

VILLAGE OF SWANTON  
Council Meeting Minutes  
January 8, 2018 • 7:00 p.m.

Prayer

Pledge of Allegiance

Swearing in of Council Members

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

Election of President of Council. *Jeff Pilliod made the motion to elect Paul Dzyak as President of Council, seconded by Dianne Westhoven. Motion passed 6-0.*

Approval of Minutes: Motion to approve December 11, 2017 minutes was made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Motion passed 5-0. Councilman Rochelle abstained.

Committee reports: See Attached.

Old Business:

1. Second Reading Ordinance: Amend Section 52.12 Fire Hydrant Meters

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

2. Second Reading Ordinance: Low Speed Vehicles

*Motion to approve was made by Councilman Craig Rose, seconded by Councilman Pilliod. Motion passed 5-0. Councilwoman Kreuz abstained.*

New Business:

1. Emergency Ordinance: EMA Renewal

*Motion to suspend the rules was made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Motion passed 6-0.*

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

## **2. Emergency Ordinance: Tree Commission**

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

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

## **3. Emergency Ordinance: Internet Auction**

*Motion to suspend the rules was made by Councilwoman Kreuz, seconded by Councilman Pilliod. Motion passed 6-0.*

*Motion to approve the Ordinance was made by Councilman Dzyak, seconded by Councilman Pilliod. Motion passed 6-0.*

## **4. Emergency Ordinance: WPCLF Project 7 Loan**

*Motion to suspend the rules was made by Councilwoman Kreuz, seconded by Councilman Pilliod. Motion passed 6-0.*

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

## **4. Emergency Ordinance: Construction Engineering for Project 7**

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

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

## **Mayor's Report:**

**Mayor is on the board to go through the process of finding a new EMA Director.**

Received a letter from the Salvation Army. Joe Kahl heads up the efforts for ringing of the bell during the holiday season. This year, Swanton placed number 1 out of 18 stores in Northwest Ohio. Total raised at the Swanton Kroger was \$21,077.13.

Dr. Huntzinger at Dental Health Associates complimented the Village – especially the Public Works Department – on how quickly the water was restored to the Village on 12/20/2017.

Ohio Attorney General's office is offering Sunshine Laws training in April. Administrator Hoelzle offered to go as a proxy for Council members. She just needs to know prior to attending.

#### Administrator Report:

#### 1. 2018 Calendar Typo

There was a typo on the 2018 calendar. July should only have one meeting.

*Motion to approved updated version was made by Councilwoman Kreuz, seconded by Councilman Rochelle. Motion passed 6-0.*

#### 2. Public Hearing – Zoning Changes

At the December 5, 2017 Planning Commission meeting, the group made a recommendation to amend the zoning classification on multiple parcels. These parcels were found to have dual zoning classifications for one parcel. Parcels to review zoning:

- i. 14-025181-00
  1. From the current Zoning Map, only a portion of the parcel is zoned B2
- ii. 28-054300 (99 Dodge)
  1. Two zones on one parcel
    - a. R2 & B2
  2. Current use is a duplex: two family residential
- iii. 28-053870 (112 S. Main)
  1. Two zones on one parcel
    - a. R2 & B2
  2. Currently vacant
- iv. 28-053892 (114 S. Main)
  1. Two zones on one parcel
    - a. R2 & B2
  2. Current use is a duplex: two family residential

*Motion to hold a Public Hearing on 2/12/2018 at 7:15pm was made by Councilwoman Kreuz, seconded by Councilman Rochelle. Motion passed 6-0.*

3. Planning Commission will meet on 1/9/2018 with Public Hearings for:

- i. Side yard Variance Request: 407 Church
- ii. Variance Request on use: 126 E. Airport
- iii. Variance Request on use: 14011 Airport Highway
- iv. Variance Request on use: 14011 Airport Highway

4. Legal Notice – Ditch Improvements

A Village-owned parcel (26-052284) is part of a ditch improvement petitioned by Swancreek Township. The piece of land is on County Road 2 and used as a shooting range. The matter of improvements has not yet been decided by the Fulton County Commissioners. The Final Hearing is set for February 27 at 10:00am.

