

VILLAGE OF SWANTON

Council Meeting Minutes

March 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. Roll Call. No Discussion. ALL YES. Motion passed 6-0.

Councilwoman Kreuz moved to approve the February 22, 2021 meeting minutes, seconded by Councilman Stuart. No Discussion. Roll Call. Kreuz, Pilliod, Stuart, Rochelle, Rose - YES. Westhoven- ABSTAIN. Motion passed 5-0-1.

Committee report summaries: please see below.

Councilman Pilliod moved to schedule Foertmeyer storm water charge appeal hearing on April 26, seconded by Councilman Rose. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Rochelle moved to approve February 2021 Financial Reports, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Mayor Toeppe requested Council recognized Mrs. Harkey for her work in the finance office and on the budget.

Presentation: Mr. Rudy Ruiz, Resource Management Consultants presented on Workshop, Training and Coaching for the Continuous Organizational Improvements of the fire department and well as grant information.

New Business:

1. Families First Coronavirus Response Act (FFCRA) leave
 - a. The requirement that employers provide paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act (FFCRA) expired on 12/31/2020.
 - b. Village Council approved extension until 3/31/2021
 - c. Councilman Rochelle requested this be brought up again before expiration on 3/31/2021
 - d. There have been employees utilizing this leave since January; two (2) currently on this leave

Councilman Rochelle moved to extend FFCRA leave to May 31, 2021, seconded by Councilman Rose. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

The Staffing for Adequate Fire and Emergency Response Grant discussed presented by Mr. Ruiz is due March 12. A motion is required if Council wishes to pursue. Councilman Rochelle requested the wording in the ordinance changed to reflect Council is not obligated to pursue study if grant funding is not awarded.

Councilman Rochelle moved to suspend the rules for Emergency Resolution 2021-XX: authorizing The Submission and Support of an Application to FEMA for The Staffing for Adequate Fire and Emergency Response Grant, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.

Motion authorizing The Submission and Support of an Application to FEMA for The Staffing for Adequate Fire and Emergency Response Grant as amended made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.

First Reading Resolution 2021-XX: authorizing The Village Administrator to Submit an Application to Participate in The Ohio Public Works Commission (OPWC) State Capital Improvement and/or Local Transportation Improvement Program(S) And to Enter into Any Agreements as Required for Crestwood Road Improvements moved by Councilman Pilliod, seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 6-0.

Administrator Report:

1. COVID-19 pandemic related update
 - a. Vaccine
 - i. Johnson & Johnson vaccine approved by FDA

- ii. Ohio will transition to Phase 1C and Phase 2 (law enforcement is included)
 - b. Governor DeWine announced a loosening of restrictions which includes guidelines for fairs, festivals, and parades (guidance will be forthcoming)
 - c. American Rescue Plan Act of 2021
 - i. Monitoring the bill as it relates to direct payment to communities throughout the United States
 - d. Village related
 - i. Pavilion rentals: June (1), July (3), August (3)
 - ii. Community Center: July (1)
 - iii. Will continue to monitor the situation
- 2. Planning Commission Meeting
 - a. March meeting- provided updates on ongoing topics: Paigelynn Place, sidewalks, MS4
- 3. Fulton County Regional Planning
 - a. Met on February 23 and provided updates on various initiatives
 - b. Discussed the Comprehensive Plan created by MVPO
 - c. Volunteered to edit plan and provide some more insight from Eastern Fulton County
- 4. Fire Advisory Board
 - a. Meeting scheduled for March 17 in Community Center
- 5. Façade Enhancement Program
 - a. Received five (5) applications
 - b. Will review with Chairman of Downtown Design Review Board for compliance and then take to the entire group for review/scoring
- 6. General Updates
 - a. April 12 Fulton County Commissioners will be in attendance
 - b. April 12- Public Hearing set for Valleywood appeal to storm water service charge
 - c. March 20: socially distanced clean up at Memorial Park
 - d. Brush pick up begins in early April
 - e. Water shut offs, more than likely, will begin again on April 5
 - f. Codified Ordinance review is beginning in earnest. Updates in upcoming Committee of the Whole meetings

