

VILLAGE OF SWANTON

Council Meeting Minutes

May 11, 2020

6:45 p.m.

Prayer

Pledge of Allegiance

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

Motion to approve the agenda as presented made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Roll call. ALL YES. Motion passed 6-0.

Motion to approve April 27, 2020 meeting minutes made by Councilwoman Kreuz, seconded by Councilman Pilliod. Roll Call. ALL YES. Motion passed 6-0.

Councilman Rochelle summarized discussion of Finance Committee

Motion to approve Financial Reports as presented made by Councilman Rochelle and seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 6-0.

Proclamations:

Mayor Toeppe proclaimed the week of May 10-16 National Police Week and the week of May 17-23 Both National EMS and National Public Works Week.

Old Business:

Third Reading Ordinance 2020-XX: Proceed with Street Light Assessment made by Councilwoman Kreuz. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion passed 6-0.

Third Reading Ordinance 2020-XX: Proceed with Leaf Assessment made by Councilwoman Kreuz. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion passed 6-0.

Mayor's Report:

1. Numerous Conference calls with various agencies regarding CoVid-19
 - a. Expressed concerns about the viability of small businesses if they are not permitted to open safely
2. Responded to several residents' concerns
3. Participated in review of Fire/Ems/Police Budgets
4. Participated in review of Fire/EMS staffing – esp. related to part-time/permanent part-time
5. Continue to maintain daily office hours
6. Commend the village employees for their hard work during the current restrictions

Administrator's Report

1. Quarter 1 Adjustments Per § 36.08 (G)
 - a. Available for review
2. Project Updates
 - a. NatureWorks
 - i. On May 4 Mrs. Hoelzle was notified that the Ohio Department of Natural Resources would not be accepting applications this year for NatureWorks funding
 - ii. Due to the uncertainty of funding for State fiscal year 2021-22 the grant cycle will be postponed until June 2021
 - b. Project 10
 - i. Subcontractor is working on lining the Mary Wander ditch
 - ii. Contractor will be back onsite in a couple weeks
 - c. Business Alleys
 - i. Bid will be ready to go out this month
 - ii. Construction is tentatively scheduled for early summer
 - iii. Still waiting for information on OPWC funding since, as of the writing of this report, the State legislature hadn't passed a reappropriation bill
 - d. Beard Pavilion
 - i. Since quotes are above \$50,000 will have to bid out
 - ii. Council has the right to refuse any and all bids
3. Municipal Building Changes due to COVID-19 pandemic
 - a. Our team is finalizing operations for the Municipal Building once it is open to foot traffic
 - b. All information will be placed on the Village's website and social media sites

- c. Mrs. Hoelzle asks all residents to review the list, once posted, as we are all in this together
- d. Our staff is still happy to help over email or the phone
- e. Many administrative services can be done efficiently in this manner

4. #2020 Census as of May 7

- a. Village of Swanton response rate: 69.6%
- b. Village of Swanton final response rate in 2010: 76.6%
- c. National response: 57.7%
- d. State of Ohio response: 62.8%
- e. Fulton County response: 68.7%
- f. Lucas County response: 58.5%

Swanton response rate:

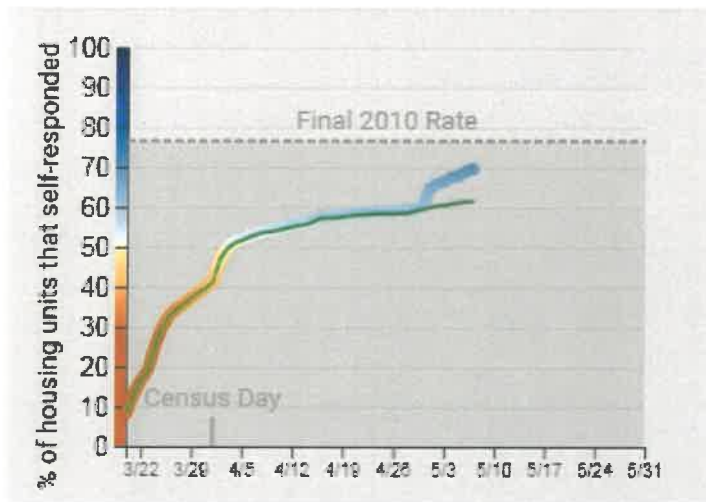
69.6%

(as of 5/7/2020)

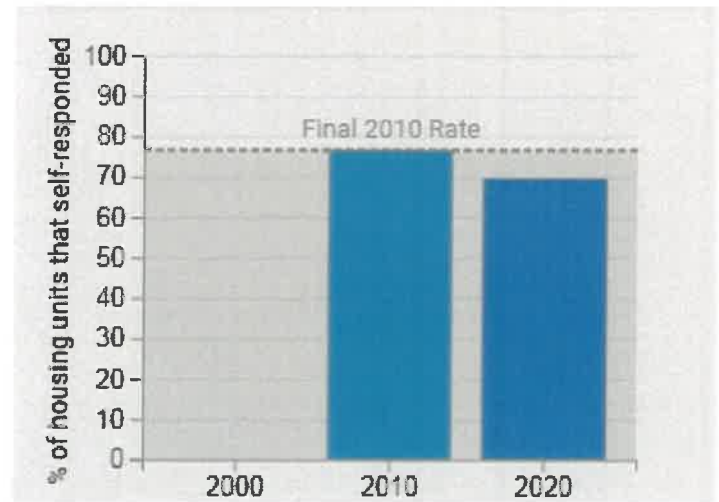
76.6%

(2010 final self-response)

