

# VILLAGE OF VANLUE

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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)**

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**August 23, 2021**

On August 23, 2021 Council met in regular session at the Village Town Hall 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)

**Village Residents in attendance were:**

In attendance were Village Residents Becky Lloyd, Robert Greene Cindy Frantz, John Nate Kloepfer (sat in main office, due to Claustrophobia), Harvey Roger Tanner and Mr. Tanner's representative, name unknown.

**All reports, minutes and agendas are sent electronically to all 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 July 27, 2021 meeting was made Jeri Wenger and seconded by Amy Wiseley.

Motion passed 6 - 0

Reading of and motion to accept the agenda for the August 23, 2021 meeting was made by Melissa Caudill and seconded by Dan Fellrath

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 Jeri Wenger seconded it.  
Motion passed 6 - 0

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

### **Public Participation:**

- Becky Nye, 304 W North St, asked if there would be a phase 3 for the drainage. She had heard “mumblings” that Steve Wilson had indicated there would be a phase 3 retention pond. At this time, the Village does not know of any phase 3. Phase 2 was good and there have not been issues since phase 2 was completed. Becky also stated she had called Township Trustee Dave Bushong regarding the larger tile at the Funkhouser property and an answer is unknown at this time.
- Cindy Frantz, 308 W North St, commented that the Engineers knew of no plan for phase 2 but suddenly it happened.

### **Departmental Reports:**

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

### **Committee Reports:**

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

- Ann informed Council that the park lost a tree in the storm and Mike was able to use chain saws to cut it up. Also, the caps off some of the banner poles blew off but all have been retrieved and put back on.
- Amy Wiseley informed Council that Blanchard Street has been chipped and sealed. She has had residents asking why it was not repaved like some other streets and she informed them the funds were not there this year because it would have cost \$15,000.00 to repave that portion.

#### **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. Melissa Caudill said the Village’s Facebook has been quiet.

### **Zoning: Robert Brooks**

- Robert Greene was issued a permit for a grain bin gazebo
- Jared Fry was issued a permit for additional holding pens.

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

- Jeri Wenger informed Council that Dan has signed off on all the records and the remaining items need to be submitted to the State for their review and they will inform her what needs kept or thrown away.
- Jeri also informed Council that she has contacted Dave Ward regarding the roof leaking. Dave told her he would be back at a later date to put more sealant on it.
- The Town Hall sign that is on the side of the building is being updated by A1 printing. The cost of that is \$273.82
- Jeri also asked if there would be another community clean-up day in the Fall. It will be added to the agenda for the September meeting to discuss.

## **Village Administrator, Leo Hendricks**

- Leo told Council that he will be ordering ID badges for himself, Mike and Paul Brooks. That way when contact with residents is needed the employees will have proper identification. A1 printing is making the badges
- Overall
  - Attended the yearly budget hearing at the courthouse on August 19<sup>th</sup>.
    - Vanlue will be getting approximately \$26,102 in local government funds from the county.
    - The annual health department fees are \$1,100
  - Participated in a webinar regarding the American Rescue Plan Act funding application process. We have until the deadline of September 4<sup>th</sup> to apply for the monies.
  - Participated in an interview of a potential Zoning Inspector candidate.
- Hometown Heroes Project
  - 20 additional poles (to hold 40 banners) were installed prior to the Vanlue Fest
  - Have 37 more banners being produced, only 3 open spots yet for this year.
  - A chicken dinner is planned for September 25<sup>th</sup> for fund raising for the project.
- CARES Funds
  - HDERlink started delivery of the laptops on July 29<sup>th</sup>, with training to be conducted in the following days/weeks. Found a glitch in VPN access, Shawn is working to correct.
- American Rescue Plan Act (ARPA)
  - Working with Mindy to apply for funds from the American Rescue Plan Act which was announced for a two-year distribution schedule. Vanlue could be getting at total of approximately \$37K split in two annual distributions. 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. The village will have to apply for the disbursements whether we use the monies or not. Can be returned later if not used.
- Water Related
  - Had increased production rates of approximately 10,000 gallons per day since the end of July.

