

## TONTOGANY VILLAGE COUNCIL

### MEETING MINUTES FROM: November 3, 2025

Council called to order in regular session at 7:02 p.m. with Mayor Matthew Shanahan presiding. Opening ceremony: Pledge of Allegiance to the Flag, led by Mayor Shanahan. Roll call of members: Brenda Mackey, absent; Connie Mehring, here; Mark Smith, absent; Robert Bergfeld, here; Lincoln Fox, here; Paul Neal, here. Also present was Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Deputy J. Barosci from the Wood County Sheriff's Office. Minutes from the October 20<sup>th</sup> meeting were approved as submitted.

**FINANCE and CLAIMS:** A spreadsheet of the current invoices was reviewed and approved by members. Councilwoman Mehring made a motion that these bills be allowed and orders drawn for same. Councilman Fox seconded this motion. All were in favor; motion carried. Copies of the October Bank Reconciliation, Fund Status, Revenue Status, and Appropriation Status reports were given to the mayor and the Finance Committee to review.

Copies of the October incident report were given to everyone. Mayor Shanahan acknowledged the presence of Deputy Barosci and asked if members had any questions or comments for her. Councilman Fox reported that there was an issue with the school—he thought maybe it was an accident in the morning sometime recently. Mayor Shanahan recalled something a couple of months ago. Councilman Bergfeld recalled an accident involving a bus. Mr. Fox said he had intended to bring it up and he asked if the deputies had noticed a problem of any kind with the traffic flow that might cause an accident in the village. The deputy acknowledged that there is increased traffic flow in the mornings with some people trying to get to the school and some people trying to get through town. The mayor commented that, after the incident of the collision with the school bus, he reached out to Otsego School Superintendent Kevin O'Shea and asked if the village, the school, and their resource officer needed to sit down and talk about traffic flow. The mayor said they are open to discussion, but nothing has come of it as of yet. Mr. Fox said he thought it was a no-brainer to restructure the flow so that it is one way in and one way out, but the implementation is the hard part. Councilwoman Mehring asked which way Mr. Fox was proposing for going in and out. Mr. Fox responded that he had proposed this same thing a couple of years ago when there was an accident. He said, coming down Tontogany Road should be anyone coming into town. Turning from Kellogg Road onto Tontogany Creek Road, going north to the school, if you are dropping off, go through the parking lot and turn left out of the school and continue north to Opperman Road to head out of town. He commented that this would also eliminate the crosswalk issue with nobody going through the crosswalk. The mayor responded that he could share that with the school. He told Deputy Barosci that we had nothing more for her at the moment, but after discussions with the school, the school resource officer will apprise the deputies of any traffic flow decisions made. With nothing more to discuss, the mayor thanked the deputy and she left the meeting.

Fiscal Officer Harnishfeger reported that we currently have two more scheduled hall rentals in November: one on Sunday, November 9<sup>th</sup>, and one on Saturday, November 15<sup>th</sup>. Mayor Shanahan asked if any renters have submitted pictures of the hall before or after rentals, to prove lack of harm to the hall during their event, in response to the updated wording of the lease agreement. Mr. Harnishfeger answered that nobody has submitted pictures, but there have not been problems with paint removed from the walls by taping decorations to the walls. The new wording of the lease agreement clearly states that renters can lose their security deposit if damage is found, and Mr. Harnishfeger said he verbally warns renters not to attached items to the walls and they have been very compliant.

**ZONING:** Mayor Shanahan reported that all five zoning notices went out and Fiscal Officer Harnishfeger emailed him about a couple more of the certified letters that were received and signed for. The mayor said he would update the spreadsheet and send the updated spreadsheet to everyone, to keep the current status in front of council members' eyes. He said he spoke with Brenda Martinez today, who had

