

# VILLAGE OF SWANTON

Council Meeting Minutes

August 28, 2017 • 7:00 p.m.

Prayer

Pledge of Allegiance

Roll Call:	Paul Dzyak	Jeff Pilliod
	Craig Rose	Michael Rochelle
	Dianne Westhoven	Kathy Kreuz

Proclamation: Prostate Cancer Awareness Month

Approval of the Minutes: *Motion to approve August 14, 2017 minutes was made by Councilwoman Kreuz, seconded by Councilman Pilliod. Motion passed 6-0.*

Committee reports: See Attached

Presentation: Hamman Consulting Group

Mr. Jason Hamman of Hamman Consulting Group presented the findings of the economic development feasibility study. He did a PowerPoint presentation on a small to midscale hotel for this area.

Public Hearing: See Attached

Old Business:

1. Third Reading Ordinance: Sewer Rate Increase

*Motion to approve was made by Councilman Dzyak, seconded by Councilwoman Westhoven. Motion passed 5-0. Councilman Rose abstained.*

2. Third Reading Ordinance: Water Rate Increase

*Motion to approve was made by Councilwoman Westhoven, seconded by Councilman Rochelle. Motion passed 5-0. Councilman Rose abstained.*

3. Third Reading Ordinance: Extension of Jones & Henry Contract

*Motion to approve was made by Councilman Rochelle, seconded by Councilwoman Westhoven. Motion passed 6-0.*

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4. Third Reading Resolution: Accepting the amounts and rates, authorizing the necessary tax levies, and certifying them to the County Auditor.

*Motion to approve was made by Councilwoman Westhoven, seconded by Councilman Rochelle. Motion passed 6-0.*

5. Third Reading Resolution: Requesting Advance Payment of Taxes Collected

*Motion to approve was made by Councilman Dzyak, seconded by Councilwoman Westhoven. Motion passed 6-0.*

Mayor's report:

Tree Commission held presentation August 15, pleased with turnout, talking about holding second presentation.

Corn Festival was great for Tree Commission, many people stopped.

Tree Commission member Walt Lange was inducted into the Fulton County Agricultural Hall of Fame. First time tree farmer to be recognized.

Attending Swanton Middle School program- Celebration to welcome to new buildings.

Next EMA meeting 9/7/17

Administrator's report:

1. Code Enforcement Update

Spreadsheet has detailed information.

There will be an in depth presentation at 9/11/17 meeting.

Two properties are scheduled for abatement: 303 S Main & 230 N Main

2. Halloween Trick or Treat Date

Administrator reached out to Matt Fetterman, Lions Club President, to discuss Halloween Hoopla date and time. He advised will get back to Village with more details as soon as possible. Council would like to keep it the same, 6:00 p.m. to 7:30 p.m. after the Halloween Hoopla.

3. Village Clean Up Day

Scheduled for September 9 from 9:00 a.m. to 3:00 p.m.

All shred will be on site from 9:00 a.m. to 11:00 a.m.

There will also be an opportunity to recycle electronic waste

#### 4. Municipal Building Fence

Fence on rear side of the Municipal Building was damaged. Currently working on quotes for replacement. This will also include removal of the antenna that is not needed anymore.

#### 5. LTAP Training recap

Village hosted this training, a representative from ODOT's LTAP program came onsite for professional development training. There were over 20 people in attendance from over six local governments.

#### 6. Jones & Henry standing meeting update

Airport Highway/Memorial Park sewer project bid opening was on August 23. Two bids were received from Cash Services and Bryan Excavating.

Project 7 Sewer Separation, will apply for OPWC, reviewing loan options, as well as reviewing how much of a local share the Village can contribute

Discussed future separation plans and Administrator has stated the timeline should be evaluated as there are certain roads which should be addressed sooner than the original timeline lays out.

Fiscal Sustainability Plan, a requirement of the Clark Street Project, should have rough draft completed within the month.

Discussed options on how to tackle the Water Plant Asset Management, will look at various options.

Jones & Henry will draft a proposal for a study on Airport Highway-Waterville Swanton sewer extension and what this extension would cost and address the questions posed by the Water & Sewer Committee.

#### Executive Session:

*Motion to go into Executive Session to discuss Public Employee Hiring and Public Employee Employment, was made by Councilman Dzyak, seconded by Councilwoman Kreuz. Motion passed 6-0.*

Councilman Dzyak called Council back to order. Roll Call 6-0.

