

VILLAGE OF SWANTON

Council Meeting Minutes

November 9, 2020

6:45 p.m.

Prayer

Pledge of Allegiance

Roll Call: Kathy Kreuz

Michael Rochelle

Tony Stuart

Craig Rose

J. David Pilliod

Dianne Westhoven

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

Motion to approve regular Council October 26, 2020 meeting minutes as amended made by Councilman Rochelle, seconded by Councilman Rose. Roll Call. Motion passed 6-0.

Minutes amended to include Paul Wise speaking during public comment, as well as positions held at Swanton Area Chamber of Commerce of those individuals who spoke in support of live streaming council meetings.

Proclamation: *Swanton Middle School*

Committee Reports: There was a brief discussion on Committee Reports from the October 26, 2020 meeting. Recommendation from Public Service Committee to grass the land the Village owns across from VFW and place picnic tables in 2021.

Councilman Rose provided a summary of Water & Sewer Committee: Jones & Henry Engineers presented preliminary findings for Project 8 & 9, more investigation is needed.

Councilman Rochelle provided summary of Finance Committee: October financial reports provided for review; Coronavirus Relief Fund monies summary; 2021 Temporary Budget presented for review.

Old Business:

Second Reading Ordinance 2020-XX: Appointing Village Solicitor and Establishing Compensation motion made by Councilman Rose, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.

New Business:

Additional insurance coverage cost

- Stapleton provided the invoice for the additional coverage of the fire engine on loan from Wauseon
- Increase of \$1,240
- Stapleton indicated the Village would be refunded a portion once taken off the plan- will monitor to ensure

Motion to approve increase in insurance premium made by Councilman Rose, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.

First Reading Ordinance 2020-XX: Authorizing the Village Administrator to renew the agreement for a countywide Emergency Management Agency

- Annual legislation needed in order to enter into the agreement with Fulton County EMA
- Discussed in Public Safety Committee on October 26, 2020

First Reading Ordinance 2020-XX: Authorizing the Village Administrator to renew the agreement for a countywide Emergency Management Agency made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Appointment of official to EMA board

- Public Safety Committee recommends Councilwoman Kreuz

Motion to appoint Councilwoman Kreuz to EMA board made by Councilman Rose, seconded by Councilman Westhoven. Roll Call. Motion passed 6-0.

First Reading Ordinance 2020-XX: Authorizing the Village Administrator to enter into an agreement with Fulton County Commissioners to provide for Indigent Legal Services in Fulton County Eastern District Court

- Annual agreement with Fulton County Commissioners regarding the indigent legal services
- Same agreement as last year- no changes

First Reading Ordinance 2020-XX: Authorizing the Village Administrator to enter into an agreement with Fulton County Commissioners to provide for Indigent Legal Services in Fulton County Eastern District Court made by Councilman Rochelle seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Emergency Ordinance 2020-XX: Authorizing and Directing the Mayor and/or Village Administrator to Enter into an Agreement with the Ohio Department of Transportation for Safe Routes to School Infrastructure Funds

- Applied for non-infrastructure and infrastructure funding in 2018
- Non-infrastructure funding already used throughout the schools
- This agreement is the formality to receive the infrastructure funds when the project commences in 2021

Emergency Ordinance 2020-XX: Authorizing and Directing the Mayor and/or Village Administrator to Enter into an Agreement with the Ohio Department of Transportation for Safe Routes to School Infrastructure Funds made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Motion authorizing and Directing the Mayor and/or Village Administrator to Enter into an Agreement with the Ohio Department of Transportation for Safe Routes to School Infrastructure Funds made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Emergency Resolution 2020-XX: Authorizing the Administration to dispose of certain surplus property not needed for any municipal purpose

- Public Service items

Emergency Resolution 2020-XX: Authorizing the Administration to dispose of certain surplus property not needed for any municipal purpose made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Motion authorizing the Administration to dispose of certain surplus property not needed for any municipal purpose made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Mayor's Report:

Mayor Toeppe discussed the Fulton County EMS district. The county-wide levy will expire 12/31/2021. Mayor Toeppe presented analysis of revenue generated by the 4.0 mil levy per zip code in Fulton County. Discussion included: Zip code is not indicative of current service areas; \$2,000,000 in reserves held at County levy; What would happen to reserves if county-wide EMS levy was discontinued?; Has anyone reached out to Wauseon?; If levy is not renewed at county levy, not much time to create a new Fire & EMS District; Consensus is that most entities in Fulton County need more revenue to operate EMS.

