

# VILLAGE OF SWANTON

Council Meeting Minutes

June 22, 2020

6:45 p.m.

Prayer

Pledge of Allegiance

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

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

*Councilman Pilliod moved to approve June 8, 2020 meeting minutes, seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 6-0.*

Councilman Pilliod summarized discussion of Public Service Committee. Please see details below.

Councilwoman Kreuz summarized discussion of Public Safety Committee. Please see details below.

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

Old Business:

*Third 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 Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.*

*Third 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 Councilwomen Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

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

New Business:

Discussion of a request for zoning classification amendment. In February 2020 there was a request for a zoning classification amendment at 13950 Airport Highway. The owner, at that time, of 13950 Airport Highway requested the zoning amendment from the current Central Business B-3 to One Family Residential R-1. The recommendation from the Planning Commission at their February 4 meeting was to approve the zoning classification amendment contingent that the property to the east 13930 Airport (which abuts Valleywood Golf Club) also is rezoned to R-1. This was brought before Council at the February 10 meeting and a Public Hearing was set. However, between the time of setting the Public Hearing and the date of the Public Hearing, the property was sold and the previous owner redrew the request for zoning classification amendment. Soon after the withdraw, the new owner called and asked about the status. The Village Administrator informed her about the withdraw as she was not aware since she believed it was part of the closing process. She wishes to now proceed with the zoning classification amendment procedure. *Councilman Rose moved to send to this request back to Planning Commission and waive the \$250 fee, with Councilman Rochelle seconding. Roll Call. ALL YES. Motion passed 6-0.*

Chief Berg spoke about two donations. SACC made a donation of a portable breathalyzer test. This allows all vehicles to be outfitted with one. Further there was a donation of \$5,000 from Norfolk Southern which will be used for new laptops for the vehicles.

Mayor's Report

Mayor Toeppe reported attendance at various conference and Zoom calls- many specific to COVID-19 related topics. One such call was with Ohio Budget and Management which gave direction on how to use funds from the CARES Act. Next Mayor Toeppe indicated he had a meeting with Doug Born and Matt Gilroy regarding economic development. He attended a recent Staff Meeting at the Village as well as the Fire Advisory Board Meeting in June. He also participated in the Tree Commission meeting and the 2020 Census PSA. Further he did some work regarding the no parking in Willow Run request.

## Administrator Report

### 1. COVID-19 related

- a. Municipal Building Operations
  - i. Less foot traffic but no issues to report
- b. Rental Facilities
  - i. Kim Cupp, Fulton County Health Commissioner indicated the two rental facilities within the Village of Swanton may be used for events if proper protocol can be followed
  - ii. Please stay tuned for more details
- c. Water shut off
  - i. A copy of a letter from the Director of the Ohio EPA illustrating the revocation/termination of the order related to water shut offs was discussed and presented to Council
  - ii. Effective July 10, public water systems are allowed to reinstate water shut off procedures for non-payment of bills
  - iii. The Village will follow the order and the next round of water shut offs for non-payment will occur on August 3
  - iv. We kindly request and encourage residents to contact the office if they have questions
- d. SB 310 now HB 481
  - i. FYI: the bill including the language for CARES funding to be distributed to local governments is no longer known as SB310 but is now known as HB481
  - ii. Director of OBM indicates there is no need to update legislation if a local government already passed with the SB310 information

### 2. Project Updates

- a. Project 10
  - i. Road construction will begin soon
- b. Business & Dodge Alleys
  - i. Public Meeting will be set in July
- c. Pilliod Park Path
  - i. Complete
  - ii. Thank you to Rotary Club of Swanton Foundation for the donation to cover the entire cost of this project to make it possible
- d. Master Plan- Memorial Park
  - i. Repairs to tennis/pickleball courts will be forthcoming

- ii. Rotary Club of Swanton Foundation is also making a donation to cover 50% of the project cost.
- e. Meter Upgrade Program
  - i. Slated to begin the first week of August
  - ii. 440 properties affected; each will receive mailings from the third party contractor, PMI
  - iii. Further, each of the 440 will receive a courtesy reminder door hanger from the Village
  - iv. These reminders are to encourage everyone to set up an appointment

3. Façade Enhancement

- a. Three out of five projects complete
  - i. New windows at 117 N. Main (Younique Boutique)
  - ii. New doors at 111 & 113 S. Main (vacant)
  - iii. New door at 101 Church (formerly Studio 101)

4. 2020 Census

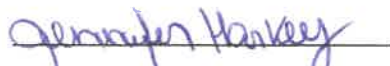
- a. Village of Swanton response as of June 17 is 72.7%
- b. Total from 2010 for Village of Swanton was 76.6%
- c. Hopefully will have a PSA video out soon - thank you to everyone who has contributed so far.

