

**RECORD OF PROCEEDINGS
MINUTES OF THE REGULAR MEETING OF THE
SHERWOOD VILLAGE COUNCIL
JUNE 15, 2020**

Mayor Jack Stantz called the meeting to order with council members Jim Hohenberger, Scott Rohrs, Chris Skinner, Michael Sudholtz and Jamie Vogelsong present. Also present were Dawn Buskirk, Jeff Hurtig, Cara Potter, Sherri Ramey, Mark Weaner, Kim Williams and Neil Williams

The Pledge of Allegiance was recited.

C. Potter, who is the new library director for the Defiance Public Library System, introduced herself. She informed those present that the libraries are closed to the public at the present time, but the travelling book mobile has started up and the public can use it on Tuesdays, Thursdays and Saturdays. There is also curbside pick-up. The DPLS hopes to reopen buildings the first week of July if all supplies, such as hand sanitizer, are received. She stated that she cannot predict what will happen as far as library services in the future.

John Buskirk entered.

Neil and Kim Williams expressed concern about a neighbor who has as many as 40 cats who are creating a nuisance in the neighborhood. They have called the dog warden but he can do nothing and he suggested that they file a complaint.

S. Rohrs asked village solicitor, Chris Walker, what can be done about the situation.

C. Walker replied that a nuisance warning letter is where we can start, and he will look into what else can be done.

S. Ramey suggested that the health department could be contacted concerning the matter.

M. Weaner brought up the subject of livestock within the village and whether there would be any distinction concerning 4-H projects within livestock regulations.

S. Ramey suggested that maybe something concerning this could be added to Ordinance 20-06-02, the ordinance about keeping of farm animals in the Village of Sherwood. Ramey presented the highlights of Ordinance 20-06-02. The resident must contact the Zoning Inspector, file for and obtain a license which will cost a fee of \$25.00 dollars per animal species annually. The Zoning Inspector will inspect the property and shall provide the Administrator with a sign off that the resident has the proper coops, cages, or enclosures that will house the farm animals or fowls, and also have proper fences, barriers or enclosures surrounding the boundaries of the property. If there is no opposition received regarding the proposed animals or fowls within 30 days of the application and inspection the matter would need to be brought to the Sherwood Village Council for approval.

J. Vogelsong asked whether Ordinance 20-06-02 could be passed as an emergency ordinance.

C. Walker stated that this ordinance would probably need three readings.

C. Skinner asked whether he would need to abstain from voting on this ordinance since he has chickens and he opposes to having them enclosed during the day. He keeps the chickens to help keep mosquitoes away and spraying does not seem to help.

C. Skinner was informed that he will need to apply for and obtain license for chickens.

C. Walker stated that it is important to get something in print and he does not think evaluating annually is something the village will want to do. He stated that we can have the first reading of what is presented tonight and then make changes before the next reading. Since there is nothing in place at the present time he suggested that the village give residents a reasonable time to "catch up" with the ordinance.

S. Ramey stated that we can't do anything about animals that are in the village at the present time, but we can prevent new farm animals from coming in.

C. Walker suggested reaching out to citizens and tell them the direction the council is heading concerning farm animals.

J. Hohenberger asked whether something can be done concerning the "smell" issue related to farm animals.

C. Walker replied that a nuisance can be applied to the condition of the building housing animals and the number of animals.

C. Skinner asked whether we have permits printed yet.

S. Ramey replied that permits are not printed yet, but that will not take long to do. She also stated that Zoning Inspector, Rob Bailey, doesn't know about the situation yet.

Ordinance 20-06-02, an ordinance about the keeping of farm animals in the Village of Sherwood was presented for the 1st reading.

J. Hohenberger made a motion to accept the 1st reading of Ordinance 20-06-02. S. Rohrs seconded the motion. A roll call vote was taken. J. Hohenberger voted yea, S. Rohrs voted yea, C. Skinner voted no, J. Vogelsong voted yea and M. Sudholtz voted yea.

Cara Potter left.

S. Ramey explained that Justin Kuhn, who was supposed to be at the council meeting tonight had a baseball conflict and could not attend. Justin asked that Ramey give information to council concerning what he wanted to present to council tonight. She informed the council that J. Kuhn is discussing the possibility of purchasing the strip mall buildings and turning them into apartments. He will not move forward with the purchase if he does not have the council's support in this matter. There is no problem with Stevie's Barbecue because he is working out of his truck most of the time and we are looking for a new location for the barber shop.

