

VILLAGE OF SWANTON

Council Meeting Minutes

May 14, 2018 • 7:00 p.m.

Prayer

Pledge of Allegiance

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

Approval of Meeting Minutes

Motion to approve April 9, 2018 minutes was made by Councilman Pilliod, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Motion to approve April 23, 2018 minutes was made by Councilman Pilliod, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0-1. Councilwoman Kreuz abstained.

Mayor Roth issued a proclamation for National EMS Week and National Police Week.

Committee reports: See Attached.

From the Water and Sewer Committee's recommendation: *Motion to purchase a Jet Vac Truck through Best Equipment through a five-year lease, first payment due one year after commencement. Councilman Dzyak, seconded by Councilman Pilliod. Roll Call. Motion passed 6-0.*

From the Finance Committee's recommendation: *Motion to authorize creating account 1000-710-320-000. Councilman Rochelle, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.*

Motion to enter into an agreement with CT Consultants. Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Old Business:

Third Reading Ordinance 2018-XX: Amend Section 92 of the Codified Ordinances

Motion to approve Third Reading Ordinance 2018-XX: Amend Section 92 of the Codified Ordinances made by Councilman Rochelle, seconded by Councilman Rose. Roll Call. Motion passed 6-0.

New Business:

Emergency Resolution 2018-XX: Authorize administrator to enter into an agreement for the Bid Project 7 Sewer Separation with Underground Utilities. *Motion to suspend the rules made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.*

Motion to approve Emergency Resolution 2018-XX: Motion authorizing administrator to enter into an agreement for the Bid Project 7 Sewer Separation with Underground Utilities made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

First Reading Ordinance 2018-XX: Athletic Field Rate, base of \$25.00 with usage rate of 6.04 per 1,000 gallons, usage rate will increase by \$0.17 per year. *Motion to approve First Reading of Ordinance 2018-XX: Athletic Field Rate, base of \$25.00 with usage rate of 6.04 per 1,000 gallons, usage rate will increase by \$0.17 per year. Motion made by Councilwoman Westhoven, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.*

Mayor's Report:

Mayor Roth mentioned she will be attending the Fulton County Economic Development meeting in Archbold this week. The Tree Commission is developing a planting plan for Pilliod and Rotary Park. She also mentioned the 'Green Ribbon Initiative' through the metroparks in an effort to restore the area back to its original ecosystem.

Administrator Report:

1. OML Summer Regional Conference
 - a. OML's inaugural Regional Conferences will occur this summer
 - b. The Northwest Ohio Conference will be held on August 17 in Findlay
 - c. Please let me know if anyone wishes to attend
 - i. Agenda in Dropbox for review

2. Planning Commission
 - a. 6827 Co Rd 1-1
 - i. Site Plan Review
 - ii. Variance Requests
 1. Gravel parking lot approved
 2. Stormwater management plan waiver not approved
 - b. 3520 Waterville Swanton Road
 - i. Site Plan Review
 - ii. Variance Requests
 1. Gravel parking lot approved
 2. Stormwater management plan waiver not approved
 - c. Site Plan Review: Parcel 14-025183-16.001 (Dodge Street)
 - i. Faith Lutheran Church
 - ii. Approved contingent on fulfilling the recommendations set out in the engineer's letter

3. Fireworks Fest
 - a. Event is scheduled for June 30 with a July 1 rain delay
 - b. All vendors from last year committed except DJ
 - c. Canisters for donations will be out in community in a couple weeks

4. Meeting with Fulton County Health Department
 - a. Mayor Roth, Mr. Brown, and Mrs. Hoelzle met with representatives from the Fulton County Health Department to discuss nuisance abatement
 - b. Agencies will try to work collaboratively to abate the nuisances

