

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: March 16, 2026

Council called to order in regular session at 7:00 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, here; Connie Mehring, here; Mark Smith, here; Robert Bergfeld, here; Paul Neal, here; Keri Hain, here. Also present were Utilities Superintendent/Meter Reader Chad Johnson, Zoning Inspector Brad Hain, and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Megan Newlove, running for Wood County Probate Judge; Wyatt Barfield, for government class. Minutes from the March 2nd meeting were approved as submitted.

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. Councilman Bergfeld made a motion that these bills be allowed and orders drawn for same. Councilman Smith seconded this motion. All were in favor; motion carried.

Mayor Shanahan reported that we received an invitation from the Wood County Economic Development Commission to their 31st Annual Dinner on Thursday, April 16, 2026, at the Hilton Garden Inn, 6165 Levis Commons Blvd., Perrysburg. He commented that he has gone to it in the past, but not last year and he probably won't be attending this year, but he told members that if anyone is interested in attending, they should just contact Fiscal Officer Harnishfeger to get them registered.

Mayor Shanahan did a third reading, by title only, of Ordinance #993-26, AN ORDINANCE ESTABLISHING RATES FOR RESIDENTIAL, AGRICULTURAL, AND INDUSTRIAL USERS OF THE VILLAGE OF TONTOGANY'S WATER SYSTEM. Councilman Bergfeld made a motion to adopt Ordinance #993-26. Councilwoman Mackey seconded this motion. All were in favor; motion carried.

Mayor Shanahan did a first reading, by title only, of Resolution #994-26, A RESOLUTION AUTHORIZING THE VILLAGE TO PARTICIPATE IN THE 2027 WOOD COUNTY PARK DISTRICT PARKS GRANT PROGRAM.

Mayor Shanahan did a first reading, by title only, of Ordinance #995-26, AN ORDINANCE APPROVING, ADOPTING AND ENACTING AMERICAN LEGAL PUBLISHING'S OHIO BASIC CODE, 2026 EDITION, AS THE CODE OF ORDINANCES FOR THE MUNICIPALITY OF TONTOGANY, OHIO, AND DECLARING AN EMERGENCY. Councilman Smith made a motion to suspend the rules and declare an emergency for Ordinance #995-26. Councilman Neal seconded this motion. All were in favor; motion carried. Councilman Smith made a motion to adopt Ordinance #995-26. Councilman Neal seconded this motion. All were in favor; motion carried.

Mayor Shanahan invited Megan Newlove, who is running for a judge position and who had expressed a desire to come and introduce herself, to speak to Council. Ms. Newlove told members that she is running for Wood County Juvenile/Probate Court Judge in November and she wanted to make herself known to communities like Tontogany and answer any questions that council members might have for her. Ms. Newlove gave a brief overview of her 25 years of experience practicing law, with a focus on estate planning, probate administration, adoption, and guardianships. She worked extensively in Juvenile Court early in her career, handling cases involving delinquency, abuse, neglect, dependency, and custody disputes, all of which has prepared her well to serve as a juvenile/probate court judge with compassion for children. Mayor Shanahan commented that in the nine years he has been involved with Council and as mayor of the village, Ms. Newlove is the first person running for an office outside of the village who has come to introduce themselves. He asked members if they had any questions for Ms. Newlove. There were no questions. With nothing more to discuss, Ms. Newlove thanked Council for the opportunity to introduce herself, and she left the meeting.

Fiscal Officer Harnishfeger reported that we received a letter from the Wood County Sheriff's Office, informing us of new pay rates for salary and benefits packages for their employees for 2026, to go into effect with March billing that will be sent in April. The hourly breakdown is as follows: \$33.71 wages; \$6.11 PERS retirement; \$13.20 health benefits; \$0.49 Medicare; \$0.25 Workers Comp; \$2.00 vehicle

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usage. The total hourly cost for 2026 will be \$55.76, whereas it was \$52.87 in 2025. The standard billing for 60 hours per month in 2026 will be \$3,345.60, whereas it was \$3,172.20 in 2025.

Fiscal Officer Harnishfeger reported that we received our annual notice from the Department of Commerce, Division of Liquor Control, stating that, "All Class C and D retail permits that sell alcoholic beverages in your political subdivision will expire on June 1, 2026. Every retail permit holder must timely file an online renewal application with the Division to maintain their permit privileges and ability to sell alcoholic beverages. Ohio Revised Code Section 4303.271(B) provides the legislative authority with the right to object to the renewal of a retail permit and to request a hearing. This is your only opportunity to object to the renewal of problematic liquor permit premises in your community." Mr. Harnishfeger told members that the letter explains the process of registering a valid objection. Then it says, "If you decide not to object to any permit premises within your jurisdiction, then no response is needed. The Division will process non-objected to renewal applications as appropriate." Mr. Harnishfeger noted that Tontogany has two businesses with liquor licenses: Doc's and the Corner Carryout. Mayor Shanahan asked members if anyone had an issue with the renewal of those licenses. Members did not voice any objections to the renewal of liquor permits for those premises.

