

# VILLAGE OF SWANTON

Council Meeting Minutes

February 22, 2021

7:00 p.m.

Prayer

Pledge of Allegiance

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

*Motion to approve agenda made by Councilman Stuart, seconded by Councilman Pilliod. Roll Call. ALL YES. Motion passed 5-0.*

*Motion to approve February 8, 2021 meeting minutes made by Councilman Stuart, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 5-0.*

Councilman Pilliod summarized discussion from Public Service Committee: Recommendation to proceed with Crestwood OPWC Round 36 grant application; Proceed with Woodside project; Leave Swanton Village Codified Ordinances §90.06 regarding Fowl the same; Update on Swanton Railroad Park Project; Formalizing Tournament reservation process.

Councilwoman Kreuz provided summary of Public Safety Committee discussion: Proceed with Fire Department regional grant application for radios; gather more information and direction of end goal on an organizational study on the fire department.

Old Business:

*Third 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 made by Councilwoman Kreuz, seconded by Councilman Stuart. Roll Call. ALL YES. 5-0.*

*Third 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 made by Councilman Rochelle, seconded by Councilwoman Kreuz. Roll Call. ALL YES. 5-0.*

New Business:

*Councilwoman Kreuz moved to suspend the rules for Emergency Ordinance 2021-XX: Authorizing The Village Administrator And/or Mayor To Apply For, Accept, And Enter Into A Water Supply Revolving Loan Account (WSRLA) Agreement On Behalf Of The Village Of Swanton For Planning, Design, And/or Construction Of Water Treatment Plant Membrane Softening Improvements And Designating A Dedicated Repayment Source For The Loan, seconded by Councilman Stuart. Roll Call. ALL YES. 5-0.*

*Motion to authorize The Village Administrator And/or Mayor To Apply For, Accept, And Enter Into A Water Supply Revolving Loan Account (WSRLA) Agreement On Behalf Of The Village Of Swanton For Planning, Design, And/or Construction Of Water Treatment Plant Membrane Softening Improvements And Designating A Dedicated Repayment Source For The Loan made by Councilman Rose, seconded by Councilman Pilliod. Roll Call. ALL YES. 5-0.*

*Councilman Rose moved to suspend the rules for Emergency Resolution 2021-XX: Authorizing the submission and support of an application to FEMA for the Assistance for Firefighters Grant for vehicle exhaust system seconded by Councilman Rochelle. Roll Call. ALL YES. 5-0.*

*Motion to authorize the submission and support of an application to FEMA for the Assistance for Firefighters Grant for vehicle exhaust system made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. ALL YES. 5-0.*

*Councilman Rochelle moved to suspend the rules for Emergency Resolution 2021-XX: Authorizing the submission and support of an application to Division of State Fire Marshal for the Fire Department Equipment Grant for hose and turnout gear seconded by Councilman Rose. Roll Call. ALL YES. 5-0.*

*Motion authorizing the submission and support of an application to Division of State Fire Marshal for the Fire Department Equipment Grant for hose and turnout gear made by Councilman Rochelle, seconded by Councilman Rose. Roll Call. ALL YES. 5-0.*

*Councilman Rose moved to suspend the rules for Emergency Resolution 2021-XX: Authorizing the submission and support of an application to FEMA for the Assistance for Firefighters Regional Grant (if applicable) for radios seconded by Councilman Rochelle. Roll Call. ALL YES. 5-0.*

*Motion authorizing the submission and support of an application to FEMA for the Assistance for Firefighters Regional Grant (if applicable) for radios made by Councilman Rochelle, seconded by Councilman Rose. Roll Call. ALL YES. 5-0.*

*Councilwoman Kreuz moved to suspend the rules for Emergency Ordinance 2021-XX: Vacating An Alley in the Village of Swanton seconded by Councilman Rochelle. Roll Call. ALL YES. 5-0.*

*Motion to vacate An Alley in the Village of Swanton made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. ALL YES. 5-0.*

Administrator Report:

1. Snow removal update
  - a. Public Service crews kept up with the snow as best they could
  - b. Chief Berg, Mr. Tedrow, and Mrs. Hoelzle were in communication throughout the snowfall regarding parking emergency and snow removal logistics
  - c. Great use of the CivicReady system.
    - i. Pushed out “sign up” messages between February 5 snow fall and the February 15 snow fall
    - ii. February 5 Emergency notification
      1. Emails: 66
      2. Texts: 123
      3. Calls: 35
    - iii. February 15 Emergency notification
      1. Emails: 69
      2. Texts: 146
      3. Calls: 39
  - d. Cul-de-sacs and alleys continue to be trouble spots
    - i. Working with Mr. Tedrow on possible solutions moving forward
    - ii. Specific equipment for tight areas may be feasible
  - e. Main concern for week of February 22 is rising temperatures which can lead to possible flooding if catch basins aren’t cleared properly to allow for drainage
2. Project Updates
  - a. Project 8 & 9
    - i. Permit to Install (PTI) submitted
    - ii. Finalized address list to begin coordinating messages to those who will primarily be affected
    - iii. Will first send out postcard as a “heads up” about the upcoming project
    - iv. Hope to create an email/contact list as a quick way to update those residents
  - b. WRRF Master Plan

- i. Continuing the information gathering phase
- c. Membrane Softening
  - i. Permit to Install (PTI) submitted
- d. Memorial Park
  - i. Drainage
  - ii. Upper parking lot seal and stripe
- e. Phase 2 Meter Update
  - i. Order sent in for materials
  - ii. Will work on "Open House" to inform residents of the upcoming project
    - 1. A virtual option which will be recorded
  - iii. Kick off meeting with internal Staff and vendor is set for February 25
- f. Beard Pavilion
  - i. Still on track to begin in late April
- g. Safe Routes
  - i. Bid Opening tentatively scheduled for March 18, 2021 (need confirmation from ODOT)
  - ii. Substantial completion by end of August
- h. Sidewalk Replacement Grant Program
  - i. Received three applications from property owners
  - ii. Public Service confirmed sections present trip hazard
  - iii. Quote from contractor to replace those sections of sidewalks total \$3,800
  - iv. One to one grant to property owner leaves \$1,900 as Village's portion
- i. Facade Enhancement Program
  - i. Applications due February 26

*Motion to enter Executive Session at 7:23 for the purpose public employee hiring made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed. 6-0.*

*Mayor called Council back in to order at 7:37. Roll Call.*

*Move to approve hiring of Kyle Penzinski as full-time Public Works & Utility Laborer, at \$16.00/hour contingent upon a successful completion of pre-employment background check and drug screen. Employment will be effective March 1, 2021. Mr. Penzinski will have a one (1) year introductory period. Mr. Penzinski will accrue sick leave in accordance with policy. Mr. Penzinski is entitled to personal leave in accordance with policy. Mr. Penzinski will be granted 40 hours of vacation leave upon hire. Mr. Penzinski will be required to obtain an Ohio EPA certification: wastewater collections, within 15 months of hire made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. Motion passed 5-0.*

Adjourn:

*Motion to adjourn meeting at 7:40 p.m. made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.*



Neil Toeppe, Mayor

Attest:



Jennifer Harkey,

Fiscal Officer

# Public Service Committee

February 22, 2021

6:00 p.m.

Councilman J. David Pilliod (Chair)

Councilman Rose

Councilwoman Kreuz

## 1. Crestwood

- a. Updated quote: \$736,000
  - i. Construction cost: \$638,000
    - 1. Road (including curb and gutter): \$435,500
    - 2. Water main: \$144,500
  - ii. Engineering: \$98,000
- b. The new water main would likely be on the east side of the road, where the existing main is.
- c. Poggemeyer typically recommends abandoning the existing main unless the owner wishes to have it removed or if it is in conflict with the proposed work.
- d. This proposed project would also install fire hydrants in a more readily accessible location along Crestwood

<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 OPWC Round 36 funding application</i>			

## 2. Woodside

- a. Updated quote: \$108,000
  - i. Construction cost: \$97,900
  - ii. Engineering cost: \$10,100
- b. Poggemeyer designed to have 2-1/2 inches going back on, so if possible they will mill off the full 2-1/2 inches to avoid messing with any driveway elevations.
  - i. If it is decided to not do pavement cores, or it does not appear that we can safely mill off 2-1/2 inches, we'll mill 1 to 1-1/2 inches and feather in to meet the existing drives.