5. Pre-Construction Meeting- Garfield Ave Bridge Replacement

- a. Meeting was held with contractor, engineering firm, Village Reps, and Toledo Edison
- b. Project is delayed to tentatively start June 18
- c. Road closure will be posted well in advance
- d. Public Safety Divisions and Swanton Schools are aware
- e. Corn Festival reps were notified and parade will be rerouted

6. Employee recognition

- a. Mr. Yackee received an email from a community member thanking Brad Hershey and complimenting the employees at the Water Plant (in Dropbox)

7. Middle School class presentation

- a. Mr. Heintschel invited Mrs. Hoelzle to present about planning and zoning to one of his classes
- b. The class is planning some improvements they would like to see at the Middle School
- c. Mrs. Hoelzle described the process of any approvals they might need in order to proceed with their project

Division Reports:

Police: Chief Berg reported he and his staff are scheduled to attend several training sessions in the next two weeks. He also reported he has begun to advertise for the position of full-time patrol officer.

Public Works: Mr. Tedrow reported the Village clean-up day went well. They filled three dumpsters. He is concerned about the number of dumpsters available and staffing for the next clean-up day scheduled this fall. The contract with Republic is for five dumpsters annually. He reported the installation of radio-read meters is going well. He also said the new lawn mower is much faster than the previous mower.

WWTP: Mr. Geise reported there will need to be some equipment upgrades. The south backwash pump failed. He has contacted Buckeye Pumps to see if it can be repaired.

Water: Mr. Yackee said he has been attending continuing education classes.

Executive Session:

Motion to go into Executive Session at 7:45 p.m. to discuss public employee hiring, public employee compensation, public employee promotion, public employee promotion, public employee promotion, and to consider purchase of property for public purposes made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Mayor called Council back to order at 8:28 p.m. Roll Call 6-0.

Personnel Report:

Chief Wolever would like to promote Private Jim Harrison from part-time to full-time effective May 20, 2018 with an introductory hourly rate of \$16.00 upon successful completion of OPF physical, subject to a 6-month probationary period. *Motion to approve promotion was made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.*

Mrs. Hoelzle would like to create the position of part-time Public Service Assistant. This position will help with various projects around the Village as needed. *Motion to approve creating the position was made by Councilwoman Westhoven, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.*

Mrs. Hoelzle has developed a job description for the position of part-time Public Service Assistant. *Motion to approve the job description was made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.*

Mrs. Hoelzle would like to move current employee Matt Onweller to the part-time position of Public Service Assistant with a wage of \$15 per hour effective May 15, 2018. He currently assists in cleaning the community room, and was a school crossing guard until the position was no longer necessary. *Motion to approve moving Mr. Onweller to the position of part-time Public Service Assistant was made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.*

Motion to approve placing Chad Smith and Gary Roytek in an introductory period effective May 6, 2018 was made by Councilwoman Kreuz, seconded by Councilman Westhoven. Roll Call. Motion passed 6-0.

Mr. Tedrow stated Curt Smith has successfully completed his introductory period and should be offered continued employment. Motion to remove Mr. Smith from introductory period effective immediately was made by Councilman Rochelle, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.


Chief Wolever's contract has expired and will now be month-to-month. Motion to approve month-to-month contract was made by Councilwoman Westhoven, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.

Adjourn:

Motion to adjourn meeting at 8:36 p.m. was made by Councilwoman Westhoven, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.



Ann Roth, Mayor

Attest: 
Jennifer Harkey, Fiscal Officer

Finance Committee Meeting Minutes

May 14, 2108 • 6:30 p.m.

Michael Rochelle

Diane Westhoven

Paul Dzyak

1. Financial Documents Review

2. Notework

Mayor Roth, Mrs. Harkey and Mrs. Hoelzle met with Ryan Callendar, bond council for the Village to discuss note maturity. The current note is maturing August 10, 2018 and has a rate of 1.48%. It consists of the following:

\$407,000: reservoir intake pump: 2001

\$173,000: improving waterworks systems: 2003

\$244,000: land for water plant reservoir: 2014

Mr. Callendar stated it is not required to requote the note annually. He also mentioned the 2001 and 2003 draws are reaching the maximum renewals of 20 years. The balance will have to be paid in full or another financing option will have to be considered. Mrs. Harkey and Mrs. Hoelzle will review the debt schedule to plan to pay down those items by 2021 and 2023 respectively. Mr. Rochelle recommended shop out the note. Mrs. Hoelzle will contact several banks to receive a quote.

