

# VILLAGE OF SWANTON

Council Meeting Minutes

February 8, 2021

7:00 p.m.

Prayer

Pledge of Allegiance

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

*Councilwoman Kreuz moved to approve the agenda as presented, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Councilwoman Kreuz moved to approve the January 25, 2021 meeting minutes, seconded by Councilwoman Westhoven. No Discussion. Roll Call. Kreuz, Pilliod, Stuart, Rochelle, Westhoven-YES. Rose- ABSTAIN. Motion passed 5-0-1.*

Committee report summaries: please see below.

*Councilman Pilliod moved to approve the addition of automated chemical feed and update to SCADA to the Membrane Softening Project, seconded by Councilman Rose. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Pilliod moved to accept the design changes to the Project 8 & 9 Sewer Separation Project, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Pilliod moved to support the AMI option for the meter update system, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Rochelle moved to approve the final December 2020 Financial Reports and the 2021 January Financial Reports, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

Old Business:

*Councilman Rochelle moved to proceed with Second Reading Ordinance 2021-XX: Declaring the necessity to assess all properties in the Village of Swanton, pursuant to Ohio Revised Code section 727.01. Et seq. For the cost of leaf collection, approving plans, establishing tentative assessments, and method of payment, seconded by Councilwoman Westhoven. No Discussion Roll Call. ALL YES. Motion passed 6-0.*

*Councilwoman Kreuz moved to proceed with Second Reading Ordinance 2021-XX: Declaring the necessity to assess all properties in the Village of Swanton, pursuant to Ohio Revised Code section 727.01. Et seq. For the cost of street lighting, approving plans, establishing tentative assessments, and method of payment, seconded by Councilwoman Westhoven. No Discussion Roll Call. ALL YES. Motion passed 6-0.*

New Business:

*Councilwoman Westhoven moved to accept the donation by Swancreek Township of eight (8) pairs of turn out gear for the SFRD as a result of CARES monies, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Councilwoman Kreuz moved to appoint Councilman Pilliod as the Council liaison to the Swanton Historical Society railroad project committee, seconded by Councilman Rose. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

Administrator Report:

1. COVID-19 pandemic update
  - a. Vaccine roll out in both counties going as well as it can
  - b. Kroger in Swanton is a location for vaccine distribution
  - c. The Village of Swanton has no direct affiliation with the roll out
2. Fulton County Commissioners
  - a. Reach out to Clerk of the Board and she indicated Council's April 12 meeting will work well for Fulton County Commissioners
3. Planning Commission Meeting
  - a. No January meeting as there were no substantive agenda items
  - b. February meeting
    - i. 2021 Chairman: Roger DeGood
    - ii. 2021 Vice-Chairman: Kevin Young

4. Project Updates
  - a. Project 8 & 9
    - i. Update in Water & Sewer Committee
  - b. Membrane Softening
    - i. Update in Water & Sewer Committee
  - c. Phase 2 Meter Update
    - i. Update in Water & Sewer Committee
  - d. WRRF Master Plan
    - i. Kick off meeting was held on February 3, 2021
    - ii. Fishbeck will coordinate interviews and onsite visits
  - e. Title XV Codified Ordinance Update
    - i. Initial meeting with CT Consultants
    - ii. Next step is for CT Consultants to begin a deep dive in diagnostic review of current code
    - iii. Then conversational interviews will occur
  - f. Crestwood & Woodside
    - i. Received updated quotes and will present in Public Service Committee
  - g. Beard Pavilion
    - i. Foundation work will tentatively begin before mid- April
    - ii. Building delivery is set to arrive late April
  - h. Safe Routes
    - i. Norfolk Southern Agreement is signed
    - ii. Right of Way certification is submitted to ODOT
    - iii. Detail of tentative plans as there have been some questions
      1. Installation of sidewalks
        - a. West side of Crestwood from Brookside to Swanton Elementary School
        - b. North side of Church Street from Hallett Ave to connect to existing sidewalk
        - c. East side of Elton Parkway
        - d. North side of Harding Drive
      2. Z-gates at Main Street railroad grade crossing
      3. Improvements to School Zone signage and pavement markings
      4. Crosswalk enhancement at Garfield and Elton Parkway

*Councilwoman Kreuz moved to enter into Executive Session at 7:16 p.m. for the purpose of public employee hiring, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

Mayor called Council back in to order at 7:33 p.m. Roll Call.

