

VILLAGE OF SWANTON

Council Meeting Minutes

November 23, 2020

6:30 p.m.

Prayer

Pledge of Allegiance

Roll Call:	Tony Stuart	Michael Rochelle
	Kathy Kreuz	Craig Rose
	J. David Pilliod	Dianne Westhoven

Motion to approve the agenda as amended to include Executive Session for complaint against public official made by Councilwoman Westhoven, seconded by Councilman Rochelle. Roll call. ALL YES. Motion passed 6-0.

Motion to approve November 9, 2020 meeting minutes made by Councilwoman Westhoven, seconded by Councilman Stuart. Roll Call. ALL YES. Motion passed 6-0.

Councilman Pilliod summarized discussion from Water & Sewer Committee: Recommendation to include laterals and lowering sewers in Project 8&9; proceed with Lammon Brothers leaf collection contract for 2021.

Motion to proceed with Project 8&9 at an estimated cost of \$1,953,286 made by Councilman Pilliod, seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 6-0.

Motion to approve 2021 leaf collection contract with Lammon Brothers made by Councilman Pilliod, seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 6-0.

Councilwoman Kreuz summarized Public Safety Committee discussion: Proceed with parking in Waterford Farms legislation.

Proclamation: Small Business Saturday November 28

Presentation: Corn Festival Trustees requested the use of Memorial Park August 6 and 7, 2021.

Motion to approve Corn Festival Trustees use of Memorial Park made by Councilman Rochelle, seconded by Councilman Westhoven. Roll Call. ALL YES. Motion passed 6-0.

Old Business:

Motion to approve Third Reading Ordinance 2020-XX: Appointing Village Solicitor and Establishing Compensation made by Councilman Pilliod, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.

Motion to approve Second Reading Ordinance 2020-XX: Authorizing the Village Administrator to renew the agreement for a countywide Emergency Management Agency made by Councilman Pilliod, seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 6-0.

Motion to approve Second 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. ALL YES. Motion passed 6-0.

New Business:

Councilman Rose moved to suspend the rules for Emergency Ordinance 2020-XX: Providing for temporary appropriations to provide for the current expenses and other expenditures during the fiscal year ending December 31, 2021 seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.

Motion to approve temporary appropriations to provide for the current expenses and other expenditures during the fiscal year ending December 31, 2021 made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.

2021 Calendar

- a. Proposed 2021 Meeting and Holiday Calendar
- b. Regular Council Meeting dates follow the details per Council Rules
- c. Planning Commission and Tree Commission meet as needed on their respective dates
- d. Holidays
 - i. Independence Day is a Sunday, observe on July 5.
 - ii. Christmas Day is a Saturday, observe Monday December 27.
 - iii. New Year's Day is a Saturday, observe Monday January 3, 2022.

Motion to approve 2021 Calendar as presented made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.

Mayor's Report:

- Attended various meetings: Planning Commission, Fulton County Mayor's, Downtown Façade Improvement, Fulton County Health Department, Mayors Association of Ohio
- Swanton Fire Department – personnel meetings, department review
- Store Front and Resident Christmas Decoration Contest – Swanton Middle School
- Letter From Forrest Church, Publisher of the Village Report apologizing to Village Council; encourages zoom meetings
- Encouraged virtual meetings due to COVID-19 concerns

Administrator's Report:

- Planning Commission
 - a. Tabled hearing for 405 W. Garfield was removed from agenda as owner decided to postpone project
 - b. Discussion of RFP for Codified Ordinance review
 - c. December will have a Conditional Use application for a dynamic display sign for Faith Lutheran Church

- Sidewalk Improvement Grant Program
 - a. Mrs. Harkey worked diligently to organize the application documents
 - b. As of deadline, received three (3) applications
 - i. Chestnut, Clark, Walnut

- Employee Check Ins
 - a. Completed 34
 - b. Conversations are informative
 - c. Will send survey out to employees after all complete to garner feedback on process

- Annual Personnel Reviews
 - a. Almost complete
 - b. Will be sent to Council for reference

- Position vacancies
 - a. Received applications for all vacancies: Public Works & Utility Laborer, WRRF Operator, and Full Time Fire
 - b. Will perform interviews over the next couple weeks to hopefully present qualified candidate to Council in December

- Swanton High School Intern
 - a. Mr. Kauffman from Swanton High School reached out regarding having the Village host an intern once again
 - b. The Administration Staff are internally discussing possible projects and welcome suggestions

- Project Updates
 - a. Business & Dodge Alleys
 - i. Complete
 - ii. Walk through complete- engineer will work with contractor on any loose ends
 - iii. Seeding will wait until Spring due to weather
 - iv. The one-year correction period for this project will run from October 30, 2020 to October 30, 2021.
 - b. Safe Routes to Schools
 - i. Sent revised plans to Norfolk Southern regarding the Z-gates at the grade crossing on Main Street
 - ii. Still on track for 2021 construction
 - iii. RFQs were received last week
 - c. Beard Pavilion
 - i. Review drawing documents are almost ready to go out to bid

- Community Development Implementation Strategy
 - a. Maumee Valley Planning Organization hosted a meeting on November 16 to discuss the application period for CDBG funding (PowerPoint provided)
 - b. The Village's challenge is the criterion of low to moderate income for the programs
 - c. Will continue to research in order to present complete details to Committees on potential projects which would require income surveys of the surrounding areas

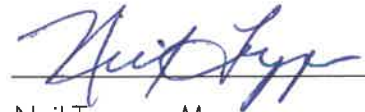
Public Comment: No public Comment

Motion to go into Executive Session at 7:17 p.m. to consider employment of a public official made by Councilman Rose seconded by Councilman Pilliod. Roll Call. Motion passed 6-0.

