

# VILLAGE OF SWANTON

Council Meeting Minutes

August 23, 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 Rose moved to approve the agenda as amended to include OPWC and Foertmeyer, seconded by Councilman Stuart. Roll Call. ALL YES. Motion passed 6-0.*

*Councilwoman Kreuz moved to approve the August 9, 2021 meeting minutes, seconded by Councilman Stuart. No Discussion. Roll Call. Motion passed 6-0.*

Committee report summary: please see below.

*Councilman Pilliod made a motion to reimburse Mr. Sheperak at 102 Oak Street for 50% the cost of tree removal, equal to \$1,072.50. Seconded by Councilwoman Westhoven. Councilwoman Kreuz-yes, Councilman Rose-no, Councilman Stuart-no, Councilman Rochelle-no. Motion tied. Mayor Toeppe broke the tie by voting yes. Roll Call. Motion passed 3-yes,-3-no, 1 tie breaker vote yes.*

*Councilman Pilliod made the motion to approve the driveway at 3810 Waterville Swanton Road contingent upon easement guidelines, seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 6-0.*

*Councilwoman Dianne made a motion to create parking spaces in lot across from the VFW at 112 S. Main. Seconded by Councilwoman Kreuz. No Discussion. Roll Call. Motion passed 6-0*

Old Business:

*Third Reading Ordinance: 2021-XX: Amending Ord 2003-48 Implementing Sections 3735.65 Through 3735.70 Of The Ohio Revised Code Establishing and Describing the Boundaries of a Community Reinvestment Area in The Village of Swanton, Ohio and Designating a Housing Officer*

*To Administer The Program And Creating A Community Reinvestment Housing Council And A Tax Incentives Review Council motion made by Councilman Rose, seconded by Councilman Rochelle. No Discussion. Roll Call. Motion passed 6-0.*

New Business:

*Second Reading Resolution 2021-XX: Authorizing The Village Administrator To Submit An Application To Participate In The Ohio Department Of Development (ODOD) Water And Wastewater Infrastructure Grant Program And To Enter Into Any Agreements As Required motion made by Councilman Rose, seconded by Councilwoman Westhoven. No Discussion. Roll Call. Motion passed 6-0.*

*Councilman Stuart moved to suspend the rules for Emergency Ordinance 2021-XX Authorizing the Village Administrator to Submit An Application in the Ohio Public Works Commission (OPWC) State Capital Improvement and/or local transportation improvement program(s) and the enter into any agreements as required for screening/headworks improvement project, seconded by Councilman Westhoven. Roll Call. Motion passed 6-0.*

*Motion made by Councilman Rochelle Authorizing the Village Administrator to Submit An Application in the Ohio Public Works Commission (OPWC) State Capital Improvement and/or local transportation improvement program(s) and the enter into any agreements as required for screening/headworks improvement project, seconded by Councilwoman Westhoven. No Discussion. Roll Call. Motion passed 6-0.*

Mrs. Hoelzle stated Foertmeyer emailed information regarding the storm water analysis late this afternoon and did not allow for time to review before the meeting.

*Councilman Rose made the motion to reinstate Foertmeyer Northwest, LLC's storm water charge to \$412.92 per month effective with the September 15, 2021 Utility Bill. Seconded by Councilman Rochelle. No Discussion. Roll Call. Motion passed 6-0.*

Administrator Report:

1. General Updates
  - a. Bat boxes
    - i. Aden Dzierzawski, a senior at St. John's Jesuit and resident of Swanton, reached out regarding his Eagle Scout Service Project
    - ii. He wishes to construct bat boxes at Memorial and Pilliod Parks

- iii. These boxes would aid with insect control (1 bat can eat up to 100 mosquitoes a night)
- iv. Each bat box can fit up to 200 bats
- v. Mr. Tedrow and Mrs. Hoelzle met with Aden to discuss the project
- vi. The Village would supply the bucket truck and labor to place already constructed box on top of a pole
- vii. We appreciate Aden reaching out and look forward to the project
- b. Fall 2021 Bulk Drop off Day: September 18
  - i. 8:00 a.m. -2:00 p.m.
  - ii. Dumpsters, document shredding, and electronic waste recycling
  - iii. Minor change that a full trailer and full bed of a truck count as two trips

## 2. Brush Pick Up

- a. Brush pick up was delayed due to Corn Festival clean up, weather, and sidewalk project
- b. More cost effective to rent a chipper
- c. Was completed the week of August 16

## 3. Ohio Department of Development Grant submissions

- a. Design max request: \$250,000
- b. Construction max request: \$5mil
- c. CONSTRUCTION: Membrane Softening Improvements
  - i. Requested \$883,800
  - ii. 60% of total estimated cost
- d. CONSTRUCTION: Project 8 &9 Sewer Separation
  - i. Requested \$873,135
  - ii. 44% of total estimated cost
  - iii. OPWC funds: \$262,500
    - 1. Grant \$175,000
    - 2. Loan \$87,500
- e. DESIGN: Screening/Headworks Improvements
  - i. Requested \$228,600
  - ii. 30% of total estimated cost
- f. CONSTRUCTION: Screening/Headworks Improvements
  - i. Requested: \$3, 029,930
  - ii. 75% of total estimated cost
- g. DESIGN: Project 3 & 11 Sewer Separation
  - i. Requested \$120,000
  - ii. 60% of total estimated cost