5. Sunshine Law Session – April 6, 2018

Administrator needs to know if anyone wants her to serve as their proxy. Spaces fill quickly, so it was requested to let Administrator Hoelzle know ASAP if anyone would like to attend or would like to send a proxy.

6. 2018 Transportation Summit on March 16, 2018.

Sponsored by TMACOG. Please let Administrator Hoelzle know if anyone is interested in attending.

7. Ditch near Mr. Meller's property.

Met 12/12/2017 with Jim Reckner, a member from Swancreek Township, and a member from Fulton County. Village property is our responsibility to maintain. Work has not been able to be coordinated recently due to weather and water issues. Mr. Reckner has been able to obtain concrete and other masonry material from the school demolition to utilize on this project. Trying to coordinate with the county to utilize their equipment.

8. Church Street parking

Letters were sent to 209 and 311 Church Street regarding lack of driveway and current use of public right of way for parking. Administrator has spoken to the owner at 209 Church Street, and he is agreeable to placing stone off the alleyway for parking. Poggemeyer will include this in the plans. No response has been received from the owner at 311 Church Street.

9. Utility Service Partners

Administrator Hoelzle spoke to the Whitehouse Administrator about this program. Whitehouse has been utilizing the service for 6 years. In that time there has been no issue with how the program is run, and the

Village has nothing to do with the service. The major complaint is the marketing material utilizes the Village of Whitehouse logo, leading residents to think the service is provided by the Village. General discussion from Mayor and council indicated they are not in favor of allowing the program to utilize our Village seal and letterhead for the purpose.

**Executive Session:**

*Motion to go into Executive Session to discuss Public Employee Hiring and Compensation and to Consider purchase of property for public purpose was made by Councilman Dzyak, seconded by Councilwoman Kreuz. Motion passed 6-0.*

**Mayor called Council back to order. Roll Call 6-0.**

*Motion to hire Michael Fox as a fulltime Paramedic/FF2 in the Fire Division at an hourly rate of \$16.00 per hour upon completion of OPF physical, pending clear pre-employment drug screen and background check, subject to a 6-month introductory period, effective January 7, 2018. Mr. Fox will accrue personal leave, sick leave, and vacation leave in accordance with policy. Motion was made by Councilwoman Kreuz, seconded by Councilman Rochelle. Motion passed 6-0.*

*Motion to hire Jed Bowers as a fulltime Paramedic/FF2 in the Fire Division at an hourly rate of \$16.00 per hour upon completion of OPF physical, pending clear pre-employment drug screen and background check, subject to a 6-month introductory period, effective January 7, 2018. Mr. Fox will accrue personal leave, sick leave, and vacation leave in accordance with policy. Motion was made by Councilwoman Kreuz, seconded by Councilman Rochelle. Motion passed 6-0.*

*Motion to hire Jason Carte as a part-time EMT/FF2 in the Fire Division at an hourly rate of \$15.00 per hour upon completion of OPF physical, pending clear pre-employment drug screen and background check, subject to a 6-month introductory period, effective January 7, 2018. Motion was made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Motion passed 6-0.*

*Motion to increase the hourly wage for James Brazeau II to \$16.00 per hour effective 12/31/2017 was made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Motion passed 6-0.*

*Motion to hire Bradley Hershey as a fulltime employee in the Public Works and Utilities Department, working in all three (3) Divisions, at an hourly rate of \$21.00 per hour contingent upon a successful completion of pre-employment background check and drug screen. Mr. Hershey will have a one (1) introductory period; if Mr. Hershey completes a successful introductory period, wage will be increased to \$21.50 effective with the first full pay in January 2019. Employment will be effective January 14, 2018 with the first day of work January 15, 2018. Mr. Hershey will accrue sick leave in accordance with policy and is entitled to personal and vacation time in accordance with policy. Motion was made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Motion passed 6-0.*

