

VILLAGE OF SWANTON

Council Meeting Minutes

April 12, 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)

Councilman Pilliod moved to approve the agenda as presented, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 5-0.

Councilwoman Kreuz moved to approve the March 22, 2021 meeting minutes, seconded by Councilman Pilliod. Roll Call. ALL YES. Motion passed 5-0.

Committee report summaries: please see below.

Motion to approve Finance Reports as presented made by Councilman Rochelle, seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 5-0.

Public Hearing took place at 7:06-7:16 p.m. Separate meeting minutes will be presented.

Old Business:

Third 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 Councilman Stuart. Roll Call. ALL YES. Motion passed 5-0.

New Business:

First Reading Ordinance 2021-XX: Proceed with Assessments for Leaf Collection motion made by Councilman Stuart, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 5-0.

First Reading Ordinance 2021-XX: Proceed with Assessments for Street Lights motion made by Councilman Rochelle, seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 5-0.

Councilwoman Kreuz moved to suspend the rules for Emergency Resolution: Supporting and Joining the Toledo Regional Chamber of Commerce in Strongly Urging the United States Postal Service (USPS) To Consider Returning Mail Processing Operations to Its Sorting Facility in Toledo, Ohio, seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 5-0.

Councilwoman Kreuz moved to approve supporting and joining the Toledo Regional Chamber of Commerce in Strongly Urging the United States Postal Service (USPS) To Consider Returning Mail Processing Operations to Its Sorting Facility in Toledo, Ohio, seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 5-0.

Administrator Report:

1. COVID-19 pandemic related update
 - a. As of April 7, the Ohio Department of Health reported 2,064 new COVID-19 cases, several hundred higher than the 21-day average. Additionally, hospitalizations reported in the previous 24 hours (from the report on April 7) were nearly double the 21-day average.
 - b. Continue to monitor, practice social distancing, and wearing a face covering
 - c. Rapid testing
 - i. More information soon on the Municipal Building being a spot for rapid testing
 - ii. Village would have no role other than being a site location
 - d. American Rescue Plan Act of 2021
 - i. As discussed in Finance Committee
 - e. Village related
 - i. Continue to monitor situation as it relates to facility rentals
2. Planning Commission Meeting
 - a. April Meeting
 - i. Fence considered for Scottdel

- ii. Variance approved for 113 Crabapple; fence
- 3. Fulton County Regional Planning
 - a. No March meeting
- 4. Fire Advisory Board
 - a. No April meeting, will meet again in May
- 5. General Updates
 - a. Brush pick up began on April 5 and will continue weekly until May when it will go to monthly pick up
 - b. Water shut offs occurred on April 5 with six (6) shut offs
 - c. “Flushable” wipes still continue to be an issue
 - i. These wipes do not dissolve and cause havoc on the wastewater collections system
- 6. § 36.08 (G) Adjustment Reports
 - a. Please see Dropbox for quarterly report
- 7. Maumee Municipal Court Annual Report
 - a. Hard copy is in the Administration Office if/when anyone wishes to review
- 8. Project Updates
 - a. Project 8 & 9
 - i. Discussed in water & Sewer Committee
 - b. Membrane Softening
 - i. Discussed in water & Sewer Committee
 - c. Phase 2 Meter Update
 - i. Informational session took place on March 31 via Zoom and broadcast to Village’s Facebook page
 - 1. At its peak there were 18 LIVE viewers
 - 2. Average view time of the video was 25 seconds
 - 3. Over 800, 3 second views
 - ii. Those included in this Phase will receive a postcard soon to schedule their appointment
 - iii. Appointments are first come first serve
 - d. WRRF Master Plan
 - i. Fishbeck was on site to perform investigative work as well as discussion with Mr. Giese

- ii. Project is on track
- e. Title XV Codified Ordinance Update
 - i. Should have summary of conversational interviews in May
 - ii. Project still on track
- f. Crestwood
 - i. Traffic counters set for April 12
 - ii. Still on track to submit application for OPWC (if Council approves resolution)
- g. Woodside
 - i. TTL is scheduled to perform work on April 12 related to core samples of the road
 - ii. Still plan on 2021 road improvements
- h. Beard Pavilion
 - i. Foundation for piers set
 - ii. Main building frame tentative deliver expected April 13
- i. Safe Routes
 - i. Award contract on April 5
 - ii. Working on all requirements through ODOT
 - iii. Scheduling pre-construction meeting with all stakeholders necessary

