VILLAGE OF SWANTON

Council Meeting Minutes

January 9, 2017 • 7:00 p.m.

Prayer

Pledge of Allegiance

Roll Call: Paul Dzyak Jeff Pilliod

Tamara Haselman Michael Rochelle

Dianne Westhoven Kathy Kreuz

Election of President of Council: Motion to nominate Paul Dzyak as Council President was made by Councilman Jeff Pilliod, seconded by Councilwoman Westhoven. Motion passed 6-0.

Approval of the Minutes: Motion to approve December 12, 2016 minutes was made by Councilman Dzyak, seconded by Councilwoman Kreuz. Motion passed 6-0.

Presentation:

Representatives from Jones & Henry talked about MS4 (Municipal Separate Storm Sewer Systems) permitting, a requirement from the Ohio EPA. This is a nationwide program, larger cities fell into this in the 1990's. Swanton was served by combined sewer systems, and now are separating and these rules now kick in. Swanton is termed under the Toledo Urban Area, this is based off the census bureau.

Committee reports: See Attached

Personnel Report:

Personnel Manual update, reviewed sections 7-17 in revised manual. The manual will be reviewed internally each year and if revisions are necessary, they will be presented annually.

Motion to approve updated employee handbook was made by Councilman Dzyak, seconded by Councilwoman Kreuz, Motion passed 6-0.

Executive Session: Councilwoman Kreuz made motion to adjourn to Executive Session to discuss Employee Promotion and Employee Discipline. The motion was seconded by Councilman Dzyak. Motion passed 6-0.

Mayor Roth called council back to order, Roll call 6-0.

Motion to approve the promotion of Ed Dziengelewski, for the position of Firefighter/EMT effective January 29, 2017 at a rate of \$10.00. The hiring is contingent upon a background check, drug testing, and is subject to six-month probationary period. This probationary period is from January 29, 2017 to July 29, 2017 and is subject to periodic evaluations. Mr. Dziengelewski, will accrue sick leave in accordance with the policy and is entitled to personal time prorated for the remainder of calendar

year 2017 based upon first day worked, was made by Councilwoman Kreuz, seconded by Councilman Rochelle, Motion passed 6-0.

New Business:

1. Emergency Ordinance: EMA Renewal

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

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

2. Emergency Ordinance: Adopting Codified Ordinance

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

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

3. Emergency Resolution: Internet Auction

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

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

4. Emergency Resolution: Tree Commission

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

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

5. Lease of property with Scottdel

Motion to approve was made by Councilwoman Kreuz, seconded by Councilman Pilliod. Motion passed 6-0.

Mayor's Report

Fulton County EMA met last Thursday (1/5), had a presentation about a program for workplace resources.

Will be attending EMS meeting on 1/10, and Fire district meeting Thursday (1/12) evening at Delta Hall.

Codified Ordinances are updated and on the website.

Administrator's report:

1. Codified Ordinances

1.9.17 Meeting Minutes

American Legal has completed the revision of the Village's Codified Ordinances, and a user friendly version is accessible on the Village's website.

2. Safe Routes to School

The purpose of this is to encourage and enable students in grades k-8 to walk or ride their bicycle to school. January 17 is the first Stakeholder Team meeting. This is the first step in revising the current Safe Routes to School Plan. Once plan is updated, will be able to apply for grants.

3. NS Update

Still in communication with legal counsel. Will have more details at January 23 Committee of the Whole Meeting.

4. Rebranding

BGSU students have presented letterhead, envelope, and business card designs. Next will be working on the website, this will take more time and will be rolled out later in the year.

5. Extension of Sewer Separation Project 7

The Ohio EPA accepted the Village's request for an extension of the next sewer separation project. The project must be operational by November 30, 2018.

Administrator continues to meet monthly with Jones & Henry.

EPA came to inspect waste water plant on 12/20/16 and all units are operational.

Departments' Reports:

Fire- Chief Wolever, started using policy manual at first of year, it has different scenarios and then you take a quiz on it. He said it is a great program.

Fiscal- Karla Sexton, working on year end processing and current year. Have all department heads on google drive to enter their purchase orders. Attended two seminars in December and will be attending a tax seminar on January 18.

Public Service- Jim Reckner, working on water line repairs, truck maintenance, and cleaning sewers.

WWTP-Administrator gave report, Steve Geise was ill. Stewart Graf passed his Class I WW certification exam, studying for class I &II collection certification. Sold hoist on gov deals. Need continuous supply of hot water to the sludge bags so they don't freeze up, received quote of \$3900.00.

Water-Brian Hildebrand, Jeff ready to take his Core License test on 1/23, already passed his Aqua License for pesticide application. Nick starts advanced water class on 1/17. Algae counts are low, were in good condition. Gave water loss report to Administrator.

Adjourn:

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

Ann Roth, Mayor

Attest:

Karla Sexton, Fiscal Officer

VILLAGE OF SWANTON

Committee of the Whole January 19, 2017 • 6:00 p.m.

1. Appointments to Standing Committees of the Swanton Village Council

Councilman Pilliod made motion to keep Committees and Council President the same as 2016, seconded by Councilwoman Kreuz. Motion passed 6-0.

- 2. Confirmed 2017 meeting schedule in December, schedule in packets.
- 3. Income Tax

Discussed other issues/levies slated for the May 2017 elections per Fulton County Board of Elections. Administrator has had many conversations with R.I.T.A. representatives. Gave reports showing different scenarios on rate increases. Administrator will prepare legislation for next meeting. If would like to be put on the ballot for May 2017, will need to be passed at next council meeting.

Finance Committee Meeting Minutes

January 9, 2017 • 6:30 p.m.

Michael Rochelle

Diane Westhoven

Paul Dzyak

1. Election of a Chairperson for 2017

Motion was made at Committee of the Whole to keep same as 2016.

- 2. Confirm 2017 meeting schedule in December, schedule in packet.
- 3. Water & Sewer Rates

Wants to see scenario of increasing base rate and a small increase on usage rate. Will have more information at next council meeting. Councilwoman Westhoven feels we need to educate the public on the benefits of having our own water source.

Water and Sewer Committee Meeting Minutes

January 9, 2017 • 7:45 p.m.

Paul Dzyak - Chairman

Jeff Pilliod

Tamara Haselman

1. Election of a Chairperson for 2017

Motion was made at Committee of the Whole to keep same as 2016.

- 2. Confirm 2017 meeting schedule in December, schedule in packet.
- 3. WWTP Rebranding

Would like to rebrand to the name, Water Resource Recovery Facility. This is just a name change, no change in treatment. Other communities have already made name change. Committee will recommend at the next council meeting.