7. Project Updates

- a. Project 8 & 9
 - i. Postcard sent out
 - ii. Set up new group in CivicReady: SwantonProjects
- b. Membrane Softening
 - i. Preliminary submissions made
 - ii. No major update at this time
- c. Phase 2 Meter Update
 - i. Internal kick off meeting on February 25
 - ii. Total number of meters which will be updated (at this point): 1,336
 - iii. Narrowing down locations for base station and repeaters
 - iv. Looking at late March to conduct an informational session, via Zoom.
- d. WRRF Master Plan
 - i. Update from Fishbeck on progress- still gathering data
- e. Title XV Codified Ordinance Update
 - i. Conversational interviews set for March 16
 - ii. Please let me know if anyone is interested in participating
- f. Crestwood
 - i. Still plan on apply for OPWC monies in September 2021
- g. Woodside
 - i. Agreement signed with Poggemeyer to begin work for the road improvement project in 2021
- h. Beard Pavilion
 - i. Approved architectural drawings
- i. Safe Routes
 - i. Bid Opening moved to March 24
 - ii. Due to fifth Monday in march there will be three weeks between meetings
 - iii. The engineers have to submit documentation by April 15.
Recommendation is to schedule a special meeting to award contract rather than waiting until the regular April 12 meeting. Engineers have to submit documentation by April 15, the April 12 meeting is very short turnaround if there are any issue to address.

Councilman Rose moved to schedule Special Meeting to award Safe Routes contract on April 5, at 6:00pm, location to be determined, seconded by Councilman Stuart. Roll Call. ALL YES. Motion passed 6-0.

8. Division Reports

- a. Please see reports provided for details

Personnel Report:

Recommendation to hire seasonal worker to help with brush pick-up, lawn mowing and other general tasks as needed.

Move to approve hiring Collin Loeffler Part-time Public Service-Seasonal in the Public Service Division at an hourly rate of \$12.00 per hour, up to 20 hours per week, pending clear pre-employment drug screen and background check effective March 29 to November 5, 2021 made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.

Councilman Rochelle moved to enter into Executive Session at 7:46 p.m. for the purpose of public employee hiring; consider the sale of property at competitive building; to consider employment of public official seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Mayor called Council back in to order at 9:34 p.m. Roll Call.

Councilwoman Kreuz moved to approve re-hiring of Cuyler Kepling as a full-time member of the Fire and Rescue Division, effective April 4, 2021 at an hourly rate of \$15.20/hour contingent on successful completion of physical exam, drug screen, and background check. Mr. Kepling is subject to a 6-month introductory period effective April 4, 2021. Mr. Kepling will accrue personal leave, sick leave, and vacation leave according to policy, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Further, Mr. Kepling must submit a letter, no later than March 13, 2023, from the State of Ohio, illustrating completion of Ohio Paramedic certification. Upon receipt of said letter, Mr. Kepling's wage will be increased to the appropriate firefighter/paramedic wage/hour once presented and approved by Council.

Mr. Kepling understands reimbursement to the Village for the physical exam expense if he leaves before two years employment with the village.

Mr. Kepling understands the reimbursement and condition of employment to become a paramedic by March 1, 2023. In addition he has three chances to pass paramedic exam. If not successful after three chances the course cost will be reimbursed to the Village by Mr. Kepling.

Councilwoman Kreuz moved to approve the hiring of Brian Groves as a full-time member of the Fire and Rescue Division, effective April 5, 2021 at an hourly rate of \$16.20/hour contingent on successful completion of physical exam, drug screen, and background check. Mr. Groves is subject to a 6-month introductory period effective April 5, 2021. Mr. Groves will accrue personal leave, sick leave, and vacation leave according to policy, seconded by Councilman Rochelle. No Discussion. ALL YES. Motion passed 6-0.

