

VILLAGE OF SWANTON

Council Meeting Minutes
April 23, 2018 • 7:00 p.m.

Prayer

Pledge of Allegiance

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

Approval of Meeting Minutes

Motion to approve March 12, 2018 minutes was made by Councilwoman Westhoven, seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.

Motion to approve March 26, 2018 minutes was made by Councilman Pilliod, seconded by Councilman Rose. Roll Call. Motion passed 4-0-1. Councilwoman Westhoven abstained.

Committee reports: See Attached.

From the Public Service Committee's recommendation: *Motion to supply the materials at expense of homeowner and waive the one time tap fee at 404 Chestnut was made by Councilman Rose, seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.*

Mayor introduced Jennifer Harkey, Fiscal Officer of the Village. Today was her first day in the office. Everyone welcomed Jen.

Unscheduled Presentation: Members of the Lucas County Health Department were on hand to present on the Tobacco 21 initiative. Eric Zgodzinski and Shannon Lands discussed this initiative with Council. Main point from the Health Department is that this could actually decreased cigarettes in young children's hands.

Old Business:

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

Motion to approve Second Reading Ordinance 2018-XX: Amend Section 92 of the Codified Ordinances made by Councilman Rochelle, seconded by Councilman Pilliod. Roll Call. Motion passed 56-0.

New Business:

Emergency Resolution 2018-XX: Authorizing submission of application to ODNR through NatureWorks grant program for the repair and remodel of Memorial Park Pavilion and Declaring an Emergency

Motion to suspend the rules made by Councilman Dzyak, seconded by Councilman Pilliod. Roll Call. Motion passed 5-0.

Motion to approve Emergency Resolution 2018-XX: Authorizing submission of application to ODNR through NatureWorks grant program for the repair and remodel of Memorial Park Pavilion made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.

Emergency Resolution 2018-XX: Appointment of Fiscal Officer and Declaring an Emergency
Motion to suspend the rules made by Councilman Dzyak, seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.

Motion to approve Emergency Resolution 2018-XX: Appointment of Fiscal Officer made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.

Emergency Ordinance 2018-XX: Authorizing Administrator to enter into an agreement for the Church Street Reconstruction Phase 1 Project and Declaring an Emergency

Motion to suspend the rules made by Councilwoman Westhoven, seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.

Motion to approve Emergency Ordinance 2018-XX: Authorizing Administrator to enter into an agreement for the Church Street Reconstruction Phase 1 Project made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.

Emergency Ordinance 2018-XX: Authorizing the Sale of Real Estate Owned by the Village of Swanton but no longer needed for any Municipal Purpose and Declaring an Emergency
Motion to suspend the rules made by Councilwoman Westhoven, seconded by Councilman Pilliod. Roll Call. Motion passed 5-0.

Motion to approve Emergency Ordinance 2018-XX: Authorizing the Sale of Real Estate Owned by the Village of Swanton but no longer needed for any Municipal Purpose made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.

Memorial Park Ball Diamond Agreement. This agreement is updated to reflect that the water costs to water the ball diamond will be absorbed by the Village.

Motion to approve the Memorial Park Ball Diamond agreement with Swanton Local Schools made by Councilman Rochelle, seconded by Councilman Pilliod. Roll Call. Motion passed 5-0.

Emergency Resolution 2018-XX: Recognizing the National Association of Letter Carriers 26th Annual Stamp Out the Hunger Food Drive and Declaring an Emergency

Motion to suspend the rules made by Councilwoman Westhoven, seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.

Motion to approve Emergency Resolution 2018-XX: Recognizing the National Association of Letter Carriers 26th Annual Stamp Out the Hunger Food Drive made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.

Mayor's Report:

Mayor Roth mentioned that Lammon Bros will be donating trees for Swanton Elementary and Middle Schools for Arbor Day. Gypsy moth spraying will be upcoming and she will advise of the date when finalized. Mayor Roth attended Tree City USA in Upper Sandusky with other members of the Tree Commission.

