

VILLAGE OF SWANTON

Council Meeting Minutes

June 8, 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 to approve the agenda as amended made by Councilman Pilliod, seconded by Councilwoman Kreuz. Roll call. ALL YES. Motion passed 6-0.

Motion to approve May 26, 2020 meeting minutes made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.

Councilman Dzyak summarized discussion of Water and Sewer Committee. Capital Requests were discussed.

Councilman Rochelle summarized discussion of Finance Committee. Recommendation to approve resolution accepting fund distribution with SB310.

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

Old Business:

Second Reading- Ordinance 2020-XX: Establishing the final assessments for all properties in the village of Swanton, pursuant to Ohio revised code section 727.01. Et seq. For the cost of street lighting. Motion made by Councilman Rose, seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 6-0.

Second Reading- Ordinance 2020-XX: Establishing the final assessments for all properties in the village of Swanton, pursuant to Ohio revised code section 727.01. Et seq. For the cost of Leaf Collection. Motion made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.

Second Reading Resolution 2020-XX: Approving the Village of Swanton Law Enforcement Trust Fund Policy. Motion made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.

New Business:

The update of the Fulton County Hazard Mitigation Plan is now complete. Former Mayor Roth and Fire Chief Wolever were part of discussion over the last year. In order to obtain final approval from FEMA, each participating village and city in Fulton County must adopt the plan. Council was provided copy of complete plan.

Councilman Rose made a motion to suspend the rules for Emergency Resolution 2020-XX: Adopting the Fulton County All Hazards Mitigation Plan seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.

Motion adopting the Fulton County All Hazards Mitigation Plan made by Councilman Rochelle, seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 6-0.

Councilman Rose made a motion to suspend the rules for Emergency Resolution 2020-XX: Authorizing the Village of Swanton to participate in and accept the distribution of funds from the County Coronavirus Relief Distribution Fund as Distributed through Fulton and Lucas County seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.

Motion to participate in and accept the distribution of funds from the County Coronavirus Relief Distribution Fund through Fulton and Lucas County made by Councilman Rose, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.

Mrs. Hoelzle requested a Special Meeting to award bid for Downtown Alley Project.

Councilman Rochelle made a motion to hold a Special Meeting to award bid for the Downtown Alley Project on June 29 at 6:00 via Zoom, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.

Mayor's Report

- 1.) Tree Commission and Planning Commission continue to review the respective ordinances and definitions.
- 2.) Conference/ZOOM/GoToMeeting calls continue with various agencies related to CoVid

Mayors throughout Ohio continue to be frustrated by the various inconsistencies and conflicts in the CoVid-19 regulations and orders. Communities with swimming pools are in flux – some will open some will not. Delta and Wauseon are examples.

- 3.) Many venues will be opening on June 10th. Playground equipment will be power washed prior to opening.
- 4.) Cannaley Treehouse Village set to have Grand Opening ceremony on July 18th
 - a. Winners of the lottery for those to experience the first stays in the treehouses have been selected.
 - b. Swanton company, Oak Openings Pottery and Manibigama Kiln Center, will have their work prominently displayed in all of the Treehouses.
- 5.) Has been taking different routes into and throughout the village and observed that most properties are being well kempt. There are always a few that need grass cut, but in some cases that may be due to timing of my routes.
- 6.) Has received many compliments on the village flower beds.
- 7.) Salon 101 has very nice new murals by the rear entrance.
- 8.) Has been in contact with the Swanton Postmaster regarding relocation of the mailbox. Some citizens are not happy with the new location and requested Mayor to look into it.

Administrator Report

1. COVID-19 updates
 - a. Municipal Building
 - i. Open to the public; No major issues to date
 - b. June 10 reopening
 - i. Playgrounds
2. Project Updates
 - a. Project 10
 - i. UUI has completed the majority of underground work
 - ii. Subcontractor finishing up lining the Mary Wander Ditch
 - iii. Road improvement portion of project slated to begin in a couple weeks
 - b. Business Alleys
 - i. Bid opening scheduled for June 24
 - ii. Propose a Special Meeting on June 29 to award bid to contractor
 - c. Meter Update Project
 - i. Contractor is hoping to finalize a new time table soon
 - ii. 440 properties affected
 - iii. Each property will receive postcards from third party
 - iv. Each property will receive a reminder door hanger placed by the Village

- d. Phone Update
 - i. Mrs. Harkey for coordinated the update
 - ii. A few bumps in the road but the update phones provide more functionalities such as the ability to transfer between Divisions and call forwarding

- 3. Field Work
 - a. Many reports of tall grass in the past week
 - i. All but one mowed upon inspection
 - b. Left courtesy door hanger for one property

- 4. 2020-2021 Property & Casualty Insurance
 - a. Average increase, across the board, is between 4-5%
 - b. As presented the Village's increase is 3.6%
 - c. A few changes
 - i. Since the Fireworks Fest is canceled the proposal will be updated to reflect (decrease)
 - ii. Computer fraud/ fund to fund transfer (increase)
 - iii. Cybersecurity coverage
 - 1. Recommended coverage \$500,000 limit with a \$10,000 deductible.