- ii. This gets a little more complicated with existing concrete drives, but it can be done, or we can adjust the thicknesses if desired.
- c. With the relatively smaller scale of this project, it may be possible to add small road cuts, throughout the Village, to this project.
  - i. To be determined on quantity and if that may inflate bid prices
- d. Money allocated in Street Construction, Maintenance, and Repair Fund can be used towards this project

<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 project in 2021</i>			

3. Fowl

- a. Swanton Village Codified Ordinance § 90.06 *FARM ANIMALS PROHIBITED*.
- b. *No person shall keep or harbor any horses, cows, steer, fowl or swine within the village*

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: No amendment to §90.06 at this time</i>			

4. Swanton Depot Project

- a. Councilman Pilliod will provide an update on the meeting with the Swanton Historical Society
- b. Councilman Pilliod stated the \$150,000 grant will need to be spent by June 30, 2022. It a reimbursing grant, so the Swanton Historical Society is working on raising funds. They are also finalizing engineering plans.

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: Ongoing discussions and updates</i>			

5. Tournaments at Memorial Park

- a. Mr. Tedrow received a call regarding a baseball tournament at Memorial Park
- b. This happens annually and typically has no issues
- c. This does not go through Swanton Recreation (managed through Swanton Local School District)

- d. Mr. Tedrow and I discussed a more formal tournament policy/procedure as there currently is nothing formal to the process
  - i. Reservations
  - ii. Calendar of availability (sometimes the Village does not get notification of a tournament happening... this is not frequent)
  - iii. Regulations of use by tournament organization
  - iv. Certificate of insurance
  - v. Possible fee structure
- e. For example- there is nothing formal about emptying garbage bins so if the bins get full on a Saturday, typically we do not incur overtime to have them emptied over the weekend and many times the organizers will clean up (however no set procedure at this time)

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: Recommendation is for Mrs. Hoelzle to draft a policy and present to Council.</i>			



# Public Safety Committee

February 22, 2021

6:30 p.m.

Councilwoman Kreuz (Chair)

Councilman Rochelle

Councilwoman Westhoven (excused)

1. Grant application

- a. Chief Schaffer can discuss the regional grant application spearheaded by the City of Oregon for radios
- b. If recommended, resolution is under New Business

<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 grant application</i>			

2. Organizational study- SFRD

- a. Committee requested to place on February agenda for regroup.
- b. Refresher on proposal: All facets will be reviewed to determine operational and administrative efficiencies, internal division and community communication effectiveness, personnel development, compliance with local, state and federal law, and industry best practices. The study will determine the current level of service and future response needs of the community. All areas of review will include a focus on employee safety, safety of the public, and risk management for the fire & rescue division and village.
- c. Chief Schaffer expresses his desire to work toward a strategic plan

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: Define goals of developing a plan. Look for grant opportunities. Present to Fire Advisory Board.</i>			

## Committee of the Whole

February 22, 2021 • 7:45 p.m.

### 1. General Utility Status

- a. Staff has spent the last six (6) months compiling information, analyzing, and reviewing utility accounts
- b. Majority of discrepancies centered on storm water utility
  - i. Identified many accounts which were under charged
    1. A couple properties requested an adjustment to their storm water utility bill per the Codified ordinance procedure
    2. § 54.09 RIGHT TO APPEAL.
      - a. (A) *A non-residential property owner may challenge the ERU multiple assigned his or her property by filing an appeal with the Village Administrator for adjustment thereof, stating in writing the grounds for the appeal. The Administrator shall cause appropriate investigation thereof and report the findings to the property owner. The Administrator shall consider the appeal and determine whether an adjustment of the ERU multiple for any such lot or parcel is necessary, and adjust such ERU multiple if appropriate.*
      - b. (B) *If the property owner is not satisfied with the finding, a public hearing before the Village Council may be requested. Council shall make a decision based on the evidence presented and the need to protect, preserve, and improve the village's storm water drainage system, equal treatment of like properties, fairness to unique properties, and the health and welfare of village residents. Council may affirm, modify or reverse any decision of the Village Administrator. After consideration, the Village Council shall issue a written decision to the property owner which shall be the final decision of the village.*
    3. Mrs. Hoelzle approved adjustments where appropriate
    4. One property is requesting a public hearing before Council regarding the adjustment approved
    5. *Recommend April 12, 2021 public hearing*
  - ii. Also identified properties which were not being charged at all
- c. This review led up to the creation of a Utility Status Map to easily identify if properties are currently being charged appropriately

- d. With this map we are able to identify more properties which are not charged accordingly
  - i. Water, Sewer, Storm Water

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: Continue to pursue</i>			