

# 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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**September 26, 2022**

On September 26, 2022, Council met in regular session at the Village of Vanlue Town Hall and was called to order by Mayor Robert Brooks at 7:00 PM.

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

Amy Wiseley(President)  
Becky Nye

Ann Burrell  
Robert Greene

Jeri Wenger  
Melissa Caudill

**Village Employees in attendance:**

Melinda Boyd (Fiscal Officer)  
Leo Hendricks (Village Administrator)  
John Filkins (Village Solicitor)  
Paul Brooks (Zoning)

**Village Residents in attendance were:**

Sharon May

**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 August 22, 2022 meeting was made by Ann Burrell and seconded by Bob Greene Motion passed 6 - 0

Reading of and motion to accept the agenda for the September 26, 2022 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. Becky Nye 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. Ann Burrell motioned to accept and Amy Wiseley seconded it.

Motion passed 6 - 0

### **Public Participation:**

No Public Participation

### **Departmental Reports:**

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

Upcoming events at the park and around the Village.

#### VCO – Sharon May

- Veterans Parkway chicken BBQ at the park September 17, 2022 brought in \$6450.00 gross. They do not have a final figure after expenses paid. The money from this fund raiser will go to pay for projects on the Veterans Parkway such as pavers, landscaping and poles. The benches for the Parkway will be in September 29, 2022. A definite date for the landscaping has not been set yet.
- Village Trick or Treat – October 27, 2022 6:00 is the costume judging at the school with a parade at 6:15 and trick or treating starting at 6:30 – 8:00 pm. Refreshments will be available at the park for the Public. Council will be supplying 28 dozen donuts.
- 4H Community potluck – October 29, 2022
- VCO spaghetti supper – November 12, 2022
- 4H decorate the park – November 27, 2022
- Christmas in the park – December 4, 2022
- Vanlue Christmas Caroling – December 18, 2022

### **Committee Reports:**

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

- Amy Wiseley stated that 8 of the evergreens in the Parkway will be removed by Dan and Lori Watson. We did receive a signed liability waiver from them. 1 tree will be moved to the park.
- Ann Burrell stated that there have been 2 trees removed recently and the red bud in front of Barb Epley's will be trimmed later after it frosts. 115 W Main Street wants their tree down because it is rubbing against their house and it causes a mess on their sidewalk and street. Council agreed to get it trimmed at this time. Council has had several complaints regarding the trees that have been removed. All the

trees that were removed had lateral roots. Council did agree to plant deep rooting trees later on. A male Ginkgo tree is an example of a deep rooting tree or the Hornbeam is another example. These trees get 25' – 40'.

- Still waiting on Amanda Renwand to remove a tree on her property at 109 W Main. The Village has put cones and tape up to keep people from parking under it and walking on the sidewalk. The Mayor has left several voice messages on her cell phone and has only talked with her husband once. Council agreed that something needs done sooner rather than later. They agreed on having an arborist in from Advance Health come and do an inspection on the tree and give his recommendation. The expenses will be paid by the Village but if needed, the total of those expenses will be assessed to the owner's property taxes. Village Solicitor recommends hand delivering a letter to the property owner and give them 7 days to comply. If it is not completed then move forward with removal of tree and assess to their taxes.

#### **Finance and Community & Public Relations–Melissa Caudill & Rebecca Nye:**

- Becky has reviewed and signed all the payments and receipts for the prior month.
- Melissa has kept up on updating Facebook and posting. She also stated someone stopped in to the gas station and told her Dad that they are very pleased with the parkway and enjoy coming to see it.

#### **Zoning: Paul Brooks**

- Mindy asked about if residents that have delinquent water/sewer accounts can still get a permit and the answer is yes.
- Becky wanted to know if they can get copies of permits and applications he has received and written. He stated yes.
- He suggested hiring someone with a drone to fly over a property on Center St to check on the condition of the building from the top.
- Paul would also like Becky or someone to come up with a 2-part ticket for offenses.

#### **Buildings and Grounds and Records: Jeri Wenger & Robert Greene:**

- Jeri cleaned the office on September 26, 2022. She also left a list of minor repairs needing done at the Town Hall.
- Jeri stated she had tried to print something from home and did not print. Mindy and Leo both told her she would have to come into the office to print.

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

August 21 – September 24, 2022

Overall

Request to post help wanted notices for an added part-time maintenance

worker. Was informed by Brad that he will be limited in his help this fall/winter/spring.

Recommend having discussions with Biglick Township Trustees to see if a sign could be posted at the intersection of TH 196 & SR 568 saying “NO THRU TRUCKS” to see if this would help limit the semi-trucks trying to access SR15 by way of TH 197 and Blanchard Street.

Leaf collection will take place late October/early November as needed. Will post notices on the village website and Facebook about collection dates.

Scheduled to meet with the new PEP insurance representative on October 3rd to review and update as needed the village’s coverage for lands, buildings, and equipment.

Will be working with Mindy and Becky on updated 5-year budget forecast and the 2023 budget.

Regional Planning is continuing with the county vacant structures’ demolition program with asbestos abatement inspection completed on the property slated for removal on Buffalo Street. Next step will be soliciting bids for demolition.

#### Hometown Heroes Project – Veterans Parkway

A fundraising chicken BBQ was held on September 17th and 600 meals were served!! Many thanks to all of the volunteers and the community for their great support. Vanlue Fire Department cooked their famous chicken again this year. Currently have 154 banners in place with two on display at the Wildcat Cafe. Further plans for this year include upgraded landscaping and memorial benches. the pine trees are slated to be removed by the end of September.

