

# VILLAGE OF SWANTON

Council Meeting Minutes

October 09, 2018 • 7:00

p.m.

Prayer

Pledge of Allegiance

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

Approval of Meeting Minutes

*Motion to approve the September 27, 2018 meeting minutes was made by Councilman Pilliod, seconded by Councilwoman Kreuz. Roll Call. Motion passed 5-0.*

*Motion to approve September 2018 financial reports as presented was made by Councilman Rochelle and seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

*Motion to approve 2019 Fulton County Senior Citizens Satellite Center Agreement was made by Councilman Rochelle and seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

Old Business:

*Motion for Third Reading: Ordinance 2018-XX Amendments to Section 36.01 Codified Ordinances to include NSF charges related to ACH transactions was made by Councilwoman Kreuz and seconded by Councilman Pilliod. Roll Call. Motion passed 5-0.*

*Motion for Second Reading: Amendment to the following Zoning Code sections; 150.097, 150.099, 150.101, 150.164(B), 150.166, 150.243, 150.401, 150.503 was made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

Mrs. Harkey mentioned the ordinance regarding appealing the Village Administrator's pick-up plan will have to be amended as far as the effective date. OPERS must approve the change first and then it can be put into place moving forward, not retroactively.

New Business:

*Emergency Ordinance 2018-XX: Agreement with ODNR for Memorial Park Pavilion Project: Motion to suspend the rules was made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.*

*Motion to approve the agreement with ODNR for Memorial Park Pavilion Project made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

*Emergency Ordinance 2018-XX: Opposing Issue 1: Motion to suspend the rules was made by Councilman Dzyak, seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.*

*Motion to oppose Issue 1 made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

*Emergency Ordinance 2018-XX: Agreement with ODOT for Safe Routes Non Infrastructure funding related to education and promotional materials: Motion to suspend the rules made by Councilman Dzyak, seconded by Councilman Pilliod. Roll Call. Motion passed 5-0.*

*Motion to enter into agreement with ODOT for Safe Routes Non Infrastructure funding made Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

### **Mayor's Report:**

Mayor Roth continues to work on a detailed report regarding procedures to implement railroad quiet zones. She will present a full report at the next Council meeting.

She also mentioned the 5<sup>th</sup> annual Swanton Chamber of Commerce Art Exhibit will take place this weekend at Valleywood Golf Club. She will not be able to attend, but encouraged Council to.

#### Administrator Report:

1. Code Enforcement: 77 properties. Details in Drobox  
64% abatement, 22% progress made in abatement, 14% no progress made in abatement. The Village abated 612 S. Main and 213 Woodland. 121 Lincoln was scheduled to be abated by the Village, but the property owner complied before the scheduled date.
2. Construction Project Update
  - a. Garfield Bridge – everything running smoothly, expected to finish in early December
  - b. Garfield Avenue Paving – Paving in early December or Spring – weather dependent
  - c. Project 7 – Curb and concrete drives poured, mill on south end of project, all paving expected to be completed mid October
  - d. Project 10 Sewer Separation – initial phases, smoke testing, surveying, CCTV underway
  - e. Clark Street – catch basins installed, paving completed, Mrs. Hoelzle is not satisfied with the job. She is in communication with the engineers to get it resolved.

Councilman Dzyak mentioned E. St. Clair has a large pothole in the road. Mrs. Hoelzle said there is a work order for it and Mr. Tedrow is working on it.

3. OPWC District Committee
  - a. Village of Swanton submitted two applications: Project 10 Sewer Separation and Downtown business alley project. Priority points given for business alley project but not for Project 10. Mrs. Hoelzle will know for sure by end of 2018 if funding is approved for alley project. It would be available to use 2019 or 2020, Council would decide when to pursue project. Project 10 may be a good candidate for small government funds. These funds are still managed by OPWC, but a separate pool of money.
4. Village Voice Newsletter – published October 1, 49% open rate for those emailed.
5. OML Conference Registration – October 31 and November 1. Please let administration know if you would like to attend. Mayor Roth is attending.

6. McNeil property agreement – Mrs. Hoelzle was unable to find a current lease agreement. She is meeting with Mrs. McNeil and her daughter this week. There was also discussion that Mrs. McNeil signed an agreement to lease property downtown to the Swanton Farmer's Market in exchange for the Village mowing it.

Division Reports:

Water: Mr. Yackee reported 73% accountability; leak detection will be done this week. Algae count has been extremely low this year. Water level is good in reservoir.

WRRF: Mr. Geise reported he attended a Compliance Luncheon through Safety Council of Northwest Ohio. He met the compliance officer responsible for the Village; he will stop by to provide an evaluation of improvements that can be made.

