

VILLAGE OF SWANTON

Council Meeting Minutes
August 27, 2018 • 7:00 p.m.

Prayer

Pledge of Allegiance

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

Approval of Meeting Minutes

Motion to approve August 13, 2018 minutes was made by Councilwoman Westhoven, seconded by Councilman Pilliod. Roll Call. Motion passed 5-1-0 (Councilman Rose abstained).

Committee reports: See Attached.

Motion to form a Fire Department Advisory Board with Fulton and Swancreek Townships was made by Councilman Rochelle and seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0

Proclamation made by Mayor Roth: Prostate Cancer Awareness

Recognition of former Village Councilman by Mayor Roth:

Robert Dodson passed away on August 14, 2018. Mr. Dodson was a former Councilman who served in the 1980s and 1990s. Mr. Dodson's kindness and knowledge enriched those who worked with him. The Village of Swanton extends its sincerest condolences to his family.

Old Business:

Motion for Third Reading: Parking Prohibited in Industrial Area bordered by Lincoln, Church, Zeiter and Hallett Avenue was made by Councilman Pilliod, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Motion for Third Reading: Establishing Swanton Village Employee Compensation Schedule for 2019-2021 was made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Motion for Third Reading: Accepting the amounts and rates, authorizing the necessary tax levies and certifying them to the County Auditor was made by Councilwoman Westhoven, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.

Motion for Third Reading: Requesting advance payment of taxes collected was made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.

New Business:

Emergency Resolution 2018-XX: Jones & Henry Engineering Project 10. Motion to suspend the rules made by Councilman Dzyak, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.

Motion to authorizing Village Administrator to enter into a contract with Jones & Henry Engineering Project 10 was made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Emergency Resolution 2018-XX: OPWC – Project 10 Sewer Separation. Motion to suspend the rules made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Motion to authorize the Village Administrator to file an application for OPWC funds for Project 10 Sewer Separation was made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Motion for First Reading: Repealing Ordinance 2004-17 pertaining to Pick-up Plan Contributions for OPERS contribution as well as health insurance premiums for Village Administrator was made by Councilman Rochelle, seconded by Councilman Rose. Roll Call. Motion passed 6-0.

The Village administrator has proposed a three-year agreement with Lammon Brothers for leaf pick-up from October 1 through mid-December with set routes, weather dependent. The contract fee is \$22,000 per year with a \$500 increase in year 3.

Mayor's Report:

Mayor Roth read an article from the New York Times, "Some States Sitting on Piles of Cash, and Cities Want a Cut". The article addresses Ohio's rainy-day fund which totals \$2.7 billion and municipalities are not seeing an increase in funding from the state.

Administrator Report:

1. Code Enforcement: 70 properties. Details in Dropbox
57% abatement, 23% progress made in abatement, 16% no progress made in abatement, 4% need follow up

2. Construction Projects Update – the Administrator will increase press releases

Church Street Road Improvements

Road improvements are complete

Road is paved and it will be striped on Monday or Tuesday

Two properties do not have driveways on Church Street. The property owners were sent letters prior to the start of the project, inquiring if they needed the curb cut out. One property owner did not respond and does not have access to the driveway.

Garfield Bridge

Work is delay a couple days because of Century Link poles

Project 7 Sewer Separation

Church Street sanitary and storm lines installed

Church Street will not be paved until the completion of the project due to mobilization of paver

Work began from the ditch towards East Garfield

Once it crosses East Garfield it will head up Harrison

Holiday Lane Repaving

Mill and Fill project - August 29 and August 30

Will not widened road but will have stone berm

3. Brush Pick Up update

The Public Service Division began passing out notices to homeowners who are not complying with brush pick up guidelines

There are many properties within the Village where cut branches and logs are placed at the road

The quantity is more than just fallen branches but the result of cutting down a tree

Just as an FYI, the policy of the Village is to pick up brush weekly. Brush is made up of fallen limbs. The Administrator stressed that the Village does not provide removal. Residents will be directed to call a tree removal service.

Executive Session:

Motion to go into Executive Session at 7:45 p.m. 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 Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

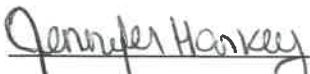
Mayor called Council back to order at 8:02 p.m. Roll Call 6-0.

Adjourn:

Motion to adjourn meeting at 8:02 p.m. was made by Councilman Rose, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.