The council and J. Hurtig discussed how it would work for water/sewer connections. It would need to be set up so that there would be individual meters for each unit.

Hurtig stated that under the new standards we need to make sure that the water is set up correctly and is done the right way.

M. Weaner left.

J. Vogelsong suggested that J. Kuhn bring his plans for the apartments to the council at the next council meeting.

S. Ramey informed the council that J. Kuhn is fine with keeping the buildings zoned commercial as they presently are. She stated that she will call Kuhn and ask him to bring plans for apartment to July's regular meeting or we can have a special meeting if necessary.

Ordinance 20-05-01, an ordinance for a schedule of water service fees for the Village of Sherwood was presented for the 2nd reading.

J. Hohenberger made a motion to accept the 2nd reading of Ordinance 20-05-01. C. Skinner seconded the motion. A roll call vote was taken. J. Hohenberger voted yea, C. Skinner voted yea, J. Vogelsong voted yea, S. Rohrs voted yea and M. Sudholtz voted yea.

Ordinance 20-06-03, an ordinance amending Resolution 16-06-04 that replaced Resolution 95-06-01, a Resolution to enforce grass and weed control within the Village of Sherwood was presented for the 1st reading.

There was discussion about changes that need to be made to Ordinance 20-06-03 before its 2nd reading. C. Walker will prepare changes to the ordinance for the July meeting.

S. Rohrs made a motion to accept the 1st reading of Ordinance 20-06-03. M. Sudholtz seconded the motion. A roll call vote was taken. S. Rohrs voted yea, M. Sudholtz voted yea, C. Skinner voted yea, J. Vogelsong voted yea and J. Hohenberger voted yea.

Ordinance 20-06-01, an ordinance to require address numbers be displayed on houses and buildings in the Village of Sherwood was presented for the 1st reading.

S. Rohrs made a motion to accept the 1st reading of Ordinance 20-06-01. M. Sudholtz seconded the motion. A roll call vote was taken. S. Rohrs voted yea, M. Sudholtz voted yea, C. Skinner voted yea, J. Vogelsong voted yea and J. Hohenberger voted yea.

Kim and Neil Williams left.

Village Administrator, S. Ramey presented her report for the month. Ramey reported that the boards are rotting away in the bell tower and it has become a safety issue. The options would be to enclose the windows with Lexan so the bell would still be visible or board up the windows and take the bell down. D. Rock would like the bell for the new Fire/EMS building if it is taken down.

The consensus of the council was to board up the windows and take the bell down.

Ramey will get quotes to have the windows boarded up and the bell taken down. She informed the council that Richland roofing is behind on jobs and will give us a call a few weeks before they start on village office and old fire department roof. She reported that the office door frame is rotting out and needs to be replaced. She presented an estimate from Dilly Door Co. to install Masonite full-view steel door with keypad, closer and push pull plates. The price of \$1,897.00 includes painting the door. She presented another estimate for \$626.00 to install a 45" aluminum awning.

The council discussed the possibility of putting an awning over the full length of the office building. Ramey will get a quote for putting an awning over the full length of the office.

Darrel Rock entered.

J. Hurtig informed the council that the wood trim is rotting out around the windows of the 1st and 2nd floor of the library building and the crown molding is coming off between the floors. He stated that we need to do something about this before things get worse. He stated that finding a contractor to do these repairs is difficult. Hartzog Lumber will be contacted for an estimate.

Ramey informed the council that a culvert has collapsed on Coy Rd. causing water back-up. She has contacted Warren Schlatter about whether it is our responsibility to replace tile. She has not received an answer as of it. There are 3 accesses to the field and the farmer has access to both ends of the fields.

J. Hurtig stated that if the tile needs to be replaced our backhoe cannot handle this and we will have to have a contractor do it. He gave a rough estimate that it will cost between \$5,000-\$6,000 since the tile got crushed on the end.

C. Walker stated that the responsibility of replacing the tile depends on the original agreement.

S. Ramey reported that Vine St. needs to be repaved and we hope to be able to obtain a CDBG grant for 2022 to do this. The street is not a through street so we cannot use Permissive Funds. She informed the council that the air-conditioner at the library is leaking. We have refilled it and it is working at the present time. It is the village's responsibility to replace the air conditioner if necessary. She presented a quote from JMS Services to replace the air conditioner at a cost of \$4,377.60. She will get another quote and contact the Friends of the Library to see if they may be willing to help with this cost if the air conditioner needs to be replaced. Ramey informed the council that the carpets have recently been cleaned in the Community Room and the cost of \$150.00 was divided between the DPLS, the Village of Sherwood and the Friends of the Library.

