

# VILLAGE OF SWANTON

Council Meeting Minutes

August 26, 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 amended agenda made by Councilwoman Westhoven, seconded by Councilman Pilliod. Roll Call. ALL YES. Motion passed 6-0*

*Motion to approve amended minutes of June 24, 2019 meeting minutes made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 5-0-1 with Councilman Rochelle abstaining .*

*Motion to approve minutes of August 12, 2019 meeting minutes made by Councilman Pilliod, seconded by Councilman Rochelle. Roll Call. YES ALL. Motion passed 6-0.*

Mayor Roth proceeded with swearing in ceremony of newly hired employees in the Fire Division. Many family members and friends were in the audience to show support.

*Deputy Chief Schaffer*

*Carl Arnold*

*Colin Baney*

*Shawn Bowman*

*Colin Fessenden*

*Alex Pinkerton*

*Brandon Welch*

*Kyle Yeager*

Bill O'Connell addressed Council regarding access to information. He requested meeting recordings be available online as he has difficulty hearing some comments.

The Pythian Sisters were also in attendance. They recently donated \$350 for use in the Park Fund. The Pythian Sisters group has a long history of supporting the community in various ways. The group was established in Swanton in 1904.

Old Business:

*Councilman Dzyak moved to approve the Second Reading of Ordinance 2019-XX: Accepting Annexation Sampsel and Ritenour properties, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Rochelle motioned to postpone the second reading regarding Conforming Boundaries Lucas County until questions submitted by Mr. Lehenbauer are answered by other party. Councilwoman Westhoven seconded. Roll Call. ALL YES. Motion passed 6-0.*

New Business:

Mrs. Harkey stated an investment in CDARS of \$1,000,000 at a rate of 2.40% for 36 months has been placed with Farmers & Merchants State Bank. Mrs. Harkey requested investment proposals from five banks in total. Farmers & Merchants State Bank offered the best rate. Given the current market conditions, securing a locked investment rate is an integral part of securing investment revenue for the Village.

*Councilman Rochelle made a motion to approve the investment with Farmers & Merchants State Bank, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

Mrs. Harkey has created hundreds of new revenue and appropriation accounts related to the creation of the new funds and uniformity between funds. She provided a Chart of Accounts listing all revenue and appropriation accounts.

*Councilwoman Kreuz made a motion to approve the Chart of Accounts as presented. Councilman Rochelle seconded. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Rochelle moved to suspend the rules for the readings of Emergency Ordinance 2019-XX: Estimated Inactive Deposits for the period of August 2019 – August 2024 not to exceed*

*\$2,000,000 of inactive funds. Seconded by Councilwoman Westhoven. Roll Call. ALL YES Motion passed 6-0.*

*Motion to approve estimated inactive deposits of \$2,000,000 for a period of August 2019 – August 2024 made by Councilman Dzyak, seconded by Councilman Rochelle. Roll Call. ALL YES Motion passed 6-0.*

*Councilman Rochelle moved to suspend the rules for the readings of Emergency Ordinance 2019-XX: Award Contract for West Point Estates Resurfacing, seconded by Councilwoman Westhoven. Roll Call. ALL YES Motion passed 6-0.*

*Councilman Dzyak moved to approve Emergency Ordinance 2019-XX: Award Contract for West Point Estates Resurfacing and award Crestline Paving the contract for West Point Estates Resurfacing, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

#### Mayor's Report:

Mayor Roth has been working with Representative Bob Latta's office regarding train activity as well as damage the train derailment caused. She has also been in communication with other municipalities regarding consolidation of EMS services. There are currently seven (7) jurisdictions in Fulton County involved with the EMS conversation. Mayor Roth also discussed the LEPC hazmat spill exercise, neighborhood issues she has handled, and the Tree Commission booth at Corn Festival.

