

VILLAGE OF SWANTON

Council Meeting Minutes

February 11, 2019

7:00 p.m.

Prayer

Pledge of Allegiance

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

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

Motion to approve January 28, 2019 meeting minutes made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Motion to approve February 4, 2019 meeting minutes made by Councilman Pilliod, seconded by Councilman Rose. Roll Call. Motion passed 6-0.

Councilman Dzyak summarized discussion from Water & Sewer Committee. More information is needed from Jones & Henry Engineers regarding Project 10 Sewer Separation, including the Mary Wander Ditch and Brookside road improvements. Recommendation to authorize Administrator to apply for Water Pollution Control Loan Fund (WPCLF). Recommendation to revise code section regarding fire hydrant meters due to liability, EPA standards and accountability of equipment.

Councilman Rochelle summarized discussion from Finance Committee. Discussion regarding collection of delinquent taxes using RITA legal. Discussion regarding court filing on non-filer taxpayers. Council would like a detailed list of methods RITA uses to collect delinquent taxes. Non-filers procedure facilitated through prosecutor not related to RITA. Discussion regarding refuse contract with Republic. Councilman Rochelle would like to see cost without recycling. Committee also discussed senior discount on refuse collection.

Motion to accept financial reports as presented made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Old Business:

Motion for Second Reading: Amending Resolution 2015-4 Credit Card Policy made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.

New Business:

Emergency Ordinance 2019-XX: Reappoint Roger DeGood as a member of tree commission with three (3) year term expiring 12/31/2021 made by Councilman Dzyak, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.

Motion to reappoint Roger DeGood as a member of tree commission with three (3) year term expiring 12/31/2021 made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Emergency Ordinance 2019-XX: Authorizing Administrator to apply for WPCLF loan for purpose of Project 10 made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Motion to authorize Administrator to apply for WPCLF loan for purpose of Project 10 made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. Motion

Mayor's Report:

Mayor Roth has been in contact with Village of Holland Mayor Mike Yunker regarding the railroad quiet zone in his Village. She will compile information and report to Council.

Administrator Report:

1. Solicitor Meetings update
 - a. 112 Pennsylvania
 - i. hold to clarify a question Habitat for Humanity had on title of property
 - b. GAC Issue – Letter sent to contractor and engineer on project

- c. Ordinance 2012-35 – Related to Roosevelt Street and alley near intersection of W. Garfield and Browning. Amend ordinance to reflect correct alley vacation.
 - d. Port Authority – Letter was sent regarding fire and rescue service to Airport
2. Troy Parsons
- a. Administrator and Mr. Tedrow met with Mr. Parsons to discuss clearing of ditch banks
 - b. It was decided to spend time creating a map and prioritize areas to clean up
 - c. Willow Run subdivision will be difficult to clean ditch – narrow access points and fences will need to be removed
3. Planning Commission- February meeting
- a. Granted variance to Swanton Local Schools to put up a screen surrounding dumpsters
 - i. Variance allows for only 3 sides to be screened
 - b. Discussion of 117 Lincoln and proposed car port
 - i. Homeowner present to discuss the topic
4. Fulton County Commissioners invite to Council meeting in April
5. Debrief on Swanton Valley fire suppression line issue
- a. Held a debriefing on the incident and at least one member of each Division present at the incident was on hand to discuss what went well and what needs to be improved on if situations happen again
 - b. An alarm was sounded at Guardian Alarm regarding the line break, Swanton Valley was called and stated there was no issue.
 - c. Public Works was notified of the break by a resident driving by the facility
 - d. Council posed the following questions: Who will be responsible for 300,000+ gallons of water loss? Will private fire suppression lines in Village limits be inspected? Is there a map of shutoff valves in the Village? What is procedure if there had been a fire impacted by water shut off?
 - e. Administrator would like to thank Swanton Health Care maintenance supervisor for his help during the incident.
 - f. Administrator is meeting will solicitor to discuss liability

Division Report:

Police – Chief Berg stated 2019 has been a busy year, with several serious incidents. He is testing body cameras for the next several months before purchasing.

Fire – Chief Wolever stated the incident at Swanton Valley Health Care facility has exposed training opportunities such as incident command.

Water – Mr. Yackee stated water accountability was at 78% for January. Historically, January is higher than other months. Mr. Yackee does not know why this is. He and Mr. Geise are attending a BWC safety seminar this week.

WRRF – Mr. Geise learned of pilot apprenticeship program implemented at Rhodes College to introduce students to public service opportunities.

Public Service – Mr. Tedrow stated he and his crew have been busy with salting and plowing roads. After several repairs, all vehicles are in service.

Motion to go into Executive Session at 7:59 p.m. to confer with attorney regarding pending or imminent court action and employee hiring made by Councilman Dzyak seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.

Mayor called Council back to order at 8:15 p.m. Roll Call 6-0.

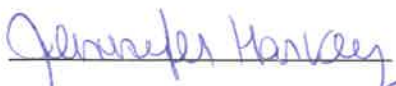
Motion was made by Councilwoman Kreuz and seconded by Councilman Rochelle to hire John Trejo as Full Time Patrolman in the Police Division at an hourly rate of \$19 per hour upon completion of OPF physical, pending clear pre-employment drug screen and background check, subject to a 6-month introductory period, effective February 10, 2019. Mr. Trejo will accrue personal leave, sick leave, and vacation leave in accordance to policy. Roll Call. Motion passed 6-0.

Adjourn:

Motion to adjourn meeting at 8:16 p.m. made by Councilman Rose, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.



