

# VILLAGE OF SWANTON

Council Meeting Minutes

January 13, 2020

7:00 p.m.

Prayer

Pledge of Allegiance

Roll Call:	Paul Dzyak	Michael Rochelle
	Kathy Kreuz	Craig Rose
	J. David Pilliod	Dianne Westhoven

*Motion made by Councilman Rochelle to elect Councilman Rose as President of Council. Councilwoman Westhoven seconded. Roll call. ALL YES. Motion passed 6-0.*

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

*Motion to approve December 9, 2019 meeting minutes made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Roll Call. Motion passed 4-0-2 (Councilman Rose and J. David Pilliod abstained).*

Councilman Dzyak summarized discussion from Committee of the Whole. Recommendation to hire public service employees as discussed.

Councilman Rochelle summarized discussion from Finance Committee. Recommend accepting proposed changes Leaf and Street Lighting Assessments. The change will be reflected on 2021 tax bills.

New Business:

Annual resolution declaring the intent to sell property via internet auction.

*Emergency Resolution 2020-XX: Motion declaring the Intent to Sell Property by Internet Auction in 2020 made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

*Motion declaring the Intent to Sell Property by Internet Auction in 2020 made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

Mayor Toeppe recommends the appointments of Joyce Miller and Walt Lange for a three (3) year term to the Tree Commission.

*Emergency Resolution 2020-XX: Motion Approving the Mayor's Appointments to the Swanton Tree Commission made by Councilman Dzyak, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.*

*Motion Approving the Mayor's Appointments to the Swanton Tree Commission made by Councilman Dzyak, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.*

Detail provided regarding the proposed purchase of a total of five (5) parcels from Mrs. McNeil. Three (3) properties are located on S. Main, two (2) are near Memorial Park. The McNeil family would like continued use of garage located on parcel near Parkview.

*Emergency Resolution 2020-XX: Motion to purchase two (2) parcels of property near Memorial Park for municipal purposes and agreement for use of garage made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll call. ALL YES. Motion passed 6-0.*

*Motion to purchase two (2) parcels of property near Memorial Park for municipal purposes and agreement for use of garage made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

*Emergency Resolution 2020-XX: Motion to purchase three (3) parcels of property located on S. Main for municipal purposes and agreement for use of garage made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll call. ALL YES. Motion passed 6-0.*

*Motion to purchase of property three (3) parcels of property located on S. Main for municipal purposes and agreement for use of garage made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

Fulton County Commissioners approved annexation on October 8, 2019. Statutory 60 days has passed before information presented to Village Council. To recap, Mr. Sayers requested annexation when his well malfunctioned.

*First Reading Ordinance 2020-XX: Accepting Annexation of 1 acre of land, more or less, in Swancreek Township to the Village of Swanton, Fulton County, Ohio, on petition by John M. Sayers. Motion made by Councilman Rose, seconded by Councilman Dzyak. Roll Call. ALL YES. Motion passed 6-0.*

Mayor's Report:

Mayor Toeppe addressed Council regarding some items he would like to address as he begins his term in office. He specifically mentioned Economic Development.

Administrator's Report:

1. Planning Commission - Tuesday January 7
  - a. Site Plan Review of 95 S. Main
    - i. Drive Through Establishment - CK Sweets
    - ii. Approved contingent the Village's consulting engineer agrees with changes submitted at the Planning Commission meeting
  - b. 2018 vs 2019
    - i. Revenue information presented
    - ii. Permit information

Item	<u>2018</u> Permits Issued	<u>2019</u> Permits Issued
Accessory structure	8	3
Residential addition	2	7
New Commercial:	1	0
Deck	6	5
Single Family Dwelling	14	5
Fence	26	15
Pool	7	6
Shed	4	6
Sign	13	16

2. Village Voice
  - a. Winter 2020 Edition went out
  - b. Mrs. Hoelzle requests to please spread the word to subscribe
3. Project 10 Open House
  - a. Large turnout which was great to see
  - b. Some concerns from residents on Brookside regarding curbs as well as no walking path
  - c. UUI estimates project will begin sometime in March due to an emergency contract they need to complete
4. Crosswalk and road striping
  - a. Collaborated with a group from Swanton High School to create a database of crosswalks and general road striping, with condition, throughout the Village
  - b. Mrs. Hoelzle plans on meeting with the students on January 13 and will have more of an update at the Council Meeting
5. TMACOG General Assembly
  - a. Monday January 27 in Perrysburg
  - b. Registration deadline is January 17
6. OCMA Conference
  - a. Mrs. Hoelzle will be attending the OCMA Conference on March 5 where she will give a presentation centered on rebranding
  - b. She is co-presenting with the Director of Public Information and Engagement from West Chester Township
7. 2019 Q4 Utility Reports
  - a. In Dropbox are 2019 Q4 utility reports for Council review
8. 2020 Census
  - a. Idea of Census Day, April 1.

Personnel:

*Motion made to accept resignation of Fire Department employee Ralph Warden effective immediately made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

Per discussion in Committee of the Whole:

*Motion to hire Bennett Stamper as a full-time Water Treatment Operator Class I in the Public Works and Utilities Department – Division of Water Purification, at \$17.50 per hour, contingent upon a successful completion of pre-employment background check and drug screen made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

Mr. Stamper will have a one (1) year introductory period. Employment will be effective January 26, 2020 with the first day of work January 27, 2020. Mr. Stamper will accrue sick leave in accordance with policy and is entitled to personal and vacation time in accordance with policy.

