

VILLAGE OF SWANTON

Council Meeting Minutes

January 14, 2019

7:00 p.m.

Prayer

Pledge of Allegiance

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

Motion made by Councilman Rochelle to elect Councilman Dzyak as President of Council. Councilwoman Kreuz seconded. Roll call. Motion passed 6-0.

Motion to approve the agenda as amended made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Roll call. Motion passed 6-0.

Motion to approve December 10, 2018 meeting minutes made by Councilwoman Westhoven, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.

Councilman Dzyak summarized discussion from Committee of the Whole. Recommendation to proceed and accept bid on sale of Main Street property pending signed agreement with Corn Fest Committee. Recommendation to engage PDG Engineers for Safe Route to Schools project and Memorial Park Pavilion remodel.

Councilman Rochelle summarized discussion from Finance Committee. Recommend accepting proposed changes to credit card policy. Recommend renewing Recreation Levy to be put on the ballot this May.

Proclamation from Mayor Roth thanking Fire Captain Kevin Salkil for his 24 years of service to the Swanton Fire Department. Captain Salkil is retiring effective January 14, 2019.

Neil Toeppe presented a proposed railroad viewing station platform to be located in the Village. Mr. Toeppe is president of the Swanton Chamber of Commerce as well as the newly formed Swanton Historical Society. He is seeking Council's support of the rail viewing station. Council is in support; however, there are many factors to consider such as funding, location, maintenance, staffing, etc.

Old Business:

Motion for Second Reading: Accepting Annexation of property Parcel #72-07112 made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Motion for Second Reading: Amending Section 52.30 Sprinkler Meters made by Councilman Dzyak, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.

New Business:

Emergency Ordinance 2019-XX: Fulton County EMA annual renewal made by Councilman Dzyak, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.

Motion to approve Fulton County EMA annual renewal made by Councilman Dzyak, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.

Emergency Ordinance 2019-XX: Accepting Agreement Terms for Memorial Park Pavilion Project Funding made by Councilman Dzyak, seconded by Councilman Pilliod. Roll Call. Motion passed 6-0.

Motion to accept agreement terms for Memorial Park Pavilion project funding made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Emergency Ordinance 2019-XX: Amending Ordinance 2018-30 Zoning Amendments to include new section numbers made by Councilman Dzyak, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.

Motion to amend Ordinance 2018-30 Zoning Amendments to include new section numbers made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Emergency Ordinance 2019-XX: Authorizing Administrator to enter into agreement with Poggemeyer Design Group for Safe Routes to Schools made by Councilman Dzyak, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.

Motion to approve authorizing administrator to enter into agreement with Poggemeyer Design Group for Safe Routes to Schools made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Emergency Ordinance 2019-XX: Authorizing Administrator to enter into agreement with Poggemeyer Design Group for Memorial Park Pavilion made by Councilman Dzyak, seconded by Councilman Pilliod. Roll Call. Motion passed 6-0.

Motion to authorize administrator to enter into agreement with Poggemeyer Design Group for Memorial Park Pavilion made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Emergency Ordinance 2019-XX: Annual resolution declaring the intent to sell property via internet auction made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Motion to approve annual resolution declaring the intent to sell property via internet auction made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Administrator Report:

1. Planning Commission – Tuesday, January 8, 2019.
 - a. 111 Crestwood – Swanton Elementary requesting variance on fence to screen a dumpster. Planning Commission tabled decision in order to have more conversations with school officials.
 - b. 117 Lincoln – Property owner requested variance to place carport on north side of garage. Property abuts Lincoln to the east, alley to the north and to the west. Request denied.

2. TMACOG Events
 - a. General Assembly – January 28 in Perrysburg
 - b. Transportation Summit – March 29 in Maumee

3. Swanton Area Railroad and Model Club – 2019 Calendar posted on Village website. Typically meet first Friday at 8:00 in Council Chambers.
4. Memorial Park Master Plan Public Forum – February 28 at 6:00 in Swanton Community Center.
5. Donation of Christmas wreathes – Mr. and Mrs. Broyles donated two large wreathes to the Village.
6. Waiver of Swanton Community Center fee – Swanton Alliance Church requested use of the Community Center for an hour or so as a stop on a progressive dinner. They are requesting the rental fee of \$150 waived.

