

**RECORD OF PROCEEDINGS
MINUTES OF THE REGULAR MEETING OF THE
SHERWOOD VILLAGE COUNCIL
SEPTEMBER 16, 2019**

Mayor Mallett called the meeting to order with council members Jim Hohenberger, Scott Rohrs, Chris Skinner and Mike Sudholtz present. Also present were Judy Bayliss, Dawn Buskirk, Bob Hasch, Judy Hasch, Jeff Hurtig, Arlene Murphy, Sherri Ramey, Jack Stantz and Chris Walker.

The Pledge of Allegiance was recited.

J. Bayliss questioned how she needs to fill out the EPA lead and copper information form which was sent to residents.

S. Ramey replied that if she does not know about the lead and copper that is how she should answer the form.

John Buskirk entered.

Ramey informed those present that the EPA changed tiers of what lead and copper should be in lines in homes within dates through 1982-1988.

Resolution 19-09-01, a resolution for the transfer of funds from the General Fund into the Parks and Recreation Fund was presented.

J. Hohenberger made a motion to suspend the rules, waive the three readings and approve Resolution 19-09-01 as an emergency. S. Rohrs seconded the motion. A roll call vote was taken. J. Hohenberger voted yea, S. Rohrs voted yea, C. Skinner voted yea and M. Sudholtz voted yea.

A motion agreeing to the Defiance County Budget Commission's alternate plan of apportionment of the local government funds on the basis of need and the amount received in past years was presented.

C. Skinner made a motion to accept the Defiance County Budget Commission's alternate plan of apportionment of the local government funds on the basis of need and the amount received in past years. J. Hohenberger seconded the motion. A roll call vote was taken. C. Skinner voted yea, J. Hohenberger voted yea, S. Rohrs voted yea and M. Sudholtz voted yea.

Village Administrator S. Ramey presented her report for the month. Ramey informed the council that Buckeye Roofing will be here on Tuesday and Wednesday to replace the Village office roof. The office will be closed because the area will be shut off and will be a hard hat only zone. She stated that something needs to be done with insulation at the Maintenance garage. The council had approved to have the area spray foamed in the past but that was not done because Jeff discovered that is not the best option. Also it has been discussed that we paint the building, but after talking with contractors that would only last 10 years. If the village can afford to put new steel on the building and lay in insulation instead of spray foam, it would likely last 50 years. Two estimates have been received, one from Wagner Metals and one from Richland Roofing and both are less than \$50,000 for new steel siding, soffit and gutters plus insulation and Hurtig could also get a third quote. Jeff suggested that we check to see if there are any funds left in Grants that we have that could help with the siding and insulation.

Mayor Mallet stated that since the project will be less than \$50,000 we will not need to have it bid out.

S. Rohrs made a motion that the village insulate and put new steel siding, soffit and gutters on the maintenance building. C. Skinner seconded the motion. A roll call vote was taken. S. Rohrs voted yea, C. Skinner voted yea, M. Sudholtz voted yea and J. Hohenberger voted yea.

S. Ramey reported that the alley behind the library was paved using grant funds. She informed the council that there were 11 water shut-off notices delivered in August and all were paid. She stated that an EPA lead and copper information form was sent out to Village residents and needs to be turned in by September 22nd. The billing information form was also sent to those who have not turned them in and they are needed ASAP. Letters were also sent to residents concerning leaks. The meters will be read either tomorrow or Thursday and hopefully the leaks will have been fixed by then. Ramey informed the council that the meter pits are all done except for the strip mall and condos and those will be done in house.

The council discussed how many feet is needed in the new zoning code so that in the future when people build the maintenance crew has enough room to maintain utilities. There are quite a few issues with sheds, clothes lines or fences in the easements. We need to make sure that no more are done that way and if work needs to be done from now on and an item is in the easement the village should not be responsible to fix it.

J. Hurtig stated that a minimum of 2 ft. is needed but 6 ft. is a reasonable amount to be able to get the mini in to work on utilities. He would be glad to personally inspect sites in the future if needed

Wes Hall entered.

Ramey asked that the council make a definite decision about minimum distance that new builds can be to water main so that it can be put in new Zoning Code. She asked that council make decisions about the changes that the Water Committee had suggested at August's meeting so that the Readiness to Service charge can be implemented.

C. Skinner made a motion that the Readiness to Service charge be changed from \$15 to \$20, which would be \$10/water and \$10/sewer and that it be implemented next month. J. Hohenberger seconded the motion. All council members present voted yea.

W. Hall made a motion that there be a charge of \$30 for a water turn on if a resident requests a visual read because of discrepancy and if there is an issue with the read there will be no charge. C. Skinner seconded the motion. All council members present voted yea.

