

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)

December 13, 2021

On December 13, 2021 Council met in regular session at the Village Park Building and was called to order by Mayor Robert Brooks at 7:00 PM. Masks were optional.

Roll call by Mayor Brooks of Council Members:

Amy Wiseley(P)
Dan Fellrath(P)

Ann Burrell(P)
Melissa Sunderhaus(P)

Jeri Wenger(P)
Melissa Caudill (President) (P)

Village Employees in attendance:

Melinda Boyd (Fiscal Officer)
Leo Hendricks (Village Administrator)
James Hunter (Water/Sewer Operator)

Village Residents in attendance were:

In attendance were Village Residents Becky Nye, Robert Greene, Becky Greene, Mark Boyd, and Ty Mathews.

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 November 22, 2021 meeting was made by Ann Burrell and seconded by Dan Fellrath
Motion passed 6 - 0

Reading of and motion to accept the agenda for the December 13, 2021 meeting was made by Melissa Caudill and seconded by Amy Wiseley.
Motion Passed 6 - 0

Reading of and a motion to accept the payment of the bills as presented
Melissa Sunderhaus motioned to accept it and Amy Wiseley 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 Dan Fellrath seconded it.
Motion passed 6 - 0

Public Participation:

Becky Nye inquired about vacating the alley behind her house. Leo informed her it is on the list, but there is more that has to be done. The piece of property would be responsibility of the town and not go to the residents.

Ty Mathews was present and is running for State Representative. He introduced himself and informed everyone he is from Arlington.

Departmental Reports:

VCO Sharon May:

Nothing to report due to Sharon not being present.

Committee Reports:

Trees, Streets & Sidewalks – Amy Wiseley & Ann Burrell

- Everything is good. There were a few branches laying around town after the wind storm.
- Thanked everyone for the help with the Christmas lights. Amy has been working with Leo on the target repaving areas.

Finance and Community & Public Relations– Melissa Sunderhaus & Melissa Caudill

- Melissa Sunderhaus informed Council she is reviewing payments and receipts on a monthly basis and initials each one.

Zoning: Paul Brooks

- Paul has been talking to residents that have stuff laying around on their property that needs to be cleaned up.
- Paul has made progress with the Trailer located at the Tanner property and is still working on the vehicles in the side yard. There is a process that needs followed. Sheriff department is hesitant till that process has been followed properly.

Buildings and Grounds and Records: Jeri Wenger & Dan Fellrath:

- Jeri lowered the flag to half mast for U.S Senator Bob Doles.
- Still waiting on an email from the Historical Society

Village Administrator, Leo Hendricks

November 21- December 11, 2021

- Overall
 - Had 21 OUPS locate requests this month. Most were for AEP pole inspections
 - Leaf collection is completed for 2021. **MANY THANKS to Chris (Cree) Greenwald and Mike Wenger for their hard work with the leaf collection**
 - Will be preparing equipment for snow season in the next couple of weeks.
 - **No responses on help wanted notices. Posted notice on Facebook. Recommend wider outreach – possibly ad in the newspaper.**
- Hometown Heroes Project
 - **Received a letter from the Community Foundation of Hancock County about their Heart & Soul program. Will be contacting them to see if the Hometown Heroes Project would qualify for any funds. Applications are due March 1st.**
 - Plans for next year include upgraded landscaping, signage, and memorial benches.
 - More banners/poles will be installed next spring for Memorial Day as needed per requests received.
 - New requests are rolling in.
 - Banners were removed and stored.
- CARES Funds
 - Shawn with HDERlink ordered a new UPS for the town server.
 - I plan to have training sessions for users to familiarize everyone with server and printing options.
- American Rescue Plan Act (ARPA)
 - Received \$18,500+ this year, and \$18,500+ 12 months later. Will have to follow strict procurement procedures for spending.
 - ARPA funds can be used for water and sewer infrastructure. Possible potential areas are water meter upgrades/replacement & cybersecurity updates to the Water and Waste Water plants.
 - Received a quote from Data Command for recommended upgrades to our operating system for the Waste Water and Water Treatment plants. Looking to utilize ARPA funds for the upgrade.
 - We have until late 2024 to appropriate the funds and 2026 to spend the funds.
- Water Related
 - **Had 18 delinquencies this month. Next scheduled disconnect day is the 14th.**
 - Lake & Land assisted in repairs to one hydrant valve on East North Street. Hydrant back in service.
 - **Received upgrade to water billing program to include user maintenance rates.**
 - **Spoke with Jim Schmitt of Ohio Software Services – Provider of billing software and was advised that he offers an upgrade for \$2,300 for online payment processing. He links to Paystar as the collection platform. Spoke with the Village Administrator of Lyons, Ohio who recently went live with the new payment system. She is pleased overall with how well it works for them.**
 - **Have a conference call scheduled on the 14th with Paystar to learn more details about how their system operates and requirements on our end.**
 - **We will need to have a website for this to work and have some short- and long-term solutions. Website will provide many advantages for Village communications and legal notices.**

