

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)

November 22, 2021

On November 22, 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)
Paul Brooks (Zoning Inspector)

Village Residents in attendance were:

In attendance were Village Residents Becky Nye, Sharon May for the VCO and Robert Greene

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 October 25, 2021 meeting was made by Dan Fellrath and seconded by Jeri Wenger.
Motion passed 6 - 0

Reading of and motion to accept the agenda for the November 22, 2021 meeting was made by Amy Wiseley 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 it and Dan Fellrath seconded it.
Motion passed 6 - 0

Reading and motion to accept the financial documents/bank reconciliation/fund summary as presented.
Amy Wiseley motioned to accept and Melissa Sunderhaus seconded it.
Motion passed 6 - 0

Public Participation:

No Public Participation in November 2021 but Council would like to thank Dave and Becky Nye for cleaning up the Boulevard earlier in the month.

Departmental Reports:

VCO Sharon May:

- December 5th, 2021 Christmas in the Park will be held and will start at 6 pm and Santa arrives at 6:15 pm. The VCO will have vegetable soup, ham sandwiches and cookies to eat. There will also be wagon rides
- Christmas caroling will be Sunday December 19, 2021 at 6 pm.

Committee Reports:

Trees, Streets & Sidewalks – Amy Wiseley & Ann Burrell

- Jeremy Oldaker will help get the Village Christmas lights up. There has also been a request for a child at play and a speed limit sign to be put up on South Blanchard St.

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.
- Tagged vehicles to move within 48 hours
- Health department condemned wells years ago and people not hooked up or have plumbed around it. Becky Nye brought up the Wygant property who is not using the village water and had possibly plumbed around it.
- He had also written up 1 violation but the resident had taken care of it prior to the violation getting placed.

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

- Dave Ward patched a few areas on the Town Hall roof and he will be contacted if we notice anymore leaks. Dave also stated he would be getting a hold of Leo to put the new Town Hall sign up on the side of the building.
- Jeri and Dan need to send a letter to the Historical society regarding the records that can possibly be destroyed. Jeri has been working on these items to send the report to the Historical society.

Village Administrator, Leo Hendricks

October 24 – November 20, 2021

- Overall
 - Had three OUPS locate requests this month.
 - Leaf collection is under way. Anticipate wrap up in the next week or two. **MANY THANKS to Chris (Cree) Greenwald for his hard work volunteering with the leaf collection**
 - Worked with Mindy on budgets and 5-year forecasts for various funds.
 - Will be preparing equipment for snow season after the leaf collection is completed.
 - **No responses on help wanted notices. Recommend wider outreach – possibly ad in the paper and notice on Facebook.**
- Hometown Heroes Project
 - 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.
 - Banners will be removed and stored before winter.
- CARES Funds
 - Shawn with HDERlink ordered a new UPS for the town server.
 - He had to send one laptop in for warranty coverage. Should be receiving next week.
 - 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 14 delinquencies this month, with ONE disconnect.**
 - Water production levels have returned to normal levels.
 - Have 2 hydrants in need of immediate repair due to valve issues. Will be scheduling EJ Prescott to do the necessary repairs before winter.
 - CorrPro inspected the water tower and removed the cathode for the winter months
 - Spoke to the Fiscal officer/utility clerk of Rawson about their website and the bill pay choice. She was very helpful, and I will be contacting their suppliers for more detailed information about cost and interfacing with our data and programs for water/sewer billing potential. Go to <https://rawsonvillage.org/home> for a look at how their site is presented.

- Sewer/Storm Sewer Related
 - Had a second sewer pump failure on October 27th. The first pump failed on October 6th and was delivered to Gorman Rupp on October 20th for evaluation. Inspection and possible repairs to take 6+ weeks. Due to running on one pump with no spare, I researched availability of a new or rebuilt pump and found that the lead time was 8 weeks for a new unit at a cost of \$11,000. Worked with Craun Liebing (authorized pump rep) and found they had a reconditioned pump on hand for \$5,900 with a one-year warranty. This pump was obtained and installed on November 5th. We are now running on two pumps again but awaiting report on the first pump which would become our spare. Holding onto the second failed pump at this time. Both of the failed pumps were 10 years old.
 - Received our NPDES 5-year sewer discharge license renewal. Will have to post an updated outfall sign.
 - Awaiting further study and estimate of catch basin/tile work on North Buffalo Street for areas which are experiencing standing water.
- Streets
 - Disposal recommendations for old street signs?
 - Recommend having catch-basins cleaned via vac truck this year after annual leaf harvest, weather permitting.
 - Recommend fall street sweeping after leaf harvest, weather permitting.
 - Amy is checking and replacing bad bulbs on the Christmas lights for the streets. Planning to install after Thanksgiving.
 - **Working on paving recommendations for 2022. Will need to coordinate with the Hancock County Engineer for consolidated bidding as in 2021. Will have to provide target streets/alleys list before January 1st.**
- Village Employees
 - Jim
 - Daily tasks on water & sewer operation/monitoring
 - Ordered needed chemicals and supplies.
 - Helped with lift station pump replacements
 - 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 budget and 5-year forecasts
 - Mike
 - Read water meters, distributed delinquent notices.
 - Final mowing of water, sewer, and street areas
 - Leaf Collection
 - Paul
 - Lake

Mayor Robert Brooks Report

New Business:

- Next meeting is December 13, 2021 at 7 pm. The Council potluck will be this night with the meal starting at 6 pm at the Park and incoming Council people are invited.

- New Council will be sworn in on this night. That includes Amy Wiseley, Melissa Caudill, Rebecca Nye and Robert Greene.
- Mayor Brooks asked for recommendations for a Village Solicitor to replace Don Rasmussen. Currently his contract states he is paid regardless of being present or not and he has not been present to a lot of the meetings.

Old Business:

- Street cleaning was discussed and this is still possible after leaf pickup is done.
- Council has decided not have a 2nd clean-up day with a 40-yard dumpster.
- Place an ad for a part time snow plow person. Ad been placed on Facebook and around town.

Fiscal Officer Melinda Boyd Report

- Taking an online webinar for year end updates on December 6, 2021
- I have also retaken the online records course.
- Roger Cardwell has moved out of the apartment next door.
- Evelyn Hendricks house sold to Noah Brudenbach

Review and approve the five-year forecast for all funds.

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

Approved 6-0

Motion to adjourn the November 22, 2021 Council meeting at 7:45 pm was made by Amy Wiseley and seconded by Melissa Caudill.

Motion passed 6-0

MAYOR

FISCAL OFFICER