Councilwoman Kreuz moved to approve the hiring of Olivia Pasternak as full-time Administrative Assistant I, at \$15.00/hour contingent upon a successful completion of pre-employment background check and drug screen. Employment will be effective February 22, 2021. Ms. Pasternak will have a one (1) year introductory period effective February 22, 2021. Ms. Pasternak will accrue sick leave in accordance with policy. Ms. Pasternak is entitled to vacation and personal leave in accordance with policy.

Councilwoman Kreuz moved to adjourn meeting at 7:34 p.m., seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.



Neil Toeppe, Mayor

Attest:



Jennifer Harkey,

Fiscal Officer

## Water and Sewer Committee Meeting Minutes

February 8 2021 • 6:00 p.m.

### 1. Membrane Project

- a. Sho2af Consulting submitted first draft of General Plan for Membrane Project of which Mr. Yackee and I reviewed
- b. During the preliminary design and investigation work, it was noted that automation of various existing chemical feed systems would be beneficial to upgrade as well as upgrading the rest of the Village's SCADA system
  - i. SCADA: Supervisory control and data acquisition is the term used for digital networks and computer systems that gather and analyze real time data
  - ii. Concise definition: it allows operations and management to be monitored and automated through the system
- c. This would allow for more efficient treatment and streamline reporting
- d. These recommendations (chemical feed system modifications and upgrades to existing SCADA system) increase the original construction cost estimate from \$1,206,075 to \$1,359,510 (this does not include administrative costs)
- e. The chemical feed modifications would allow for more precise chemical feeding
- f. Operators would monitor and ensure chemicals are fed according to the needs
- g. Update to SCADA occurred with the GAC system was installed in 2013-2105; however not all of the processes were included
- h. \$152,435 increases the construction cost by 12.7% but it may cost more in the future to retrofit chemical feed systems and mobilize for modifications to SCADA.

<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> Proceed with SCADA update			

### 2. Project 8 & 9 Sewer Separation

- a. Met with Jones & Henry to discuss design to date
- b. A large portion of the road surface on West Garfield that is higher, then slopes toward the right-of-way (R/W). To correct this, in an effort to have positive drainage to the roadway, the new road surface will need to be lowered. The deepest cut is about 18 inches.

- i. Originally this was estimated to be a 6 inch cut
- c. There are several power poles on the north side of W Garfield that are in conflict with the new sidewalk.
  - i. Should start the process to have the poles moved ahead of the start of the project.
  - ii. It is not uncommon for this process to take 6 or more months.
- d. It is important to note that on W. Garfield, while lowering the roadway should correct existing drainage issues in the R/W, **if there are drainage issues outside of the R/W, these will not be corrected and will remain.**
  - i. There are no provisions to extend future storm laterals from the main to outside of the roadway pavement.
- e. Due to the elevation of the existing storm sewer on W Garfield the new storm sewer on Mettabrook will not extend all the way to Munson. Jones & Henry is designing to stop the storm sewer when there is about one foot of cover over the pipe.
  - i. Due to this shallow depth a portion of this sewer will need to be concrete pipe.
  - ii. The existing storm sewer on Mettabrook outlets to the ditch to the south. The outlet pipe passes between 517 and 519 Mettabrook.
  - iii. Jones & Henry is designing to reuse this existing outlet pipe to pick up the remaining drainage at the west end of Mettabrook.
- f. Working on process for confirmation of sanitary sewer connections
- g. Project schedule discussion
  - i. Road closed to through traffic
- h. Project cost
  - i. Estimate is now at \$2,350,000
  - ii. It was at \$2,092,000 in August of 2020

<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> Proceed with W. Garfield elevation correction. This will allow engineers to complete estimate. It will be presented to Council in full.			