- Had Aqua-line check 135 service connections and the remaining hydrants in town on August 20, 2021. This completes the checking of ALL service connections with North Street done during the previous leak.
- Found 3 hydrants leaking. All three will need seat repairs; one will need the isolation valve repaired/replaced. The stem broke during shutting the hydrant down. That hydrant is out of service. EJ Prescott from Lima will be repairing these hydrants. One hydrant in question is a different brand and estimated repair costs will almost equal the cost of a new hydrant. Recommend replacing it with the same brand (Mueller) as the other 33 hydrants for standardization and ease of repairs. Cost of \$2,760 for a new hydrant.
- **Found one service line leaking on the 300 block of East Main Street. Will have Shaferly replace the line next week.**
- The EPA held a site visit on Monday, July 26<sup>th</sup>. They reviewed contingency plans, asset management plans, record keeping, and visited the treatment facility.
  - Developed hydrant flushing procedures and valve exercising procedures. The EPA requires that we flush all hydrants and exercise all main and hydrant valves annually. Will be actively performing these tasks before year end.
- Had 15 delinquencies this month, with no disconnects.
- A review of water regulations is under way for recommendations of updates.
- Mike completed the annual required hydrant flushing and maintenance program.
- Working with Data Command for a quote for recommended upgrades to our operating system for the Waste Water and Water Treatment plants. We currently are operating on Windows XP and need to upgrade to Windows 10 for the systems to be able to function properly and have upgraded security. May also require some hardware upgrades.
- Sewer/Storm Sewer Related
  - Met with Matt Shaferly to review roadway ditch excavation at the corner of John & Buffalo Streets, ditch and culvert work South Blanchard Street, and catch basin work on North Buffalo Street for areas which are experiencing standing water. He is working up an estimate.
  - BHC Environmental is scheduled during late August to vacuum out the plastics and refuse out of the wet well.
  - Recommend having catch-basins cleaned via vac truck this year, possibly after annual leaf harvest.
- Streets
  - Fog seal was performed on Blanchard Street the week of August 23<sup>rd</sup> by Henry Bergman of Genoa.
  - Asphalt paving is tentatively scheduled during late September.
  - Continuing to do cold patching on areas not slated for repaving.
  - Received the new street signs and will be installing as time permits.
  - Received notice that ODOT will be having an online presentation beginning on September 1, 2021, regarding the CR169/SR15 overpass proposal. If approved, construction is expected in the spring of 2023. The presentation is available on the following website: [transportation.ohio.gov/hancock169](https://transportation.ohio.gov/hancock169)
  - Reviewing previous vacated alleys and will in the future, be presenting maps of platted, unused alleys for review of council for further actions. Spoke with Doug Cade, Hancock

County Engineer and they would be able to survey the affected alleys in the fall after the construction season.

#### Village Employees

- Jim
  - Daily tasks on water & sewer operation/monitoring
  - Participated in the EPA site visit
  - Conducted required EPA lead monitoring of selected homes. All were within allowable ranges.
  - Ordered needed chemicals and supplies.
  - Will be on vacation the week of August 23<sup>rd</sup>. Mike Bakies from Carey will be filling in for him.
- Mindy
  - Monthly utility billing/collections
- Mike
  - Read water meters and distributed delinquent notices
  - Mowing of water, sewer, and street areas
  - Performed annual hydrant flushing of all 34 hydrants
  - Assisted in water leak detection
  - Cleaned up downed branches from wind storm
- Lake
  - No activity this month

#### **Mayor Robert Brooks Report**

##### **New Business:**

- Next Council meeting is September 27, 2021 at the Village Town Hall at 7 pm
- Mayor Brooks asked Council their opinions on having the street swept after leaf pickup
- Informed Council that Paul Brooks accepted the zoning job.
- The Sheriff contract took effect August 1, 2021 at 4 hours per week and random times. This was just a renewal of the contract.
- The pay rate for Paul Brooks was set at the cost of permits and \$15.00/hour for code enforcement.

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

Approve ordinance 2021-03 accepting the delinquent lists and assessing them to their property taxes. .  
A motion was made by Melissa Caudill and Amy Wiseley. seconded  
Motion passed 6-0

Approve Ordinance 2021-04 Levy Special Assessment for Street lights.  
A motion was made by Amy Wiseley and Jeri Wenger seconded it  
Motion passed 6-0

Approve Ordinance 2021-05 the hiring of Paul Brooks for zoning inspector and code enforcement.  
A motion was made by Melissa Caudill and Melissa Sunderhaus seconded  
Motion passed 6-0

Approve ordinance 2021-06 accepting the amounts and rate as determined by the Budget Commission.  
A motion was made by Ann Burrell and Amy Wiseley seconded  
Motion passed 6-0

Motion to adjourn the August 23, 2021 Council meeting at 7:30 pm was made by Ann Burrell and Melissa Sunderhaus seconded  
Motion passed 6-0

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**MAYOR**

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**FISCAL OFFICER**