Administrator Report:

1. Code Enforcement: details in Dropbox
2. Clark Street

- a. Spoke to Jones & Henry about this. It is one their radar for this season.
3. Planning Commission- May 1
- a. Public Hearings for the following:
 - i. Metroparks Toledo is requesting four (4) variances related to parking lots on two parcels
 - ii. Faith Lutheran Church submitted Site Plan for new worship facility on Dodge Street
 - b. Request for Planning Commission to review zoning of two parcels located on Brookside
4. SHS Lights
- a. Councilman Pilliod asked questions about SHS lights near Main Street.
 - b. Mr. Lake stated there are lights near the intersection of Main Street/Brookside/ school road
5. Liquor permit- Lassus (FYI)
- a. Under Ohio law they have the ability to sell through the drive thru
 - b. Councilman Rochelle remembers that there was some sort of agreement with Lassus that the liquor permit would only be approved if they agreed not to sell out the window
 - c. Mrs. Hoelzle will verify
6. Repair reimbursement policy
- a. In the future it would be beneficial to discuss a repair reimbursement policy for work done in water or sewer lines which are the Village's responsibility.
 - b. This issue has come up a couple times in the past few months

Executive Session:

Motion to go into Executive Session 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 Westhoven, seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.

Mayor called Council back to order. Roll Call 5-0.

Personnel Report:

Lt. Tyler Gearig has submitted his letter of resignation. Motion to thank Mr. Gearig for his seven years of service and accept his resignation effective May 12, 2018 was made by Councilwoman Westhoven, seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.

Per Recommendation of Chief Berg, both Ptl. Rahman and Ptl Neal have successfully completed their introductory periods. Chief Berg recommends continued employment with the Village. Motion to approve removing Patrolmen Rahman and Neal from introductory periods effective immediately was made by Councilwoman Westhoven, seconded by Councilman Rose. Roll Call. Motion passed 5-0.

Motion to Hire Shawn Bowman 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 May 6, 2018 was made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.

Motion to promote Patrolman Chris Blosser to the rank of Sergeant at a wage of \$21.00/hour effective May 6, 2018. Mr. Blosser will have a six month introductory period; Mr. Blosser will continue to accrue sick leave in accordance with policy and is entitled to personal and vacation time in accordance with policy was made by Councilwoman Westhoven, seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.

Motion to promote Patrolman Jawdat "JD" Rahman to the rank of Sergeant at a wage of \$19.00/hour effective May 6, 2018. Mr. Rahman will have a six month introductory period; Mr. Rahman will continue to accrue sick leave in accordance with policy and is entitled to personal and vacation time in accordance with policy was made by Councilwoman Westhoven, seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.

Motion to amend Chad Smith's wage to \$17.00/hour effective May 6, 2018 was made by Councilman Rochelle and seconded by Councilman Rose. Roll Call. Motion passed 5-0.

Motion to amend Gary Roytek's wage to \$15.00/hour effective May 6, 2018 was made by Councilwoman Westhoven and seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.

Adjourn:

Motion to adjourn meeting was made by Councilwoman Westhoven, seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.



Ann Roth, Mayor

Attest: 
Rosanna Hoelzle, Village Administrator

Public Service Committee
April 23, 2018 • 6:00 p.m.

Committee Members:

Craig Rose

Jeff Pilliod

Kathy Kreuz (excused)

1. Church Street Road Bid Award
 - a. Bid openings on April 18
 - b. Bid tally sheet in Dropbox
 - i. Received 4 bids
 - ii. Poggemeyer reviewed bids
 - c. *Committee recommends authorizing Administrator to enter into contract*

2. 404 Chestnut water tap
 - a. The water line for 404 Chestnut runs through a neighboring property and connects on Harrison.
 - b. There is a leak in the line and the property owner needs to repair it
 - c. The Village's stance is that the water line should connect on Chestnut instead of crossing through a neighboring property
 - d. In order to connect to water line on Chestnut a new tap would need to be installed
 - e. Property owner of 404 Chestnut has agreed to purchase all materials for the installation of the tap: approximately \$450 if the Village would waive the \$1,000 fee since the Village is requesting the water line be moved to Chestnut
 - f. *Committee recommends waiving fee if property owner covers all expenses for materials*

