

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)

September 27, 2021

On September 27, 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)
Don Rasmussen (Village Attorney)
Paul Brooks (Zoning and Code enforcement)

Village Residents in attendance were:

In attendance were Village Residents Becky Lloyd, Cindy Frantz, Harvey Roger Tanner and Mitch John and Sharon May for the VCO.

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 August 23, 2021 meeting was made Amy Wiseley and seconded by Ann Burrell.
Motion passed 6 - 0

Reading of and motion to accept the agenda for the September 27, 2021 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
Melissa Sunderhaus 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.
Jeri Wenger motioned to accept, and Amy Wiseley seconded it.
Motion passed 6 - 0

Public Participation:

- Becky Nye, 304 W North St, asked council if they could look into the debris and lawn mower that is sitting at 303 W North St and ask them to clean up their yard

Departmental Reports:

VCO Sharon May:

- The Chicken BBQ for the Veterans Parkway was a success. They sold 600 tickets and also received some donations.
- Trick or Treat will be October 28, 2021. The Village will purchase the donuts. Costume judging will be at 6 pm at the school and the parade will follow at 6:15 pm with Trick or Treat 6:30 – 8 pm with refreshments at the park. There will also be trunk or treat.

Committee Reports:

Trees, Streets & Sidewalks – Amy Wiseley & Ann Burrell

- Trees, streets and sidewalks are all good. The leaves are starting to fall.

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

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

Village Administrator, Leo Hendricks

August 22 – September 25, 2021

- Overall
 - **A draft copy of water regulations updates recommendations will be presented to Council this month for review.**
 - Had seven OUPS locate requests this month
 - Responded to the EPA July site visit findings and provided the following corrective actions.
 - Updated language in the contingency plan to state that Vanlue would provide bottled/bulk water of a minimum of 1 gallon/day per person within 24 hours. **Updated to state timing.**
 - Updated language in the contingency plan to state that Vanlue would provide notification to residents within 12 hours of a water emergency. **Updated to state timing.**
 - It was found the overflow pipe on the water tower had a 12-mesh screen installed. Requirements call for a 24-mesh screen. **New 24 mesh screening is on order and will be installed as soon as received.**
 - Worked on scanning and archiving Village ordinances and resolutions and storing on the server shared drive.
 - So far completed years 2009-2020 ; Original Sewer Ordinances
- Hometown Heroes Project
 - **A barbeque chicken dinner was held on September 25th for fund raising for the project.**
 - All remaining banners for this year have been installed. A total of 120 veterans being honored.
 - Additional banners/poles will be installed next spring for Memorial Day.
- CARES Funds
 - HDERlink started delivery of the laptops on July 29th, 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)
 - Worked with Mindy to register for American Rescue Plan Act (ARPA) funds. Will receive \$18,500+ this year, and \$18,500+ 12 months later. Will have to register yet with the federal government and 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.
 - We have until late 2024 to appropriate the funds and 2026 to spend the funds.
- Water Related
 - **Found one service line leaking on the 300 block of East Main Street. Shaferly replaced the line on August 24th. Production levels dropped by approximately 12-15,000 gallons per day.**

- Found 3 hydrants which have leaks. 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.
- **Had 14 delinquencies this month, with FOUR disconnects.**
- Working with Mike on procedures for testing and rebuilding water meters utilizing test apparatus.
- 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. Will need to follow federal bidding and procurement guidelines which are extensive.
- Sewer/Storm Sewer Related
 - Received an estimate for \$2,800 from Matt Shaferly/Tim Draper
 - For roadway ditch excavation at the corner of John & Buffalo Streets; and enlarging one culvert along with ditch work on South Blanchard Street from Main Street to the first fire hydrant.
 - Awaiting further study and estimate of catch basin/tile work on North Buffalo Street for areas which are experiencing standing water.
 - BHC Environmental will be scheduled during late September 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 23rd by Henry Bergman of Genoa.
 - Were billed \$739.64 for additional materials used over original estimate for South Blanchard Street chip & seal.
 - **Spoke with County Engineer Project manager and verified that we were NOT billed for additional North Blanchard street chip and seal.**
 - Asphalt paving is tentatively scheduled for after September 28th.
 - 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 has an online presentation which began 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**
- Village Employees
 - Jim
 - Daily tasks on water & sewer operation/monitoring

- Ordered needed chemicals and supplies.
- Working with Jim on recommendations for ARPA funds use.
- Mindy
 - Monthly utility billing/collections
 - Registered for ARPA funds.
- Mike
 - Read water meters, distributed delinquent notices, performed disconnects/reconnects
 - Mowing of water, sewer, and street areas; Performed additional mowing at lagoon ponds and cleanup at green waste site.
 - Changed out one meter per user request. Meter was tested and found to be within allowable tolerances. User was advised of results and will take corrective action for water conservation.
 - Receiving training on testing and rebuilding water meters.
 - Assisted in water line repairs.
- Paul
 - Met with Paul to provide him with necessary forms and files.
 - He issued one fence permit and continues to review the zoning ordinance and rules to acquaint himself with Vanlue regulations and code enforcement needs.

Mayor Robert Brooks Report

- Next meeting is October 25, 2021 at 7 pm at the Town Hall
- Street cleaning was discussed. It is possible the Village could have it done before the weather turns cold and after the leaves are done.
- Discussion took place about a second clean-up day with a 40-yard dumpster. A tentative date of November 13, 2021 was set at 8 am till full
- It was discussed that a part time person be hired to help Mike and Leo with snow removal. Council was ok with that

Fiscal Officer Melinda Boyd Report

- The \$1,000.00 bank error with the Pep grant check has been fixed by the bank
- Leo and I reviewed the delinquent accounts and updated the figures. We were able to clear a couple of accounts.
- The Village’s first Rescue fund payment has been received in the amount of \$18,593.32

Motion to adjourn the September 27, 2021 Council meeting at 7:26 pm was made by Ann Burrell and Amy Wiseley seconded
 Motion passed 6-0

MAYOR

FISCAL OFFICER