2020 Self-Response by Day (overall & internet-only)



Self-Response Rates by Decade



5. Division Reports

- a. Please review and reach out to respective Division Head if you have any questions

Personnel Report:

1. Emergency hires- for record purposes

- a. Ordinance 2020-09 authorizes Chief Schaffer to employ temporary employees during the current emergency

- b. For record purposes it is still prudent to make mention in a Council Meeting of such hires (no motion needed)
 - i. Ashley Terry- FFI/EMT- \$15.00
 - ii. Bill Montrie- FFII/Paramedic - \$16.00
 - iii. ~~Brain Groves- FFII/Paramedic - \$16.00~~

1. Resignation

- a. Lisa Aller submitted her letter of resignation effective May 29

Motion to approve resignation of Lisa Aller made by Councilman Rose and seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 6-0.

2. Job Descriptions

- a. Beginning review of all job descriptions for any revisions needed
- b. Administrative Assistant I and Administrative Assistant II revisions
 - i. Minor revisions to better illustrate current job responsibilities

Motion to approve Administrative Assistant I and Administrative Assistant II job descriptions made by Councilwoman Westhoven and seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 6-0.

3. Work Schedules

- a. Public Service
 - i. Staggered 4/10 hour days on a trial basis
 - ii. Effective April 20, 2020
 - iii. Reasons: decrease cross contamination due to COVID-19
- b. Police
 - i. FLSA §553.230 Maximum hours standards for work periods of 7 to 28 days—section 7(k).
 - ii. Chief of Police is referencing that section with a redefined “work period” effective May 3, 2020-May 16, 2020 with subject to return to this “work period” if deemed necessary
 - iii. The main reason was to decrease cross contamination due to COVID-19

Motion to approve implementation of FLSA §553.230 7(k) definition of work period made by Councilwoman Kreuz and seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.

Motion to go into Executive Session at 7:22 p.m. to consider employment of a public official made by Councilman Rose seconded by Councilman Pilliod. Roll Call. Motion passed 6-0.

Mayor called Council back to order at 7:45 p.m. Roll Call 6-0.

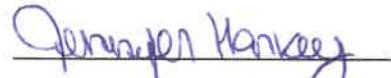
Adjourn:

Motion to adjourn meeting at 7:45 p.m. made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.



Neil Toeppe, Mayor

Attest:



Jennifer Harkey, Fiscal Officer

Finance Committee Meeting
May 11, 2020 • 6:15 p.m.

Michael Rochelle
Dianne Westhoven
Paul Dzyak

- 1) Financial Document Review
 - a) April financial reports

- 2) Park Levy passed
 - a) 1.2 mill
 - b) Rescind collection of .5 mill levy

- 3) Pandemic Financial Impact - Revenue
 - a) Received BWC policy period 1/1/18-1/1/19 refund of \$21,426.
 - b) Income Tax collected December 2019-April 2020 (received January 2020-May 2020) down \$34,000 (\$846,530 vs. \$812,035)
 - (1) Decrease less than average across state of 9%
 - (2) Depends on type of businesses
 - (3) Depends on timing of payments
 - c) Utility Revenue
 - (1) Received through 04/30 down \$22,000 (\$629,840 vs \$607,772)
 - (2) Depends on timing of bills and payments
 - (3) There has not been an increase in requests for payment plans
 - (4) Increase in Utility payments from FC ODJFS
 - d) Vehicle registration and license tax down about 20%
 - i) Expected to rebound as BMV office's open
 - e) Motor Fuel tax down
 - i) Traffic has increased as of late, but revenue will not be recovered
 - f) On March 18, department heads were notified to restrict purchases to essential and hold off on any capital expenditures until further notice

- 4) Pandemic Financial Impact – Expenditure
 - a) Plan for reduction in revenues for the remainder of the year and beyond
 - i) All Funds impacted. Listed below are funds that need a direct and immediate reaction
 - (1) 1000 – reduce wages for PW consultant, Code Enforcement, Utility Billing and small equipment purchases
 - (2) 2011 – hold off on train derailment curb/road repairs and ValleyWoods P&T

- (3) 2041 – Park Pavilion TBD – if Beard Pav is substantially funded by insurance proceeds, then move forward, otherwise wait until 2021.
- (4) 2901 – Overall reduction of \$27,000. Discussed with Chief Schaffer
- (5) 2902 – Overall reduction needed \$18,000. Discussed with Chief Schaffer
- (6) 2903 – Overall reduction needed is \$40,000. Discussed with Chief Berg
- (7) 4901 – “savings” in Downtown Revitalization \$21,000. Hold off on park drainage, \$26,000.
- (8) Enterprise funds – parent and sub funds reduce overall expenditures including capital

5) Positive News

- a) Conservative revenue budget will lessen the economic impact of COVID-19
- b) Expenditures budget has a buffer, will ease spending reductions

6) Utility Billing

- a) ACH
 - i) Increase of 44 since new software
- b) Emailed statements
 - i) Increase of 53 since new software
- c) Great response with May 15 billing insert

7) Fireworks discussion – American Fireworks will allow extended time to cancel without additional penalty.