

# VILLAGE OF SWANTON

Council Meeting Minutes

March 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

*Motion to approve agenda made by Councilwoman Westhoven, seconded by Councilman Stuart. Roll Call. ALL YES. Motion passed 6-0.*

*Motion to approve March 8, 2021 meeting minutes made by Councilman Stuart, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

Committee reports: Committee of the Whole; Public Service; Public Safety. See below.

Old Business:

*Second 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 made by Councilman Rose, seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 6-0.*

New Business:

*Councilwoman Kreuz moved to suspend the rules for Emergency Ordinance 2021-XX: Approving the Permanent 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 2021 Permanent Appropriations to Provide for The Current Expenses and Other Expenditures During the Fiscal Year Ending December 31, 2021 made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Rochelle moved to suspend the rules for Emergency Resolution 2021-XX: Authorizing the Village Administrator to participate in the ODOT Road Salt Contract for The 2021-2022 Winter Season seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

*Motion authorizing the Village Administrator to participate in the ODOT Road Salt Contract for The 2021-2022 Winter Season made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Rose moved to suspend the rules for Emergency Resolution 2021-XX: Approving of The Solid Waste Management Plan Update for The Joint Solid Waste Management District of Defiance, Fulton, Paulding and Williams Counties, Ohio (if applicable) seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 6-0.*

*Motion approving of The Solid Waste Management Plan Update for The Joint Solid Waste Management District of Defiance, Fulton, Paulding and Williams Counties, Ohio (if applicable) made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Rochelle moved to suspend the rules for Emergency Resolution 2021-XX: Authorizing The Submission and Support of an Application to The Scotts Field Refurbishment Grant Program (if applicable) seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

*Motion authorizing The Submission and Support of an Application to The Scotts Field Refurbishment Grant Program (if applicable) made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.*

Administrator Report:

1. American Rescue Plan

- a. For non-entitlement cities (with populations under 50,000), funds will pass through the state and states have 30 days to get the first tranche of funds (50%) to non-entitlement cities. States can apply for an extension under certain circumstances
- b. The final 50% will be available 12 months later
- c. All funds must be spent by December 31, 2024
- d. The bill provides four eligible areas for expense:

- i. Respond to the public health emergency with respect to the COVID-19 or its negative economic impacts, including assistance to households, small businesses, and non-profits, or aid to impacted industries such as tourism, travel, and hospitality;
  - ii. Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the county that are performing such essential work, or by providing grants to eligible employers that have eligible workers that perform essential work;
  - iii. For the provisions of government services to the extent of the reduction in revenue (i.e. online, property or income tax) due to the public health emergency relative to revenues collected in the most recent full fiscal year of the county prior to the emergency (i.e. January 20, 2020);
  - iv. Make necessary investments in water, sewer, or broadband infrastructure.
- e. I sat in on a call with a representative from the National League of Cities through Ohio Municipal League
- i. Long story short: there is still much to digest with logistics
    - 1. Create new fund?
    - 2. Legislation to amend budget?
    - 3. Spend on budgeted items?
  - ii. Department of Treasury as well as State of Ohio OBM and Auditor's Offices will hopefully have more information soon

## 2. General Updates

- a. April 12: Fulton County Commissioners attend meeting
- b. March 20: update of Memorial Park clean up
- c. May 8: Bulk Drop Off Day

## 3. Project Updates

- a. Project 8 & 9
  - i. Advertise in April
  - ii. Award contract at May 24 Council Meeting
  - iii. Due to funding timeline, contract will not be signed until August
  - iv. Worked anticipated to begin in October and extend over the winter into Spring 2022
  - v. When contractor is laying pipe the road will be closed to through traffic

- vi. Once road works begins, especially on W. Garfield, residents will not have access to their driveways to allow enough time for concrete to settle
- vii. The mailboxes on Mettabrook and W Garfield will need to be removed for the work. Mrs. Hoelzle will begin to evaluate if the existing mailboxes reinstalled, however an option would be for the Village to purchase new mailboxes for the residents.
- viii. There will need to be coordination on where residents can park, garbage pickup, mail delivery, etc.
- b. WRRF Master Plan
  - i. Mr. Geise met with reps from Fishbeck and will schedule an onsite inspection soon
- c. Membrane Softening
  - i. The design documents are taking shape
  - ii. Hope to submit to Ohio EPA in the next few weeks.
  - iii. Reps with Shoaf Consulting will visit the plant on March 23 to perform jar testing to ascertain if it is beneficial to switch coagulants to ACH from Alum. ACH (aluminum chlorohydrate) does not depress the pH as much and would require less caustic soda.
- d. Memorial Park
  - i. Drainage
    - 1. Meeting with Poggemeyer on March 24 to discuss next steps
  - ii. Upper parking lot seal and stripe
    - 1. As soon as weather stabilizes and asphalt plants are open this will be completed
- e. Phase 2 Meter Update
  - i. Informational Zoom meeting will be held on March 31 at 6:00 p.m.
  - ii. More information will be published in the upcoming days
- f. Beard Pavilion
  - i. Still on track to begin in late April
- g. Safe Routes
  - i. Bid opening on March 24
  - ii. Special Meeting on April 5 to award contract
- h. Title XV Codified Ordinance Update
  - i. Conversational interviews occurred on March 16
  - ii. Thank you to all who participated
- i. Sidewalk Replacement Grant Program
  - i. Three (3) applications
  - ii. Set for Spring 2021 work