## TONTOGANY VILLAGE COUNCIL

requested to talk to someone about her notice. Her van had been parked in the back alley. The van is currently registered and works. He said he let her know that the code states that a vehicle that hasn't moved in a certain amount of time, even if registered, is considered inoperable. He said that she asked him if she would be okay if she just moved the vehicle every few weeks, to which he replied that, according to the code, yes, she would be okay if she does that. She said she wanted to keep the vehicle as a backup. The mayor said he told her that, if it snows, he wouldn't expect her to move it until the snow is over. We know why it is there and that is all we are looking for. He said she seemed to feel better and he told her that her violation is abated, which he will also enter in the spreadsheet as of today's date (November 3, 2025). The mayor told Councilman Neal that he may need a way to show the status of each case in the spreadsheet, perhaps with a drop-down box for "open," "closed," or "work in progress" ("WIP"). Mr. Neal answered that the last column in the spreadsheet has "Status" as a header, and it was intended for the purpose that the mayor was describing. As far as drop-downs, Mr. Neal said he could look into that; he suggested various descriptions of the status and possibly codes for various states of progress. Councilman Fox suggested possibly using color coding. The mayor responded that he would look at it again and that maybe he could just type in the status. He also commented that all of the letters that went out say that the recipient has fourteen days to contact the Village to discuss a plan. He said that as long as they call us to let us know what is happening, so we have an understanding, we are okay with that. If it is something deeper, then there needs to be an established plan of some sort. The mayor told members that he was notified this evening that one of the recipients who signed for a certified notice from the Village is, in turn, sending the Village a certified letter, which we will keep an eye out for.

Councilman Neal told the mayor and members that he made extra copies of his zoning code audit for Council, if anyone wants a copy. He said he has been trying to get a sign-off on the audit from Solicitor Skaff, but he seems to want to get approval or something like that from the mayor. Mr. Neal said he didn't know what the problem was with Mr. Skaff getting back to him, but if there is a problem, he would like to know what it is. Mayor Shanahan responded that it could just be his other lawyer activities, including serving seven municipalities on top of his normal legal firm responsibilities. Mr. Neal said he tried to simplify what we are asking him, which is basically if he agreed with the audit's finding. The mayor asked Mr. Neal to copy him on any future emails to Solicitor Skaff; then, if we get no response, the mayor said he can talk to Mr. Skaff and ask if there is any update on the matter in question.

Mayor Shanahan reported that the neighbors to the Presbyterian Church on Main Street repatched part of the road in front of their house on the public right of way about a year or so ago. Now, they are giving churchgoers a hard time for parking there. The mayor said he took a picture of it and sent it to Solicitor Skaff, whose response was that, if it is in the public right of way, the Village has a right to be involved. The mayor said that he and Councilman Smith will go and have a conversation with the homeowners about being good neighbors and not purposely blocking off the area from churchgoers. He said they actually had cones out there dictating where people could and couldn't park. The mayor said that, if it continues after he and Mr. Smith talk to them, then we will send out a certified letter so that we have something on record besides Council minutes, and, if need be, we will ask Solicitor Skaff to get involved. Council members and the mayor commented that churchgoers' usage of the space is only for about an hour and a half weekly, plus occasional events such as a funeral. Councilman Fox asked if it is on Main Street. The mayor answered that it is, and you can definitely tell the difference between the two blacktops, the older and the newer.

**UTILITIES:** Mayor Shanahan reported that he saw Chad Johnson out tonight finishing up on reading meters. He will be attending the next meeting and he did not have anything to report for tonight's meeting.

## TONTOGANY VILLAGE COUNCIL

**STREETS and ALLEYS:** Nothing to report.

**SIDEWALKS and TREES:** Councilman Bergfeld reported that he saw Abe Rowe in town today. Mayor Shanahan commented that they were at Thelma's, cleaning up her tree. Mr. Bergfeld said he wasn't sure it was for us or not. The mayor responded that, due to the location of the tree, it was determined that the resident would be taking care of it. Councilman Fox asked if we had contacted the person who does the leaf cleanup, since we had talked about them maybe taking Thanksgiving week off. The mayor answered that he hasn't responded back on that yet, but he gave the mayor the updates that the mayor posted on Facebook with resident reminders. Councilman Neal stated that they picked up leaves today. Members briefly discussed routine problems that normally occur, such as leaves blowing from one yard to another. The mayor commented that if people need help, he and his boys go out with a lawnmower and help them, using the mower to blow leaves out to the street. Mr. Fox said he liked to use the rider to get the leaves all into one area and then use the bagger.