Motion made by Councilwoman Kreuz and seconded by Councilman Rochelle to waive the Community Room rental fee for Swanton Alliance Church. Roll Call. Motion passed 6-0.

7. Employee Wellness Opportunities – as a benefit to employees and their spouses and dependents, a biometric screening will be scheduled sometime in February. Additional wellness events will be held throughout the year based on results of the biometric screenings.
8. Ditch maintenance – Mrs. Hoelzle has reached out to Troy Parsons to schedule a meeting.
9. Bridge Inspections – DGL Consulting Engineers under contract from Richland Engineers to perform routine bridge inspections. Waterford and High School access drive bridges were inspected in 2018.
10. Public Works Laborer applications – several applications received, interviews will take place and a recommendation for hire will be forthcoming.

Personnel Report:

Mrs. Hoelzle reported the following employees have successfully completed their introductory periods: Mikael Stiles, Brad Hershey, Dennis Brown and Ryan Yackee.

Motion made to continue employment of the above mentioned employees made by Councilwoman Westhoven, seconded by Councilwoman Kreuz. Roll Called. Motion passed 6-0.

Motion to go into Executive Session at 8:09 p.m. to consider employee discipline made by Councilman Dzyak seconded by Councilman Pilliod. Roll Call. Motion passed 6-0.

Mayor called Council back to order at 8:26 p.m. Roll Call 6-0.

Chief Wolever recommends terminating employment of Kyle Woods effective immediately. Motion to terminate employment of Kyle Woods made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Mayor Roth and Chief Wolever recommend hiring Colin Baney and Sara Farrell as part-time employees of the fire department.

Motion to Hire Colin Baney as a Part-time Paramedic/FF1 in the Fire Division at an hourly rate of \$16.00 per hour pending clear pre-employment drug screen and background check, and subject to a 6-month probationary period, effective January 13, 2019 was made by Councilwoman Kreuz, seconded by Councilman Pilliod. Roll Call. Motion passed 6-0.

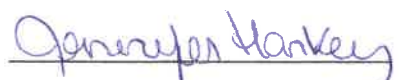
Motion to Hire Sara Farrell as a Part-time Paramedic/FF1 in the Fire Division at an hourly rate of \$16.00 per hour pending clear pre-employment drug screen and background check, and subject to a 6-month probationary period, effective January 13, 2019 was made by Councilwoman Kreuz, seconded by Councilman Pilliod. Roll Call. Motion passed 6-0.

Adjourn:

Motion to adjourn meeting at 8:58 p.m. made by Councilman Rochelle, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.



Ann Roth, Mayor

Attest: 
Jennifer Harkey, Fiscal Officer

Committee of the Whole

January 14, 2019 • 6:00 p.m.

Appointments to Standing Committees of the Swanton Village Council for 2019:

- a. Finance Committee
 - a. Michael Rochelle, Paul Dzyak, and Dianne Westhoven
- b. Water and Sewer Committee
 - a. Paul Dzyak, Craig Rose, and Jeff Pilliod
- c. Public Safety
 - a. Kathy Kreuz, Dianne Westhoven, Michael Rochelle
- d. Public Service
 - a. Craig Rose, Jeff Pilliod, Kathy Kreuz

Sale of Real Estate: Main Street

The Village advertised the sale in the Swanton Enterprise for five (5) weeks. One bid was received, the sealed bid opening took place December 20 at 2:00 p.m. Lee Stoner submitted a bid in the amount of \$31,916.00. Mr. Stoner owns property adjacent to the parcel. He stated his family once owned the land. The Village has \$18,726 invested in to the property. The funds will be receipted into the Park Fund. Mr. Pilliod suggested a letter of understanding be drafted to the Corn Fest Committee, relinquishing claim to any proceeds as they originally purchased the property. Mrs. Hoelzle reminded Council, they have the authority to reject and all bids.

West Pointe and S. Main Street resurfacing

PDG provided a cost estimate to resurface all roads in West Pointe subdivision as well as a portion of S. Main Street from Airport to the entrance of West Pointe, \$233,000. Council can request permissive tax held with the Fulton County Auditor in the amount of \$178,552 to fund the majority of this project. This project has been included in 2019 temporary appropriations.

