

# VILLAGE OF SWANTON

Council Meeting Minutes  
September 9, 2019 • 7:00 p.m.

Prayer

Pledge of Allegiance

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

*Motion to approve agenda as presented made by Councilman Kreuz, seconded by Councilwoman Westhoven. Roll call. Motion passed 5-0.*

*Motion to approve August 26, 2019 minutes was made by Councilwoman Kreuz, seconded by Councilman Pilliod. Roll Call. Motion passed 5-0.*

Mayor Roth presented James Harrison and Shawn Bowman for promotion to the rank of Fire Lieutenant.

Mayor Roth proclaimed September as Prostrate Cancer Awareness Month.

*Motion to approve financial reports as presented was made by Councilman Rochelle and seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

*Motion to waive any hearing before Fulton County Budget Commission in regards to 2020 LGF made by Councilman Rochelle and seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

*Motion to amend 2019 Certificate of Estimated resources made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

Old Business:

*Motion for Third Reading Ordinance 2019-XX: Accepting Annexation Sampsel and Ritenour properties was made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

Discussion regarding the age, condition and maintenance of Scott and Brindley Roads ensued.

*Motion for Second Reading Ordinance 2019-XX: Conforming Boundaries – Lucas County was made by Councilman Rochelle, seconded by Councilman Dzyak. Roll Call. Motion passed 4-1.*

New Business:

*Motion to approve 2019 Tree Plantings made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

The Lion's Club will host Halloween Hoopla on Saturday, November 2 from 3:00 – 5:00. Swanton Local Schools do not have school on November 1.

*Motion to set trick or treat date and time to October 31 from 6:00 p.m. -7:30 p.m. was made by Councilman Rochelle and seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

*Councilman Rochelle moved to suspend the rules for Emergency Resolution 2019-XX: requesting County Auditor to Certify Tax Levy millage – Park Levy, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

*Councilman Dzyak moved to approve the Emergency Resolution 2019-XX requesting County Auditor to Certify Tax Levy millage – Park Levy, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

*Councilman Rochelle moved to suspend the rules Emergency Resolution 2019-XX: Accepting Amount and Rates as Determined by Budget Commission, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

*Councilman Dzyak moved to approve the Emergency Resolution 2019-XX Accepting Amount and Rates as Determined by Budget Commission, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

*Councilwoman Westhoven moved to suspend the rules for Emergency Ordinance 2019-XX: Amend 2019 Appropriations seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.*

*Councilman Dzyak moved to approve the Emergency Ordinance 2019-XX Amend 2019 Appropriations seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.*

Mayor's Report:

Mayor Roth commended Patrolman Bradley Cash for his patience and professionalism during a traffic stop she reviewed on Body Cam footage.

Administrator Report:

1. Code Enforcement
  - a. Abated: 18
  - b. Progress: 16
  - c. No Progress: 14
  
2. Planning Commission
  - a. September 10 Meeting
  - b. No Public Hearings
  - c. Will continue to review sections of the Codified Ordinances
  
3. Tree Removal update
  - a. Solicited quotes from four (4) companies for the seven (7) trees the Public Service crew are unable to remove
  - b. Quotes include tree removal, debris removal, stump removal, grading, and seeding
  - c. Two (2) quotes received: \$23,000 and \$30,000
  
4. Tree Commission walkabout
  - a. Will be rescheduled for 2020
  
5. Newsletter
  - a. Next edition of the newsletter will be out later this month or very early in October

- b. Please sign up to receive if you haven't already
6. 2020 Fireworks Fest
- a. Date is set for the 2020 Fireworks Fest
  - b. Mark your calendars for Saturday June 27, 2020 with a rain date of June 28

Personnel Report:

Recommendation to decrease Matt Onweller's wage (per his request) from crossing guard duty to \$15.15 per hour, the same wage he is earning when assisting in Public Service.

*Motion to adjust Matt Onweller's wage made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

Chief Wolever explained the new assessment center procedures for promotions within the Fire Department. Based on the assessment center results, he recommends promoting James Harrison and Shawn Bowman to the rank of Lieutenant. Recommendation to increase their hourly wage to \$17 per hour effective September 22, 2019.