Ramey informed council that no shut-offs were delivered and no late fees were processed due to the COVID-19 Pandemic. The EPA issued order expires December 1, 2020 unless the Governor lifts the State of Emergency prior to this. There are 34 past due water/sewer bills. Ramey reported that the June bill was the first in which water meter readings were used. It was \$1,845.86 more than the previous month which was still billed at a flat rate. Ramey asked whether there are any changes to the Utility Billing Policy which she presented last month. She stated that we have discussed this policy before but never actually passed it.

Ramey asked whether it would be possible to send a shut-off notice even though we can't actually shut the customer off. Ramey stated that it is possible that homeowners may not know that renters are not paying utilities.

C. Walker stated that he did not think sending a shut-off notice is a good idea since it would just be any empty threat and we cannot actually turn water off. He stated that the village could send a generic notice stating that utilities will be shut off at the earliest time permitted by law.

S. Ramey asked the council to accept the Utility Billing Policy which was presented at last month's meeting.

S. Rohrs made a motion to accept the Utility Billing Policy. J. Hohenberger seconded the motion. A roll call vote was taken. S. Rohrs voted yea, J. Hohenberger voted yea, C. Skinner voted yea, J. Vogelsong voted yea and M. Sudholtz voted yea.

Ramey informed the council that we are still having issues with the Moats lift station clogging. We have pulled the pumps 3 times since the last meeting. One thing pulled out was a full sized dish towel. We need to come up with some answers and we are considering setting up an assessment charge for the area affected. Jeff is going on vacation and it is very probable the lift station will clog and will have to be pulled sometime during that time.

J. Hurtig informed council that he is working on a solid crane and wench with a single line pull that will hopefully make pulling the pump a one-man job.

Ramey informed the council that the playgrounds are reopened. She reported that the electrical pole at the basketball court at Moats Park snapped off. We have a work order in with AEP, but we have not heard anything. We are not sure whether it is our pole or AEP's. Ramey presented an ordinance about dogs to be on leash and excrement removal. She asked that the council read through the ordinance before next month and come back with any changes that might be necessary.

There was some discussion concerning this ordinance and also how we can also control the cat population.

Ramey informed the council that the 2018-2019 Audit is going on now remotely. They picked up files from the office and we are working with them daily with questions and sending other information as needed. The auditors have asked that the village pass several policies.

The Sherwood Village Miscellaneous Hospitality Expenditures Policy was presented.

C. Skinner made a motion to accept the Sherwood Village Miscellaneous Hospitality Expenditures Policy. 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.

The Village of Sherwood Political Activity Policy was presented.

C. Skinner made a motion to accept the Village of Sherwood Political Activity Policy. 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.

The Village of Sherwood Ethics/Conflicts of Interest Policy was presented.

C. Skinner made a motion to accept the Village of Sherwood Ethics/Conflicts of Interest Policy. M. Sudholtz seconded the motion. A roll call vote was taken. C. Skinner voted yea, M. Sudholtz voted yea, J. Vogelsong voted yea, S. Rohrs voted yea and J. Hohenberger voted yea.

Village Administrator S. Ramey informed council that Beck Insurance did away with health insurance due to retirement and that the Ashley Group will now have our health insurance. She reported that the floor is buckling in the shed at the water tower. We thought about moving it to the rental house or lagoons but there are concerns with the flooring and the door. Ramey reported that 2 households have utilized the yard waste bags and they are working really well. She informed the council that the total cost of the tablets for council and staff was \$1267.54. The tablets cost \$949.80, the 3-year protection plan \$89.90, the cases \$179.90 and the screen protectors \$47.94. Ramey is willing to do training with anyone interested and the goal is to eventually have everything from website on tablets.

Ramey reminded council that their information is still needed for website. She stated that we are looking for memorabilia for the website. We would like pictures of old buildings, events, articles about anything that is part of Sherwood history