3. New account

In order to more clearly categorize expenses such as the annual Swanton Calendar, Mrs. Harkey would like to begin using a new account. The proposed account is 1000-710-320-0000 Communication, printing and advertising.

4. Investment Policy

Mrs. Harkey has reviewed the existing Investment Policy on file with the Auditor of State's office. Although it needs updating, it still allows for investing in Star Ohio. As of April 30, 2018, the Star Ohio interest rate is 6 times the rate funds are earning in the PNC account and 12 times the rate in the Fifth Third checking. Mrs. Harkey recommends opening a Star Ohio account. She will update the Investment Policy and present it to Council at a later date.

5. Engineer Services

The Village has seen an increase in planning and zoning interests in the Village. Mrs. Hoelzle recommends engaging with CT Consultants for the purposes of site plan reviews.

6. Credit Card Terminal

The current credit card machine is leased, and is up for renewal. Mrs. Harkey has analyzed the cost, and recommends utilizing PayPal. PayPal charges a fee of 2.2% per swipe. With the current reader, the average per use fee for the month of April was 3.18%, plus the monthly lease fee of \$28.16. Mr. Rochelle expressed concern about utilizing a device with a chip reader.

7. Levies

Mrs. Harkey and Mrs. Hoelzle have reviewed the current levies for Park, Recreation and Fire. Recreation and Fire expire this year, Park expires in 2019. A recommendation will be made at the June Finance Committee meeting.

8. Meeting update with Fulton County Auditor's office

Mrs. Harkey met with Mrs. Annie Hernandez of the Fulton County Auditor's office to review Village funding sources. Mrs. Hernandez mentioned the Village has \$167,000 of permissive use funds available. The funds are collected from auto license renewals, allocated between Fulton County municipalities and held by the Auditor's office until requested by the Village. The funds are to be used for capital projects and will be released after approval of plans by the county engineer. The Village has not requested any funds since 2010. Mrs. Hernandez is gathering information on the requirements of proposed projects.

Water and Sewer Committee Meeting Minutes

May 14, 2018 • 6:00 p.m.

Paul Dzyak – Chairman

Jeff Pilliod

Craig Rose

1. Jet Vac Truck Quotes

The Committee reviewed quotes from Best Equipment and Southeastern. Mr. Tedrow was in attendance and mentioned he had the opportunity to review each machine. He expressed the Vac-Con Sewer Combination Sewer Cleaner offered by Best Equipment is the better option. The cost of the machine is \$329,037.47. Ms. Hoelzle and Ms. Harkey had the opportunity to review financing options and recommend leasing the machine for 5 years with the option to purchase for \$1.00.

2. Project 7 Sewer Separation Bid Award

Bid opening was held May 2, 2018, in which 5 bids were received. Underground Utilities was awarded the contract as the lowest bidder at \$1,218,136.60. Jones & Henry Engineers, Inc. reviewed the proposed contract to ensure all the specifications were met. Ms. Hoelzle mentioned after Council approves entering into a contract with Underground Utilities, financing will be applied for through WPCLF.

3. Asset Management

Per Ohio Senate Bill 2, water distribution systems are mandated to comply with asset management requirements no later than October 1, 2018. In order to comply, Ms. Hoelzle and Mr. Yackee have reviewed three different software platforms. Mr. Yackee recommends utilizing the GIS software program. Cost will include initial set-up charges and an annual fee per platform. At the time of the Committee meeting, a quote was not available.