#### American Rescue Plan Act (ARPA)

ARPA funds were originally to be used for water and sewer infrastructure, but rules change now allow a broader use of the monies. Possible potential areas under consideration are water department equipment, electronic and cybersecurity updates to the Water and Waste Water plants, and village park building improvements.

Received second tranche bringing our total monies to \$37,355. Will have to follow strict procurement procedures for spending.

We have until late 2024 to appropriate the funds and 2026 to spend the funds.

#### Water Related

Spoke with RCAP representative about guidance on water rate analysis. They would perform the rate study for approximately \$8,000. The representative shared their process, and I will be working with Mindy and Becky on developing our own rate study by reviewing income and expenses for 2019 – 2022 as well as considering inflation and contingency requirements.

Worked with Mindy to refresh/learn water billing & Paystar system. She will be on vacation during part of October, and I will be filling in during the next billing & collection cycle.

Scheduled to take part in 2 EPA webinars on October 6th related to the water system.

Scheduled to attend an EPA funding opportunities session at the Northwestern

Ohio EPA in Bowling green on October 24th .

Website: 35 persons have signed up so far for text or email alerts and news.

☐ Paystar Statistics to date - during the August payment month:

28 customers or 15.5% of the total water/sewer customers used the Paystar option for \$2,862 in collections.

The 7-month average is 27 customers utilizing Paystar each month.

Total transactions of 189 and collections year to date are \$20,798.

EJ Prescott repaired a leaking hydrant, and the hydrant is now back in service.

Had 16 delinquencies this month with one disconnect.

Mike has completed flushing the hydrants.

Sewer/Storm Sewer Related

Spoke to Tom Lee and the field next to his house will not be tiled this year and is in fall cover crops. The potential tile extension along alley right of way at Cindy Frantz' area is on hold until tiling takes place at some point in the future.

### Streets

The tree hazard situation on West Main Street continues services. More limbs have fallen onto the tree lawn/street area. The owner is no longer responding to phone calls and has been made aware of their liability. Barricades are still in place on the street to help warn passersby. Paul will be contacting a certified arborist to see if the tree can be declared a public hazard and action can be taken by the village for trimming/removal.

The paperwork for the OPWC program funding requests for 2023 needs to be changed to assign names to all areas to be paved. This is for 50% match and has been used in the past. Would allow Vanlue to address two years of paving program for one year's cost. 15 areas are in the application.

### September 2022 Report

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The Kubota mower experienced structural failure on the mower deck. A quote was received for \$2,000 for a replacement deck, but thanks to the efforts of Keith Hendricks, the existing deck was repaired and is back in operation. Should keep in mind a potential mower replacement in future years. Current replacement cost would be approximately \$16,000 +/- for the same model.

Soliciting an estimate from Clean-Line painting for potential needed street striping for crosswalks, stop lines, no parking, and handicap areas. ODOT could not provide any assistance with the cross walk at the school.

Cold patching at the school sidewalk areas and other assorted potholes was completed, using approximately 3 tons of material.

More sidewalk replacement work is slated for mid-October.

### Village Employees

Jim

☐ Daily tasks on water & sewer operation/monitoring

☐ Ordered needed chemicals and supplies.

Mindy

☐ Monthly utility billing/collections, continuing to learn new payment process.

☐ Work with consumers on billing issues and new user sign ups.

☐ Training Leo on water billing and Paystar processing.

☐ Accumulating data for 5-year forecasts and 2023 budget

☐ Supplied water fund financial data for water rate analysis.

Mike

☐ Distributed delinquent notices, conducted one shut off

☐ Monthly meter readings

☐ Mowing of streets, lagoons, well field drive, WTP

☐ Dirt hauling for tree lawns.

☐ Repaired numerous street signs and installed a second stop sign at East Main and Buffalo Street.

☐ Hydrant flushing

### **Mayor Robert Brooks Report**

- Next meeting is October 24, 2022 at 7 pm at the Village Town Hall unless stated otherwise
- Have been trying to reach Amanda Renwand regarding her tree at 109 W Main St.
- The Wygant property needs mowed again and would like it done prior to October 6, 2022 due to the school homecoming.
- Chase Kloeppe's yard needs mowed again. Will need to contact him.
- Complaints have come in regarding the parking issue at Center Street and Buffalo. People park clear to the end and it makes it hard for people to see to get out on to Buffalo. Council agree to eliminate the parking spot from the pole to Center St.
- Trick or Treat October 27, 2022. Council to purchase the donuts.

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

- Reminder I will be gone for vacation October 7 – 17, 2022. I will return to work on the 18<sup>th</sup>. I have written directions out for Leo and we have also reviewed things in person.
- Leo and I will be reviewing and updating replacement costs to add some items to our insurance that are currently not on there.
- Amy is on the schedule for cleaning in October.
- Leo, Becky and I will be reviewing the 2023 budget in the upcoming months and looking at the 5-year forecast.

A motion was made to approve Resolution 04-2022, giving Doug Cade permission to apply for OPWC and local improvement programs on behalf of the Village.

Becky Nye motioned to approve and Amy Wiseley seconded it.

Motion passed 6-0

Motion to approve Certification of local funds in the amount of \$27,220 for Resolution 04-2022

Melissa Caudill made a motion and Bob Greene seconded the motion.

Motion passed 6-0

A motion to approve No Parking at the corner of Buffalo and Center St.

Ann Burrell and seconded by Becky Nye.

Motion passed 6-0

A motion was made by Jeri Wenger to adjourn the September 26, 2022 Village of Vanlue

Council meeting at 8:22 pm and seconded by Amy Wiseley

Motion passed 6-0

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**MAYOR**

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**FISCAL OFFICER**