9. Division Reports

- a. Please see Dropbox for details

Personnel Report:

Wage adjustment

- a. Mr. Randall Trausch has successfully completed Firefighter I course.
- b. He was originally hired in February 2020 with the following motion: *Motion made by Councilwoman Kreuz, seconded by Councilman Pilliod to approve the hiring of Randall Trausch as a part time member of the Fire Division, effective February 23, 2020 at an hourly rate of \$14.00/hour contingent on successful completion of background check and drug screen. Mr. Trausch is subject to a 6-month introductory period effective February 23, 2020. Further, Mr. Trausch must submit a letter, no later than April 6, 2020, from the State of Ohio Division of EMS illustrating acceptance of reciprocity and issuance of Ohio Firefighter certification. Upon receipt of said letter, Mr. Trausch's wage will be increased to \$15.00 /hour at the beginning of the next full paid period after the date of the letter.*

- c. Requesting that Mr. Trausch's wage be increased to \$15.00/hour effective April 18, 2021.

Motion to increase Mr. Trausch's wage to \$15.00 per hour effective April 18, 2021 motion made by Councilman Rochelle, seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 5-0.

Fulton County Commissioners John Rupp and Joe Short were in attendance to discuss Fulton County initiatives and hear of Swanton updates.

Councilman Rose Kreuz moved to enter into Executive Session at 7:53 p.m. for the purpose of public employee hiring, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 5-0.

Mayor called Council back in to order at 8:11 p.m. Roll Call.


Councilwoman Kreuz moved to approve hiring Brian Berry as a Part-time Firefighter II/AEMT in the Fire Division at an hourly rate of \$15.20 per hour pending clear pre-employment drug screen and background check, and subject to a 6-month probationary period, effective May 2, 2021. Councilman Stuart seconded. Roll Call. ALL YES. Motion passed 5-0.

Councilman Rose moved to approve hiring Christopher Van Newhouse as a Part-time Community Development Assistant, up to 20 hours per week, at rate of \$15.00 per hour pending clear pre-employment drug screen and background check, and subject to a 6-month probationary period, effective April 26, 2021, seconded by Councilman Stuart. Roll call. ALL YES. Motion passed 5-0.

Councilman Rose moved to adjourn meeting at 8:13 p.m., seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 5-0.



Neil Toeppe, Mayor

Attest: 

Jennifer Harkey,
Fiscal Officer

Water and Sewer Committee Meeting Minutes

April 12, 2021 • 6:00 p.m.

J. David Pilliod– Chairman

Tony Stuart

Craig Rose

1. Project 8 & 9

a. Water line loop

- i. In further discussions with the Water Distribution Team as well as the Superintendents we recommended Jones & Henry review the proposed water lines on Allen & West
- ii. Currently proposed as two dead ends, concerns about flushing the lines was brought to Jones & Henry
- iii. They now have a better understanding of the practical side of the work and will do some more research to loop the lines
- iv. This will add some costs to the project but will be better in the long run

<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			

b. Mailboxes

- i. Mailboxes on Mettabrook will have to be moved at least once during the project
 - 1. They are all currently located on the north side of the road. When the work is done on that portion the mailboxes will be moved to the south side of the road
 - 2. Then they will have to be moved back
- ii. Does Council wish to do anything more than just move and reinstall?

<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> Move across the street until Spring, then evaluate again			

- c. Jones & Henry proposal for Engineering Services During Construction
 - i. Consideration of Jones & Henry for construction engineering support for Project 8 & 9
 - ii. Proposal available for review

<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			

2. Water Treatment Coagulant

- a. Solids are removed by sedimentation (settling) followed by filtration. Small particles are not removed efficiently by sedimentation because they settle too slowly; they may also pass through filters. They would be easier to remove if they clumped together (coagulated) to form larger particles, but they don't because they have a negative charge and repel each other (like two north poles of a magnet).
- b. In coagulation, operators add a chemical, such as alum, which produces positive charges to neutralize the negative charges on the particles. Then the particles can stick together, forming larger particles which are more easily removed.
- c. The coagulation process involves the addition of the chemical (e.g. alum) and then a rapid mixing to dissolve the chemical and distribute it evenly throughout the water.
 - i. Taken from Michigan Environmental Education Curriculum
- d. Jar testing was performed to simulate the current process and if switching coagulant when switching the membrane system may be beneficial
- e. Please see Dropbox for Mr. Yackee's comments as well as the result of Jar Testing
- f. Cost of caustic soda \$4,600/year
- g. Cost of alum \$45,000/year