Mr. Groves understands reimbursement to the Village for the physical exam expense if he leaves before two years employment with the village.

Councilman Rochelle moved to accept resignation of FF Colin Baney, effective March 5, 2021, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.

Councilman Rochelle moved to adjourn meeting at 9:38 p.m., seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.


Neil Toeppe, Mayor

Attest: 
Jennifer Harkey,
Fiscal Officer

Committee of the Whole

March 8, 2021 • 6:00 p.m.

1. Marketing & Communications

- a. Councilman Rose is recommending a marketing firm be contacted to address communication in the public eye as it relates to village matters. Mrs. Hoelzle reached out to a firm to gather preliminary details.

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| <i>More Discussion Needed</i> | YES | NO | If yes, resume when: |
| <i>Decision/Recommendation</i> | YES | NO | No Decision Needed |
| <i>Decision Details/Comments: Recommend Mrs. Hoelzle to contact marketing firm to finalize scope of agreement.</i> | | | |

2. HR Policy & Procedures

- a. Discussion of utilizing a third party, such as Employer's Association, to assist with review of policies and procedures
- b. Have used Employer's Association for multiple trainings and HR related topics in the past

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| <i>More Discussion Needed</i> | YES | NO | If yes, resume when: |
| <i>Decision/Recommendation</i> | YES | NO | No Decision Needed |
| <i>Decision Details/Comments: Recommend Mrs. Hoelzle to schedule and finalize scope of expectations.</i> | | | |

Water and Sewer Committee Meeting Minutes

March 8, 2021 • 6:15 p.m.

J. David Pilliod– Chairman

Tony Stuart

Craig Rose

1. MS4 & Storm Water Management Plan

- a. USEPA and Ohio EPA began Phase II MS4 NPDES Permitting in 2003 for “small” communities.
- b. Small Municipal Separate Storm Sewer Systems (MS4s) in “urbanized areas” as determined by the Census Bureau were included, along with other areas as determined by Ohio EPA.
- c. Swanton is included in the far western edge of the Toledo Urban Area.
- d. Other communities already in this program include Sylvania, Perrysburg, Maumee, Lucas County and several Lucas County Townships.
- e. Swanton avoided this program until 2016, when most of the Village’s combined sewers were separated into sanitary and storm sewers.
- f. Permitting involves submittal by the Village of a Notice of Intent (NOI) to be covered under the “general” MS4 permit, along with a Storm Water Management Plan (SWMP).
- g. Becoming a “co-permittee” with the other Lucas County small MS4s is not a probable option because the great majority of Swanton is in Fulton County.
- h. OEPA is going to come out with new details for MS4 permittees so that may affect the SWWP
- i. Village Staff will do the best we can for compliance but there may be a need to engage with a consultant for more technical side of compliance
- j. May also look into resources through TMACOG: Stormwater Action Group (no additional cost) and Stormwater Coalition (cost to join)

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| <i>More Discussion Needed</i> | YES | NO | If yes, resume when: |
| <i>Decision/Recommendation</i> | YES | NO | No Decision Needed |
| <i>Decision Details/Comments: Recommend Mrs. Hoelzle to continue to utilize resources as necessary to comply with MS4 requirements</i> | | | |

2. Storm water Utility
 - b. Met with reps from Foertmeyer Greenhouse who also wish to appeal storm water service charge per Codified Ordinances
 - c. Recommend a Public Hearing for April 26 at 7:00 p.m.

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| <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 scheduling hearing</i> | | | |

Finance Committee Minutes

March 8, 2021 • 6:30 p.m.

Michael Rochelle (chair)
 Dianne Westhoven
 Tony Stuart

- 1) Financial Document Review
 - a) February 2021
- 2) 2021 Permanent Budget
 - a) Mrs. Harkey provided the 2021 Permanent Budget for review. She also provided a detailed review of new procedures implemented and/or improved upon with in the finance office over the last several years.