Fire: Chief Wolever provided a current run schedule YTD. The run schedule is utilized in many ways, including determining contract amounts for Fulton and Swancreek Townships. The department has been testing fire hydrants in the service area. All testing will be complete by the end of the year. Chief Wolever also reported he sent a letter to Norfolk Southern railroad regarding coal fires; he is completing the additional forms they require. Chief reported school children will visit the station for Fire Prevention Month. Chief Wolever sent the ladder truck for inspection; it is fixable contrary to previous opinions. Repair costs will not exceed \$20,000.

Police: Chief Berg received numerous resumes for the position of full-time patrol officer. Many of those lack the minimum qualifications. He has 6-8 good candidates he will interview.

Public Service: Mr. Tedrow and crew continue to work on tree trimming and cleaning out sewers. Mr. Tedrow sent the bucket truck for inspection, a minor fuel leak has been repaired and tires replaced. The purchase agreement states the first and final payment of \$20,000 is due January 10, 2019.

Adjourn:

*Motion to adjourn meeting at 7:47 p.m. was made by Councilwoman Kreuz, seconded by Councilman Pilliod. Roll Call. Motion passed 5-0.*

Ann Roth

Ann Roth, Mayor

Attest: Jennifer Harkey  
Jennifer Harkey, Fiscal Officer

## Water and Sewer Committee Meeting Minutes

October 9, 2018 • 6:00 p.m.

Paul Dzyak – Chairman

Jeff Pilliod

Craig Rose (excused)

### 1. ABM: Building Maintenance & Facility Services presentation

Eric Kuns and Joe Sokal presented information on a comprehensive energy audit of Village property. For the purpose of this discussion, they focused on water meter upgrades and installation. If Council decided to pursue all projects of the energy audit; water meters, HVAC upgrades, internal and external lighting, and windows, the first step would be to send out a Request for Qualifications (RFQ) to select a company to manage the project; once selected the agreement would be done via a resolution. Then whichever company Village Council chose would then perform an Investment Grade Audit (IGA). The fee for the IGA depends on what items the company evaluates. If all items such as water meters, HVAC upgrades, internal and external lighting, etc. are included it is estimated the IGA could range between \$20,000 - \$25,000. If the water meter project is selected, an IGA would include gathering data from the utility software such as type and quantity of meters. They would test for unaccounted water at the meter level. Typically, water meters installed for residential application are 20-year meters. Installation cost per meter varies, pipes may have to be replaced or other unforeseen circumstances may arise. ABM would manage all components of the project for a fee of 5-7%.

Per ORC 717.02, the cost of the program must be covered by savings. If savings projected by ABM are not realized, they will refund the difference. Funding for water meters is available per ORC 717.02. AMB does not provide financing, but could assist in securing it.

## Finance Committee Minutes

October 9, 2018 • 6:30 p.m.

Michael Rochelle

Dianne Westhoven

Paul Dzyak

### 1. Solicitor 2019 agreement

The current contract with Alan Leubauer and Daniel McQuade expires 12/31/18. They are each paid an annual salary of \$5,000 for their services. Council speculated on the services Mr. McQuade provides, as he does not attend meetings or provide direct responses to inquires the Village has. McQuades Co. LLP is also paid for services that are beyond the scope of the contract. Although there is the option to pay village solicitors as employees or independent contractors, typically they are paid as independent contractors. There was discussion regarding sending out a Request for Proposal for a Village solicitor.

### 2. Financial Documents Review (must be approved in Council)

### 3. 2019 Budget review

Mrs. Harkey will wait until the November 5 meeting to present for approval. She would like to wait until the 2016/2017 Audit is completed. There may be recommendations or changes as a result of the audit. Mrs. Harkey also mentioned new information/updated costs have become available since the 2019 Budget was first presented for discussion.

### 4. 2018 RITA subpoena program

The program cost \$6,128; R.I.T.A. established liabilities of \$149,148 for tax years 2012-2016, of which \$23,527 has been collected.

### 5. Contractor working in Village

Councilman Pilliod asked Mrs. Harkey to confirm contractors awarded contracts in the Village are withholding and remitting payroll taxes. D&R Demolition, Miller Brothers, Inc. and Underground Utilities have all submitted payroll taxes. B&J Concrete and Construction and

Crestline Paving have until October 31 to submit withholding taxes, they will be sent a letter reminding them of their responsibility if not received by then.

6. 2019 FC Senior Citizens Satellite Center Agreement

The Senior Center utilizes the Community Center Monday, Wednesday and Friday from 9:00-2:00. They currently pay a monthly rental of \$350.00, this is the same amount proposed for 2019.

7. Fire Contract update

Fulton County Auditor Brett Kolb has provided an updated calculation. Mrs. Hoelzle will schedule a meeting with Fulton Township and Swancreek Township to discuss.