

# 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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**June 28, 2021**

On June 28, 2021 Council met in regular session at the Vanlue Community Building, called to order by Mayor Robert Brooks at 7:00 PM. All in attendance wore masks.

**Roll call by Mayor Brooks of Council Members:**

Amy Wiseley P	Ann Burrell P	Jeri Wenger P
Dan Fellrath P	Melissa Sunderhaus P	Melissa Caudill (President) P

**Village Employees in attendance:**

Melinda Boyd (Fiscal Officer)  
Leo Hendricks (Village Administrator)  
Don Rasmussen (Village Solicitor)

**Village Residents in attendance were:**

In attendance were Village Residents Sharon May, Cindy Frantz and Becky Lloyd.

**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 May 17, 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 June 28, 2021 meeting was made by Amy Wiseley and Dan Fellrath Seconded it.  
Motion Passed 6 - 0

Reading of and a motion to accept the payment of the bills as presented  
Melissa Caudill 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.  
Ann Burrell motioned to accept, and Melissa Caudill seconded it.  
Motion passed 6 - 0

### **Public Participation:**

Becky Lloyd voiced concern about the trash bags that have been dumped at the recycling bin. She asked if the Village could put a camera up to catch the person dumping it. She was informed the Village has nowhere to hang a camera to get a good view or picture of the person or persons.

Cindy Frantz inquired about the water laying in her yard and where the Village was at in solving this issue. Leo had Steve Shaferly look at the area, and there is not enough of a grade to put a drain in. There is only approximately 1' difference between the back of the lot and where the water lays. Leo also stated that if the ditch would flood, the water would still back up into her yard because the street would be flooded. It also is not possible to put a tile in. The Village may have to put fill dirt in. During the big rain prior to the meeting, the water did not accumulate. The Village had a water line break in the area of 200 W North St and it is possible the water was flowing under ground from the leak and settling down in the area of Cindy's yard on North St.

### **Departmental Reports:**

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

- There will be 2 bands at the Vanlue Fest this year. Friday July 30<sup>th</sup> will be the Fest Parade and Fireworks and Spoiled Rotten will perform.
- Saturday July 31<sup>st</sup>, Mustang Sally will perform that evening and there will also be a chicken BBQ. There will be raffles both nights, good food and entertainment both nights.
- The dates this year for the Fest is July 29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup>.

### **Committee Reports:**

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

- Ann informed Council that the trees that were scheduled for removal or trimming are completed.
- Chris Rathburn complained about water buildup washing his rocks away at his drain. His tile is not the proper size for the drain and he has rocks that need moved to allow a smooth flow.

- Amy Wiseley also stated that Marathon would donate but needs the Village to fill out a lengthy application and also list the Village's Mission Statement. Leo and Amy will work on a Mission Statement. Whirlpool stated they would only donate if they could do so electronically, such as PayPal or Venmo.
- Amy also stated that Jeremy Kloepfer wants to relocate the locust trees in the Boulevard to the park and move the 3 evergreens so that everything lines up correctly. RK landscaping will be doing this at no charge to the Village.
- CJ Couch has stated he would like to replace the schools sidewalks on East 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. Melissa Caudill said the Village's Facebook has been quiet.

### **Zoning: Robert Brooks**

- Drew Waxler has gotten a permit for his deck at the back of the house and a permit for a shed
- Andrew Finkenbiner received a fine for not getting a permit for a shed in his back yard. Instead of the permit costing \$25.00, it was \$50.00 total
- Bob Greene got a permit for a roof on his deck.

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

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

- o Recommend street sweeping prior to the Vanlue Fest which will be held on July 29, 30, 31st this year.
- o Catch basin cleaning has been delayed until August due to Hancock Health Dept placing mosquito pesticide pellets in selected catch basins.
- ☐ Hometown Heroes Project
  - o The dedication ceremony was held on Memorial Day, May 31st at 10 a.m. with 75 banners displayed
  - o 20 additional poles (to hold 40 banners) will be installed prior to the Vanlue Fest
  - o Have 31 more banners being produced as of last week with more requests coming in.
  - o Amy Wiseley has been contacting corporate sponsors for donations and Marathon has asked for the Mission Statement of the Village of Vanlue as part of the application process.

#### ☐ CARES Funds

- o HDERlink installed the new server and routers. Testing of the VPN and access was successful. They will

be distributing the laptops and giving assistance in access and training after July 4 th .

#### ☒ American Rescue Plan Act (ARPA)

o A next round of revenues for the American Rescue Plan Act was announced for a two-year distribution schedule. Initial word is that Vanlue may be getting approximately \$65K. Viewed webinars on May 18th and June 24th for updates on the application process. 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.

#### ☒ Water Related

o Had 18 delinquencies this month, with no disconnects.

o A review of water regulations is under way for recommendations of updates.

o Higher water production (and subsequent loss) than normal started in April. Assistance from the City of Findlay found 2 hydrants with small leaks. Had Aqua-Line from Findlay perform leak detection on 34 meters on North Street and found a leak in the line supplying 200 Maple Street. Land and Land Excavating dug up the street and found a hole in the feed line. They bored a new pex line from the meter pit to the main line. Water production went from 48,600 gallons per day to 15,200 immediately. The new average per day is +/- 17,00 per day.

o Worked with Mike to gain access all 60 water main valve pits.

