

VILLAGE OF SWANTON
Council Meeting Minutes
January 22, 2018 • 7:00 p.m.

Prayer

Pledge of Allegiance

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

Approval of Minutes: Mrs. Sexton noted to strike the word “Chairperson” on each committee listing for the minutes for the Committee of the Whole on January 8, 2018. Motion to approve January 8, 2018 minutes as corrected was made by Councilman Rochelle, seconded by Councilwoman Westhoven. Motion passed 6-0.

Committee reports: See Attached.

Old Business:

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

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

2. Third Reading Ordinance: Low Speed Vehicles

Councilwoman Kreuz presented discussion about why she has abstained from the first and second reading of this Ordinance and intended to vote no on the third reading. She would like to have requirements of seatbelts and drivers being at least 18 years of age. Mayor Roth thanked her for her input.

Motion to approve was made by Councilman Rose, seconded by Councilman Rochelle. Motion passed 5-1. Councilwoman Kreuz voted no.

New Business:

1. First Reading Ordinance: Authorizing a Contract with Poggemeyer Design Group for Construction Administration and Observation Services on the Garfield Bridge Project

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

Mayor's Report:

Mayor has spoken to both the Police and Fire Chiefs about the future of their departments.

On Friday, January 26, 2018 Mayor is going to Swanton Middle School with School Resource Officer Kessinger to observe. Officer Kessinger will be at our Council meeting a month from now to discuss his role as SRO.

Mayor is spending a lot of time in Wauseon for interviews for a new EMA director.

Ohio Department of Agriculture will be hosting a seminar on Gypsy Moths on February 15, 2018 in the Swanton Community Center from 6 PM until 8 PM.

Administrator Report:

1. The Village has received notification from the Maumee Valley Planning Organization that the Village application submitted in April 2016 was approved by the State of Ohio. The funding requested is for the Pavilion in Memorial Park.

2. The Village has allowed the Toledo Area Humane Society to have a donation canister in the lobby. In 2017, the Humane Society reports that \$30.34 was collected.

Executive Session:

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

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

Motion to hire Lisa Aller as fulltime Administrative Assistant I in the Administrative Office, at an hourly rate of \$15.50 per hour contingent upon a successful completion of a clear pre-employment background check and drug screen. Ms. Aller will have a (1) year introductory period. If Ms. Aller completes a successful introductory period, wage will be increased to \$16.00 per hour effective January 27, 2019. Employment will be effective January 22, 2018, with the first fulltime day of work on February 12, 2018. Ms. Aller will accrue sick leave and will be entitled to personal and vacation time in accordance with policy. Motion was made by Councilman Rochelle, seconded by Councilwoman Kreuz. Motion passed 6-0.

Personnel Report:

1. Police Department Restructure

- a. The Police Chief has been discussing a restructure of the Department with the Mayor and Village Administrator.
- b. The Police Chief discussed this in the Public Safety meeting earlier in the evening.

Adjourn:

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



Ann Roth, Mayor

Attest: 

Rosanna Hoelzle, Village Administrator

Public Service Committee
January 22, 2018 • 6:00 p.m.

Committee Members:

Craig Rose

Jeff Pilliod

Kathy Kreuz

1. Election of a Chairperson for 2018

It was decided for Craig Rose to continue as Chairperson for 2018.

2. Water & Sewer Tap Fees

Mr. Reckner believes we are not charging enough for the tap fees and we are losing all the way around. He does not think labor for the employees performing the work was ever considered when setting the rates. Interim Administrator Ciecka and Mr. Reckner will work together to check with other municipalities to inquire what they are charging for water and sewer tap fees. Mr. Reckner will prepare an analysis of the current cost to the Village of Swanton.

3. Garfield Bridge Replacement Construction Engineer

DGL Engineers was chosen to be the engineering firm for the preliminary engineering, design, and bidding for the Garfield Bridge Replacement in 2016 through a Request for Qualifications (RFQ). Due to the funding source (ODOT/Federal funding), there must be a different firm utilized for the construction phase. Reviewing the RFQ, Poggemeyer Design Group (PDG) scored fairly well. The Administrator is recommending pursuing an agreement with PDG for this phase of the Garfield Bridge Replacement. The Ordinance drafted in the Dropbox will be presented to Council as a first reading. Councilman Pilliod would like to add verbiage to the agreement about not utilizing the firm for future projects if their performance

on this project is unsatisfactory. Discussion from Council indicated it is not in the Village's best interest to say "no" forever. Personnel at firms change, just as elected members of the Village change. Mayor Roth stated the firm should be determined on a per contract basis and verbiage could be added to this agreement to hold all parties responsible.

4. E. Garfield Widening

Part of the conversations at the January 8, 2018 meeting centered on E. Garfield. East Garfield is a small portion of Project 7. Council requested information on widening E. Garfield between approximately Clark Street and Hallett Avenue. Jones & Henry provided a preliminary and basic estimate of approximately \$475,000. This cannot be part of the WPCLF loan and is not appropriated in the temporary budget. Council discussed other possible funding options such as Ohio Public Works and CDBG. Interim Administrator Ciecka explained that state grants such as OPWC are on the state fiscal year, and it takes up to 2 years to actually receive funding. Mayor asked Interim Administrator Ciecka to review the Capital Improvement schedule to see if any other project could possibly be moved to a future year.

Public Safety Committee
January 22, 2018 • 6:30 p.m.

Committee Members:

Kathy Kreuz

Michael Rochelle

Dianne Westhoven

Appointed Kathy Kreuz as chairperson for 2018.

Police Chief Berg presented a proposal to the committee to restructure the Police Department. He would like to add a Lieutenant position and redefine the Sergeant's duties. He believes this would provide better coverage of supervisors on all shifts as well as improve the department's efficiency and service to the community. The committee requested Chief Berg to proceed with job descriptions for positions of Sergeant and Lieutenant to present at the next Public Safety Committee meeting.

Fire Chief Wolever spoke to the committee indicating two fulltime employees in his department are currently out on long-term medical leave. Chief Wolever asked Mrs. Sexton for a status update of the onboarding process for new employees Michael Fox and Jedidiah Bowers. Mrs. Sexton stated Mr. Bowers is scheduled to meet with her on Tuesday, January 23, 2018 to complete his paperwork. His OPF physical is scheduled on January 30, 2018. Mr. Fox has completed his pre-employment requirements and can be placed on the schedule.

Chief Wolever spoke to the committee about fire inspections. He stated fire inspection should continue even after he leaves the chief position.