

# VILLAGE OF SWANTON

Council Meeting Minutes

September 13, 2021

7:00 p.m.

Prayer

Pledge of Allegiance

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

*Councilwoman Kreuz moved to approve the agenda as presented, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Stuart moved to approve the July 19, 2021 meeting minutes, seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Councilwoman Kreuz moved to approve the August 30, 2021 Public Safety Committee Special meeting minutes, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 3-0.*

*Councilman Rochelle motioned to schedule a special Finance Committee meeting on October 4 at 4:30pm for the purpose of discussing capital requests. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

Committee report summaries: please see below.

*Councilman Rochelle made a motion to accept August Finance Reports as discussed in Committee. Councilwoman Westhoven seconded. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

Proclamations:

Mayor Toeppe made two proclamations: Ovarian Cancer Awareness and the 20<sup>th</sup> Anniversary of September 11, 2001.

Old Business:

*Third 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 made by Councilman Rose. Seconded by Councilwoman Kreuz. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

New Business:

*First Reading Ordinance 2021-XX: Amending Chapter 51 Sewers of The Codified Ordinances of Swanton, Ohio made by Councilman Stuart, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

- Discussed in Water & Sewer Committee meetings
- Update language to include Village verification of usage
- Annual Flat Fee adjustment for pools constructed within the last 15 years

*First Reading Ordinance 2021-XX: Amending Chapter 54 Storm Water Utility of the Codified Ordinances of Swanton, Ohio made by Councilman Stuart, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

- Discussed in Water & Sewer Committee
- Clarified monthly and annual billing
- Removed directly or indirectly

*Councilwoman Kreuz moved to suspend the rules for Emergency Resolution 2021-XX: Providing for The Creation of The “Local Fiscal Recovery Funds Fund”, Authorizing The Deposit of Funds into Such Account, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Motion Providing for The Creation of The “Local Fiscal Recovery Funds Fund”, Authorizing The Deposit of Funds into Such Account made by Councilman Rose, seconded by Councilwoman Kreuz. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Councilwoman Westhoven moved to suspend the rules for Emergency Resolution 2021-XX: Authorizing The Submission And Support Of An Application To The Gametime®*

*Playground Grant Program For The Replacement Of Playground Equipment, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Motion Authorizing The Submission And Support Of An Application To The Gametime® Playground Grant Program For The Replacement Of Playground Equipment made by Councilwoman Westhoven, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

109 Parkside- Tree

- Per Ordinance 2009-24 regarding privately owned trees “It shall be the duty of any person owning or occupying property bordering on a right of way upon which property there are any trees or shrubs which are designated by the Tree Commission as dead, dying, diseased, or hazardous or deemed a menace to the public health, safety, and welfare of the people of Swanton, to remove or cause to be removed said tree(s) and/or shrub(s).”
- Further in that Ordinance, the Village Administrator shall notify the Village Council of the recommendation of the Tree Commission to send a written notice to the property owner indicating the required action to be taken.
- Neighbors to the property at 109 Parkside reported a tree on private property that they believed to be hazardous
- Tree Commission inspected the private tree and recommends removal
- Per the Ordinance, I am providing the information to Council for review and authorization, to send a letter to the private property owner about said tree

*Motion by Councilman Rose to authorize Mrs. Hoelzle to notify the home owner of the dangerous tree and to remove the tree if homeowner does not and assess the property taxes as needed, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Motion to approve the 2021 Tree Plantings Proposed locations as listed made by Councilwoman Kreuz, seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

- 219 Clark (resident request)
- 222 Woodland
- 228 Woodland
- 210 Larch (resident request)

- 110 Peachtree
- 110 Redbud

Administrator Report:

1. Planning Commission September Meeting
  - a. Reviewed Draft from CT Consultants on Use Districts
  - b. October Meeting Date will be October 6, 2021 instead of October 5, 2021
  