Fiscal Officer Harnishfeger reported that there is currently just one hall rental scheduled in April, on Saturday, April 4th. He also reported that someone had called him last week to quickly reserve the hall for Sunday, March 15th.

ZONING: Zoning Inspector Hain reported that we had a meeting yesterday with Habitat for Humanity, but nothing much came of it. He commented that we have to move forward with it, regardless of what the commission would recommend. Mayor Shanahan commented that that was the meeting Solicitor Skaff had asked us to have, and he had advised Council, after having reviewing the zoning ordinance, that there wasn't anything written or specified in our current zoning that would give us any reason to say no to Habitat's proposal. The mayor said he sent Solicitor Skaff some notes that came out of the meeting last night and he has not heard a reply yet. One of the questions that came up from one of the planning commission members to Habitat was: would having two smaller homes on that corner affect the property value of some of the larger homes in the area? The mayor said the response from Habitat was no, because the comparables, when done, will be done compared to similar home sizes in the village, not necessarily the homes around the Habitat homes. For instance, if Habitat puts in an 1,100 square foot home, a comparison would not be made with a 2,700 square foot home across the street, but with other similar sized homes in the village. Councilwoman Mackey stated that she was of the understanding that the issue was not the size of the homes, but the issue was the size of the lot and dividing the lot into two lots. The mayor responded that there was a request to Habitat to split the lots a little more evenly. Mr. Hain commented that, the way it is set now, the lot on the east is going to end up with 20 or more extra feet, compared to the lot on the west. He added that we asked them to talk to the auditor and see if they can split it more evenly and get it to more like 62 or 63 feet per lot, which would be closer to what everything else is in town. The mayor pointed out that there is nothing spelled out in our zoning code with specific lot sizes. Councilman Smith commented that the lots that Habitat wants to put houses on are deep. Councilman Neal stated that he didn't understand how comparing the 1,100 square foot homes Habitat is building to other 1,100 square foot homes in the community has anything to do with property values. He commented that what it will do is increase the number of 1,100 square foot homes in the community, which will lower the value of the community. Councilman Smith responded that when you buy a house, you look at bedrooms, bathrooms, square footage, average condition, etc. He said a lot of comp searches don't end up being in the village, because you don't have enough properties that are similar enough in the village. So, we could be doing a comp search here that would include Tontogany, Grand Rapids, Weston and other towns. Members discussed the matter a little more, with no clear conclusion that the proposed Habitat homes would necessarily have a negative effect on property values. Mayor Shanahan told members that the recommendation back to Council is

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to proceed with it. He also said that at the meeting yesterday with Habitat he brought up the question again of whether they would be interested in buying the lot and a half, as is, and putting one home on it. Their answer again was no, because they try to buy properties for \$15,000, whereas the lot and a half would be \$30,000, but if they can combine the two into one and then re-split it into two \$15,000 lots, they can stay within their budget. After a little more discussion, Mr. Smith commented that he didn't see any reason not to move it along at this point.

Zoning Inspector Hain reported that he spoke briefly with Mark Webber about a permit for a shed, if he goes ahead with purchasing the property at 18815 Tontogany Creek Road, just past Scott Road. He said Mr. Webber was just looking for some guidance and answers to questions, including what to do with trees that will need to be removed, concerning which he concluded that he would chip them up and turn them into mulch.

Councilwoman Mackey asked what the status was on the trailer on Main Street, sitting there with straw bails around it, being used to live in. Zoning Inspector Hain answered that we will go down and talk to them. Ms. Mackey commented that it has been going on for a long time.

UTILITIES: Utilities Superintendent Johnson reported that he will be meeting with Bowling Green Electric Superintendent John Stewart on Thursday, just to clear up some of the routine maintenance tasks we want done and emergency call-outs for power outages, etc. He said he wants to find out from Mr. Stewart how he wants to be notified about our requests, whether it may be to call a duty man or to continue calling or texting him directly. Councilman Smith commented that, if we can do something to make Mr. Stewart's job easier, let's do it. Mr. Johnson said he didn't know what the contract was between Tontogany and Bowling Green Electric years ago, or even if there ever was a contract. Mayor Shanahan asked if Craig Spoores might know. Mr. Johnson replied that he could ask him. The mayor also commented that, if we were to have contact information for a duty man on call, another village official could call the duty man at times when Mr. Johnson might be away on family time or unavailable for other reasons.

Utilities Superintendent Johnson told the mayor and members that he wanted to purchase 20 new water meters, because he has a lot of bad ones that he needs to change out. He asked Council for permission to purchase the new water meters. Members consented to him doing so; no one voiced any opposition.

STREETS and ALLEYS: Nothing to report.

SIDEWALKS and TREES: Councilman Smith reported that he forgot to send the draft sidewalk letter out to members. He said we looked it over last week, so he will have Fiscal Officer Harnishfeger put it on village letterhead and then we will start walking it around to prospective residents as the weather gets a little nicer.

DRAINS and SEWERS: Nothing to report.