**DRAINS and SEWERS:** Nothing to report.

**CITY HALL and PARKS:** Mayor Shanahan thanked members for participating and helping out with the banner event earlier this evening. He commented that he liked the personal touch of seeing the families here and hearing some stories. Councilwoman Mehring asked when we would like for the next banner presentation to happen. The mayor answered that we can start talking about the next ones anytime, but we won't order the next banners until 2026, so the invoice will say 2026 when he submits it for reimbursement. He also told members that there are two banners in the current batch that have spelling errors. The mayor said he will reorder those and the Village will pay for them, because we proofed them and approved the proof, but we just missed the errors. The mayor commented that four of the banners were for Hafners. The Hafner nephew is Eric Hafner, who owns Image360, a custom signs and graphics company, and who made disc golf signs for us. The mayor said he spoke with Eric tonight, who told him that he also bids out banners and has bid on banners for Perrysburg, Rossford, and other Wood County communities. The mayor said he would send Eric a copy of the invoicing we have received and let him compare the quality and pricing to what he can offer from Image360. The mayor noted that Eric had said our banners were larger than any he had made. The mayor said he told Eric that he had accidentally ordered the larger size when we started, and then he didn't feel like he could go back and order smaller ones. Councilwoman Mehring commented that you can see them better. The mayor agreed that they stand out more, and he added that we are not a community that is going to end up with 500 banners, and we pay less than \$100 per banner anyway.

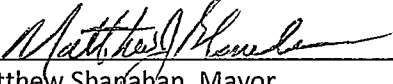
Councilman Fox commented on his suggestion earlier in the meeting about a traffic-flow route for the school in the morning, that it wouldn't have to stay that way all day, but just during school traffic hours, like 7 a.m. to 9 a.m. in the morning and then the same thing again in the afternoon hours, maybe 2 p.m. to 4 p.m. Councilman Bergfeld commented that elementary is not as crazy as junior high. Mr. Fox stated that at least everyone would be going in the same direction. Mr. Fox mentioned an elementary school with probably as many students as our high school and junior high combined; they were very busy in the morning and did something similar with one-way traffic flow, and it worked out great. Mayor Shanahan asked Mr. Fox if he would be able to draw something up to show what he is proposing. Mr. Fox replied that he could do so, but it would have to be a hand drawing rather than electronic. The mayor asked him to email the drawing to him along with the wording to explain it, so he could share it with the school and explain that this was brought up in a council meeting. Mr. Fox commented that he thinks it would be safer for all. It would have a designated crosswalk that you know traffic is not coming across. And he explained that it would keep traffic from being backed up with people turning right out of the school rather than just turning left to go on their way out of town, even if it would add a little distance for them to get where they are going. The mayor commented that it would be great if they

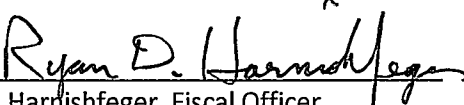
## TONTOGANY VILLAGE COUNCIL

opened up Scott Road again all the way down to 235, although he said he realized it would never happen. Then part of the traffic could just exit out of the school down Scott Road. Councilman Bergfeld noted that you get backed up on Tontogany Creek Road, just trying to go pick someone up at the school. He added that it would be difficult to get everyone on board with a one-way traffic flow. Mr. Fox commented that it would require a person out there with a "Road Closed" sign during school traffic hours, to keep the traffic flowing in one direction. The mayor again asked for a copy of Mr. Fox's drawing with notes. Fiscal Officer Harnishfeger asked Mr. Fox to send him a copy as well.

Mayor Shanahan reminded members that Election Day voting is tomorrow and the voting location is in the high school auditorium. He said he thought there is one township trustee on the ballot and four people running for two school board seats. The mayor and members discussed some personal observations about various elections in the surrounding area.

With nothing further to discuss, Mayor Shanahan declared the meeting adjourned at 7:35 p.m.

  
\_\_\_\_\_  
Matthew Shanahan, Mayor

  
\_\_\_\_\_  
Ryan Harnishfeger, Fiscal Officer