

# VILLAGE OF SWANTON

Council Meeting Minutes

August 10, 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 made by Councilman Pilliod, seconded by Councilwoman Westhoven. Roll call. ALL YES. Motion passed 6-0.*

*Motion to approve July 9, 2020 meeting minutes made by Councilman Pilliod, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 5-0-1 (Councilwoman Kreuz abstained).*

*Motion to approve July 20, 2020 meeting minutes made by Councilman Pilliod, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

Moment of Silence for Former Mayor and Council member Richard Ueberroth.

Presentation from Becky Thatcher, Candidate Fulton County Commission.

Councilman Dzyak summarized discussion of Water and Sewer Committee. Recommend approval of Swissaire contract.

*Motion to approve Swissaire Estates contract as presented made by Councilman Dzyak, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Rochelle summarized discussion of Finance Committee. Recommend proposed use of Coronavirus Relief Funds as presented with the exception of livestreaming equipment.*

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

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

*Motion to approve use of Coronavirus Relief Funds as discussed made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

*Motion to approve Safe Routes to School Norfolk Southern plan review not to exceed \$12,500 made by Councilman Rochelle, seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 6-0.*

New Business:

1. Emergency Resolution 2020-XX: A Resolution in support of Benfield Wines liquor permit temporary expansion request during the state of emergency
  - a. Department of Commerce is excepting temporary expansion applications for liquor permits during the State of Emergency declared by Governor DeWine
  - b. Rob & Julia Benfield submitted a request for a Standard Temporary Expansion Request
  - c. Since the request involves public right of way the Benfield's are requesting authorization to utilize the space outside their building, on public right of way, for this temporary expansion.
  - d. They will also need approval from the local board of health
  - e. I spoke to Chief Berg regarding this request and he had no immediate concerns.

*Councilman Dzyak moved to suspend the rules for Emergency Resolution 2020-XX: A Resolution in support of Benfield Wines liquor permit temporary expansion request during the state of emergency seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

*Motion in support of Benfield Wines liquor permit temporary expansion request during the state of emergency made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Dzyak moved to suspend the rules for Emergency Resolution 2020-XX: Authorizing the Village Administrator to submit an application to participate in the Ohio Public Works Commission (OPWC) State Capital Improvement and/or Local Transportation Improvement Program(s) and to enter into any agreements as required for Crestwood and Woodside Improvements seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

*Motion authorizing the Village Administrator to submit an application to participate in the Ohio Public Works Commission (OPWC) State Capital Improvement and/or Local Transportation Improvement Program(s) and to enter into any agreements as required for Crestwood and*

*Woodside Improvements made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Dzyak moved to suspend the rules for Emergency Resolution 2020-XX: Authorizing the Village Administrator to submit an application to participate in the Ohio Public Works Commission (OPWC) State Capital Improvement and/or Local Transportation Improvement Program(s) and to enter into any agreements as required for Project 8 & 9 Sewer Separation seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

*Motion authorizing the Village Administrator to submit an application to participate in the Ohio Public Works Commission (OPWC) State Capital Improvement and/or Local Transportation Improvement Program(s) and to enter into any agreements as required for Project 8 & 9 Sewer Separation made by Councilman Dzyak, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

#### Mayor's Report

- County EMS Proposal
  - Separate Fire Departments and EMS
  - Councilwoman Kreuz, Administrator Hoelzle, Chief Schaffer, and myself have met and reviewed the proposal
  - Councilwoman Kreuz to attend meeting tomorrow evening
- Mayors Association of Ohio
  - Meet via Zoom every Wednesday at 4:00
  - Last week Governor DeWine attended and provided updates on various issues and answered questions
  - I will be following up on the governor's offer to bring the ONG to communities that would like to have a day of CoVid-19 testing at no cost to the community
  - Continue to get updates on CoVid-19 related expenses that may be covered through the CARES Act.
- Ongoing meetings with Chief Schaffer regarding Fire Department operations and issues.
- Reviewed the Village of Swanton Comprehensive Plan from 2008
  - Discussed this with Administrator Hoelzle
  - Much of this document is outdated
  - Most action items have not been acted on
- Attended the Planning Commission Meeting
  - Acted on several variance requests and site plans

#### Administrator Report

1. COVID-19 updates
  - a. Municipal Building
    - i. Face coverings required
  - b. Playground equipment
    - i. Power washed each week
  
2. Project Updates
  - a. Project 10
    - i. Project complete except for punch list items
  - b. Business Alleys
    - i. Mobilization tentatively scheduled for August 17
  - c. Meter Update Project
    - i. Project is ongoing and have installed 329 as of Monday at 4:00
    - ii. Will be onsite Saturday, Monday and Tuesday August 8, 10 & 11 to finish up
  
3. Utility bills
  - a. Discuss comments regarding high water and sewer bills
  - b. There could be a few reasons for a higher bill
    - i. Summer months typically see an increase of water usage
    - ii. In September 2019 a letter was sent to all account holders which have an outdoor use meter indicated that in 2020 these meters would be read each month as opposed to once a year
    - iii. There are some accounts which had been estimated and an actual reading was received
  