Administrator's Report:

1. COVID-19

- a. Staff will continue to operate as normal but have had discussions on remote work or schedule changes due to an even larger increase of COVID-19 cases on top of regular cold and flu season

2. Project Updates

- a. Project 10 Sewer Separation
 - i. Waiting on stripes on Brookside
- b. Project 8 & 9 Sewer Separation
 - i. As presented in Water & Sewer Committee
 - ii. Soil borings will occur 11/10 and/or 11/11
- c. Business Alleys
 - i. Paving is complete
- d. Parking striping- downtown
 - i. Tentatively scheduled for November 11 and November 12
 - ii. No parking during the time of removal and restriping
 - iii. Tried the best to accommodate the alley project and it's completion
- e. Safe Routes
 - i. Still working through approvals at the ODOT level
 - ii. Still tentatively scheduled for 2021
 - iii. RFQ published for contract administration
 - 1. Due to ODOT funding, the Village can't have the same firm administer the contract that designed the project
- f. Meter Upgrade Phase 2
 - i. Have a preliminary list of accounts to include in Phase 2
 - ii. Will have a preliminary planning meeting soon to work out logistics of Phase 2 in early 2021

3. Planning Commission

- a. Due to Election Day, the November Planning Commission Meeting will take place on November 10
- b. The applicant of the hearing which was tabled has advised that the project is now on hold
- c. The main discussion will center on an RFP for Zoning Code update My recommendation still stands to have an outside firm assist with this

4. Youth Leadership Toledo

- a. Youth Leadership Toledo (YLT) recognizes the vital contribution young adults make in creating a strong, progressive community. Patterned after the Adult Leadership Toledo Program, 50 area high school sophomores who exhibit leadership skills in their schools and communities are nominated by their schools for the program.
- b. Students participating in YLT meet from August to May in monthly, day-long sessions.
- c. The YLT Program Director reached out and inquired if the Village of Swanton would be interested in hosting the inaugural government session
- d. Barring any issues due to the pandemic, the Village is looking forward to having students from all over NW Ohio descend upon Swanton for two days in December to learn more about local government
- e. The day will include a welcome by the Village, Craig Teamer (from Port Authority), lunch, and a tour of the WRRF

5. TMACOG General Assembly

- a. Held virtually from January 19-22
- b. Mrs. Hoelzle has been asked to facilitate Village caucuses once again
- c. Keynote Speaker will be Joseph Comartin, Consul General of the Canadian Consulate in Detroit
 - i. He will share a construction update on the multibillion-dollar Gordie Howe International Bridge. Set to open in 2024, this structure will offer the only direct highway-to-highway connection between Canada and the United States in the Detroit-Windsor area. The Consul General will discuss how communities along the I-75 corridor may leverage the economic potential of this project.
- d. Please let Mrs. Hoelzle know if you would like to register

6. Downtown Design Review Board

- a. The group met to discuss the 2021 application process
- b. There is an informational session set for November 17 at 6:00 p.m., via Zoom for interested applicants
- c. Downtown Design Review Board hope this helps publicize the program and highlight examples of eligible projects

7. Public Parking

- a. New signs have arrived to accurately depict parking in marked spaces within the business district

- b. Signs were removed from Lincoln Avenue since there are no marked spaces on said street
 - i. Conversations with Chief Berg regarding this area in case there are issues moving forward

8. Storm Water Accounts

- a. Letters sent to those properties identified as either not currently having a storm water charge or being under charged
- b. Will provide more information on the residential side for Water & Sewer and Finance Committees to review in future

Personnel Report:

1. Personnel Hiring

- a. Chief Schafer is interested in presenting an individual for part-time hire

Move to approve hiring Shylie Houston as a Part-time Firefighter II/ EMT in the Fire Division at an hourly rate of \$15.00 per hour pending clear pre-employment drug screen and background check, and subject to a 6-month probationary period, effective November 15, 2020 made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

2. Personnel Resignation

- a. Brad Hershey, who worked in multiple Public Works & Utilities Divisions submitted a letter of resignation
- b. He has been offered a Superintendent position much closer to his home in Fremont

Motion to accept resignation of Brad Hershey, effective November 27, 2020 made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. Motion Passed. 6-0.