2. Tree Commission
  - a. August Meeting canceled
  - b. Meeting scheduled for September 20
  
3. General Updates
  - a. Administration Office will be closed all day on September 23 for Staff Training
  - b. Water shut offs occurred on September 2 with fourteen (14)
  - c. Civic Engagement Academy has had three (3) sessions.
    - i. Session evaluations coming back positive
  - d. Fulton Twp Fire Levy Informational Meeting September 15
  - e. Bulk Drop Off Day is September 18
  - f. Senior Center moving date- October 31, 2021
  - g. Stapleton Insurance has not received any update from Paramount on the 1/1/2022 renewal information
  - h. Due to time constraints and attention needed on many other matters in the same time period, Mrs. Hoelzle was not able to complete the OPWC application before the deadline to submit to Fulton County subcommittee. Mrs. Hoelzle believes there are other funding opportunities available and depending on time frame next year's OPWC application may be feasible as well
  
4. Brush Pick Up
  - a. Brush pick up will occur the week of September 13 but we ask everyone's patience as there will be no chipper
  
5. Swanton Historical Society- Railroad Park
  - a. Working on finalizing the survey, deed, legal description, and split
  - b. No update on Phase II yet

## 6. Project Updates

- a. Project 8 & 9
  - i. Public Meeting: September 8, 2021, 6:00 p.m. SCC
    - 1. Had over 25 people in attendance
  - ii. Tentatively looking at early October to start
- b. Membrane Softening
  - i. Ohio EPA is still reviewing the plans. All Staff is still working remotely
  - ii. Funding is still good (0% interest loan) and should be official in October
  - iii. Now looking at a November or December bid date
- c. Phase 2 Meter Update
  - i. Phase 2 had over 1,330 meters
  - ii. Incomplete or RTU: 58
- d. Memorial Park Master Plan
  - i. Working on complying the information to submit a request through State Capital Budget Process
- e. Title XV Codified Ordinance Update
  - i. CT Consultants sent over preliminary draft of Use Districts
- f. Downtown parklet
  - i. Working on parking logistics
- g. Crestwood
  - i. Application submitted for OPWC
- h. Woodside
  - i. Will begin on September 15
  - ii. Concrete drives will need to cure before use
- i. Sidewalk Improvement Program
  - i. Accepting applications until October 8
- j. Façade Enhancement Program
  - i. Three projects complete
  - ii. Waiting on updates from the rest of the projects
- k. Hallett Ave Improvements
  - i. Waiting to hear if applications will be funded

## 7. Communications Update

- a. Welcome Guide
  - i. Waiting on designer to finalize layout

- b. Business Guide
  - i. Will work on consolidating information into packets for businesses
- 8. Division Reports
  - a. Please see:Dropbox for details

Public Comment – no one reached out before deadline on September 9, 2021.

*Councilman Rose moved to enter into Executive Session at 7:34 p.m. for the purpose of public employee hiring and compensation, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

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

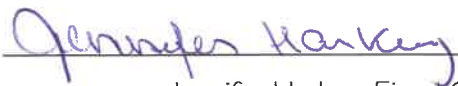
*Councilwoman Kreuz made the motion to accept resignation of full time Patrolman John Trejo effective 9/18/21 and change employment status to part-time. Councilman Rochelle seconded. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Councilwoman Kreuz made the motion to accept resignation of full time Patrolman Edward Marckel effective 9/26/21 and change employment status to part-time. Councilman Pilliod seconded. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Rose moved to adjourn meeting at 8:33 p.m., seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*



Neil Toeppe, Mayor

Attest:   
Jennifer Harkey, Fiscal Officer

## Water and Sewer Committee Meeting Minutes

September 13, 2021 • 6:00 p.m.