- h. County Engineers must submit their priority list (10 projects per County) to ODOD by August 27
- i. Priority points are not needed to apply but do help

#### 4. Project Updates

- a. Project 8 & 9
  - i. Public Meeting: September 8, 2021, 6:00 p.m. SCC
  - ii. Postcards sent out to adjacent property owners
  - iii. CivicReady message sent out to those who signed up for Project Updates
  - iv. Construction is predicated on when the crew finishes their current project
  - v. Tentatively looking at end of September/ early October
- 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 had over 1,330 meters
  - ii. Incomplete or RTU: 63
- d. WRRF Master Plan
  - i. Complete
  - ii. Applied for ODOD funding for Screening/Headworks Improvements both design and construction
- e. Memorial Park Master Plan
  - i. Drainage
    - 1. Complete
  - ii. Playground
    - 1. More discussion in Committee of the Whole
- f. Title XV Codified Ordinance Update
  - i. CT Consultants sent over draft chapters for review
- g. Safe Routes
  - i. Project is complete
- h. Downtown parklet
  - i. No update due to VFW request

- i. Crestwood
  - i. Still working on application for September OPWC application deadline
- j. Woodside
  - i. Contract signed
  - ii. Waiting on preconstruction meeting
- k. Sidewalk Improvement Program
  - i. To be discussed in Committee of the Whole
- l. Façade Enhancement Program
  - i. Two projects complete
  - ii. Waiting on updates from the rest of the projects
- m. Hallett Ave Improvements
  - i. Waiting to hear if applications will be funded

#### 5. 2021 Road Inventory Analysis

- a. Complete- current pavement rating is at 76.45%
- b. Concerted effort over the past few years increased the rating from 73.09% in 2017
  - i. May be higher than that increase due to addition of Brindley Road which was not on the list in 2017
- c. This analysis is an intricate part of discussions related to road maintenance and improvements

#### 6. Communications Update

- a. Website
  - i. Mini-redesign is complete
- b. Welcome Guide
  - i. Content is complete
  - ii. In design phase with the hopes of being complete by end of September
- c. Business Guide
  - i. Will work on consolidating information into packets for businesses

#### Personnel Report (led by Mrs. Harkey):

##### 1. Roster change

- a. Chief Schaffer sent a letter to Mr. Ben Steiner removing him from the roster due to inactivity
- b. Mr. Steiner's last shift worked was July 25, 2020 meaning it has been over a year of no activity

*Councilman Rochelle made the motion to remove Ben Steiner from the roster, seconded by Councilwoman Kreuz. Roll Call. ALL YES. Motion passed 6-0.*

*Councilwoman Kreuz moved to enter into Executive Session at 7:43 p.m. for the purpose of public employee appointment, employment and compensation, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

Mayor called Council back in to order at 8:31 p.m. Roll Call.

*Councilwoman Kreuz made a motion to enter into open session, seconded by Councilman Pilliod. Roll Call. ALL YES. Motion passed 6-0.*

*Motion by Councilwoman Kreuz to reinstate FF Dan Johnson as a part-time temporary employee, seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Motion by Councilman Kreuz to hire Mike Stiles as WRRF Supervisor effective August 23, 2012 at an annual wage of \$56,000 with a one-time stipend of \$1,000, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

Mayor Toeppe stated he appreciates the work Mrs. Hoelzle and Mrs. Harkey do and he expects them to be treated with respect and dignity.

*Motion to adjourn made by Councilman Rose, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed. 6-0.*

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

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

# Public Service Committee

August 23, 2021

6:00 p.m.

Councilman J. David Pilliod (Chair)

Councilman Rose

Councilwoman Kreuz

1. 3810 Waterville Swanton construction
  - a. Discuss fire hydrant
  - b. New owners of 3810 Waterville Swanton submit a request to build a driveway over the waterline easement on said property

<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> Allow driveway to be installed following easement guidelines. Councilman Pilliod advised owners if something were to happen to the waterline, the driveway may have to be torn up at their expense. They understood.			

2. 102 Oak Street- tree request
  - a. Mr. & Mrs. Sheperak submitted documentation related to their view of the tree removal at 102 Oak
  - b. In Dropbox are both the Sheperaks documentation and the information presented before Council from Administration
  - c. Discussion of the Sheperak's request for compensation of tree removal

<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> Discussion regarding both the administration and Mr. Sheperak's timeline as well as procedures followed, recommendation is to reimburse Mr. Sheperak 50% of the cost of the tree removal, which is \$1,072.50.			

