

VILLAGE OF SWANTON

Council Meeting Minutes

May 10, 2021

7:00 p.m.

Prayer

Pledge of Allegiance

Roll Call: Tony Stuart

Michael Rochelle

Kathy Kreuz

Craig Rose

J. David Pilliod

Dianne Westhoven

Councilman Pilliod moved to approve the agenda as presented, seconded by Councilman Rose. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilwoman Kreuz moved to approve the April 26, 2021 meeting minutes, seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Rochelle moved to approve the April 26, 2021 Public Hearing meeting minutes, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Committee report summaries: please see below.

Councilman Pilliod made a motion to approve the agreement with Swanton Local Schools as discussed in Water & Sewer Committee, seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 6-0.

Councilman Rochelle made a motion to approve the April Financial Reports as presented in Finance Committee, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.

Proclamations:

The Mayor proclaimed the week of May 9-15 as Police Week and May 16-22 as EMS Week.

Old Business:

Third Reading Ordinance 2021-XX: Proceed with Assessments for Leaf Collection motion made by Councilman Rose, seconded by Councilman Kreuz. Roll Call. ALL YES. Motion passed 6-0.

Third Reading Ordinance 2021-XX: Proceed with Assessments for Street Lights motion made by Councilwoman Kreuz, seconded by Councilman Rochelle. Roll Call. ALL YES. Motion passed 6-0.

New Business:

Annual Liquor Permit Review

- The legislative authority has a right to object to the renewal of a liquor permit and request a hearing
- I spoke to Chief Berg and there is no information to provide on any entity which currently has a liquor permit

Motion to waive hearing made by Councilman Pilliod, seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 6-0.

2021 Meeting Calendar update

- The meeting calendar approved in November 2020 had the June meetings off by a week

Motion to accept calendar correction made by Councilman Pilliod, seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 6-0.

Swanton Railroad Park Lease

- Draft reviewed at the April 26 Public Service Committee Meeting
- Exhibit A is not ready yet as the Village is still waiting on the survey to be complete (there is an external delay causing this on the vendor's side)
- Approval of said lease contingent on receipt of stamped survey?

Motion to approve Swanton Railroad Park Lease made by Councilman Stuart, seconded by Councilman Pilliod. Roll Call. ALL YES. Motion passed 6-0.

Administrator Report:

1. COVID-19 pandemic related update

- a. Municipal Building now listed as distribution site for COVID-19 rapid tests
 - b. American Rescue Plan Act of 2021
 - i. Hope to receive more details the week of May 10
 - c. Village related
 - i. Continue to monitor situation as it relates to facility rentals

- 2. Planning Commission May Meeting
 - a. Mr. Tim Schetter from Metroparks Toledo spoke about the wetlands restoration project at the corner of Airport and Waterville/Swanton
 - b. Variance request approved for 111 Lincoln

- 3. Fulton County Regional Planning
 - a. April meeting was very short with only minor updates
 - b. Main discussion about solar panels throughout townships within the County

- 4. Fire Advisory Board
 - a. Set to meet on May 19

- 5. Senior Center
 - a. Approached by the Senior Center with their desire to open again
 - b. It is in the initial stages and they still need to have more meetings on their end

- 6. General Updates
 - a. Brush will now be collected on the second Mondays of the month until October
 - b. Water shut offs occurred on May 3 with eight (8) shut offs
 - c. May 8: Bulk Drop Off Day
 - d. May 10: Hydrant flushing will begin
 - e. Municipal Building now listed as distribution site for COVID-19 rapid tests

- 7. Project Updates
 - a. Project 8 & 9
 - i. Advertised April 20 and 27
 - ii. Bid opening May 18
 - iii. Will be an inconvenience when the project begins
 - iv. Will have a public meeting once the contract has been awarded and it is closer to construction date
 - b. Membrane Softening
 - i. NPDES permit is under public notice through the Ohio EPA

- ii. Mr. Shoaf drafted a response to the General Plan comments from Ohio EPA and he revised the General Plan to reflect their comments
 - iii. Looking to submit drawings to Ohio EPA for plan approval (PTI) to be on track to bid out later this year
- c. Phase 2 Meter Update
 - i. Kickoff meeting on May 11 and installs will begin on May 12
 - ii. 516 appointments scheduled as of May 6 (39% scheduled)
 - iii. Second round of postcards were mailed out
 - iv. Mrs. Hoelzle understands some residents may not have received first postcard due to USPS delivery times
 - 1. Mrs. Hoelzle sent out email reminders as well as multiple posts on social media
 - v. Office will be closed on May 21 from 7:30 a.m. – 1:00 p.m. for Staff to be trained on new AMI system
 - vi. As the Village begins Phase 2 of the meter project, we are looking at plans for those meters for which access is obstructed
 - vii. In Phase 1, 10 meters out of 440 were obstructed due to one reason or another and were not changed out due to inaccessibility
 - viii. The meters are Village equipment and access to said meter is important
- d. WRRF Master Plan
 - i. Moving along and will schedule a preliminary findings meeting soon
- e. Memorial Park Master Plan
 - i. Drainage, seal coating and striping still scheduled for this year
 - ii. Meeting with playground vendor on May 11; meeting had to be moved from May 4 due to an emergency on her end
 - iii. Plan to have more details at Public Service Committee on May 24
- f. Title XV Codified Ordinance Update
 - i. No major update as firm is still reviewing and analyzing current Code sections
- g. Crestwood
 - i. Traffic counts were higher than last year but not as high as we hoped
 - ii. Still will pursue application for OPWC funding
- h. Woodside
 - i. Geotechnical results came back and the existing asphalt layer is not thick enough to support a 2.5" mill and fill as estimated in the preliminary design. The preliminary design included 1.5" of surface course and 1" of intermediate course
 - ii. Reviewed options with PDG