#### Personnel:

##### 1. Employee Compensation

*Motion to increase wages in Fire/Rescue Department effective 8/27/17, was made by Councilwoman Kreuz, seconded by Councilman Rochelle. Motion Passed 6-0.*

##### 2. Public Employee Employment

*Motion to accept resignation of Jace Neal, effective 9/9/17 was made by Councilwoman Kreuz, seconded by Councilman Rochelle. Motion Passed 6-0.*

*Motion to hire Jace Neal as a part-time police officer in the police department at an hourly rate of \$15.50 per hour, subject to a six month probationary period, effective 9/10/17, was made by Councilwoman Kreuz, seconded by Councilman Pilliod. Motion passed 6-0. Mr. Neal has already met the requirements for a clear background check and drug screen as a condition of his previous fulltime employment with the Village of Swanton, which began 6/18/17.*

*Motion to hire Jawdat Rahman as a Fulltime police officer in the police department at an hourly rate of \$16.00 per hour, subject to a six month probationary period, effective 9/10/17, was made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Motion passed 6-0. Mr. Rahman has already met the requirements for a clear background check and drug screen as a condition of his previous fulltime employment with the Village of Swanton, which ended 4/21/2017. Mr. Rahman will be credited 13 hours of vacation leave and 8 hours of personal leave for 2017. Mr. Rahman will accrue 4.6 hours of sick leave for 80 hours of work.*

### 3. Public Employee Probation

*Motion to remove Edward Dzienjelewski and Beth DeLeon from probation was made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Motion passed 6-0.*

### 4. Job Descriptions

Review of current job descriptions show the need to reformat all as well as revise the Department/Division on some.

*Motion to approve updates to job descriptions was made by Councilman Dzyak, seconded by Councilwoman Kreuz. Motion passed 6-0.*

### 5. Personnel Evaluations

Per section 13 of the Swanton Village Employee Handbook, all evaluations will be conducted according to a format and completed by a date determined by the Village Council.

The proposed updated evaluation sheet is streamlined as well as includes a detailed rubric to assist with scoring. Completion date would be ideal prior to temporary budget approval.

*Motion to approve new personnel evaluation form was made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Motion passed 6-0.*

*Motion to have personnel evaluations due by 10/31/17 was made by Councilwoman Westhoven, seconded by Councilwoman Kreuz. Motion passed 6-0.*

Adjourn:

*Motion to adjourn meeting was made by Councilman Rochelle, seconded by Councilman Pilliod. Motion passed 6-0.*



Ann Roth, Mayor

Attest:   
Karla Sexton, Fiscal Officer

## Public Service Committee Meeting

August 28, 2017 • 6:00 p.m.

### Committee Members:

Craig Rose – Chairman

Kathy Kreuz

Jeff Pilliod

### 1. Leaf Collection Agreement

Lammon Brothers submitted a proposal for 2017 leaf collection, not to exceed \$21,350. They are also proposing a multiple year agreement beginning in 2018.

Committee recommends to accept 2017 proposal and begin talk about multiple year agreement.

### 2. Tree Commission Amendments

Swanton Tree Commission is requesting an amendment to Tree Commission Ordinance 2009-24. Mayor Roth said the Tree Commission is progressing and can use more members.

Committee recommends to amend ordinance.

### 3. Inspection on projects

Councilman Pilliod expressed interest in exploring this topic in a prior meeting. Section 05.02 of the Swanton Codified Ordinances states:

(A) No person other than the Public Works Supervisor or other authorized village employees shall make any opening or excavation in, or tunnel under, any street, alley, sidewalk or public way of the village unless a permit to do so shall have been obtained prior to commencement of the work.

(B) A permit fee of \$30 shall be charged to cover the costs of supervision, inspection, and restoration of any opening, excavation or tunnel. Such fee shall be collected at the time the permit is issued.

Committee would like to look at how much other entities are charging.

### 4. Memorial Park Fence

Mr. Wade Haselman reached out to the Administrator to discuss possible improvements to the lower ball diamond (high school baseball field). He is proposing to remove stone to plant more grass, install tile for better drainage, as well as a fence to surround the outfield.

The proposed fence options are:

Permanent fence, like the fence at the upper ball diamonds, around the outfield.

Permanent fence, like the fence at the upper ball diamonds, around the whole diamond with a large gate at the north drive to get mowers or cars into the field.

Solid green removable fence.

Committee would like more discussion on this.

#### 5. Memorial Park Fundraiser for Recreation Program

Mr. Ricard and Mrs. O'Shea of the Swanton Recreation Program are interested in a fundraiser of advertising banners for the upper ball fields. All administrative work would be handled through the Recreation Program. All funds would go to the Recreation Program to be used for improvements to the Recreation Program.

Administrator's thought is about the logistics of what the money will be used for at Memorial Park.

Committee recommends to move forward with this.

Public Safety Committee meeting

August 28, 2017 • 6:30 p.m.

Kathy Kreuz – Chairwoman

Mike Rochelle

Diane Westhoven

1. Swearing in Ceremony

Mayor Roth swore in Fire/Rescue Division Oath of Offices

2. Fire/Rescue Wages

Mrs. Sexton presented information Finance Committee requested.

Committee will recommend to Council

3. Operation of low speed vehicles

As of January 1, 2017, low speed vehicles, such as golf carts, are allowed on Ohio roadways with a speed limit of 35 mph or less. The vehicles must be street legal and go through an inspection to get license plates.

Chief Berg handed out materials on this topic and spoke on this. He thinks there should be an age limit on who can operate it, only be allowed on certain roads, and charge a fee for inspection.

Administrator will put together a Google poll on Facebook.



*VILLAGE OF SWANTON*

Committee of the Whole

August 28, 2017 · 7:45 p.m.

Councilman Pilliod asked about the creek running through town. Would like to have someone come in and log it, clean it up, section by section. Also would like to have the retention ponds cleaned up.