3. SHS Athletic Fields water rate
 - a. Administrator met with Mr. Chris Lake and Mr. Wade Haselman to discuss possible increase of fee to water rates for Athletic Fields at SHS

- b. Both gentlemen understand there would be no charge for watering the ball diamond at Memorial Park as well as the reasoning for increasing the rate
- c. The Administrator did state that the proposed water rate would still be a discounted rate to the Swanton Local School for the fields
- d. Cost of water production per 1000 gallons= \$6.04
- e. *Section 52.01- Water rate structure for athletic fields located at Swanton High School. Water rate structure for athletic fields located at Swanton High School serviced as sprinkler meter accounts only and not paying sanitary sewer charges shall be charged \$3 per 1,000 gallons or a minimum charge of \$3 per month.*
- f. *Proposed language: Water rate structure for athletic fields located at Swanton High School. Water rate structure for athletic fields located at Swanton High School serviced as sprinkler meter accounts only and not paying sanitary sewer charges shall be charged a monthly base rate of \$25.00 for 0-2,000 gallons used and \$6.04 per 1,000 gallons for 2,001 gallons and above. The usage rate per 1,000 gallons shall increase automatically as follows: \$0.17 increase per year effective January 1 of each subsequent year.*

4. Jet Vac Truck Update

- a. As of noon on Friday April 20, no follow up by Jack Doheny
- b. Southeastern Equipment will draft a quote
- c. McLean Company will provide demo and a quote
- d. Best Equipment only quote received as of April 20

5. Zoning Code Update

- a. The Planning Commission has made a recommendation to amend text of certain sections and proposed two new additions to Chapter 150 of the Codified Ordinances
- b. All documents are in Dropbox
 - i. Section 150.095: Fences
 - ii. Section 150.160: Airport Highway Overlay District
 - iii. Section 150.164: Proposed Airport Highway Overlay Setback
 - iv. Section 150.240: Parking and Loading Facilities

- v. Sections 150.243 and 150.401: Proposed Parking Site Plan Review
- vi. Section 150.500: Landscaping Requirements
- vii. Proposed new section: Demolition
- viii. Proposed new zoning classification: Open Space District
 - c. If Council wishes to pursue legislation regarding the recommendation a Public Hearing is necessary
 - i. Must publish notice for two consecutive weeks.
 - ii. The first publication must be a minimum of 30 days before setting Public Hearing
 - iii. June 11 is the earliest if wish to have Public Hearing the same evening as a Regular Council meeting.
 - iv. May 31 (Thursday) is first day to have it once publication in newspaper.
 - v. It was decided to advise Mrs. Hoelzle to look more into recreational vehicles and be more specific in wording this that section.
 - vi. Scheduling of Public Hearing to wait until updated documents

Public Safety Committee

April 23, 2018 • 6:30 p.m.

Committee Members:

Kathy Kreuz (excused)

Michael Rochelle

Dianne Westhoven

1. ISO rating
 - a. Public Protection Classification Summary Report in Dropbox for your review
 - b. Discussion of Report
 - c. Chief Wolever will give a more detailed report at a future Committee of the Whole Meeting or Council Meeting

Committee of the Whole
April 23, 2018 • 7:45 p.m.

1. Review of Rules of Council
 - a. Reached out to other local governments and received a few examples of their respective Rules of Council
 - i. Metamora's Rules of Council are very similar to Swanton (both statutory)
 1. Include a provision where persons or groups wishing to address Council must contact the Village prior to the meeting
 2. Page 4 of Metamora's Rules of Council in Dropbox
 - ii. Village of Delta's is more detailed (chartered Village)
 1. Delta's includes a section in their Order of Business where visitors are acknowledged and allowed to address Council
 2. Page 7 in Delta's Rules of Council in Dropbox
 - b. Rough draft of proposed edits to Swanton's Rules of Council in Dropbox for discussion
 - c. It was decided to advise Mrs. Hoelzle to work on language to include a time limit on speakers