- iv. Option that will last the longest is to replace only concrete drives to the first joint (asphalt drives will be feathered to match)
- v. Hope to advertise May 26 and June 2 to bring to Council in early June for review
- i. Beard Pavilion
 - i. Rain delayed some work as the heavy machines may damage the grass areas if drove upon
 - ii. Still on track to meet contract requirements but hopeful for earlier finish
- j. Sidewalk Improvement Program
 - i. Received word that work is tentatively scheduled to begin in late May
- k. Façade Enhancement Program
 - i. Had a meeting on May 6 with the Downtown Design Review Board and applicants
 - ii. Good conversation regarding the program and good suggestions for future years
 - iii. Good insight from applicants who provided more details to supplement their original applications
 - 1. Many are part of a multi-phase approach not originally listed in their applications
 - iv. The Review Board is interested in seeing the projects progress
- l. Safe Routes
 - i. Contracts signed with Smith Paving
 - ii. Waiting on reps from Norfolk Southern to schedule a pre-construction meeting

8. Division Reports

- a. Please see Dropbox for details

Personnel Report:

Employee re-classification

- Firefighter/Paramedic Dan Johnson has requested to be reclassified as a part time employee

Motion by Councilman Rochelle to approve reclassification to part-time effective May 16, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 6-0.

Motion to enter Executive Session at 7:00pm for the purpose public employee hiring and conference with an attorney involving the public body that are the subject of pending or imminent court action made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed. 6-0.

Mayor called Council back in to order at 8:14pm. Roll Call.


Move made by Councilwoman Kreuz, seconded by Councilman Rochelle to approve the hiring of Marta Bersinger as a full-time member of the Swanton Police Davison, effective May 24, 2021 at an hourly rate of \$16.50/hour contingent on successful completion of physical exam, psychological exam, drug screen, and background check. Ms. Bersinger is subject to a 6-month introductory period effective May 24, 2021. Ms. Bersinger will accrue personal leave, sick leave, and vacation leave according to policy. Ms. Bersinger understands reimbursement to the Village for certain onboarding expense if she leaves before two years' employment with the village according to policy. Roll Call. Motion passed. 6-0

Adjourn:

Motion to adjourn meeting at 8:15 p.m. made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. Motion passed 5-0.



Neil Toeppe, Mayor

Attest: 

Jennifer Harkey,
Fiscal Officer

Water and Sewer Committee Meeting Minutes

May 10, 2021 • 6:00 p.m.

J. David Pilliod– Chairman

Tony Stuart

Craig Rose

1. Agreement with Swanton Local Schools

- a. Ferguson, the vendor of the AMI software and meters, suggested one of the repeaters be located on a light pole at Swanton High School
 - a. There would be no interference with the light pole and the repeater would be installed at the Village’s expense
 - b. I spoke to Chris Lake about the logistics and he didn’t believe there would be any issue with the location
 - c. Proposing a \$100 annual charge for use of the pole
 - d. Mr. Lehenbauer drafted a proposed agreement (in Dropbox)

<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 agreement			

Finance Committee Minutes

May 10, 2021 • 6:15 p.m.

Michael Rochelle (chair)
 Dianne Westhoven
 Tony Stuart

- 1) Financial Document Review
 - a) April

- 2) Income Tax Board of Review
 - a) Purpose of board is to hear taxpayer appeals of assessments of tax or refund denial
 - b) Three member board
 - c) Two year term
 - d) Term expires 06/30/21
 - e) Kevin Thornton, Linda Lee and Jennifer Koder are currently on the board
 - i) Kevin Thornton and Linda Lee would like to continue on the board
 - ii) Jennifer Koder does not wish to renew
 - f) Ideal candidate should have an understanding of municipal income tax laws and regulations
 - g) Boards & Commissions Application Form will need to be completed

ORC §718.11 (A)(2) The local board of tax review shall consist of three members. Two members shall be appointed by the legislative authority of the municipal corporation, but such appointees may not be employees, elected officials, or contractors with the municipal corporation at any time during their term or in the five years immediately preceding the date of appointment. One member shall be appointed by the top administrative official of the municipal corporation. This member may be an employee of the municipal corporation, but may not be the director of finance or equivalent officer, or the tax administrator or other similar official or an employee directly involved in municipal tax matters, or any direct subordinate thereof.

<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> Provide names of individuals that may be interested			

3) Website

- a) In trying to make the website more ADA accessible as well as transition to a more widely used them, the Village is looking to have the web developer we contract with provide some updates to the website
- b) The main update will be a transition to a more widely used theme. This may lead to some design changes but all content will be transferred over
- c) This will also allow the Village to make a more concerted effort on community engagement and transparency on its website
- d) This will take a few months

<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 website update			

4) Swanton Railroad Park Phase 1 Environmental

- a) Intertek provided a proposal to perform a Phase 1 Environmental Site Assessment for \$2,000 (as discussed in last Public Service Committee Meeting)
- b) Discussion moving forward with splitting the cost with the Swanton Historical Society and signing the agreement for the assessment.

<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 is in full support of this. Concerns over additional costs for future studies.			