C. Skinner made a motion that the water tap fee be changed from \$325 for a ¾" line to \$1250 and from \$350 for a 1" line to \$1500. This includes the price for meter pit, meter, labor and equipment. If there is an existing tap the original amount will be credited (new builds with original curb stops). S. Rohrs seconded the motion. All council members present voted yea.

The council discussed the upcharge for lines larger than ¾". There are 10- 1" lines and 3- 2" lines. Those customers are aware that the cost for larger meters is more and 2 of 3 are selling water.

Jamie Vogelsong entered.

Mayor Mallett stated that the cost to replace a meter for 2" lines is \$2000.

J. Hurtig informed the council that the village covers the first \$300 of the cost to replace a meter for 2" lines. The difference would be \$1700. A meter should last approximately 10 years.

J. Hohenberger made a motion that the upcharge cost of \$1700 for a meter for a 2" line be spread over 10 years and billed to the customer receiving the meter. M. Sudholtz seconded the motion. All council members present voted yea.

Darrel Rock entered.

Pool fill charges were discussed and it was decided to not have a special metering for pool filling. Pool filling will be included in regular meter reading.

The council discussed how much cemetery will be charged for water usage.

The council decided that the village will allow 1000 gallons of water per month for cemetery usage without a charge. After 1000 gallons the cemetery will be charged.

Village Administrator S. Ramey reported that this month the utility billings showed the water usage from the time the meters went in and the next bill will show 2 weeks' worth of usage. The meters will continue to be read in the middle of the month. She informed council that we had to pay \$2000 for an application for a different permit because we moved the outfall even though the PTI was submitted and approved with new outfall.

Ramey reported that there have been issues with clogging at the lift station because people are improperly flushing items.

J. Hurtig stated that recently there was a mop head found clogging the lift station in addition to items such as baby wipes. He stated that a grinder might be an option but that he has not priced those as of yet.

W. Hall suggested that we try to vandal proof the manholes before we spend money on a grinder.

S. Ramey reported the paving at Moats Park is done but that the lines are not done. She informed the council that recently Vickie and Chris helped with the inventory at CFA and the back storage room was cleaned up. We are setting up guidelines for putting away tables and chairs. She stated that there have been issues with the storage of surplus food at the Crystal Fountain Auditorium and the Food Give Away needs to be moved to another location. We recently had to throw out a lot of food. We would like to have the food give away at the Village office instead of the CFA and any food left over would go to the Methodist Church food pantry. Village employee Jack Stantz could pick food up at the Toledo Food Bank with a village vehicle and it would cost less than we are reimbursing Robyn Crites for mileage.

Ramey reported that the lease is up on the rental house on September 30th and the renters would like to pay on a month by month basis because they are buying a house. She asked whether we are going to continue renting the house at 100 Spiritualist Dr.

W. Hall stated that the house is still in decent shape.

S. Ramey stated that she will have Chris Walker start the legal descriptions of the alleys so that we can begin the process of vacating them. She informed the council that she recently talked to Lori Polter, the guidance counselor at Fairview, and asked whether she had suggestions of young people over 18 who might be interested in a part-time maintenance position with the village. L. Polter will be getting back to Ramey with possible names of people who have graduated in last few years who might be possibilities.

Ramey suggested ideas about fall compost dumping. One idea was to park the Top Kick at the Village office and set days and times during the week that village residents could dump leaves and grass clippings. Another idea is to have a Saturday once or twice a month when residents could dump and signs would be clearly stated what is accepted. Another option would be for residents to put yard refuse in large clear plastic bags so that village maintenance personnel could pick them up and see that nothing is being dumped that should not be. We still need to stop people from going back to the lagoon dump site. The street light is up and game cams will be put up

The council decided to park the Top Kick at the Village office and not use bags for yard refuse for a while and see how that goes.

Ramey reminded council that she would still like information on council members for the website. She informed council that there is an Ohio Ethics Law educational training on Wednesday, October 2, 2019 at the Defiance County EMA from 1:30-3:00 pm. Ramey stated that no other signs should be put within the stone areas at the Sherwood Village signs. The fabric has been torn and weeds are growing so now some of the Village signs need to be redone. She asked whether council wanted to have the Village Trick or Treat on Sunday, October 27th from 3:30-5:00 pm, which is the same time we've had it the last few years.

Council agreed that October 27th from 3:30-5:00 pm would be a good time for the annual Village Trick or Treat for 2019.

Ramey informed council that the office will be closed on Friday, September 20 because she will be helping the Fire Department with donuts at the Flat Rock Fall Festival. She stated that we could still use more volunteers to help with donuts for the event. She told council about a RCAP Field day training which will be held in Hicksville at the Park Pavillion at 598 North Bryan St. from 8:45 am - 3:00 pm on October 1, 2019. The cost is \$20.00 per person.