CITY HALL and PARKS: Mayor Shanahan reported that he went to the park, looked the pickleball net, and noticed that one of the net brackets was pulled out again, so he put it back. Councilwoman Mackey reported that there is a pile of dirt where they put up the new light pole. She asked if we could have Jim Head come down and spread that dirt out, so it won't be impossible to mow there. She added that Mr. Head has said that if there are any other jobs we want him to look at or take care of, he is available. The mayor commented that we will probably have some things for him to do when spring hits.

Mayor Shanahan reported that he talked with Steve Powell twice in the last week regarding the township maintenance person leaving that position and moving out of town. He said he asked Mr. Powell what the township's plan was, since we would like to get our spring and fall brush pickup on their

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calendar, and the spring pickup is usually the week before Memorial Day. He said that Mr. Powell was expecting to have a new person hired way before then; their goal is to have someone hired before Isaac leaves the position at the end of the month. The mayor said he told Mr. Powell that we may even want to do an extra brush pickup, due to the recent wind storm and more strong winds in the forecast. He said Mr. Powell told him it would probably not get done in March, but we could probably ask for a day in April. The mayor said there is some brush in the village and we had one decent sized branch come down on Washington Street that is still hanging on the ground and attached to the tree. The only other tree that the mayor said he was aware of that came down is a tree in the back yard of Jamin Roe's old house, which is not a village issue, but Mr. Johnson helped by getting Bowling Green Electric out there because it leaned on the electric line, although the new resident never lost power. The tree is uprooted. The mayor said that both residents have contacted a tree service company.

Mayor Shanahan told members that we do want to start thinking about our next round of veteran banners. He said he has been receiving phone calls about a person named Herman McCreary as a candidate for a banner. Members briefly discussed who they thought it was, but the mayor said he would have to seek more details. The mayor said he would like for us to give it some thought over the next couple of meetings and try to get an order in earlier this year. He reminded members that there are two banners that have to be corrected from last year's batch due to misspellings. He said we will put those under the reimbursement program from the Wood County Veterans Service as well. There was a brief discussion of some names. The mayor reminded members that we want it to be people who lived in the village. He said he would bring to the next meeting on the 20th of April the list of names that Orville originally wrote out for us. Mr. Johnson commented that when we did his dad's banner, his rank was not put on it because Mr. Johnson didn't know at the time what it was. He asked if the Village could order a new one with his dad's rank on it, if he would pay for the replacement banner. The mayor responded that he was sure we could make that happen. Councilwoman Mackey asked if the company would cover replacing the banners that they printed with misspellings. The mayor and Councilman Smith answered that they sent us the proof and we approved them for printing, accidentally not noticing the errors, so it is on us. Ms. Mackey commented that we need to look at them closer before approving them in the future. Everyone agreed.


Councilman Neal reported that the conversion to the .gov address for our website is complete. We actually satisfied two requirements for the .gov, first from the Americans with Disabilities Act, so blind and deaf people can access our website and be able to communicate with it. Secondly, the new cybersecurity policy that Solicitor Skaff sent us about a month ago, and which Mr. Neal said he himself is working on, also requires a .gov website address. He said the basic name of the website hasn't changed; it is now tontoganyohio.gov. He said we have put logic into the system so that if somebody keys in the old name of tontoganyohio.org, they will automatically be sent to the .gov address, and the .org website actually no longer exists. Mr. Neal told the mayor and members that, as he has mentioned before, there are still some other Tontogany websites on the internet, one of which has Buehrer's name on it as the mayor. Some have old information which is wrong. Mr. Neal said we are going to itemize it and speak to Council about getting it deleted. Mayor Shanahan asked Utilities Clerk Harnishfeger if there is enough room in the memo space on the utility bills to show the new .gov website there. Mr. Harnishfeger answered that he thought there would probably be enough space for that. The mayor and members suggested other places in town that it could also be posted, as well as an announcement on social media.

Councilman Neal commented on the cybercrime policy that we received from the State of Ohio. He said they gave us a 14-point drafted cybercrime policy, which includes 12 procedures that would require manuals prepared or procedures changed for our small staff of two people. He told members that he has dealt with this before in a larger situation. He said he has been able to rewrite some of the policies to appreciate the significant reduction in our size, but with some of the stuff there will be procedure changes. One thing that will be changed is passwords, and this applies to everybody. He said they are

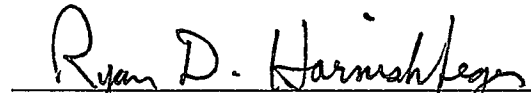
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pushing for second-tier verification, and maybe up to three tiers. He said he would try to minimize changes, while seeing that they accomplish what they are supposed to do. He said the deadline is July 1st that we have to turn the policy in and show evidence that the policy has been complied with. The mayor thanked Mr. Neal for the update and for his work on this matter.

With nothing further to discuss, Mayor Shanahan declared the meeting adjourned at 7:50 p.m.



Matthew Shanahan, Mayor



Ryan Harnishfeger, Fiscal Officer