- 3. Phase 2 Meter Update
  - a. Includes over 1,300 endpoints

- b. Current system is a mixed of manually reading by a Village employee walking door to door and the recent update to AMR (automatic meter reading) which allows for readings to be acquired by driving by residences
- c. AMI (advanced metering infrastructure) option would allow for readings to be transmitted electronically, through a communication device (base station and repeaters) without the need for driving by
- d. The Village would choose the reading date and the readings would then be uploaded to the current utility billing system
- e. Further, the Village would have real time data if someone calls with a question on a reading
  - i. Instead of having a Public Service crew member having to go to the property, the first step could be investigating from the Office
  - ii. With AMI, the Village can get reads on meters in real time, meaning that one could detailed consumption every day, or even every hour, rather than once a month.
  - iii. From 1/1/2020 to 1/16/2021 Public Service had 116 “Final Read” work orders, 94 “Check Meter” work orders, and 85 “Re-read” work orders
  - iv. All these work orders require onsite personnel and vary in length of time however, typically requires Public Service to quickly shift gears to tend to work order
- f. The AMI system would also have a Customer Engagement Portal where customers could monitor their usage in real time
- g. To transition from the established AMR system to AMI would increase the project by \$90,000 and then a \$9,950 annual maintenance fee
  - i. The annual maintenance fee covers any materials and labor needed at no additional cost
  - ii. A tech checks the system every two years
- h. Recently Defiance and Archbold went to the AMI system
- i. AMI would offer accurate data, create time savings as well as streamline processes, all helping to enhance customer service- the ultimate goal

<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> Proceed with AMI			

## Finance Committee Minutes

February 8, 2021 • 6:30 p.m.

Michael Rochelle (chair)

Dianne Westhoven

Tony Stuart

- 1) Financial Document Review
  - a) December 2020 (final)
  - b) January 2021
  
- 2) Lucas County LGF
  - a) Mrs. Hoelzle and Mrs. Harkey met with Lucas County officials via zoom to discuss LGF formula
  - b) Lucas County Auditor's officer was able to provide documentation of formula and history of adopting Alternative Method (as opposed to the Statutory Method per ORC) by Ordinance.
    - i) Statutory Method was based on need. Subdivisions would present to Lucas County Budget Commission annually.
    - ii) 1984 – Lucas County Auditor presented Alternative Method to Lucas County Commissions; Toledo City Council and taxing subdivisions (Providence Township rejected formula). Formula adopted 9/23/84.
    - iii) 1986 – Lucas County Budget Commission voted to continue using Alternative Method.
    - iv) 1989 – Lucas County Budget Commission voted to continue using Alternative Method. The Village of Swanton voted against.
    - v) Formula is the average of prior three year distribution divided by the average of prior three year total distribution three year average and then applied to estimated total distribution to calculate subsequent year distribution. Essentially, the average of the average of the average...
      - (1) Appears initial 'base' was the Statutory Formula
        - (a) Swanton's average applied to 1984 allocation (initial year of Statutory Formula) was \$11.90
  - c) Questions asked by Swanton
    - i) Has there been any review or analysis of the 'base' since 1984? No
    - ii) What is next step?
      - (1) Discussion amongst Lucas County Officials
      - (2) If any change in formula was to happen it would be a long process. Approval would be required by Lucas County Commissioners; City of Toledo and majority of taxing jurisdictions.
    - iii) Members of the Lucas County Budget Commission indicate they are in favor of reviewing the formula.
  
- 3) Public Safety Grant application(s) – Fire – Ohio Fire Marshals and AFG. Both grants planned for with the CIP.