- i. Though it is anticipated that ACH will be a higher price than alum the amount used will be less meaning the same amount of product will last much longer
- h. Must be approved by the OEPA
- i. Discussion on process

<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 Shoaf recommendation			

3. Risk & Resilience and Emergency Preparedness

- a. On October 23, 2018, America's Water Infrastructure Act (AWIA) was signed into law. AWIA Section 2013 requires community (drinking) water systems serving more than 3,300 people to develop or update risk assessments and emergency response plans (ERPs).
- b. Each community water system serving a population of greater than 3,300 persons shall assess the risks to, and resilience of, its system. Such an assessment shall include:
 - i. the risk to the system from malevolent acts and natural hazards;
 - ii. the resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system;
 - iii. the monitoring practices of the system;
 - iv. the financial infrastructure of the system;
 - v. the use, storage, or handling of various chemicals by the system; and
 - vi. the operation and maintenance of the system.
 - vii. The assessment may include an evaluation of capital and operational needs for risk and resilience management for the system.
- c. No later than six months after certifying completion of its risk and resilience assessment, each system must prepare or revise, where necessary, an emergency response plan that incorporates the findings of the assessment. The plan shall include:
 - i. strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
 - ii. plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or

- natural hazard that threatens the ability of the community water system to deliver safe drinking water;
- iii. actions, procedures and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes and construction of flood protection barriers; and
 - iv. strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.
- d. Will do as much in house as possible as well as reach out to EMA and LEPC from both Counties for any assistance
 - e. However may need outside consultant for some assistance

<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> Ongoing process, more information to come			

Finance Committee Minutes

April 12, 2021 • 6:30 p.m.

Michael Rochelle (chair)

Dianne Westhoven (excused)

Tony Stuart

- 1) Financial Document Review
 - a) March 2021

- 2) Credit Card compliance
 - a) Required quarterly per HB312
 - b) Review credit cards, credit limits

- 3) Wage Survey
 - a) Sent survey to similar sized municipalities
 - b) Comprehensive survey including revenue/funding source for wages and benefits
 - c) Several replies so far

- 4) American Rescue Plan
 - a) Can be used for four purposes: public health costs triggered by COVID 19; revenue losses caused by COVID 19; financial assistance to households, small businesses and nonprofits, aid to impacted industries, and support for essential workers; and investments in infrastructure, including water, sewer, and broadband services.
 - b) No mention of 'mitigating exposure to COVID' type expenditures
 - c) Funds have to be spent by 12/31/2024
 - d) Definitive amount of funds TBD
 - e) AOS released bulletin with general guidelines
 - f) Would like to take time to develop comprehensive approach with a needs assessment

- 5) Façade Enhancement Program
 - a). Six applications received for the 2021 program year
 - b. Downtown Design Review Board discussed on April 6
 - c. Much of the discussion centered on the intent of the program: enhancement vs. maintenance
 - d. Many of the applications in this round focus on what the Board deems as general routine maintenance
 - i. For example, two applications center on painting the façade, the same color

- e. As this program is still in its infancy, much discussion on conveying the intent of the program to possible applicants: i.e. improvement and enhancements as opposed to strictly care of property (i.e. painting)
- f. After much discussion, regarding the applications as well as information presented at the last Village Council Meeting from downtown businesses, the Board recommends using funds set aside for façade enhancement and focus on ways to promote Swanton businesses (such as wayfinding signs)
- g. Further the Board recommends that if there is money left over, applications can be reviewed again
- h. Mr. Kevin Young was present to discuss

7) Swanton Railroad Park

- a. Waiting on final survey documents
- i. Stakes are placed and Cost will be split 50/50 with Historical Society
- b. Mr. Lehenbauer is working on a lease agreement for a minimum of 15 years
- i. Historical Society is looking to lease entire parcel for the three phase approach to the project
- ii. Working from east to west on development
- c. Mr. Young looked into Phase 1 Environmental and found a non-profit which can do the work for approximately \$2,000

8) Toledo Chamber of Commerce

- a. Regarding USPS processing facility