Personnel Report:

1. Job Descriptions – Village Administrator

*Motion to approve the job description for Village Administrator was made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Motion passed 6-0.*

2. Resignations

*Motion to thank Mrs. Rowe for over 15 years of service and accept her resignation effective 01/12/2018 was made by Councilman Pilliod, seconded by Councilwoman Westhoven. Motion passed 6-0.*

*Motion to thank Mr. Chesser for his 16 months of service and accept his letter of resignation effective 01/05/2018 was made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Motion passed 6-0.*

Adjourn:

*Motion to adjourn meeting was made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Motion passed 6-0.*

  
\_\_\_\_\_  
Ann Roth, Mayor

Attest:   
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Karla Sexton, Fiscal Officer

Committee of the Whole  
January 8, 2018 • 6:00 p.m.

1. Appointments to Standing Committees of the Swanton Village Council for 2018.

*Motion was made by Councilwoman Kreuz, seconded by Councilwoman Westhoven to keep all Committees the same as 2017. Motion passed 6-0.*

Finance: Michael Rochelle  
Paul Dzyak  
Dianne Westhoven

Public Safety: Kathy Kreuz  
Michael Rochelle  
Dianne Westhoven

Public Service: Craig Rose  
Jeff Pilliod  
Kathy Kreuz

Water & Sewer: Paul Dzyak  
Craig Rose  
Jeff Pilliod

2. Appointment of Council member to service on Plan Commission.

*Motion to appoint Paul Dzyak to Plan Commission was made by Councilman Pilliod, seconded by Councilwoman Westhoven. Motion passed 6-0.*

3. Introduction of new employees.

- a. Ryan Yackee, Superintendent of Water Purification and Distribution
- b. Mike Stiles, Water and Wastewater Operator

4. Project 7 Update by representatives from Jones & Henry Engineering

- a. Greg Simon and Troy Brehmer were present to provide an update on the Project 7 Sewer Separation.

5. Munson Road Rail Crossing

It was decided at a meeting organized by the Ohio Rail Development Commission in April 2016 that there needed to be enhancements at the crossing. The Village received a letter in late November from PUCO that Norfolk Southern must install LED lighting upgrades by August 2018. The letter states the local

government agency is permitted to make immediate assessment of physical improvements, which would enhance driver awareness at the crossing in the interim. The Village could be reimbursed for such improvements up to \$5,000. Discussion from Mayor and Council indicated clearing of the brush in the area would be a good place to start.



Finance Committee  
January 8, 2018 • 6:30 p.m.

Committee Members:

Michael Rochelle, Chairperson  
Dianne Westhoven  
Paul Dzyak

1. Election of a Chairperson for 2018

It was decided for Michael Rochelle to continue as Chairperson for 2018.

2. Project 7 Engineering Service Agreement

Village Council approved an agreement with Jones & Henry in June 2017 to provide the preliminary design and engineering services related to Project 7. Jones & Henry has now provided the agreement and cost estimate to provide engineering services for construction and contract administration.

Administrator recommended a new agreement related to the construction and engineering support services not to exceed \$124,000. Committee made the recommendation to present this to Council.

3. Project 7 Sewer Separation Loan

The Village needs to apply for a WPCLF loan to cover the costs of Project 7 (Lawrence, Harrison, and Church St.) Total approximate cost for the project is \$1.4 million. Loan application must be submitted 6 months prior to bid date but final amount will be based on bid award. Committee made the recommendation to present this to Council.

4. Jim Reckner provided an update on the sewer problems in and near the West Ridge subdivision.

Water & Sewer Committee  
January 8, 2018 • 7:45 p.m.

Committee Members:

Paul Dzyak, Chairperson  
Craig Rose  
Jeff Pilliod

Appointed Paul Dzyak as chairperson for 2018.