

VILLAGE OF SWANTON

Council Meeting Minutes

October 13, 2020

6:45 p.m.

Prayer

Pledge of Allegiance

Roll Call:

Kathy Kreuz

J. David Pilliod

Michael Rochelle (excused)

Craig Rose

Dianne Westhoven

Motion to approve the agenda as amended made by Councilman Rose, seconded by Councilwoman Westhoven. Roll call. ALL YES. Motion passed 4-0.

Motion to approve regular Council September 28, 2020 meeting minutes made by Councilwoman Westhoven, seconded by Councilman Rose. Roll Call. Motion passed 3-0-1. Councilwoman Kreuz abstained.

Motion to approve Public Hearing September 9, 2020 meeting minutes made by Councilwoman Westhoven, seconded by Councilman Pilliod. Roll Call. Motion passed 4-0.

Proclamation: Mayor Toeppe proclaimed the week of October 23-31 Red Ribbon Week.

Committee Reports: Councilman Pilliod summarized Water & Sewer Committee reports; decision to appoint chairperson is delayed until a new councilmember is appointed. Finance Committee: Mr. Rochelle had to leave the Finance Committee meeting half way through. The only items discussed when there was a quorum were Financial Documents and Capital Improvement Plan.

Mayor's Report:

1. COVID-19 – Swanton Health Care Retirement Center
2. Commended Fire Department for their tireless response to the public during pandemic
3. Village Ordinances – Village administrator is pursuing firms to engage in a comprehensive review
4. Conference Calls – Continue to participate in bi-weekly Mayors Association calls and with various other organizations

5. Economic Development – Mayor and administration has met with various individuals and groups to encourage development within the Village
6. Council Replacement – received a total of six letters of interest from candidates seeking to fill vacancy left by Mr. Dzyak: Mikey Disbrow, Deacon Dzierzawski, Dan Peffley, Janet Ritter, Ann Roth, Tony Stuart.

Administrator's Report:

1. COVID-19
 - a. Reviewing internal operations for rental facilities to be prepared for 2021 reservations
2. Project Updates
 - a. Project 10 Sewer Separation
 - i. Waiting on stripes on Brookside
 - b. Project 8 & 9 Sewer Separation
 - i. Smoke testing completed on October 9, 2020
 - ii. Part of the preliminary investigation and design work
 - c. Business Alleys
 - i. Paving is expected within a couple weeks
 - ii. Concrete will be poured at the approach from Dodge Street to north entrance of alley.
 1. Once poured no driving over it for seven (7) days
 2. Access from the east
 - d. Safe Routes
 - i. Still working through approvals at the ODOT level
 - ii. Still tentatively scheduled for 2021
 - e. Meter Upgrade Phase 2
 - i. Planning is in it's infancy for Phase 2
 - ii. Hope to have a list for review with the next couple weeks
 - f. Membrane Softening
 - i. Mr. Yackee and myself met with Rob Shoaf to discuss the membrane softening project
 - ii. He will provide a formal proposal for detailed review by Council

3. Field Work- Code Enforcement
 - a. Continuing field work related to code enforcement
 - b. A couple complaints about trailers in front yards
 - c. Still working on large scale nuisance problems
 - d. Noticed overgrown vegetation into right of way

4. OPWC Sub- Committee- FY 2022
 - a. Overview of the submittal process
 - b. Village had two submissions
 - i. Project 8 & 9 Sewer Separation
 - ii. Crestwood & Woodside Improvements
 - c. Priority points given to Project 8 & 9 but not to Crestwood/Woodside
 - d. Crestwood/Woodside may still be a candidate for small government funds but to be determined
 - e. Will present again in Public Service Committee to discuss options if no funding is granted

5. Planning Commission
 - a. October Public Hearing tabled until November to provide more time for applicant to confirm property lines
 - b. Discussion of revisions to Zoning Code
 - c. Recommendation is to look at firms for complete review

6. Village Voice
 - a. Published on October 1
 - b. Over 400 subscribers

7. Damages to Memorial Park
 - a. Over the past 10 days there have been four (4) incidents of juveniles damaging buildings or equipment at Memorial Park
 - b. Administrator has worked with the Officers and the parents of the juveniles to work out community service to clean up areas of the Park

8. Downtown Design Review Board
 - a. The group will meet in the next month to review the application documents for 2021 Façade Enhancement Program