Ann Roth, Mayor

Attest: 
Jennifer Harkey, Fiscal Officer

Public Service Committee Meeting Minutes

August 27, 2018 • 6:00 p.m.

Craig Rose – Chairman

Kathy Kreuz

Jeff Pilliod

1. Developer/Contractor Lists

Councilman Pilliod requested information about a contractor registration list. Legislation would require all contractors to be registered before issuing any type of permit. Many communities such as Wauseon and Whitehouse utilize this program to provide a list to residents or business owners who would like to hire a reputable company. There would be a registration form filled out by the contractors requiring certain pieces of information. Discussion regarding enforcement, protecting the homeowner, liability of slander and conveying contractors have not been recommended by the Village, only vetted to the extent of BBB ratings, insurance coverage and license applicability.

2. Storage Building- Waterville/Swanton Road

Considering this as a major project in the 2019 Capital Improvement Fund. I reviewed Morton Builders and this seems like a feasible options. I met with a representative from IAP Government Services Group which is a project management firm on state contract. There is no cost to utilize their services until construction where they take 8.5% of the contract fee. I asked about a project such as a storage building and they are well versed in this. I would like to pursue their services to assist with this project and possibly utilize their services for future projects. Discussion regarding size and use of building began. Council discusses the 8.5% fee and whether this included engineering. Mrs. Hoelzle said IAP takes care of all facets of the project and it would not have to be bid out. She stated the Swanton Public Library is utilizing their services now. Mrs. Hoelzle will provide more information.

3. 2019 Public Works Summer Intern

A. Projects:

1. Traffic sign management program development

This could be a full time job

Better signage is needed as well as a plan for maintenance

There are signs which are not consistent and there for signs which are faded

2. Sidewalk maintenance program development

Walkable communities are desirable

Many areas of the Village need sidewalk repairs

Per the Ordinance sidewalk maintenance is the responsibility of the homeowner

Create an inventory of which sidewalks need maintenance in order to prevent falls

B. OCMA Next Generation Internship Program

OCMA offers financial support to selected communities interested in creating internships and exposing graduate and undergraduate college students to local government management.

The program is administered under the OCMA Support of the Profession Committee.

The OCMA Support of the Profession Committee issues the call for nominations from communities who wish to sponsor a college intern during the upcoming year.

OCMA will fund 50% (up to \$2,000) towards an intern

Council would like to pursue this further.

Public Safety Committee Meeting Minutes

August 27, 2018 • 6:30 p.m.

Kathy Kreuz – Chairman

Michael Rochelle

Diane Westhoven

1. Fire Contracts

The Village and representatives from Fulton Township and Swancreek Townships have met several times to discuss funding for the fire department. The Townships would like to have input in the operations of the fire department. They were presented with the option to form an advisory board, in which the Village of Swanton Mayor, Fire Chief, Administrator and representatives from each township would meet monthly to discuss topics such as capital improvements, equipment purchases, and operations and be given monthly financial updates. Council is in favor of forming the advisory board and would like to pursue it.

Committee of the Whole Meeting Minutes

August 27, 2018 • 8:02 p.m.

1. Subdivision Entrances

Currently there is no ordinance or policy illustrating the Village is responsible for subdivision entrances (signs, landscaping, etc.). Months ago a resident of Willow Run inquired when the Village would repair the entrance sign to the subdivision. Councilwoman Kreuz recently inquired about a similar topic and requested it to be brought before Council. Typically subdivision entrances and specifically entrance signs are assigned to an HOA (could be spelled out in deed restrictions). My recommendation is to have something spelled out in black and white in order to ensure continuity. Issues such as standardization, cost, right-of-way, developer responsibility were discussed. Council advised Mrs. Hoelzle to look into the matter further.

2. Amend ordinance to include ACH- NSF

Section 36.01 of the Codified Ordinance states “A penalty is hereby established, for checks tendered to the village, and thereafter returned and charged against the village by the payor bank in the amount of \$25 per check.” The ordinance does not address ACH’s returned for insufficient funds. This has become an issue since the Village accepts ACH for utility payments. Although the bank does not charge the Village a fee for returned payments, it is costly in terms of time spent researching the item and correspondence with the customer whose payment was returned.

3. HB 49 update

Mrs. Harkey provided a summary of HB 49 and an example of the impact it could have on the Village municipal income tax revenue. Specifically regarding the issue of ‘throw-back’ or ‘no-where sales’.