Adjourn:

*Motion to adjourn meeting at 7:25 p.m. made by Councilman Rose, seconded by Councilman Pilliod.  
Roll Call. Motion passed 6-0.*

  
Neil Toeppe, Mayor

Attest:

  
Jennifer Harkey, Fiscal Officer

Public Service Committee Meeting Minutes

June 22, 2020 • 6:00 p.m.

Public Service Committee David Pilliod (Chairman), Kathy Kreuz, Craig Rose

- a. Parkside and Woodside roads
  - i. Councilman Pilliod inquired about road work on Parkside and Woodside. He believes Woodside hasn't been paved since the 1970s.
    - 1. Parkside is included in the Project 10 scope
      - a. The road improvements will include a mill and fill of Parkside
    - 2. Woodside was not included in the Project 10 scope as the intent was/is to include with a OPWC application (intent was/is Round 35) to improve Crestwood and Woodside
    - 3. OPWC funding is unknown as of the writing of this report. However the intent is to have this be the next application when/if funding becomes available
    - 4. Parkside and Woodside are also lower on the Street Survey analysis, listed as 91 and 84 respectively, out of 104 on the spreadsheet
    - 5. The Street Survey analysis is three years old. The intent was to have an updated one complete in June 2020 but was put on hold due to COVID-19. It will be reevaluated in August if possible to complete this year or if it will get pushed to 2021

<i>More Discussion Needed</i>	YES	NO	If yes, resume when: Fall 2020
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments:</i>			
Request Mrs. Hoelzle to garner an estimate for road improvements to Woodside			

- a. Water Distribution System discussion- no action taken
  - i. The Water Distribution team has updated the GIS system with information on all hydrants which need repaired, transite lines which need to be evaluated, and 4 inch water lines which are no longer industry standard
  - ii. All this data will now be used when reviewing future construction projects
  - iii. Now that all the information is compiled this allows for a much easier time to think holistically when discussing projects

## Public Safety Committee Agenda

June 22, 2020 • 6:15 p.m.

Public Safety Committee Kathy Kreuz (Chairwoman), Dianne Westhoven, Michael Rochelle

1. No Parking- Willow Run

- a. Village Administrator received a call from a resident in Willow Run regarding parking in the subdivision
- b. There is a lack of no parking signs in the rear of the subdivision
- c. Mayor Toeppe drove through the subdivision in the evening and reported many vehicles parked on the street
- d. Recommendation is to place no parking signs in the rear of the subdivision and keep the rest of the signage the same
- e. Unless directed otherwise by Council, Mayor Toeppe has the ability to direct these signs placed

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments:</i> All in agreement with no parking as presented. Mrs. Hoelzle will work on next steps			

2. Fire Capital Purchases

- a. Councilwoman Kreuz met with Mrs. Harkey to discuss the submitted requests
- b. Review of spreadsheet
- c. Discussion of Fire Capital Purchases ensued.

<i>More Discussion Needed</i>	YES	NO	If yes, resume when: Fall 2020
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments:</i> More information to be compiled and presented with appropriations			

3. Fire levy

- a. Fire Advisory Board discussed the overlapping fire levies
- b. Presented at Fulton Township Trustee Meeting on June 18, 2020
- c. Swancreek Township is expected to review at their first meeting in July
- d. Proposed meeting to discuss as a group- details forthcoming

Committee of the Whole 7:15 p.m.

1. Job Descriptions- continuation of biennial review
  - a. Review of Water Resource Recovery Facility Operators warrant no updates at this time
  - b. Fire Division included for general review
  - c. Finance Director- Fiscal Officer
    - i. Mrs. Harkey requests a title change from Fiscal Officer to Finance Director
    - ii. Due to requirements of the ORC 733.262 there would still be requirements to use Fiscal Officer on legal documents
    - iii. Mr. Lehenbauer reviewed and indicated the title change is fine as long as the job descriptions references ORC 733.262
    - iv. Please see Dropbox for proposed revisions

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments:</i>			
Councilman Rose recommend changes as presented to be submitted to Council, seconded by Councilwoman Kreuz. Roll Call vote. ALL YES. 6-0			

2. Broadcast meetings
  - a. Researched the company BoxCast which focuses on video streaming
  - b. Annual subscription to stream
    - i. \$1,200
  - c. Up front costs: including video and audio equipment
    - i. Approximately \$1,100
  - d. Not included in costs is time/labor to set up and install equipment

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments:</i>			
Recommendation to not proceed at this time			

Request to draft policies or procedures for virtual meetings. Mrs. Hoelzle will work on it.