- **Customers would pay a convenience fee to use the online payment process, with the village receiving the full billed amount.**
 - **Preparing punch list of requirements/costs for potential implementation.**
 - Have 2 hydrants in need of repair due to valve issues. EJ Prescott to do the necessary repairs next week, weather permitting.
 - Ordered and received UPS battery back -ups for the WTP. Existing units are 6 years old.
- Sewer/Storm Sewer Related
 - Awaiting word on sewer pump #1 sent in for evaluation and possible repair. Experiencing some vibration on the #3 last pump installed. Plan is to swap out repaired pump #1 when returned and have pump #3 evaluated for possible warranty.
 - Received our NPDES 5-year sewer discharge license renewal. Had new discharge signs made and will be installing next week.
 - Awaiting further study and estimate of catch basin/tile work on North Buffalo Street for areas which are experiencing standing water.
- Streets
 - Will be contacting the City of Findlay to see if street sweeping could be done yet this month, weather permitting.
 - Hung Christmas lights on the 28th. Many thanks to Robbie, Keith Hendricks, and Jeremy Oldaker. Also, many thanks to Amy Wiseley for replacing all of the bad bulbs on the decorations.
 - **Prepared paving recommendations for 2022. 2022 to be presented to the Hancock County Engineer for consolidated paving bidding. Information to be distributed during the meeting for review. Also prepared paving forecast for 2022-2026 for streets and alleys.**
 - Installed Snow signs for the winter. Also replaced two 35 MPH signs which were faded and installed a Children At Play sign on Blanchard Street. Will need to order 25 MPH signs from the county engineer's office.
 - **Disposal recommendations for old street signs?**
- Village Employees
 - Jim
 - Daily tasks on water & sewer operation/monitoring
 - Ordered needed chemicals and supplies.
 - Performing lagoon discharges for fall/winter season
 - Jim will be retiring from Carey at the end of the year but agreed to stay on part-time at Vanlue for another year or two. He will be using the laptop assigned to him for the Vanlue reports.
 - Mindy
 - Monthly utility billing/collections
 - Worked on year end budget and 5-year forecasts
 - Mike
 - Read water meters, distributed delinquent notices.
 - Leaf Collection
 - Installed snow and speed limit signs
 - Paul
 - Lake

Mayor Robert Brooks Report

- Next meeting is January 24, 2022 at 7 pm at the Vanlue Community Park. .
- New Council was sworn in on this night. That included Amy Wiseley, Melissa Caudill, Rebecca Nye and Robert Greene.
- The Mayor and Leo will meet with Alex Treece December 16, 2021 for the Solicitor position.
- Roger Tanner served unlawful conduct papers to the Mayor on Thanksgiving Day and also mailed Leo and Paul the same things.
- Waiting on a phone call from The City of Findlay regarding street cleaning.

Fiscal Officer Melinda Boyd Report

- Mindy paid the Fire Department fees per the contract in the amount of \$11,353.45
- Mindy also requested that everyone fill out a new W4 and return them to her.
- The Audit was sent to legal for their approval. We should have it by the end of the year.

Review and approve the for the disposal of old records. The paperwork has been sent to the Historical Society for their review and approval. The list is on the shared drive for anyone to review.

A motion was made by Jeri Wenger and Dan Fellrath seconded it.

Approved 6-0

Approve Ordinance No. 2021 – 08 pay raise for Jim Hunter. The raise will be \$1,800.00 per year over 12 months

A motion was made by Ann Burrell and Melissa Caudill seconded it.

Ordinance passed 6-0

Review and approve repaving of 4 alleys and 1 road.

Motion made by Amy Wiseley and Jeri Wenger seconded it

Motion passed 6-0

Approve the 2022 Temporary Appropriation Ordinance 2021 – 09

A motion was made by Melissa Caudill and Ann Burrell seconded it.

Motion passed 6-0

Motion to adjourn the December 13, 2021 Council meeting at 7:44 pm was made by Amy Wiseley and seconded by Jeri Wenger.

Motion passed 6-0

MAYOR

FISCAL OFFICER