She reported that there is a house at 216 East Vine St. that has trash and weeds that need to be cleaned up and the owner cannot be contacted. Letters are all being sent back to village. She asked whether we should clean it ourselves and put it on a tax assessment.

There was no Zoning report. Rob Bailey was not at the meeting. Mayor Mallett will talk to Rob Bailey.

The Parks Committee report was presented. They discussed having a skating fundraiser at the CFA on Saturday, October 19 from 6-9 pm. Sherri talked to the insurance company and we can add that to the policy, but they requested it to be a free will donation instead of a set price. The Park Committee is going to talk to the Archery Club to see if they would allow us to use targets as barrier to keep a walkway available to bathrooms and the kitchen window for concessions. This would be bringing your own skates and in-line skates would be acceptable. They discussed having a Halloween decorating contest if a business would be willing to donate a prize. The VFW will be having a pancake and sausage supper at 4 pm on Saturday, October 26th. There will be a free will donation. On

November 23 there will be a flea market at the CFA and Vickie Skinner is in charge of that. On November 24th the Park Committee and anyone else interested will be going through the Christmas lights in preparation for decorating Memorial Park and the CFA, which will be held on December 1st. Tentative dates for a Christmas program at the CFA are either Sunday, December 8 or Sunday, December 15th. They will talk to Mrs. Hurtig to see what dates would work better for her and ask area churches to see if they would like to participate. A Christmas decorating contest is again being planned and the park committee will ask for donations. Santa will be arriving at the VFW on Saturday, December 14 at 6PM. Rob and Suzy Bailey are filling out a grant for the remaining amount for a handicap accessible swing for the Little Reservation Station. We received a \$500 donation from the Hubbard family and \$500 from the euchre tournament earlier this year which leaves a remaining balance of \$2,429 to purchase the swing. Sherri, Vickie and Chris Skinner went through the tables and chairs at CFA and set up a check list for renters to make sure everything gets done. Also, there will be pictures and instructions on how and where the tables and chairs get put back. Seven chairs have been damaged (mostly bent legs) so far. The next Park Committee meeting was set for Thursday, October 10th at 7:00 pm.

J. Hohenberger asked how much room is needed at the LRS for the handicap accessible swing.

S. Ramey replied that we haven't checked that out yet.

Wes Hall left.

D. Rock presented 5 total applications to be on Sherwood EMS and Fire Department. (2 for EMS and 3 for both Fire and EMS). The applications were for Sherri Ramey, Victoria Skinner, Christine Brunner, Deserae Wonderly and Prestin Parham. Rock stated that he has no further information about the new Fire house. He talked to electricians about donating labor and the village just purchasing materials, but time is running out to use the grant funds so we may not be able to keep the Grant.

J. Hohenberger made a motion to accept all 5 applications to be EMS Personnel and on the Fire Department pending background checks and the Fire Chief's approval. S. Rohrs seconded the motion. All council members present voted yea.

Darrel Rock left.

The minutes of the regular meeting of the Sherwood Village Council held on August 26, 2019 were presented.

C. Skinner made a motion to accept the minutes of the regular meeting of the Sherwood Village council held on August 26, 2019. J. Vogelsong seconded the motion. A roll call vote was taken. C. Skinner voted yea, J. Vogelsong voted yea, S. Rohrs voted yea, M. Sudholtz voted yea and J. Hohenberger voted yea.

S. Rohrs made a motion to go into executive session to discuss the employment of a public employee. M. Sudholtz seconded the motion. *A Roll call vote was taken- All voted yea.*

Judy Bayliss, Dawn Buskirk, John Buskirk, Bob Hasch, Judy Hasch, Cary Mallett, Arlene Murphy, Sherri Ramey and Jack Stantz left.

Dawn Buskirk, John Buskirk, Cary Mallett and Sherri Ramey entered.

S. Rohrs made a motion to come out of executive session. C. Skinner seconded the motion.

All council members present voted yea.


It was decided to have an employee committee meeting. Wes Hall will be contacted so that a date can be set when he can be present.


The financial reports for August 2019 were presented.

C. Skinner made a motion to accept the financial reports for August 2019. J. Vogelsong seconded the motion. A roll call vote was taken. C. Skinner voted yea, J. Vogelsong voted yea, S. Rohrs voted yea, M. Sudholtz voted yea and J. Hohenberger voted yea.

C. Skinner made a motion that payment of all bills for the month of August be approved. J. Hohenberger seconded the motion. A roll call vote was taken. C. Skinner voted yea, J. Hohenberger voted yea, J. Vogelsong voted yea, S. Rohrs voted yea and M. Sudholtz voted yea.

C. Skinner made a motion to adjourn the meeting. J. Vogelsong seconded the motion.


Dawn Buskirk, Fiscal Officer


Cary C. Mallett, Mayor