4. Field Work
  - a. Still working through complaints that come in as well as scheduled field work
  - b. Two larger nuisance issues main focus
  
5. TMACOG Summer Caucus
  - a. Virtual Summer Caucus held on July 28
  - b. Mrs. Hoelzle moderated the Village Caucus once again
  - c. Main topics included HB 481 (many communities unaware of CARES funding) and HB 163 (Withhold funds-municipal water/sewer extraterritorial practices)
  
6. #2020Census as of August 5
  - a. *US Census Bureau is moving the end date of field collection to September 30 (originally end of October)*
  - b. *Village of Swanton final response rate in 2010: 76.6%*

- c. Village of Swanton response rate: 73.8%
- d. National response: 63.1%
- e. State of Ohio response: 67.4%
- f. Fulton County response: 74.0%
- g. Lucas County response: 63.2%

7. Utility Reports per § 36.08 (G)

- a. Reports provided to Council related to adjustments and utility late payments

8. Division Reports

- a. Reports provided to Council
- b. Review and reach out to respective Division Head if questions

Personnel Report

1. Wage Adjustment

- a. In February 2020, Chief Schaffer informed the office that Mr. Ben Steiner received his paramedic license (please see Dropbox for information)
- b. Unfortunately, this was not placed on the agenda for wage adjustment to reflect the new license
- c. Request a motion to approve increasing Mr. Steiner's wage to \$16.00 retroactive to February 9, 2020.

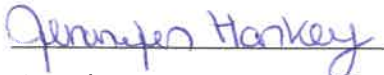
*Motion to approve Ben Steiner's wage adjustment made by Councilman Rose, seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 6-0.*

Adjourn:

*Motion to adjourn meeting at 7:50 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

August 21, 2020 • 6:00 p.m.

Paul Dzyak – Chairman

J. David Pilliod

Craig Rose

2. Swissaire Estates

- a. As discussed in the Fall of 2019, the transition to master meters in Swissaire Estates is moving forward
- b. I've had many exchanges with Ms. Rothschild, from MLR Properties, owner of Swissaire Estates regarding the project
- c. Since there was an agreement approved by Council 2002, it is recommended that an updated agreement be reviewed and approved for record purposes
- d. Agreement outlines the transition from individual meters to master meters in a pit that will be read and maintained by the Village. Only the master meters will be billed.
- e. Council provided electronic copy of complete agreement

<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> Recommend to approve updated agreement as presented			

3. Codified Ordinance Chapter 51 Introduction

- a. An initial review of Chapter 51 of the Codified Ordinances which revolves around wastewater was completed prior to start of pandemic
- b. There are sections of this Chapter that need attention for clarity
- c. Staff has reviewed and will continue to go over but would like to provide this initial introduction for the Committee to review and offer comments at a future meeting
- d. No action requested at this meeting

<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>			
This is a reintroduction. Ch. 51 will be reviewed further with recommendations for changes.			

4. OPWC FY 22 (former Round 35)

- a. On July 23, received an email from OPWC regarding next round of infrastructure funding with the following information
- b. ***Please know there is currently not a capital budget bill in place to fund this round. We are hopeful that one will be enacted by next July 1<sup>st</sup> in order to release timely agreements. This is no different than every other year in our history considering the biennial budget process coupled with an annual solicitation cycle, and it why our program is "subject to appropriation."***
- c. If successful, funding becomes available July 1, 2021 and must be used by October 2022.
- d. Over the past year, Committees have spoken about two possible applications for this next round of funding and both have components of water & sewer infrastructure improvements along with road improvements
  - i. Crestwood & Woodside
    - 1. Crestwood, including 8-inch water main, but without curb and gutter
      - a. Roadway: \$341,000
      - b. Water main: \$129,000
      - c. Preliminary Engineering: \$39,400
      - d. Construction Engineering: \$34,600
      - e. Contingencies and misc: \$56,000
      - f. Total Estimate: \$600,000
    - 2. Crestwood, including 8-inch water main, with curb and gutter
      - a. Roadway: \$427,000
      - b. Water main: \$129,000
      - c. Preliminary Engineering: \$44,150
      - d. Construction Engineering: \$39,750
      - e. Contingencies and misc: \$66,600
      - f. Total Estimate: \$706,500
    - 3. Woodside
      - a. Resurfacing: \$85,000
      - b. Preliminary Engineering: \$6,500
      - c. Contingencies: \$8,500

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: Recommend option 2, Crestwood, including 8-inch water main, with curb and gutter and OPWC funding.</i>			

ii. Project 8 & 9 Sewer Separation

1. Project is scheduled to begin in Spring 2022
2. Therefore, this next round of OPWC is the last one before required start date.
3. Discussion of application and firm moving forward
4. Representative from engineering firm Jones & Henry in meeting to discuss issues with previous project and path moving forward.