J. David Pilliod- Chairman  
Tony Stuart  
Craig Rose

### 1. Foertmeyer Storm Water

- a. Natural Resources Management, LLC submitted some documentation related to surface water flow
  - i. They indicate that the majority of storm water on any impervious surface enters onsite catch basins and is directed toward ditch
  - ii. They state that there may be some storm water from driveway approaches and parking lot area along the street is flowing to the storm water system
- b. Our consulting engineer reviewed the documents as presented and referenced that it appears the relatively small portion of impervious area (driveway and parking lot area) contributes directly to the storm water system
- c. The Codified Ordinance currently states that if a site contains impervious area contributed directly or indirectly to the storm water system then the ERU multiple should be calculated based upon the entire impervious area.
- d. The Codified Ordinance do not currently allow for a reduction in the ERU multiple based on the percentage of the impervious area that contributes to the storm water system of the Village.
- e. The consulting engineer goes on to state that given the large amount of impervious area and considering that that a large portion of the impervious area appears to not contribute to the storm sewer system, it seems that it is up to the interpretation of the Village Council to determine what is a fair monthly storm water utility charge for this unique property.
- f. Currently awaiting topographic information for consulting engineer to review
- g. Foertmeyer consultant, Chip Tokar presented on topographical information of the property and the estimated storm runoff. When asked by Councilman Pilliod as to the runoff into the Village storm water basins, Mr. Tokar estimated 5%.

<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> Mrs. Hoelzle will review information with Village consulting engineer.			

2. ODNR Fishing Agreement

- a. Since at least 2001, the Village of Swanton has had an agreement with ODNR Division of Wildlife regarding fishing at the Swanton Reservoir (near the Water Treatment Plant)
- b. The agreements have been for 10 year periods
  - i. Current agreement expires on December 9, 2021
- c. The Village sets all regulations (as controlling authority of the reservoir) on boats, hours of operation, etc.
- d. ODNR Division of Wildlife manages the fishery in the reservoir (such as annual rainbow trout drop)
- e. Mr. Yackee and Chief Berg have no concerns from their point of view

<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

September 13, 2021 • 6:30 p.m.

Michael Rochelle (chair)  
Dianne Westhoven  
Tony Stuart

- 1) Financial Document Review
  - a) July and August
    - i) \$693K in additional revenue received due to:
      - (1) Influx of \$202,065 of Local Fiscal Recovery Funds (ARP) in July
      - (2) Levy funds of \$491,561 in August.
        - (a) Remainder of the year will expend revenue from Levies
    - ii) Coronavirus Relief Funds
      - (1) Still using to offset Fire & Rescue Wages
        - (a) Two employees HAD COVID
        - (b) Caused substantial overtime for coverage
      - (2) \$2,135.70 unencumbered balance
        - (a) Have until 12/31/21 to spend
        - (b) Hold balance to have available for Public Safety wages

<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> Approve August reports			

- 2) Utility billing by the numbers....
  - a) Active Meters as of today-1918
  - b) Monthly Bills generated for 09/15-1711
    - i) Paperless
      - (1) 09/15/19-161
      - (2) 09/15/20-270
      - (3) 09/15/21-374
    - ii) ACH

- (1) 09/15/19-216
    - (2) 09/15/20-378
    - (3) 09/15/21-416
  - iii) Electronic Payments Received during the month
    - (1) 10/31/19-144
    - (2) 07/31/20-300
    - (3) 08/31/21-399
  - c) See Flowchart of process now and what it will look like next month
    - i) Bringing process back in-house
    - ii) Streamline billing process
    - iii) Slight monthly savings
- 3) Credit Card compliance
- a) Required quarterly per HB312
  - b) No changes with credit cards or credit limits
  - c) Credit card payment detail is provided each month with monthly Finance Reports
- 4) Community Reinvestment Area
- a) Ordinance submitted to Ohio Department of Development
  - b) Will wait to hear from state while finalizing process documents
- 5) Memorial Park Playground grant
- a) Playground grant through GameTime (playground manufacturer)
  - b) Proposed playground area is divided into age ranges
    - i) Phase 1 (age 5-12): cost approximately \$200,000
    - ii) Phase 2 (age 2-4): cost approximately \$40,000\*
      - (1) That cost is with the grant
  - c) Looking to apply for the grant this year with hopes of purchasing smaller playground equipment and locking in pricing for that area
  - d) Requested Nature Works for Phase 1
  - e) Resolution authorizing Administrator to apply (if applicable)