Ramey informed council that the food pantry will be held at the village office on June 17th from 8 AM to 10 AM. She thanked Straley's Insurance and the McCreery family for monetary donations for the food pantry. We have been able to buy canned turkey and canned chicken from Cooper Farms and 2% milk and cottage cheese from Arps Dairy for the last 3 months. Ramey informed those present that the Fire Department appreciation dinner will be held at Moat's Park on Sunday, June 28th at 1:00 PM. She had purchased gifts for the appreciation dinner which only recently came in. She had ordered new gifts because she was afraid the other ones would not be here in time, therefore we will have appreciation gifts ahead for next year. The Ball Association is sponsoring a "Bear Hunt" for school age children to raise funds. Those interested can purchase a coloring page for \$1.00 and those children who want to participate need to make a list of where bears are found. Participants will be put in a drawing to win a gift card from the Apache Dairy Bar. The Village Office will be closed on Friday, July 3rd & Monday, July 6th for the 4th of July Holiday. Ramey informed the council that she recently met with Defiance City about a source protection plan and we have asked them to let us know dates for discharging. Ramey reported that recently the Commissioners approved a \$500,000 Critical Infrastructure Grant to be used for a new water tower. We hope to start building the water tower in the Spring of 2021.

There was no Park Board meeting.

D. Rock presented an application for Alicia Ramey to be a member of EMS personnel for the Village of Sherwood.

He informed council that we have picked colors for the new Fire/EMS building. The "traditional look" siding will be red, trim will be black, door will be white and roof silver. He talked with the concrete guys today and we will be starting project very soon. We are 10 weeks out on the building. He has talked to the state and has asked for one more 3-month extension. The board is being consulted and hopefully since the contracts are all signed they will agree to the extension. He has not heard back as of yet.

S. Rohrs asked whether Rock has a completion date.

Rock replied that he is optimistic that the building will go up as quickly as possible and he has 2 guys who have built these type of buildings before that will be helping, but he does not have definite completion date. He stated that the approaches will be stone for the time being and we will need to move the playground sign.

S. Rohrs asked whether there will be room at the new Fire/EMS building for the bell if we get it down.

D. Rock replied that there will be room for the bell. He added that the EMS portion of the building will be behind locked doors.

M. Sudholtz made a motion to accept Alicia Ramey to be a member of EMS personnel for the Village of Sherwood pending background check and approval by Fire Chief. C. Skinner seconded the motion. A roll call vote was taken. M. Sudholtz voted yea, C. Skinner voted yea, J. Vogelsong voted yea, S. Rohrs voted yea and J. Hohenberger voted yea.

J. Hurtig stated that we will dig 12-15 ft. down with the backhoe at the new Fire/EMS building and he is pretty sure we will find the sewer tap. Hopefully the sewer tap will be good and usable, but we will have to bore the water tap.

D. Rock stated that eventually we will have to take out the sidewalk and make it thicker because of the weight of the trucks. We will need to replace the sidewalk when we do the approaches.

J. Hurtig stated that when we do the water tower project a whole new line will be installed and the asphalt will need to be torn up. We may be able to get a Water Grant for 2021 to repave that area.

The financial reports for May 2020 were presented

J. Hohenberger made a motion to accept the financial reports for May 2020. S. Rohrs seconded the motion. A roll call vote was taken. J. Hohenberger voted yea, S. Rohrs voted yea, C. Skinner voted yea, J. Vogelsong voted yea and M. Sudholtz voted yea.

The minutes of the regular meeting of the Sherwood Village Council held on May 18, 2020 were presented.

C. Skinner made a motion to accept the minutes of the regular meeting of the Sherwood Village council held on May 18, 2020. 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.

The minutes of the special meeting of the Sherwood Village Council held on June 2, 2020 was presented.

C. Skinner made a motion to accept the minutes of the special meeting of the Sherwood Village Council held on June 2, 2020. 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 informed S. Ramey that the street signs at Barbara Lane/Elmwood Dr., Rock St./Vine St. and Inman St./Vine St. are missing. Also we need a "No outlet" sign at Elmwood Dr.

Those present were informed that the 127 Yard Sales are still on for 2020.

D. Buskirk was informed that the Employee Committee met and would like the village office equipment back at the village office by August 1st.

D. Buskirk asked that she be allowed to move the office equipment back to the village office after the 127 Yard Sales since that is a very busy time for her.

The council requested that the office equipment be moved back to the village office by Monday, August 3rd.

The council asked whether anything more has been heard about the Frisbee Golf course. S. Ramey informed the council that she has not heard anything more about the Frisbee Golf course.

C. Skinner made a motion to go into executive session to discuss the sale or acquisition of property. S. Rohrs seconded the motion. All council members present voted yea. J. Buskirk and J. Hurtig were allowed to remain during the executive session.

C. Skinner made a motion to come out of executive session. J. Vogelsong seconded the motion. All council members voted yea.

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

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

Dawn Buskirk
Dawn Buskirk, Fiscal Officer

Jackie D. Stantz
Jackie D. Stantz, Mayor