

VILLAGE OF SWANTON
Council Meeting Minutes
August 14, 2017 • 7:00 p.m.

Prayer

Pledge of Allegiance

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

Swearing in Ceremony: Fire/Rescue Division Oath of Offices

Approval of the Minutes: *Motion to approve July 17, 2017 minutes was made by Councilwoman Kreuz, seconded by Councilman Pilliod. Motion passed 5-0.*

Motion to approve July 19, 2017 minutes was made by Councilman Dzyak, seconded by Councilman Pilliod. Motion passed 4-0. Councilwoman Kreuz abstained.

Committee reports: See Attached

Motion to authorize Village Administrator to submit OPWC Application was made by Councilman Dzyak, seconded by Councilman Pilliod. Motion passed 5-0.

Motion to have cost study for Airport & Waterville/Swanton Road Sewer was made by Councilman Dzyak, seconded by Councilwoman Westhoven. Motion passed 5-0.

Motion to pursue Asset Management with Jones & Henry was made by Councilman Dzyak, seconded by Councilwoman Westhoven. Motion passed 5-0.

Executive Session:

Motion to go into Executive Session to discuss Employee Hiring, Appointment of Public Official, and to consider the purchase of property for public purposes, was made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Motion passed 5-0.

Councilman Dzyak called Council back to order. Roll Call 5-0.

Motion to Hire Zachary Miramontes as a Part-time Paramedic/FF2 in the Fire Department at an hourly rate of \$16.00 per hour pending clear pre-employment drug screen and background check, subject to a 6-month probationary period, effective 8/27/2017, and Hiring of Jamie Blake as a Part-time Paramedic/FF1 in the Fire Department at an hourly rate of \$16.00 per hour pending clear pre-employment drug screen and background check, subject to a 6-month probationary period, effective 8/27/2017, was made by Councilwoman Kreuz, seconded by Councilman Rochelle. Motion Passed 5-0.

Motion to appoint Craig Rose to vacant Council seat was made by Councilman Dzyak, seconded by Councilman Rochelle. Motion passed 5-0.

No action was taken on purchase of property for public purpose.

Personnel:

Mrs. Sexton has nothing to report

Old Business:

1. Second Reading Ordinance: Water Rate Increase

Motion to approve was made by Councilman Dzyak, seconded by Councilwoman Westhoven. Motion passed 5-0-1. Councilman Rose abstained.

2. Second Reading Ordinance: Sewer Rate Increase

Motion to approve was made by Councilman Dzyak, seconded by Councilwoman Westhoven. Motion passed 5-0-1. Councilman Rose abstained.

3. Second Reading Ordinance: Extension of Jones & Henry Contract

Motion to approve was made by Councilman Dzyak, seconded by Councilwoman Westhoven. Motion passed 5-0-1. Councilman Rose abstained.

4. Second Reading Resolution: Accepting the amounts and rates, authorizing the necessary tax levies, and certifying them to the County Auditor.

Motion to approve was made by Councilman Dzyak, seconded by Councilman Rochelle. Motion passed 5-0-1. Councilman Rose abstained.

5. Second Reading Resolution: Requesting Advance Payment of Taxes Collected

Motion to approve was made by Councilman Dzyak, seconded by Councilman Rochelle. Motion passed 5-0-1. Councilman Rose abstained.

New Business:

1. Emergency Resolution: OPWC Application- Project 7 Sewer Separation

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

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

2. Emergency Resolution: OPWC Application- 2018 Road Improvements

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

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

Mayor's report:

Tree Commission is having a community seminar about the Gypsy Moth Outbreak on 8/15/17 at the Community Center. Doors open at 6:30pm, seminar starts at 7:00pm.

Administrator's report:

1. Code Enforcement Update

Fetterman Property update- 506 W Garfield-Letter sent to Fulton County Auditor requesting assessment of \$970.97 to Mr. Fetterman's taxes as a result of the Village crew abating the nuisance.

Spreadsheet has detailed information.

2. Planning Commission Meeting

Four items were on the August 1 agenda

Conditional Use-Digital Sign-210 W Airport Highway- Approved

Variance for deck-111 W. St. Clair- Approved

Conditional Use- Addition- 111 Crestwood Drive- Approved

Variance & Review- 14260 Airport Highway

Sign variance- Denied

Fence around refuge containers- Approved

Fence around outdoor patio- Approved

Fence around storage units- Denied

Property owner has indicated he wishes to submit an appeal to Zoning Appeals Committee

September meeting to date has received preliminary plans for a reconstruction of the McDonalds on Airport Highway

3. LTAP Training

This is a free class from the Ohio Local Technical Assistance Program. Combines two popular topics in the field of workforce development: Generational Communication and Emotional Intelligence Competencies. This will be held here on 8/22/17 from 12:30 pm to 3:30pm. Opened it to surrounding communities and organizations.

4. Fulton County Locally Developed Coordinated Transportation Plan

Kick off meeting of various entities on a Coordination Committee to review delivery of human services transportation. Coordination already exists in Fulton County but having an official plan will allow for more funding opportunities for seniors and those with disabilities.

5. TMACOG Summer Caucus

Represented Swanton at the Village caucus on 8/2/17 at Penta. Informative and productive conversation among the Villages. Panel of lawmakers from Ohio and Michigan in attendance and answered questions from the various caucuses. General assembly in January.