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: Recommend to seek OPWC funding and remain with Jones &amp; Henry for Project 8 &amp; 9.</i>			



## Finance Committee Minutes

August 10, 2020 • 6:45 p.m.

Michael Rochelle

Dianne Westhoven

Paul Dzyak

### 1) Financial Document Review –

a) June and July financial reports

### 2) Pandemic Financial Impact – Revenue 7/31

RITA provided an analysis of data collected on filings through 7/31 and applied assumption developed by tax practitioners. The most recent analysis is much more optimistic than the analysis provided in April.

RITA will provide another analysis in September.

a) Income Tax collected – Waiting until August for more complete analysis of economic impact

i) YTD 2020 \$1,131,676 (11.75% decrease from prior year)

ii) YTD 2019 \$1,282,143

(1) Impact of increased tax rate from 1/1/18

(2) Pursued delinquent taxpayers

(3) Contracted with RITA legal

iii) YTD 2018 \$1,116,177

b) RITA analysis - estimates

i) Individual **Delay** = \$173,777.59 (prior estimate \$361,164.77)

(1) Receive August through November

(2) Tax liability due with returns (not settled until August)

(3) Balances due with extended returns

(4) Estimated tax payments

ii) Individual **Loss** = \$27,106.51 (no change)

(1) Due to not working/unemployment income

iii) Individual **Delay/Loss** = \$106,911.77

(1) 12-month Payment Plans

(2) Will extend into 2021

(3) Worst case scenario based on supporting evidence from tax preparers

iv) Net Profit **Delay** = \$60,931.29 (prior estimate \$114,510.35)

(1) Receive August through November

(2) Tax liability due with returns (not settled until August)

(3) Balances due with extended returns

(4) Estimated tax payments

v) Withholding **Loss** = \$0 (prior estimate \$111,523.53)

- (1) Local employers had increased or flat revenue in periods March through May
- (2) Projected based on multiple employers/industries
  - (a) Kroger – increased
  - (b) Schools – flat
  - (c) Restaurants - decrease
- c) Utility Revenue – 7/31
  - i) YTD 2020 \$1,105,045 (53% of budget)
  - ii) YTD 2019 \$1,103,730 (55% of budget)
  - iii) YTD 2018 \$1,094,234 (58% of budget)
- d) Utility Past Due 08/04
  - i) \$21,000 30-180+ days past due
  - ii) Includes payment plan balances and levied accounts
- e) Facility Rental
  - i) \$4,000 between Park and Community Center
- f) Property Tax Delinquents
  - i) TBD – Treasurer’s office is still processing payments
  - ii) 2nd half settlement from Fulton County received. Budget will be realized once Lucas County settlement comes in.
- 3) HB481 Coronavirus Relief Funds - \$81,855
  - a) Proposed expenditures submitted to Ohio Office of Budget and Management for prior approval
    - \$6,000 (4) Laptops for remote work Police Chief, Fire Chief, Mayor, Utility Billing
    - \$30,000 Automatic door entry Administration Building
    - \$TBD Removal of doors at Park Restrooms – touchless and vandal free
      - o Installation of privacy barrier to eliminate another touchpoint
      - o Similar to upper concession restrooms
    - \$TBD Touchless sinks, toilets, soap and paper towel dispensers at Administration Building, Fire Station and Park Restrooms
    - \$4,000 Touch-free Water Fountains at Administration Building and Memorial Park
    - \$3,000 Live Streaming equipment and services (for Public Meetings)
    - \$1,800 (6) Chromebooks for Council
    - \$16,000 Credit on utility accounts for ACH and/or paperless billing (\$10 for approx. 1,600)
    - \$1,300 Motion sensor lights – Memorial Park restrooms
    - \$1,100 Motion sensor lights – Administrative lobby – (not on spreadsheet)
  - b) Total known costs approximately \$62,100

- c) Note - Paid administrative leave, PPE, additional cleaning materials not submitted to OBM since discussed on many platforms as an appropriate COVID expense.
- d) Auditors tasked with reviewing for 'reasonable' expenditures.

<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> Committee recommends pursuing all proposed items with the exception of livestreaming equipment.			

- 4) Safe Routes to School –ODOT October 1
  - a) Safety gates at Main Street
    - i) Gate project less than \$25,000
    - ii) ODOT will cover 100% of cost, no local share
  - b) Norfolk Southern will not sign off until they review plans
    - i) Cost not to exceed \$12,500

<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> Committee recommends proceeding Norfolk Southern review			

- 5) Quarterly credit card compliance review
  - a) Councilman Rochelle will stop by Mrs. Harkey's office to sign
- 6) Deferred compensation 457(b) – Ohio Deferred Compensation
  - a) Supplemental retirement savings
  - b) Optional
  - c) Fully funded by employee
  - d) Traditional currently offered
  - e) Ohio Deferred Compensation is now offering Roth
    - i) No motion necessary