

VILLAGE OF SWANTON

Council Meeting Minutes

June 14, 2021

7:00 p.m.

Prayer

Pledge of Allegiance

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

Councilwoman Westhoven moved to approve the agenda as presented, seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES. Motion passed 4-0.

Councilwoman Westhoven moved to approve the May 24, 2021 meeting minutes, seconded by Councilman Pilliod. No Discussion. Roll Call. Motion passed 4-0.

Ceremonial Swearing In – Fire Lieutenant Kate Cleland

Committee report summaries: please see below.

Motion to approve May Financial reports made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 4-0.

Motion to approve adjusted Scottdel sewer rate on utility account 07-06500-00 made by Councilman Rochelle, seconded by Councilman Rose. Roll Call. Motion 4-0.

New Business:

First Reading Ordinance 2021-XX: Establishing The Final Assessments for All Properties in The Village of Swanton, Pursuant to Ohio Revised Code Section 727.01. Et Seq. For The Cost of Leaf Collection motion made by Councilman Rochelle, seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 4-0.

First Reading Ordinance 2021-XX: Establishing The Final Assessments for All Properties in The Village of Swanton, Pursuant to Ohio Revised Code Section 727.01. Et Seq. For The Cost of Street Lighting motion made by Councilman Rochelle, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 4-0.

First Reading of Resolution 2021-XX: Authorizing the Administration to Dispose of Certain Surplus Property Not Needed for Any Municipal Purpose motion made by Councilman Pilliod, seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion passed 4-0.

Mrs. Hoelzle explained congressional funds are not necessarily a grant, but requesting funds nonetheless. She also expressed there will be many entities across the nation submitting request for these funds.

First Reading of Resolution 2021-XX: Resolution Authorizing the Submission and Support of an Request To Senator Sherrod Brown For Congressionally Directed Spending Appropriations motion by Councilman Rochelle, seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 4-0.

Administrator Report:

1. Planning Commission June Meeting
 - a. 229 Kierra Lane- request for fence onto private property owned by Silverbuck
 - b. Developer and owner of open space was not present at meeting
 - c. No action could be taken
2. Senior Center
 - a. Looking to open up for in person activities the week of July 5
3. General Updates
 - a. Brush will now be collected on the second Mondays of the month until October
 - b. Water shut offs occurred on June 2 with six (6) shut offs
 - c. Fireworks Fest: set for July 3
 - d. Website update is going well
 - i. Reviewing pages as they are updated
 - ii. Not a drastic change but a fresh look
 - e. Finalizing an idea for an inaugural Citizen Academy and will present to Committee of the Whole on June 28
 - f. Received a quote to convert existing camera in Council Chambers to record meetings- less than \$900

4. Swanton Historical Society- Railroad Park
 - a. Phase 1 Environmental Review Report received on June 8
 - b. Based on the information that PSI gathered and their experience, PSI recommends the following:
 - i. Completion of a Phase II ESA to investigate potential soil and/or groundwater contamination, or vapor encroachment that may be present due to the REC(s) identified in this report.

5. Swan Creek Watershed Improvement Project
 - a. Not a Village of Swanton petition but many residents may have received a postcard in the mail regarding the project
 - b. The petition for ditch maintenance was made by the Village of Whitehouse
 - c. If approved, the associated creek and ditches would be placed under permanent maintenance and the Counties involved would perform maintenance work from time to time

6. Project Updates
 - a. Project 8 & 9
 - i. Funding:
 1. Going before WPCLF (loan) review in July
 2. OPWC
 - a. \$175,000 loan
 - b. \$87,500 grant
 - ii. Contract signing
 1. Date contingent on WPCLF funding
 - iii. Construction
 1. Tentative on material supply
 2. October 2021-April 2022
 - b. Membrane Softening
 - i. Funding
 1. Hoping for an August approval date; WSRLA
 - ii. Bidding
 1. Hoping for late September
 - iii. Construction
 1. Contingent on bidding date but hoping for late October
 2. Contract duration would be about 9-10 months with a majority of that time lead time on equipment/materials
 - c. Phase 2 Meter Update
 - i. Phase 2 has over 1, 330 meters
 - ii. Completed: 918
 - iii. Scheduled: 316