Ann Roth, Mayor

Attest: 
Jennifer Harkey, Fiscal Officer

Water and Sewer Committee Meeting Minutes
February 11, 2019 • 6:00 p.m.

Paul Dzyak – Chairman
Jeff Pilliod
Craig Rose

1) Project 10 Sewer Separation

a) Mary Wander Ditch

i) Jones & Henry presented two options for the Mary Wander Ditch

(1) Option 1, install new sewers and abandon the existing Mary Wander Ditch. In summary, the estimate includes replacing the storm sewer on Hallett from Woodside to Zeiter Way with a new deeper storm sewer, installation of storm sewer on Parkside from Hallett to the existing Mary Wander Ditch pipe and storm sewer on Woodside from Hallett to the existing Mary Wander Ditch pipe. The estimate includes the work to route the storm drains on private property to the new storm sewer. Lastly, the estimate includes abandonment by filling the Mary Wander Ditch pipe from Brookside to Church Street with a grout or sand. \$637,000

(2) Option 2 are improvements to maintain the service of the Mary Wander Ditch. The lining of the pipe from Brookside to Church Street will correct any deficiencies with the pipe, as well as add structural support for continued service. \$220,000

ii) Council requests more information regarding: private property address points Mary Wander Ditch goes through; easements; legal liability of abandoning line; properties have basements or crawls, etc. Mrs. Hoelzle will reach out to Jones and Henry Engineers with Council questions and concerns.

b) Brookside improvements

i) Two options for road improvements: Pavement milling and overlay: \$95,000 or Road reconstruction with curb and gutter: \$485,000

ii) Council and Mayor are concerned with the accuracy of the estimate and the option of a rolled curb. Mr. Hoelzle will reach out to Jones and Henry Engineers for more information.

c) WPCLF Loan

- i) The loan amount will be contingent on the above options

d) Collapsed pipe on Woodside

- i) Within the last two weeks the Public Service crew was called out to a residence on Woodside with reports of sewer back up
- ii) Mr. Tedrow and the crew inspected and the Village camera kept hitting a proverbial roadblock
- iii) An outside party was called, which had more specific equipment, this company sent a camera down the line and uncovered a collapsed pipe just underneath the area where core samples of the road were taken for Project 10
- iv) There is plausible evidence to indicate the collapsed pipe may be the result of drilling for the sample
- v) Administrator called Jones & Henry, spoke to Troy, who indicated he didn't have recourse for the drilling company
- vi) It is on the agenda to discuss with Alan Lehenbauer at the next weekly meeting with the Administrator

2) Fire Hydrant Meters

- a) Ohio EPA has indicated the Village needs to evaluate the process for outside water users accessing fire hydrants through the Village's current fire hydrant meter process as detailed in the Codified Ordinances
- b) Mr. Yackee recommends to have one air gap device available to contractors working in the Village, with Village staff supervision.
- c) For your review in Dropbox is information compile by Mr. Yackee as well as financial documentation of the last 6 years worth of fire hydrant meter use
- d) Discussion and/or recommendation by Committee?

3) Sewer Extension Study

- a) Jones & Henry has provided an updated cost estimate to do work for sewer extension study.
The first estimate centered on a smaller area
- b) Please review cost estimate saved in Dropbox
- c) Mrs. Hoelzle is concerned with the accuracy of the quote. Council suggests she reached out to other engineering firms.

Finance Committee Minutes

February 11, 2019 • 6:30 p.m.

Michael Rochelle
Diane Westhoven
Paul Dzyak

- 1) Financial Document Review
 - a) January financial reports
 - b) 2018 Annual Financial Report completed and filed with Auditor of State
 - c) Certificate of Estimated Resources filed with Fulton County Auditor
 - d) All annual payroll and subcontractor reports completed and filed
- 2) 2016/2017 Audit – no update
- 3) Tax collection
 - a) Delinquent accounts - The Village uses a third party for collections of delinquent accounts \$250 or more. Three (3) year statute of limitations extends to 21 years once court filing
 - i) George Gusses Co., LPA – third party utilized for delinquent taxpayers owing \$250+
 - (1) Cost 20% based on delinquent amount
 - (2) Inefficient on Village end, information that is already on hand with RITA has to be duplicated to send to George Gusses for collection
 - ii) RITA legal
 - (1) Send mass collection letter to those taxpayers owing \$150-249. Currently not addressed with George Gusses (no additional cost)
 - (2) Amounts over \$250, cost 18% based on delinquent amount
 - b) Non-filer taxpayers – 6 year statute of limitation to establish liability
 - i) Taxpayers that should have filed an income tax return but have not
 - (1) Identified through various means – Federal, State agencies, move-in forms, etc.
 - (a) Did not respond to subpoena program in the Fall
 - (b) May not actually be required to file – may be retired, may not live in Village, etc.
 - (c) 2012 non-filers identified – 123. Statute of limitations expires April 15, 2019
 - (i) Would like to pursue with prosecutor – file a summons to appear in court and establish liability, then three (3) year statute of limitations begins.
 - c) Council would like more information from RITA regarding their process for collection.

4) Refuse contact

- i) Contract with Republic expires 3/31/2019
- ii) Cost is increasing approximately \$3.00 per month/resident - largely due to recycling costs
- iii) Continue with senior discount?
 - (1) Seniors 63 and over can call Republic and get a discount.
 - (a) No proper record keeping on Republic's end
 - (b) No proof required
 - (c) Cost is then subsidized by village.
 - (i) Billed for 246 residents (has been the same amount since at least 2013)
 - (ii) Costs the Village \$23,232 per year.
- iv) Council would like pricing options broken down to reflect waste, recycling and bulk pick up.