- 5. Recreation Program
 - a. Current structure Village owns facilities at Memorial Park and Recreation Coordinator is an employee of the SLSD
 - b. SLSD manages fees, pays employees, and covers insurance for Recreation
 - c. Current Recreation Coordinator submitted letter of resignation and summer leagues are cancelled
 - d. Well aware of the multiple facets to evaluate
 - e. Councilman Rose and Rochelle expressed concerns over the Village managing the recreation program

- 6. #2020Census as of June 3
 - a. Village of Swanton final response rate in 2010: 76.6%
 - b. Village of Swanton response rate: 72.4%
 - c. National response: 60.6%
 - d. State of Ohio response: 65.7%
 - e. Fulton County response: 71.5%
 - f. Lucas County response: 61.6%

7. Division Reports

- a. Provided to Council
- b. Directed to review and reach out to respective Division Head if any questions
- c. Highlight WRRF- Final Clarifier 2
 1. Mr. Geise provided details
 2. Generator Systems technician reported he had one of the three phase wires backwards so the pumps were running in reverse, causing significant damage to Final Clarifier #2.
 3. Generator Systems insurance has been contacted.

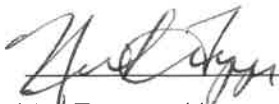
Motion to enter executive session at 7:40 for the appointment of a public employee made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.

Mayor called Council back to order at 7:56 p.m. Roll Call 6-0.


Move to approve hiring of Christina Zysek as full-time Administrative Assistant I, at \$16.00/hour contingent upon a successful completion of pre-employment background check and drug screen made by Councilman Pilliod, seconded by Councilwoman Kreuz. Employment will be effective June 15, 2020. Ms. Zysek will have a one (1) year introductory period; if Ms. Zysek completes a successful introductory period, wage will be increased to \$16.50/hour effective with the first full pay in June 2021. Ms. Zysek will accrue sick leave in accordance with policy. Ms. Zysek is entitled to personal leave in accordance with policy. Ms. Zysek will be grant 80 hours of vacation leave upon hire.

Adjourn:

Motion to adjourn meeting at 7:57 p.m. made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.


Neil Toeppe, Mayor

Attest:


Jennifer Harkey, Fiscal Officer

Water and Sewer Committee Meeting Minutes

June 8, 2020 • 6:00 p.m.

Paul Dzyak – Chairman

J. David Pilliod

Craig Rose

Capital Expenditures Details

The committee is presented with a new format in which capital items or projects are requested. Division heads are asked to complete the Capital Request Form with all pertinent information committee and administration will need to make an informed decision. The CIP is ever evolving (centers on 3-5 years out) and not everything on the CIP will get funded. There are many factors to take into consideration for inclusion on the CIP and subsequent inclusion in appropriations. Therefore, this blueprint is extremely important.

Over the next few months documents related to proposed capital assets will be shared with Committees for review. The highlighted documents refer to proposed capital assets which may require more discussion than other proposed capital assets. All capital assets included in the final CIP will either be recommended administratively (i.e. computer purchases, vehicle replacement) or recommended through Standing Committee (i.e. major process change at a facility, major apparatus purchase). Council has ultimate decision on what to include in the CIP.

1. Water Capital

- a. Per EPA requirements the Village of Swanton must provide a 5-20 year Capital Improvement Plan for Water Plant and Water Distribution System.
- b. Therefore proposed capital assets for water related purposes may extend past the current 3-5 year projection for other divisions.
- c. Membrane System is the only item proposed for discussion. Mr. Yackee described the system, the cost, as well as improvement compared to current lime feed system.

2. WRRF Capital

- a. Capital requests discussed in detail include
 - i. Screen System – an alternate quote is requested
 - ii. South Street repaving and reconfiguration – discussions with engineers will continue
 - iii. Gate/plant security – more information is needed

Finance Committee Agenda

June 8, 2020 • 6:30 p.m.

Michael Rochelle
Dianne Westhoven
Paul Dzyak

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

- 2) Pandemic Financial Impact - Revenue
 - a) Income Tax collected – Waiting until August for more complete analysis of economic impact
 - i) YTD 2020 \$844,194 (Decrease of 10.50% from prior year)
 - ii) YTD 2019 \$943,271
 - iii) YTD 2018 \$819,142
 - b) Utility Revenue
 - i) YTD 2020 \$785,542 (39% of budget)
 - ii) YTD 2019 \$767,883 (36% of budget)
 - iii) YTD 2018 \$777,712 (40.31% of budget)

- 3) SB 310
 - a) Appropriates \$350 million of funding to local governments across the State of Ohio
 - b) Distributed funds based on the proportion of Local Government Fund revenue allocated to subdivisions in 2019. Estimate portion of SB310 funds below
 - i) Lucas County: \$36
 - ii) Fulton County: \$82,748
 - c) The House approved SB310 after adopting amendments not related to the distribution of federal aid.
 - d) The bill will now head back to the Ohio Senate for approval of House changes. The bill will then be sent to the Governor for his signature & enactment.
 - e) In order for a qualifying political subdivision to be eligible to receive funds, the legislative
 - f) authority must adopt a resolution affirming the subdivision will spend the funds only on pandemic related expenses, as required under the CARES Act.
 - g) Though at the writing of this report, it has not been signed by the Governor, the proposed resolution is a proactive approach so the Village of Swanton can be ready for the next steps in the process

<i>More Discussion Needed</i>	YES	NO	If yes, resume when: _____
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: Committee recommends proceeding with resolution</i>			