6. FCEDC Marketing Team Committee Meeting

8/9/17 meeting centered on social media marketing campaign for workforce attraction. Great discussion on ways to target potential employees to live and work in Fulton County.

7. Water Main Break-Airport Highway

Water main break was not the result of Village work. An invoice was sent to ODOT in the amount of \$2,371.25 to recoup the costs incurred to repair the major water main break.

8. Gypsy Moth Educational Programing

Program will be 8/15/17 at 7:00pm in the Swanton Community Center. The program will include information about the insect's history in North America and Ohio, its life cycle and biology, host preference, and management options.

9. Swanton Local Schools request

Mr. Jason Divoll, Transportation Supervisor for Swanton Local Schools reached out to inquire about using Pilliod Park parking lot as a bus stop. Pick up time would be scheduled for 8:20am.

Administrator has no objections.

10. August 21, 2017- Solar Eclipse

Swanton Public Library has events planned for the eclipse and will use Pilliod Park as a viewing area. Glasses are provided for safe viewing.

Division Reports:

Fire- Chief Wolever

Attended Fulton Township meeting with Village Administrator and also Swancreek Township meeting.

Tested water hoses

Will be helping with the Corn Fest Duck Races and will be involved with The Fulton County Fair

Fiscal/HR- Karla Sexton

Fireworks Canisters Collected \$1,496.22

Contract with UAN- received new laptop 6/17/17, issues with it and printer, resolved issues.

On 7/28/17 laptop crashed, went to UAN in Columbus and they fixed it. Can opt to buy own equipment, but no price break on contract from UAN.

Received refund from BWC

Front office staff has toured all facilities

Second quarter budget meetings with division heads

HR is busy part of schedule

Attended training series at the EA (Employers Association)

Regular task- Payroll, Vendor Checks, Receipting Funds

Public Service- Jim Reckner

Water main break on Airport Highway

Sewer Cleaning at Willow Run

Sweeping debris every week at school demolition

Fountain installed at park

WRRF- Steve Geise

Buckeye pumps completed pump maintenance

Back wash valve replacement

Three quotes for roof repair on chemical building

Completing low level mercury testing

Company will be coming to calibrate flow meters

Currently have one bag of sludge at plant

Water- Brian Hildebrand

Airport water tower has been cleaned and inspected

Lead & copper testing sampling completed

Third quarter THM level testing completed

Continuing to use Midwest Compost to remove sludge

Adjourn:

Motion to adjourn meeting was made by Councilman Rochelle, seconded by Councilwoman Westhoven.

Motion passed 6-0.



Ann Roth, Mayor

Attest:



Karla Sexton, Fiscal Officer

Water and Sewer Committee Meeting Minutes

August 14, 2017 • 6:00 p.m.

Paul Dzyak – Chairman

Jeff Pilliod

1. Utility Adjustments

Village Administrator provided a quarterly report to Council on adjustments made exceeding \$100.00. These are usually caused from meter reading errors.

2. OPWC Applications

Village Administrator has two projects proposed for Round 32 of OPWC funding. Project 7 Sewer Separation (Lawrence, Harrison, part of Church) and Alley Infrastructure with road construction (Alley between Main and Lincoln). Committee will recommend to Council to authorize Village Administrator to submit an application to participate in the OPWC State Capital Improvement and/or Local Transportation Program and to enter into any agreements as required.

3. Airport & Waterville/Swanton Road Sewer

As discussed in a previous Committee meeting, there is more interest from EPA and Lucas County Health Department to look to the future of sanitary sewer in this area. This is a prime area for economic development and the establishments currently there would benefit from this as well. Committee will recommend to Council to do a cost study on this.

4. Asset Management

A requirement of the Clark Street sewer separation is to create a Fiscal Sustainability Plan for the WRRF. Jones and Henry are working on this plan to ensure the Village meets the requirements.

The Ohio legislature passed new environmental protection laws, requiring asset management programs for public drinking water systems. These plans must be completed prior to October 2018. Jones & Henry is estimating about \$30,000 for this plan, but are looking at a long term solution. There are loans through EPA but no grant funding currently.

Councilman Pilliod asked if the water tower needed recoating. Brian Hildebrand said it just was inspected and good to go for another five to seven years.

Finance Committee Meeting Minutes

August 14, 2017 • 6:30 p.m.

Michael Rochelle

Dianne Westhoven

Paul Dzyak

1. Employee Compensation

Fire/Rescue wages have been discussed over the past year. Promotion of four part time employees to full time employees reflect an increase in hourly wage. Would like to increase all other employees in the division to reflect an increase in hourly wages. Fiscal Officer Karla Sexton talked on this issue, she commented that the Village has not supplemented Fire from the general fund since 2012.

Councilman Rochelle would like to see the forecasted numbers going forward line by line and discuss at next Public Safety Meeting.

2. Financial Documents

Mrs. Sexton went over revenue and appropriations by fund.

3. Capital Improvement Plan Draft

Discussions have occurred related to the importance of a Capital Improvement Plan (CIP). Applications to OPWC programs required a basic plan but the Administrator is unable to locate any detailed plan in the files. A CIP doesn't mean that every single item will be accomplished but it allows for better forecasting and proactive financial planning.