

# VILLAGE OF SWANTON

Council Meeting Minutes

December 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

*Councilwoman Kreuz moved to approve the agenda as presented, seconded by Councilman Pilliod. Roll Call. ALL YES. Motion passed 5-0*

*Councilman Pilliod moved to approve minutes of November 25, 2019 meeting minutes, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 5-0.*

Mayor Roth read a proclamation thanking Councilman Jeff Pilliod for his many years of service.

President of Council, Paul Dzyak read a proclamation thanking Mayor Roth for her years of service.

Committee Reports: Please see below

*Councilman Dzyak moved to approve the consulting agreement with Mike Wolever, seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 5-0*

*Councilman Dzyak moved to approve the updates to the Personnel Handbook effective December 10, 2019, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 5-0*

### Mayor's Report:

Mayor Roth reported on some loose ends and thanked everyone.

### Administrator Report:

1. Code Enforcement Update
  - a. Mr. Brown is working on some loose ends regarding abatement at 234 N. Main
  - b. Working on a list of properties still not abated from 2019 (or previous) to create plan for 2020
  
2. Planning Commission Update
  - a. No Public Hearings in December
  - b. Discuss proposed changes to the Sign Regulations within the Codified Ordinances
  
3. Project 10 Pre-Construction Meeting
  - a. Underground Utilities is finishing a project in Defiance
  - b. Once that is wrapped up work can begin on Project 10
  - c. Scheduled an Open House for January 8 from 5p-6p in the Community Center
  - d. Reps from Jones & Henry and Underground Utilities will be on hand to answer any questions residents may have on the upcoming project
  - e. There is no formal presentation
  
4. Tree Commission update
  - a. Postcards mailed out to approximately 75 work locations where young tree trimming and mulching will occur
  - b. The work locations are the recent plantings which occurred over the past few years
  
5. Village Voice Winter Edition
  - a. Next edition of the e-newsletter will be out later this month
  
6. Downtown Design Review Board Kick Off Meeting
  - a. The complete packet of information related to the Downtown Façade Enhancement program is in the Dropbox
  - b. Property owners and tenants were sent out postcards notifying them they can access the documents on the Village's website
  - c. Design Review Board will meet this week

7. Fire Study Meeting

- a. Swancreek Township officials will have a meeting on Monday December 16 at 5:00 p.m. to present the findings of the Fire Station Feasibility Study they had completed
  - i. Copy is in the Dropbox
- b. They are requesting an RSVP for those who wish to attend

8. TMACOG General Assembly January 27

- a. Registration is now open for the General Assembly
- b. New location: Hilton Garden Inn
- c. Mrs. Hoelzle was asked to facilitate the Village Caucus at the General Assembly

9. 2020 Census

a. *Key dates*

- March 2020: Census invitations mailed to households
- April-July 2020: Reminder letters/postcards, and eventually a paper questionnaire, is sent if no response received
- April 20-27, 2020: A final reminder postcard before the Census Bureau follows up in person
- July 2020: Self-response deadline
- December 31, 2020: Census Bureau delivers count to President
- March 2021: States receive official count

Mrs. Hoelzle expressed her gratitude to Mayor Roth for her leadership

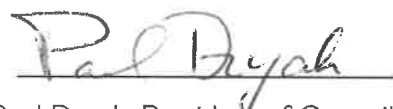
Personnel Report:

*Councilwoman Kreuz moved to approve the hiring of Trishia A. Pitzen as a part time EMT, effective December 15, 2019, at a rate of \$15.00 per hour pending successful completion of drug screen and background check. Seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 5-0. Ms. Pitzen will have a 6 month introductory period.*

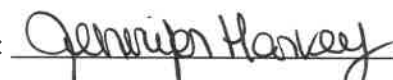
*Councilman Rochelle moved to approve the resignations of Michael Dreka and Kyle Yeager effective December 17, 2019 with Councilman Pilliod seconding. Roll Call. ALL YES. Motion passed 5-0.*

Adjourn:

*Councilman Rochelle moved to adjourn meeting at 7:37 p.m., seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 5-0.*



Paul Dzyak, President of Council

Attest:   
Jennifer Harkey, Fiscal Officer

## Committee of the Whole Meeting Minutes

December 9, 2019 • 6:00 p.m.

Discussion of a consultant agreement with Mike Wolever. As discussed in Public Safety Committee an agreement to retain Mike Wolever for any large-scale projects such as but not limited to large equipment purchase analysis, strategic planning, and training. There was a draft in Dropbox which was reviewed by Mayor Roth, Chief Schaffer, and Alan Lehenbauer. Committee of the Whole recommended approval in Council Meeting.

Discussion of the following Personnel Manual updates

- a. Clarified introductory period benefit accrual for new employees
- b. Clarified Public Safety Department Hiring Cost Reimbursement
- c. Added the spousal waiver for insurance
- d. Changed the prescription reimbursement language
- e. Clarified tuition reimbursement for certifications and licensures
- f. Information on rehire waiting period

Committee of the Whole recommended approval in Council Meeting.