☒ Many of the valve pit covers were covered in asphalt and several needed cleaned out in order to operate the valves in case of emergency.

☒ Will be flushing hydrants and operating the main and hydrant valves as part of the required EPA asset management plan.

☒ Several of the pits will require new lids and rings. Will be replacing as needed

o Mike has applied number tags to all 34 fire hydrants for maintenance tracking.

o Spraying for weeds at the well field using vinegar/salt non-toxic mix.

o Distributed the annual Consumer Confidence Reports on June 17th .

o Filled in for Mindy while on vacation and performed the water billing.

o Will be getting a quote from Data Command on 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

- o Recommendation to have plastics and refuse vacuumed out of the wet well. Will be contacting Bugner Septic Service.
- o Working with Steve Shaferly for estimates for catch basin/storm sewer line work on a property on West North Street which is experiencing standing water originating from the well field property after heavy rains.
- o Also getting an estimate from Steve on an additional catch basin at the corner of John & Buffalo Streets that experiences standing water causing a traffic hazard during freezing weather.

#### ☒ Streets

- o Fog seal on Blanchard Street to take place after July 15<sup>th</sup> by Henry Bergman of Genoa
  - o Asphalt paving is tentatively scheduled sometime in late August to mid-September
  - o Doing cold patching on areas not slated for repaving.
  - o Received the \$1,000 PEP safety grant for street signs. By using the PEP grant and state highway funds, ALL street name signs can be upgraded with a minimal outlay from the regular street fund account. Signs & brackets are on order and will be installed this summer.
  - o 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.
- Also, Steve Shaferly looked at the drainage ditch at the edge of the park. He stated he would dig 15' – 20' in the area that the ditch used to be located.

#### ☒ Village Employees

- o Jim
- ☒ Created the annual Consumer Confidence Report
- ☒ Daily tasks on water & sewer operation/monitoring
- ☒ Assisted in trouble shooting high water production causes.
- ☒ Ordered needed chemicals and supplies.

o Mindy

☑ Monthly utility billing/collections.

☑ State of Ohio Auditor finished up the 2019-2020 on site audit.

o Mike

☑ Read water meters and distributed delinquent notices

☑ Replaced one defective water meter due to low flow. Was plugged up with sediment.

☑ Sprayed for weeds along curbs and applied vinegar/salt non-toxic mix at the well field well heads.

☑ Mowing of water, sewer, and street areas.

☑ Assisted during North Street water line repairs by hauling stone/materials.

☑ Assisted in main water line valve pit cover maintenance.

☑ Applied number tags to all hydrants for maintenance tracking.

☑ Assisted in cold patching potholes and areas of need.

o Lake

☑ No activity this month

## **Mayor Robert Brooks Report**

### **New Business:**

- Next Council meeting is July 26, 2021 at the Village Town Hall
- Council verbally agreed to street sweeping prior to the fest.
- Help wanted for zoning

### **Old Business:**

- Water meter tampering
- Ongoing resident issues
- Cindy Frantz flooding
- Don Rasmussen stated that there would be a \$250.00 fine for meter and lid tampering and up to 30 days. Some residents are turning water on and off at the pit when they go out of town. They are not supposed to open the pits.
- Regarding Roger Tanner and his vehicle that was stored and still at Brooks Towing. Village Solicitor Don Rasmussen as well as the Pep Attorney Leo and Mindy spoke with, stated that this is out of our hands and is between Ben and Roger Tanner. Council can pay the actual towing bill out of good faith but not storage. The Village can legally tow cars that are parked illegally on street if not plated. The Attorney from Pep stated to start issuing citations. He suggested we send regular mail, certified mail and hand deliver if needed. He also stated we can not just zero in Tanner, that it needs to be all residents that have issues.

**Fiscal Officer Melinda Boyd Report**

- The Auditors finished up on location before I left for vacation.  
They did find some things that needed corrected and additional items to add for review  
Council needs to review adjustments on water accounts and the usage every month.  
I also need to match the amended certificate to the funds when I receive one.

Approve the 2022 Estimate of Revenue

A motion was made by Melissa Caudill and Melissa Sunderhaus seconded it

Motion passed 6-0

Approve withdrawing the permissive funds in the amount of \$3700.00

A motion was made by Ann Burrell and Amy Wiseley seconded

Motion passed 6-0

Approve the posting of a Help Wanted ad for Zoning. They would receive the total permit fee and \$15.00/hour for zoning violations and code enforcement

A motion was made by Melissa Caudill and Melissa Sunderhaus seconded

Motion passed 6-0

Motion to adjourn the June 28, 2021 Council meeting at 7:55 pm was made by Amy Wiseley and Melissa Caudill seconded

Motion passed 6-0

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**MAYOR**

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**FISCAL OFFICER**