1. Completed + Scheduled = 92% of accounts
- iv. Incomplete or RTU: 100
- d. WRRF Master Plan
 - i. On schedule for Fishbeck to submit draft of Master Plan in a few weeks
 - ii. Ideally present to Water & Sewer at August meeting
 - iii. Would then like to incorporate suggestions into Capital Improvement Plan once reviewed by Committee
- e. Memorial Park Master Plan
 - i. Drainage
 1. Smith Paving (SRTS contractor) submitted a quote to perform the work
 2. Poggemeyer Design Group currently reviewing quote for accuracy in services proposed
 - ii. Playground
 1. After much back and forth and good discussion, DWA is finalizing the multiple options to present for community input
 2. We hope to have the 3D renderings within the next two weeks
 3. Application for NatureWorks grant funding submitted on May 28
 4. Congressionally Directed Spending request
- f. Title XV Codified Ordinance Update
 - i. No major update at this time
- g. Safe Routes
 - i. Construction is tentatively scheduled to begin the week of July 5
 - ii. PowerPoint is in Dropbox for review of details
- h. Beard Pavilion
 - i. Passed final inspection
 - ii. Decided to hold off on seeding around the piers and will look at concrete options as a way to help with mowing and when it rains
 - iii. Will also look to options for bird control
- i. Downtown parklet
 - i. Almost complete with removing concrete from the site
- j. Crestwood
 - i. Still working on application for September OPWC application deadline
- k. Woodside
 - i. Bid opening on June 10
 - ii. As discussed in New Business
- l. Sidewalk Improvement Program
 - i. Contractor is to begin work the weekend of June 12
- m. Façade Enhancement Program
 - i. Still early for projects to be completed but will continue to monitor

7. Division Reports – provided to Council

Councilman Rose moved to enter into Executive Session at 7:50 p.m. for the purpose of public employee employment, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 4-0.

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

Councilman Rochelle moved to adjourn meeting at 8:12 p.m., seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 4-0.



Neil Toeppe, Mayor

Attest: 

Jennifer Harkey,
Fiscal Officer

Water and Sewer Committee Meeting Minutes

June 14, 2021 • 6:00 p.m.

J. David Pilliod– Chairman

Tony Stuart (excused)

Craig Rose

1. Pool- Sewer Exemption

a. Current language

- i. *§ 51.168 EXEMPTION OF SEWER CHARGE ON INITIAL FILLING OF SWIMMING POOLS.*
 - ii. *(A) Users shall not be charged for sewer charge the first time a new pool is filled upon initial construction.*
 - iii. *(B) Users shall read the water meter before and after the pool is filled, and report the meter readings to the village.*
 - i. *(C) The water bill for this period after initial construction shall reflect a charge for water only.*
 - ii. *(D) Inflatable pools, of any size, and any temporary pools are not included in this exemption. Temporary pools are those which are used for the season and then removed at the end of the season. (Ord. 94-19, passed 9-12-1994; Ord. 2016-26, passed 8-8-2016)*
- b. We are consistently evaluating existing policies and have received some questions about this exemption
- c. As with anything, one option is to remain with the existing process
- i. 23 pool permits approved from 2018-2020
 - ii. 12 adjustments (could be due to resident having outdoor use meter)
- d. Another option is to create policy language to allow for an annual flat fee exemption on sewer charges for the initial fill of a pool which has a permit on file
- i. If no permit on file for an existing pool, then no exemption would be permitted
- e. Another option is an outdoor use meter which only charges water used
- i. This is ideal for irrigation systems, if one waters lawns frequently, as well as filling pools

<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> Mr. Pilliod recommended Mrs. Hoelzle draft changes to the ordinance to present to council			

2. Meter Update Project

- a. Two outstanding groups
 - i. Incomplete (not scheduled)
 - ii. Return to Utility (RTU)
- b. Those who have not scheduled will cause our crews to continue to read manually until a new meter can be installed
- c. Other issue – outdated meters that do not read accurately
- d. RTUs have an obstacle from allowing the install to proceed
 - i. Bad pipes on the home owner side
 - ii. Water heater or other obstacle which does not allow room for crews to remove existing and install new meter

<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> Disconnect water service for those that do not schedule.			