Mayor called Council back to order at 8:24 p.m. Roll Call 6-0.

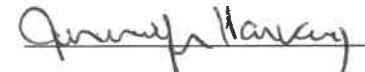
Adjourn:

Motion to adjourn meeting at 8:27 p.m. made by Councilman Rose, seconded by Councilman Rochelle. Roll Call. Motion passed 6-0.



Neil Toeppe, Mayor

Attest:



Jennifer Harkey, Fiscal Officer

Public Service Committee

November 23, 2020

6:00 p.m.

Councilman J. David Pilliod (Chair)

Councilman Rose

Councilwoman Kreuz

1. Project 8 & 9 Sewer Separation

- a. Estimated base construction cost: \$1,843,210.46
 - i. This does not include construction administration/engineering
- b. Three options for considerations
 - i. Extra lateral stubs along Mettabrook (\$20,000)
 - 1. The benefit of installing these stubs is for future connection to alleviate any issues with shared laterals
 - 2. Discussion on presenting information to homeowners on Mettabrook who may wish to have a separate lateral?
 - a. This would be at their expense
 - ii. Lowering sewer on W. Garfield (\$90,000)
 - 1. The benefit of lowering the sewer relates directly to installing a sanitary line along Munson
 - 2. This would not be requirement of current project but could benefit future projects
 - iii. Installing new storm parallel to existing storm (\$350,000)
 - 1. Concerns with the cost of this option compared to the potential benefit
 - 2. There is an existing storm sewer plus a new one added on Mettabrook
 - 3. Committee recommends waiting if the proposed improvements alleviate the issue

<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 pursuing laterals (\$20,000) and lowering sewer (\$90,000)</i>			

2. Leaf Collection Agreement

- a. Current agreement with Lammon Brothers entered into 2018 for period of 2018, 2019, and 2020
- b. Agreement language indicates the agreement can be renewed for an additional two years upon mutual agreement before end of July 2021
- c. Current cost is \$22,500
- d. From a logistic standpoint, Lammon Brothers is upholding their service provision
- e. Difficulty with leaf collection is leaves fall at different times so there may be areas with leaf piles for a week or two before leaf collection begins
- f. Lammon Brothers typically begins the last week of October and goes until first week of December, weather contingent

<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 approving contract</i>			

Public Safety Committee

November 23, 2020

6:15 p.m.

Councilwoman Kreuz (Chair)

Councilman Rochelle

Councilwoman Westhoven

1. Parking- Waterwood Farms

- a. A few residents from Waterwood Farms reached out to express concerns over the parking on Black Canyon
- b. There are times of the day when both sides of the street are full of cars
- c. Sometimes there are line of sight issues for a car at the stop sign on Waterwood (difficult to see cars heading South on Black Canyon)
- d. Chief Berg and Mrs. Hoelzle drove out to Waterwood Farms in late summer to view the situation and do see a need for discussion on the issue
- e. Chief Berg suggests discussion on prohibiting parking on the East side of Black Canyon as well as north side of Waterwood



<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 Administrator Hoelzle to draft legislation to reflect changes discussed.</i>			

Committee of the Whole

November 23, 2020

7:15 p.m.

1. Community Development Assistant
 - a. Part time position, 20 hours a week at \$15/hour
 - i. Approximate cost with PERS, Medicare, etc. is \$18,000
 - b. Performs varied administrative and analytical work with primary focuses on code enforcement and research.
 - c. Must have knowledge of Microsoft Suite due to use for code enforcement and research
2. Water service 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: Proceed with creating position and presenting to full council</i>			

- a. While doing the internal audit, as well as with conversations with reps at R.I.T.A, it was discovered that the property at 3555 Waterville Swanton has been paying inside water rates and income tax but is outside the Village
- b. Research illustrates the property owner, at the time in 2012, requested water service
- c. However, that owner never signed any official paperwork and then sold the property later in 2012
- d. McQuades made attempts to reach the new property owner but that owner never signed any paperwork
- e. The property sold again 2015 to the current owner
- f. The current owner is aware of the situation and does not wish to annex
- g. Prepared agreement reflects the Village would not request retroactive pay for outside rates and current owner would not receive reimbursement for income tax
- h. Further the agreement indicates the current owner would be subject to outside rates

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: Proceed with agreement</i>			