3. Job Postings

- a. Three postings now accepting application material
 - i. Full Time Firefighter/EMT or Paramedic
 - ii. Public Works & Utilities laborer
 - iii. Water Resource Recovery Facility Operator

4. Community Development Assistant

- a. Shifted focus to a part time, 20 hours a week, position to be conscious of budget
- b. Position would center on code enforcement and research/analysis

c. Will present in more detail at next Committee of the Whole Meeting

Division Reports:

Fire/EMS – Chief Schaffer: Demo engine will be delivered January 15-February 15; Commended his department for work during pandemic; Continues to have conversations about Fire EMS District.

Public Service – Neil Tedrow: Worked on sewer on Lincoln; Working in replacing all valves and bolts on fire hydrants in Willow Run.

Chief Berg, Mr. Geise and Mr. Yackee – excused

Councilman Stuart inquired about a trash receptacle removed from Family Dollar plaza. Mrs. Hoelzle replied that she believes it was a remnant of when the Village provided trash service. The plaza is private property and refuse should be managed by the property owner.

Council inquired about Christmas Tree Lighting event; Swanton Shines has decided not to hold event this year due to COVID.

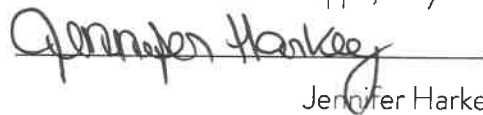
Adjourn:

Motion to adjourn meeting at 8:02 p.m. made by Councilman Rose, seconded by Councilman Stuart. Roll Call. Motion passed 6-0.



Neil Toeppe, Mayor

Attest:



Jennifer Harkey,

Fiscal Officer

Water and Sewer Committee Meeting Minutes

November 9, 2020 • 6:00 p.m.

J. David Pilliod

Craig Rose (Chairperson)

Tony Stuart

2. Project 8 & 9 Sewer Separation

- Reps from Jones & Henry will be present to discuss findings from the recent smoke testing of the project scope areas
- There is a general summary of findings in Dropbox
 - i. Reps will go into more detail on specific areas which need discussion such as downspouts connected to sewer mains and several share laterals
 - ii. Swanton Village Codified Ordinance § 51.074 INDEPENDENT SEWERS REQUIRED; EXCEPTION indicates the following:
 - iii. *A separate and independent building sewer shall be provided for every building. However, where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer. All costs and expenses incidental to the installation, connection and maintenance of a building sewer lateral shall be borne by the owner. The owner and/or contractor shall indemnify the village from any loss, damage or costs that may be directly or indirectly occasioned by the installation and/or maintenance and operation of any building sewer. (Ord. 78-4, passed 2-13-1978; Ord. 92-20, passed 9-28-1992)*

<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> Jones & Henry presented findings as well as three additional recommendations, with the most expensive being \$350,000 to install larger storm drainage pipe on Ai Creek to Browning. More information is needed.			

Finance Committee Minutes
November 9, 2020 • 6:15 p.m.

Michael Rochelle
Dianne Westhoven
Tony Stuart

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

- 2) Coronavirus Relief Fund
 - a) Received \$261,959
 - b) Spent \$169,731 at 10/31/20
 - i) Majority is Public Safety wages
 - ii) Remainder is reserved for specific purchases
 - iii) Any balances remaining after invoices paid will be reallocated to Public Safety wages
 - c) Next reporting date January 6, 2021 for monies spent October 1-December 31
 - i) Intention is to close the fund as soon as outstanding projects completed and invoices paid
 - ii) Date has been extended several times

- 3) 2021 Temporary Budget
 - a.) The budget process starts in the summer with conversations with division heads regarding capital requests and revising the capital improvement plan. The budget is then prioritized by starting with required debt, then operating and then capital while working concurrently on the CIP and budget.
 - b.) Conservative with revenues, specifically income tax. Continue to monitor the economic impact of the pandemic on revenue. Thus far, not a tremendous financial impact. We are \$121,000 from reaching budget with three more receipts schedule for the remainder of the year. (2019 \$163,000 was collected for same time period).
 - c.) **B**udget with contingencies built in for emergencies, and expenditures are never fully spent.
 - d.) The Village is in a stage of rebuilding – focusing on replacing equipment to improve employee safety and productivity.
 - e.) 2021 anomalies – Police vehicle replacement; Water meter purchases and large debt repayment in Water and WRRF.
 - f.) Remainder of the budget document is the detail for each fund beginning with revenue, then expenditures. Account numbers are predetermined by State Auditor Uniform Accounting Network with. Expenditures are formatted to Fund-Program-Object-and Cost Center. Able to create cost centers for specific projects. Correct account set up is an important part of financial audit.