3. Storm Water Charge

- a. Discussion of non-residential properties within the Village of Swanton and their respective storm water charge
- b. Councilman Pilliod would like to spend time discussing
 - i. § 54.04 RATE STRUCTURE. (A) A storm water service charge shall be billed monthly to the owner of each and every lot and parcel of land within the village that contains impervious area and contributes directly or indirectly to the storm water system of the village.
 - ii. § 54.05 STORM WATER ONLY ACCOUNTS.
 - iii. Storm water only accounts are properties that do not utilize water and/or sanitary sewer services but do contain impervious area or hard surface and

contribute directly or indirectly to the village's storm water system as determined by the Administrator. A copy of every permit issued by the village for new construction that does not utilize water and/or sanitary sewer services shall be reviewed by the Village Administrator for a determination of whether or not storm water service charges apply.

<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 to remove the words “directly or indirectly” from the ordinance. Mrs. Hoelzle will work on the revision.			

Finance Committee Agenda

June 14, 2021 • 6:15 p.m.

Michael Rochelle (chair)

Dianne Westhoven

Tony Stuart (excused)

1) Financial Document Review

- a) May

2) Income Tax Board of Review

- a) Committee recommendation Kevin Thornton and Linda Lee
- b) Mayor recommendation William Pilliod

More Discussion Needed	YES	NO	If yes, resume when:
Decision/Recommendation	YES	NO	No Decision Needed
Decision Details/Comments: Committee recommends appointees and discussed			

3) Investment

- a) Moved \$1,000,000 from Star to F&M
- b) Inactive funds approved in August 2019
- c) Within depository agreement timeframe
- d) CDARS
 - i) .39%
 - ii) Maturity 5/25/23

4) Notework

- a) Current note with F&M
- b) Matures August 10, 2021
- c) Balance after August 10 payment will be approximately \$249,000
- d) Two projects remain on note
 - i) Water Plant 2003 (\$15,000)
 - ii) Water Plant expansion 2014 (\$234,000)
- e) F&M offering rate of 1.43% for 1 year
- i) Note will be paid off August 10, 2022

More Discussion Needed	YES	NO	If yes, resume when:
Decision/Recommendation	YES	NO	No Decision Needed
Decision Details/Comments: Proceed with note through F&M			

5) Cleargov

- a) Capital Budgeting software
- b) Improved efficiency with capital requests
 - i) Graphs, charts, funding source
- c) Tremendous opportunity for transparency with the public
- d) <https://video.drift.com/v/abgRh00k24q/?bookMeeting=true&source=library>
- e) Annual cost is \$4,700

6) Utility Rate analysis

- a) Last analysis was October 2017
 - i) Required by Ohio EPA every three (3) years
- b) After meter project substantially complete, analysis of revenue, consumption and accounted water
- c) Enough data after the September billing (bills due October 15) to analyze
- d) Capital Requests and financial forecast will be complete

7) 102 Oak Street tree (timeline and discussion led by Mrs. Hoelzle)

More Discussion Needed	YES	NO	If yes, resume when:
Decision/Recommendation	YES	NO	No Decision Needed
Decision Details/Comments: Resident did not follow process. Recommendation is no reimbursement for tree removal.			

3) Scottdel Sewer Rate – account 07-06500-00

- a) Sewer rate on this account is half the standard rate
 - i) Has been a far back as our records go
 - ii) No documentation on Village end
 - iii) No documentation on Scottdel end (spoke many times to Mr. Thornton, he also spoke to Scott Carson)
 - iiii) Discussion with Mr. Thornton where he explained the process with this particular meter
 - a.) Most of the water is evaporation or recycled internally to be used in manufacturing process
- b) Simple motion

More Discussion Needed	YES	NO	If yes, resume when:
Decision/Recommendation	YES	NO	No Decision Needed
Decision Details/Comments: Recommendation to approve sewer rate for account 07-06500-00 in regular council.			

3) CRA

- a) Working with Mr. Lehenbauer to amend legislation regarding boundaries
- b) Mrs. Hoelzle and Mrs. Harkey met with Swanton school officials, Mr. Lake and Mrs. Kinsman on 6/14
 - i) Reiterated economic development considered a partnership with the school