*Motion to increase Shawn Bowman and James Harrison's wage to \$17.00 per hour, due to promotion to Lieutenants, effective September 22, 2019 and instituting a new introductory period for 6 months effective September 22, 2019 made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

*Motion to create position of Public Service Administrative Assistant Position made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*

*Motion to approve job description of Public Service Administrative Assistant Position made by Councilman Westhoven, seconded by Councilman Pilliod. Roll Call. Motion passed 5-0.*

Division Reports:

Public Service – Mr. Tedrow reported he has been working on the following: grease trap at McDonalds need to be cleanout by property owner; mower repairs; 29 utility service shut-offs due to non-payment; clean-up day went really well with location at administrative building; mosquito spraying will take place this week.

Police – Chief Berg demonstrated his external vest carrier, which was partially funded by a grant.

WRRF – Mr. Geise reported Commerce Controls is working on his flow meters; he has two (2) bags ready to go to Gombash Farms, weather dependent. He will have one more in December.

Water – Mr. Yackee reported BWC was onsite for a safety inspection; Ohio EPA will be onsite next week for a survey.

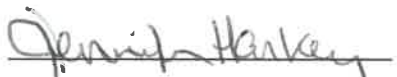
Fire – Chief Wolever reported his staff is nearly complete with “Go, No Go training”

Adjourn:

*Motion to adjourn meeting at 8:09 p.m. was made by Councilwoman Westhoven, seconded by Councilwoman Kreuz. Roll Call. Motion passed 5-0.*



Ann Roth, Mayor

Attest:   
Jennifer Harkey, Fiscal Officer

**Water and Sewer Committee Meeting Minutes**  
September 19 2019 • 6:00 p.m.

Paul Dzyak – Chairman  
Jeff Pilliod  
Craig Rose (excused)

**1. Utility Billing Update**

Conversion to the Utility Billing Software, BS&A and online bill payment and presentment, Invoice Cloud is going well. Staff has gone through extensive training on the software and are utilizing BS&A now. Residents will have access to the new software and payment options effective October 1, for the October 15 billing.

In addition to the changes will payment options, the bill format will change. The final notice has been eliminated; all pertinent information regarding balances due after due date, and shut-off for nonpayment is illustrated. The bill is always due on the 15<sup>th</sup>, penalties on current balance past due amounts will be posted on the 16<sup>th</sup> and shut-offs for nonpayment will occur on the 2<sup>nd</sup>.

**Finance Committee Meeting**  
September 9, 2019 • 6:30 p.m.

Michael Rochelle  
Diane Westhoven  
Paul Dzyak

- 1) Financial Document Review
  - a) August financial reports
  
- 2) Budget Hearing Waiver
  - a) Regarding 2020 Local Government Funding (LGF) estimate. The hearing is typically waived.
  
- 3) Park Levy
  - a) The Park Fund has two (2) .5 mil levies generating \$62,000 total. Each is on a different renewal cycle. The first .5 mil renewal passed May 2019. The other .5 mil levy is up for renewal with the last collection in 2020. It was discussed the levies should be 'combined' into one. This can be accomplished by requesting a new levy, letting the current levy expire and rescinding collection of the levy passed in May 2019.

Discussion of millage amounts and expenses of the Park Fund ensued. Expenses such as wages and utilities total approximately \$90,000 annually. Councilman Rochelle inquired about wage allocation. It is a set percentage of the Public Works Division wages. It was discussed an analysis will have to be completed over a course of a year, as job duties change dependent upon the season and other factors. Definitions will also have to be created to determine where each task should be charged.

Certification of levy amounts will need to be requested from Fulton County Auditor. A new operating levy of 1.2 mils will generate approximately \$80,000.

All information will need to be to Board of Elections by December 16, 2019 to be placed on March ballot.

- 4) Amend 2019 Permanent Appropriations
  - a) Most significant changes are due to creation of new funds.
  - b) Project 10 was originally budgeted, delayed to 2020.
- 5) Conforming Boundaries

- a) Regarding condition of Brindley Road, per engineer quick assessment:
  - “With regards to Brindley Road, there are a couple of isolated spots that are in need of repair, otherwise, the road is generally in fair shape. It will need resurfacing within 5-10 years, or you could put a surface treatment (chip seal, fog seal, etc.) on it within the next 1-2 years and buy yourself about 8-10 years.”
- b) There is still some hesitation regarding pursuing annexation. However, the majority of Council wishes to move forward with it.