- j. Facade Enhancement Program
  - i. Six (6) applications
  - ii. Chairwoman of the Downtown Design Review Board and I visited the properties to review for compliance of criteria
  - iii. Board will meet in early April to provide recommendation on which projects to fund
- k. TMACOG Grant EPA – NW Ohio workforce jobs
- l. Swancreek Township – Share cost of cracksealing

Personnel Report:

Seasonal Hire -

*Move to approve hiring Dennis Watchowski 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 Kreuz. Roll Call. ALL YES. Motion passed 6-0.*

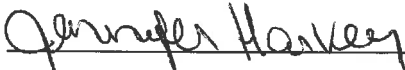
Public Comment:

Julia Benfield and Cat Kania of Benfield Wines and CK Sweets pleaded with council support Swanton businesses, specifically the downtown district. They suggested reviewing what other villages and cities have done to support their businesses; implemented a DORA; and installing wayfinding signs to direct traffic to downtown.

Adjourn:

*Motion to adjourn meeting at 7:59 p.m. made by Councilman Rose, seconded by Councilman Stuart. Roll Call. Motion passed 6-0.*

  
\_\_\_\_\_  
Neil Toeppe, Mayor

Attest:   
\_\_\_\_\_  
Jennifer Harkey,  
Fiscal Officer

Committee of the Whole

March 22, 2021 • 6:00 p.m.

1. Communications

- a. Continuation of communications strategies discussed at the March 8 meeting
- b. Contacted Hennes Communications. The Village can utilize as necessary and will be billed at an hourly rate.

<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> Councilmembers wish to pursue for various reasons: consistency with village responses; liability protection; as needed for issues that may arise. Councilman Pilliod does not wish to proceed.			

2. Training schedule payments

- a. The Personnel Handbook allows for the Village to pay full tuition for employees taking noncredit courses leaded to a State licensure within their field of employment (licensures are listed in Handbook Section 7.7)
- b. Section 7.7 (B)(3) states: "Work Schedule: Council will determine if Employees will be paid for classroom time on a case by case basis. Employees may, however, use personal or vacation leave for purpose of formal classroom instruction."
- c. There will be employees who will be pursuing paramedic courses in the upcoming months.
  - i. Discussion of shift coverage if needed during course offering
- d. Further, there are and will be employees who will begin Ohio EPA licensure courses
  - i. Current employee takes the course once a week on Tuesday evenings from home virtually from 7:00 p.m. to 10:00 p.m.
  - ii. No other employee is filling in this position since the regular work day is 7:00a.m.-3:30p.m.
- e. Discussion of paying for classroom time on a case by case basis as illustrated in Section 7.7 (B) (3). Each department or situation is unique. Councilman Rose preferred option of flex-time and overtime if necessary.

<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> Councilman Rose deferred to Mrs. Hoelzle and supervisors to determine best course of action.			

3. Tree Commission appointment

- a. After Councilman Dzyak's passing, there was never a new Council appointee to the Tree Commission
- b. Tree Commission meets on the third Mondays of the month at 6:00 p.m.
- c. Mayor Toeppe and Mrs. Hoelzle have drafted an updated policy regarding the tree commission. It will presented at a later date.

<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> Councilman Rose tasked councilmembers to think of appointee suggestions.			

# Public Service Committee

March 22, 2021

6:15 p.m.

Councilman J. David Pilliod (Chair)

Councilman Rose

Councilwoman Kreuz

## 1. Joint Solid Waste Management District

- a. Council approve adoption of previous revisions in 2009 and 2015
- b. Complete Plan is in Dropbox for review
- c. There are three overriding purposes of this planning process: to reduce the amount of waste Ohioans generate and dispose of; to ensure that Ohio has adequate, protective capacity at landfills to dispose of its waste; and to reduce Ohio's reliance on landfills
- d. The draft plan does not raise fees
- e. Must be adopted by legislative authority within 90 days of receiving the documents.
- f. Village received on Thursday February 25
- g. Mrs. Hoelzle questioned the information in Appendix H where it indicates the Village of Swanton did not return a survey form
- h. She found the email where it was returned in 2017 and sent it along
- i. Mrs. Hoelzle asked if it could be reflected as an amendment to the Draft plan; below is the response:

*i. I really doubt it. The Policy Committee (responsible for District plan) used the data provided to them at that time to create ESTIMATEs for their strategic evaluation of the data and how the survey data was collected and reviewed. This does not change the plan direction or programs, it is an inaccurate fact, but that remiss isn't enough to warrant additional meetings, reviews, public hearing, public notices, etc. which is a LENGTHY process to obtain approvals. I will write in my copy, so the error will be removed at the next plan rewrite...but then it will probably be a different version and not applicable. I do write changes and updates to discuss annually with the Policy Committee, they will be made aware of this, but it doesn't change the 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:</i> Recommendation is to adopt as presented			

2. Swanton Railroad Park Project

- a. Survey of property
  - i. Quote from DGL is \$4,425
  - ii. Historical Society is willing to pay 50% of this (\$2,212.50)
  - iii. Important as it relates to area of land to use
- b. Discussion of land for lease agreement
  - i. Please see enclosed photo for discussion
  - ii. Lease agreement is needed per stipulations of the funding received from the State of Ohio to the Swanton Historical Society
  - iii. Minimum of 15 years' lease
  - iv. What/how much land is being leased?
- c. Phase 1 Environmental
  - i. Swanton Historical Society is acquiring quotes for services to perform a Phase 1 Environmental Site Assessment
  - ii. The intent of the report is to assess if current or historical property uses have impacted the soil or groundwater beneath the property and could pose a threat to the environment and/or human health.
  - iii. This is essential environmental due diligence to ensure no regulatory compliance is needed
- d. Mona Dyke was in attendance on behalf of the Swanton Historical Society. After some discussion, Mr. Lehenbauer and Mrs. Hoelzle will work on a draft lease agreement; Mr. Kevin Short will send overlay of proposed park.

<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> Council expressed support for the project, but need more information before making a decision in regards to scope of involvement.			

3. Grant application

- a. Scotts Field Refurbishment Program 2021 Grant

- i. In 2021, the Scotts® Field Refurbishment Program will provide grants of products and services, with a value up to \$50,000, to four youth-serving organizations that are in need of renovations to existing ballfields. Applications will be accepted from February 24, 2021 – April 9, 2021, with project work to take place in the Summer of 2021. A blue ribbon panel of judges – including Ryan Howard, Jenine Finch, representatives from Scotts & MLB – will determine the final grantees.
- b. Varsity Baseball Coach Josh Siewart and Becky O’Shea reached out regarding this opportunity
- c. Each refurbishment will include one (1) infield makeover that incorporates a new infield with sod and infield dirt. Other enhancements may include: New pitcher’s mound; New home plate and batter’s boxes; New bases and anchors
- d. It is labeled as a “grant program” but it will provide products and services
- e. It is not very clear if the community would have to perform the work or if it would be 100% complete by the program itself
- f. As the field is at Memorial Park, the owner of the property is the Village of Swanton
- g. Is there any issue supporting this grant application?

<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> Council supports grant			

4. Facility Use at Memorial Park

- a. The intent of the proposed document is to have a general plan in place for those who wish to reserve facilities at Memorial Park for tournaments
- b. As I worked on the proposed outline I began to realize how quickly other situations could arise such as soccer and pickleball.
- c. Draft provided

<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 revisions to draft; clarify use, etc.			

# Public Safety Committee

March 22, 2021

6:30 p.m.

Councilwoman Kreuz (Chair)  
Councilman Rochelle  
Councilwoman Westhoven (excused)

1. Fire Advisory Board update
  - a. Levy rescinding conversation
    - i. Fulton Township has an additional levy on the ballot this May 2021
    - ii. Swancreek Township believes they have enough funds to not have to place an additional levy
    - iii. Back in July 2020 when all three (3) entities met at the SFRD station, Council expressed that if levies were successful in the respective Townships then it would work towards rescinding the Village's current levy (please see July 9, 2020 Joint Meeting Minutes, in Dropbox, for more details)
  - b. Subsequent conversations will ensue to amend current contract language to

<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 providing information to the public. Council is still in agreement to rescind levy if other entities successful.			

reflect any changes necessary

2. Workforce Innovation & Opportunities Act (WIOA)
  - a. Administered through OhioMeansJob Fulton County
  - b. Will cover the cost of paramedic
  - c. Motions to approve Andrew Lovingood and Cuyler Kepling included wording that they would have to reimburse the Village if they were to leave within a certain period of time after receiving the certification
  - d. If the Village pursues the funding through WIOA that motion will have to be amended
  - e. Should there be any stipulations after receiving paramedic license? (i.e. commit to one year)

<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> Committee recommends an agreement between employee and Village.			

- f. Councilwoman Kreuz and Chief Schaffer attended EMS meeting; fund accounting for each entity was presented; county wide purchasing and a new dispatching system was discussed. The details of the upcoming EMS levy and contract were not discussed.