoried all chemicals on hand and updated as MSDS Right to Know books (last update was 2017)
- Reviewing areas for zoning violations, spoke to several residents.
- Reviewing and familiarizing with zoning regulations
- Helped with weed removal of targeted paving areas.

- **Fiscal Officer Melinda Boyd**

- Jeri is on the schedule for cleaning in October.
- The audit is complete except for the final report.
- Mindy will put a help wanted ad in the newspaper advertising for the position of Village Administrator since Leo will be retiring at the end of the year. He is awaiting a liver transplant any day now and will be out of active service for a period of time after the transplant.

Motion to approve additional upgrades at the water plant.

Ann Burrell motioned to approve, and Jeri Wenger seconded it.

Motion approved 6-0.

A motion was made by Bob and seconded by Amy to adjourn the September 26, 2023 Village of Vanlue Council meeting at 8:21 pm

Motion passed 6-0

MAYOR

FISCAL OFFICER