Mrs. Hoelzle pointed out a portion of S. Main Street will be part of the sewer separation project slated for 2026. Council can omit this from the resurfacing project in 2019.

Discussion began regarding the poor condition of Mettabrook Road. Council suggested Mettabrook Road resurfacing should be prioritized above West Pointe. Mrs. Hoelzle pointed out Mettabrook

Road will be included in sewer separation projects slated for 2025. Council would like to review the timeline for sewer separation projects with Jones & Henry Engineers.

No action is recommended at this time regarding Permissive Tax requests.

PDG agreements:

Safe Routes to School – infrastructure engineering. As this is a local project with ODOT funds, stipulations entail allowance of one firm for preliminary design and engineering and a different firm to administer contract. PDG provided cost estimate for Safe Routes to School application. PDG proposal includes services up to contract award not to exceed \$33,000.

Memorial Park Pavilion Remodel. PDG provided cost estimate for successful applications for this project. Proposal includes engineering services to assist with the remodel, \$12,750.

Clark Street:

Invoice from HPH for catch basin work, \$6,830. Jones & Henry Engineers agreed to pay 50%. The invoice has not been paid yet. Clark Street is still experiencing drainage issues. Mrs. Hoelzle has received resident complaints regarding sewer backups that were not an issue before the Clark Street project. Recommendation is to contract with a third-party engineer to evaluate the situation.

Refuse and Recycling Proposals:

Stevens Disposal and Republic Services submitted proposals. Current contract is with Republic Services, expiring in March. Stevens Disposal offered a discount if the Village manages billing. Given the current workload in the administrative office, this is not a viable option.

Finance Committee Minutes

January 14, 2019 • 6:30 p.m.

Michael Rochelle
Diane Westhoven
Paul Dzyak

1. Election of a Chairperson for 2019. Mr. Dzyak and Mrs. Westhoven recommend Mr. Rochelle to serve as chairperson of the Finance Committee.
2. Financial Document Review
 - a. Interest income earned in 2017 and 2018, \$8,035 and \$30,485, respectively, an increase of 279%. This is due to movement of funds from low interest bearing accounts to Star Ohio. Interest rate at 12/31/18 was 2.52%
 - b. Income tax revenue received in 2017 and 2018, \$1,393,377 and \$1,728,959, respectively, a 24% increase. Largely due to income tax rate increase.
3. HB 312 Credit Card Policy – created because of credit card fraud among public entities.
 - a. See proposed additions/amendment to existing credit card policy.
4. Rec Levy
 - a. Recommendation is to renew existing .5 mil levy, to go on the ballot May 2019.
 - i. Currently generates \$31,035 annually
 - ii. Legislation must be to BOE by February 6
 - b. Resources in the Park Fund are limited, it is imperative funding does not lapse.
 - i. Total 2018 Revenue - \$65,510
 - ii. Total 2018 Expenditures - \$95,727 (\$75,474 is payroll/insurance/utilities)
 - c. Park Levy on the ballot in 2020 as a replacement with additional.
 - i. If Park Levy passes, we would rescind collection of the Rec Levy
 - d. Village would then have one levy to support the Park Fund.

5. Utility Bill payments

- a. With our current system, the only way to accept electronic bill pay is to provide our account and routing number. Auditor Nate French does “not recommend this unless the bank can guarantee there is no way someone could pull from the account.”
- b. The issue is our utility program. More current or updated utility software programs offer several additional options for residents to pay than we are currently able to provide, including electronic bill pay.
- c. Inefficiencies with system brought to attention by audit. It is an antiquated system. First purchased program in 2006, it has not kept up with changes in bill payment options. Current annual cost is \$2,140.
- d. In November and December, Mrs. Miller, Mrs. Aller, and Mrs. Harkey visited Archbold and Delta to observe their systems. They use CMI and SSI, respectively. Both spoke very highly of their software.
 - i. SSI was at Village office January 8 for an in person demo. (Estimated cost \$25,000 - \$35,000)
 - ii. CMI has tentatively scheduled January 17 for an in office demo.
 - iii. Tyler Technologies is a newer vendor in Ohio, several entities in Ohio use them and speak very highly of their product. A webinar demo scheduled for February 1.
- e. Upgrading utility software is part of larger project to update meters. Both projects will be timely, costly and require time to make the best decision.