9. Public Parking

- a. Inquiries into public parking in the downtown business district
- b. Public Service tasked with GPS locating each marked parking spot
- c. There are currently 107 public parking spots
- d. Mrs. Hoelzle will compile information for Public Safety Committee to review regarding parking limits in the downtown corridor

10. Utility Reports per § 36.08 (G)

- a. Please see Dropbox for reports and advise if there are any questions (under Division Reports)

11. Utility bills

- i. Our Staff is continuing to do internal audits of the accounts
- ii. Please continue to call if you have questions
- iii. We continue to kindly ask for grace in response times

12. #2020 Census as of October 7

- a. *The date was moved once again*
- b. *Village of Swanton final response rate in 2010: 76.6%*
- c. *Village of Swanton response rate: 77.8%*
- d. *National response: 66.7%*
- e. *State of Ohio response: 70.5%*
- f. *Fulton County response: 76.9%*
- g. *Lucas County response: 66.4%*

13. Division Reports

- a. Provided to Council, review and reach out to respective Division Head if any questions

Old Business:

Second Reading Ordinance 2020-XX: Motion Amending Chapter 74 (Parking Generally) of Codified Ordinances of Swanton made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. Motion passed 4-0.

New Business:

1. Emergency Ordinance-2020-XX: Adopting the 2021-2025 Five Year Capital Improvement Plan - TABLED

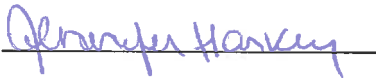
2. Emergency Ordinance- 2020-XX: Establishing Swanton Village Employee Compensation Schedule for 2021 - TABLED
3. Emergency Ordinance- 2020-XX: Amending Ordinance 2020-07, 2020 Permanent Appropriation Ordinance - TABLED

Motion to hold Special Meeting on October 15 at 5:00 to discuss tabled new business made by Councilman Rose, seconded by Councilman Pilliod. Roll Call. Motion passed 4-0

Adjourn:

Motion to adjourn meeting at 7:44 p.m. made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. Motion passed 4-0.


Neil Toeppe, Mayor

Attest: 
Jennifer Harkey,
Fiscal Officer

Water and Sewer Committee Meeting Minutes

October 13, 2020 • 6:00 p.m.

J. David Pilliod

Craig Rose

1. Chairmanship

- a. Vacancy in chairmanship exists due to passing of Mr. Dzyak
- b. The committee recommends waiting to elect chairman until vacancy is filled

2. Services review

- a. The Staff is working on an internal audit of service accounts
 - i. Water, Sanitary Sewer, and Storm Sewer
- b. Water analysis has been discussed in previous Administrator Reports. This is ongoing.
- c. Preliminary analysis, of storm sewer accounts, illustrate accounts potentially being under charged, per the Codified Ordinance rate structure, or not being charged at all (See Dropbox)
 - i. *§ 54.04 (A) A storm water service charge shall be billed monthly to the owner of each and every lot and parcel of land within the village that contains impervious area and contributes directly or indirectly to the storm water system of the village*
- d. Further, there are other properties where services are available but said properties are not being charged for said service
- e. Staff intends to have all this information compiled as quickly as possible for presentation

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: Initial conversation to make committee aware</i>			

Finance Committee Agenda
 October 13, 2020 • 6:15 p.m.

Michael Rochelle
 Dianne Westhoven

1. Financial Documents - September

2. Capital Improvement Plan
 - a. Mrs. Harkey has completed the Capital Improvement Plan (CIP) update for 2021-2025. Copy is in Dropbox for detailed review
 - b. Most of the components were discussed over the last few months in various subcommittees but Mrs. Harkey will do a general overview to prepare for overall discussion
 - c. The CIP is an outlook for anticipated projects, is a fluid planning document, and is reviewed and updated annually. Annual revisions to the CIP are based on many considerations, including adjustments in funding sources, construction timing, and the changing needs and priorities of the Village.
 - d. The CIP represents a long-term financial plan, which establishes priorities, identifies project costs and phasing, identifies funding sources, and serves as a planning document for capital improvements.
 - e. The projects and their timing are reviewed annually by Council, and adopted by Ordinance.
 - f. Discussion of proposed CIP as presented
 - i. If recommended by Committee, there is legislation under New Business in Council 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: CIP presented, but tabled due to Councilman Rochelle had to leave meeting for personal reasons.</i>			