3. VFW Parking

- a. VFW expresses concerns of lack of parking if Village continues to clean up the vacant lots at 112 S. Main
- b. Proposal is to create an area that is barricaded to create a specific area for parking
- c. Parking spaces need to be a minimum of 9 (nine) feet wide and eighteen (18) feet long
- d. This proposal allows for an area to be designated for parking but also allows for the remainder of the land to be used by the Village

<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 move forward with a combined space that will allow for some parking spaces.			

4. Capital Requests

- a. Discussion of requests will be tag teamed by, Mrs. Harkey, Mr. Tedrow and Mrs. Hoelzle
  - i. Chipper
  - ii. Mower
  - iii. Parking lot improvements

<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> Discussion included reviewing capital needs of public service as well as reviewing the Public Service facility to meet current needs.			



# Public Safety Committee

April 26, 2021

6:30 p.m.

Councilwoman Kreuz (Chair)

Councilman Rochelle

Councilwoman Westhoven

## 1. Parking- Waterwood Farms

- a. At the July 19 Committee of the Whole meeting, a couple residents from Black Canyon were present to express their opinion that the recently passed legislation prohibiting parking on the North side of Waterwood Drive and the East side of Black Canyon is not needed
- b. Council requested a survey be sent to residents on Black Canyon
- c. Six (6) surveys were returned
  - i. Please see separate sheet for details
- d. Also received information related to a crash between a school bus and a car on the East side of Black Canyon
  - i. The car was parked very close to the intersection and the school bus was not able to swing wide enough to make the turn
- e. Some of the surveys had comments relative to concerns of narrow street, on street parking, no turn around, mail delivery, online order delivery, buses, etc.

<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 amend legislation to reflect verbiage regarding “no parking within XX ft of corner on east side”			

## 2. Storing vehicles in possession of law enforcement

- a. Ohio Revised Code §4513.60-62 outlines regulations on storing vehicles in possession of law enforcement, left on public or private property, and more
- b. Internal discussion of a “storage lot” have been ongoing over the last few months
- c. Archbold, Fayette, and the FC Sheriff’s Office all have these types of lots

- d. Chief Berg can elaborate on how law enforcement comes into possession of these vehicles

<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 is interested in gather costs of facility as well as estimated review. Formal procedures will have to be drafted as well.			

- 3. Fulton County EMS Contract 2022-2026
  - a. Back and forth with County Commissioners regarding the proposed language of contract
  - b. Village of Swanton requests more details, definitions, and clearer explanations
  - c. Proposed \$750,000 annually for BLS and ALS coverage within the proposed territory
  - d. County Central Station will be instituted and staffed by employees of the City of Wauseon

<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> Mayor, Chief Schaffer, Mrs. Hoelzle, Councilwoman Kreuz and Mrs. Harkey have reviewed the contract and have compiled questions/clarifications from the Commissioners. A meeting is scheduled September 21 with the commissioners.			

- 4. Capital Request
  - a. Public Safety Capital Requests are numerous. Due to the amount of being conscious of time, the recommendation is to find a time for the Public Safety Committee to meet on a separate day to go over the requests
  - b. Recommendation is to meet August 30, 2021 at 4:30 pm in Council Chambers.

**Committee of the Whole**  
August 23, 2021 • 7:45 p.m.

1. State Capital Budget
  - a. Reaching out to various sources, it seems that the legislature will accept requests for the State's Capital Budget
  - b. As you may recall, the Village submitted an application for Memorial Park Pavilion renovation in 2017 and was successful in receiving these funds
  - c. Again, if all goes as planned, applications will be accepted in the Fall 2021
  - d. Recommendation is to apply for Memorial Park Pavilion Master Plan projects
    - i. Playground
    - ii. Walking trail
    - iii. Upper concession remodel/reconstruction
2. Sidewalk Improvement Grant
  - a. Inaugural year had some hiccups- mainly with original contractor- but all projects are now complete
  - b. Discussed with Smith Paving if they would be interested in quoting the program for 2022 and they said they would
  - c. \$10,000 set aside in 2021, the intent is to present in 2022 temporary budget for same, or approximate amount (the line item may also include sidewalks the Village needs to improve)
  - d. Survey sent to the three (3) applicants and have two (2) responses to date
  - e. Would like to begin soliciting applications for 2022 unless it is deemed that the program will not be viable for 2022
  - f. Discussion on any concerns from Council with this program – none noted
3. American Rescue Plan
  - a. As discussed earlier this year ARPA funds became available to various communities throughout the United States
  - b. Due to some language changes the original amount presented is not what the Village will actually receive (over \$700,000 compared to \$404,129.59)
  - c. There are multiple restrictions on the use of funds and lots of reporting to submit
  - d. Taking into consideration the restricted uses there are two categories being recommended for review
    - i. Outdoor spaces
      1. Investments which will provide and support healthier living environments and recreational assets in the community
    - ii. Neighborhoods
      1. Investments which will support revitalization efforts throughout various neighborhoods
  - e. Much more discussion is needed to ensure compliance with restrictions