#### Administrator Report:

1. Code Enforcement Update
  - a. Sign maintenance follow up is underway
2. Fulton Leadership University
  - a. Mrs. Hoelzle accepted into the next cohort
  - b. 2<sup>nd</sup> Friday from September to May will be at different locations throughout Fulton County
  - c. Mrs. Hoelzle will be out of office during that time but will reply on voice mail and email and do her best to follow up later on Friday or Saturday
3. Project Allura
  - a. Connected through Fulton County Economic Development Corporation
  - b. A small business incubator in Wauseon

- i. Can assist with graphic design, website maintenance, and more
  - c. Mayor Roth, Mrs. Harkey, and Mrs. Hoelzle met with representatives to discuss a partnership
  - d. Looking at establishing an initial six-month agreement to augment social media and website pages as well as produce short videos and each Division.
- 4. Memorial Park Pavilion Renovation Updates
  - a. New concrete floor is poured
  - b. New doors and sink forthcoming
  - c. Power washing and painting in the next few weeks
- 5. CivicReady
  - a. Mass Notification System
  - b. Sign up
    - i. Boil advisory or General Update

*Motion to go into Executive Session at 8:00 p.m. with an attorney involving pending court action and employee promotion made by Councilman Dzyak seconded by Councilwoman Westhoven. Roll Call. ALL YES Motion passed 6-0.*

Mayor called Council back to order at 8:53 p.m. Roll Call. All present.

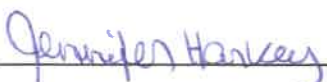
*Councilwoman Kreuz moved to promote Sgt. Blosser to rank of Lieutenant effective September 8 with an annual salary of \$47,500. Councilwoman Westhoven seconded. Roll Call. ALL YES. Motion passed 6-0.*

Adjourn:

*Motion to adjourn meeting at 8:55 p.m. made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

  
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Ann Roth, Mayor

Attest:   
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Jennifer Harkey, Fiscal Officer

## Committee of the Whole Meeting Minutes

August 26, 2019 • 6:00 p.m.

The Walk About was cancelled due to weather. It will be rescheduled as soon as possible. As members of the Tree Commission were in attendance discussed ensued about 2019 Tree Plantings. The focus for 2019 will be in areas where trees have been removed as opposed to new areas. There will be notifications sent out with a preliminary letter and a door hanger closer to the date of plantings.

Discussion also focused on removal of trees at Memorial Park. Mrs. Hoelzle indicated the list is ready for quotes as many of the trees will have to be contracted out for removal.

Councilman Pilliod also inquired about the Beard Pavilion rebuild. Mrs. Hoelzle indicated the last information from Council received was to look at rebuilding similar to previous structure.

Councilman Pilliod suggested looking into a larger pole barn for multi purpose use. Mrs. Hoelzle will continue to look into options.

## Public Service Committee Meeting Minutes

August 26, 2019 • 7:45 p.m.

Craig Rose – Chairman

Kathy Kreuz

Jeff Pilliod

### 1. Administrative Assistant Position

- a. Public Service Division was evaluated for efficiency
- b. A laborer position interviewed months ago did not produce any qualified laborers
  - i. Main requirement is either current EPA license or ability obtain within 15 months
- c. As discussed previously, Mr. Tedrow is a working Superintendent consistently interrupted by phone calls or the like
- d. Further, Mr. Tedrow must head back to the Public Service shop frequently in case there is a vendor waiting or phone message on the answering machine
- e. Discussed options with Mr. Tedrow and an Administrative Assistant position is proposed
  - i. Draft of Job description provided to Council
- f. This position would be potentially 15-20 hours per week to begin
  - i. Position could evolve as department needs shift
  - ii. Proposed wage \$15 per hour
  - iii. Hours would be somewhat flexible, mornings preferred
- g. Among many other duties, the position would assist in organizing the office; fielding and prioritizing phone calls from residents and vendors; scheduling and prioritizing work orders; assisting Mr. Tedrow in completing administrative paperwork.

Councilman Rochelle inquired about Mr. Tedrow checking emails and phone calls on his cell phone. Currently, calls cannot be forwarded to his cell phone. The Village phone system is being evaluated for upgrades. It could also be a dangerous distraction, depending on what Mr. Tedrow is working on at the moment, such as operating machinery or equipment.

### 2. Rotary Club of Swanton request

- a. As you recall, Rotary Club of Swanton funded the installation of the fountain at Pillod Park

- b. Rotary Club is interested in the next phase of the project which includes installing an asphalt path around the fountain to connect to the larger walking path
- c. Council would like an agreement signed as to who will maintain the path and fountain before moving forward

Public Safety Committee Meeting Minutes

August 26, 2019 • 8:15 p.m.

Kathy Kreuz – Chairman

Michael Rochelle

Dianne Westhoven

No agenda; Open Forum

Chief Berg introduced Bradley Cash. They provided a demonstration of body cameras.