*Motion to hire Mark Dunsmoor as a part-time Public Service Administrative Assistant in the Public Works and Utilities Department – Division of Public Services, at \$15.00 per hour, contingent upon a successful completion of pre-employment background check and drug screen made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

Mr. Dunsmoor will have a one (1) year introductory period. Employment will effective March 22, 2020 with the first day of work March 23, 2020.

Division Reports:

Fire/EMS: Chief Schaffer reported the Swancreek Fire Study is complete.

Police: Chief Berg reported his staff have completed CPR recertification.

Public Service: Mr. Tedrow reported he has been working on waterline breaks; grease trap issues with Mail Pouch.

Water Resource Recovery: Mr. Geise mentioned greasetrap letters have been sent to business owners; concrete for the new whole facility generator will be poured new week.

Water Treatment: Mr. Yackee reported 75% water accounted for 2019. That translates to 123,000,000 gallons treated, 90,500,000 accounted for.


*Motion to go into Executive Session at 7:46 p.m. for conference with attorney related to pending court action and public employee employment made by Councilman Dzyak seconded by Councilman Pilliod. Roll Call. ALL YES. Motion passed 6-0.*

Mayor called Council back to order at 8:53 p.m. Roll Call 6-0.

Adjourn:

*Motion to adjourn meeting at 8:58 p.m. made by Councilman Rose, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.*

  
Neil Toeppe, Mayor

Attest:   
Jennifer Harkey, Fiscal Officer

**Committee of the Whole**  
January 13, 2020 • 6:00 p.m.

1.) Appointments to Standing Committees of the Swanton Village Council for 2020:

- a. Finance Committee
  - a. Councilman Rochelle (Chair)
  - b. Councilman Dzyak
  - c. Councilwoman Westhoven
- b. Water and Sewer Committee
  - a. Councilman Dzyak (Chair)
  - b. Councilman Rose
  - c. Councilman J. David Pilliod
- c. Public Safety
  - a. Councilwoman Kreuz (Chair)
  - b. Councilman Rochelle
  - c. Councilwoman Westhoven
- d. Public Service
  - a. Councilman Rose (Chair)
  - b. Councilman J. David Pilliod
  - c. Councilman Kreuz

*Motion to approve standing committees made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0*

2.) EPA requirements - Operators

- a. Historically, at the Village of Swanton, the Operator of Record for the Distribution and Collections Systems has resided in the Superintendents of the respective plants
- b. In recent years, the Ohio EPA has urged communities to identify a *separate* individual, with the certification, to act as Operator of Record
  - i. This comes along with the increase in regulations for valve exercises, asset management, etc.
- c. Our team has worked on identifying separate individuals in order to be compliant
- d. Distribution
  - i. Will create a team of a minimum of two full time individuals who will manage the distribution system requirements
    - 1. Valve exercise, hydrant maintenance, water line breaks, etc.

- ii. Eric Vaughan, current Public Service employee, successful completed the exam in December
- iii. Proposing to hire an employee to cover the M-F shift (currently vacant) at the Water Treatment Plant to act as second person on team. Mrs. Hoelzle, Mrs. Harkey and Mr. Yackee interviewed Bennett Stamper for this position.
- iv. Further, an individual has been identified as a candidate for the part time Public Service Administrative Assistant position
  - 1. This individual has over 30 years experience and both a Class III license in Water Supply and Wastewater Treatment

### **3.) Community Improvement Corporation- Council Appointment**

- a. Board of Directors is comprised of appointees from across Fulton County
- b. Meetings are on an as needed basis
- c. Swanton has two appointments to the Board
  - i. One appointment by the Mayor
  - ii. One appointment by Resolution of Council
- d. Mayor Toeppe has recommended Mrs. Hoelzle as his appointment
- e. Council recommends Councilman Rose for their appointment

### **4. Rules of Council review**

- a. Councilman Dzyak requested a review of Rules of Council
- b. Mrs. Hoelze presented a revision of the Rules of Council
- c. Discussion regarding Public Comment, specifically time limit and topic restrictions. ORC does not require council allow for public comment.



## Finance Committee Minutes

January 13, 2020 • 6:30 p.m.

Michael Rochelle  
Dianne Westhoven  
Paul Dzyak

1. Election of a Chairperson for 2020. Mr. Dzyak and Mrs. Westhoven recommend Mr. Rochelle to serve as chairperson of the Finance Committee.
2. Financial Document Review
  - a. 98.08% of Revenue received
  - b. 84.35% of Appropriations budgeted
  - c. Interest income earned in 2019: \$107,650
    - i. Detail of previous years presented
  - a. Income tax revenue received in 2018 and 2019 \$1,728,959 and \$1,964,097 respectively.
3. Street Light and Leaf Collection Assessment
  - a. Analysis of Street Light and Leaf Assessment
    - i. Review of Village cost
    - ii. Review of assessment revenue
    - iii. Determined Leaf assessment over actual cost, Street Light assessment revenue less than actual cost
      1. Recommendation to reduce Leaf assessment to \$12 per parcel owner
      2. Recommendation to increase Street Light assessment to \$31 per parcel owner.
      3. Net decrease to parcel owner \$.50