

# VILLAGE OF SWANTON

Council Meeting Minutes

September 27, 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 Stuart moved to approve the agenda as amended to include OPWC and Foertmeyer, seconded by Councilman Rose. Roll Call. ALL YES. Motion passed 5-0.*

*Councilwoman Kreuz moved to approve the September 13, 2021 meeting minutes, seconded by Councilman Pilliod. No Discussion. Roll Call. Motion passed 5-0.*

Committee report summary: please see below.

*Councilman Pilliod moved to authorize Administrator Hoelzle to enter into an agreement with OHM for the purposes of Public Service facility evaluation. Councilman Kreuz seconded. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

*Councilwoman Kreuz made a motion to waive liquor license hearing as discussed in Committee. Councilman Rochelle seconded. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

*Proclamation by Mayor Toeppe: Fire Prevention Week*

Old Business:

*Second Reading Ordinance 2021-XX: Amending Chapter 51 Sewers of The Codified Ordinances of Swanton, Ohio made by Councilman Rose, seconded by Councilman Stuart. No discussion. Roll Call. ALL YES. Motion passed 5-0.*

*Second Reading Ordinance 2021-XX: Amending Chapter 54 Storm Water Utility of the Codified Ordinances of Swanton, Ohio made by Councilman Stuart, seconded by Councilwoman Kreuz. No discussion. Roll Call. ALL YES. Motion passed 5-0*

New Business:

- June and July Finance Documents
  - Due to no Finance Committee Meeting in July and no quorum in August, the June and July Financial Documents were not approved

*Councilman Rochelle made a motion to approve June and July Financial reports as presented. Councilman Stuart seconded. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

- Fulton County Local Government Fund monies
  - Mrs. Harkey and I met with the Fulton County Budget Commission
  - The Local Government Fund amount of \$73,986.58

*Councilwoman Kreuz made a motion to approve Fulton County LGF and waive budget hearing. Councilman Rochelle seconded. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

*Councilman Rochelle moved to suspend the rules for Emergency Ordinance 2021-XX: To approve Fulton County EMS Contract 2022-2026 seconded by Councilwoman Kreuz. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

*Motion to approve Fulton County EMS Contract 2022-2026 made by Councilman Rochelle, seconded by Councilwoman Kreuz. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

*Councilwoman Kreuz moved to suspend the rules for Emergency Ordinance 2021-XX: Establishing Swanton Village Employee Compensation Schedule for Swanton Police Division 2022-2025, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

*Motion establishing Swanton Village Employee Compensation Schedule for Swanton Police Division 2022-2025 made by Councilwoman Kreuz, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

*Councilman Rochelle moved to suspend the rules for Emergency Resolution 2021-XX: Accepting The Amounts and Rates as Determined by The Budget Commission, Authorizing The Necessary Tax Levies and*

*Certifying Them to The County Auditor, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

*Accepting The Amounts and Rates as Determined by The Budget Commission, Authorizing The Necessary Tax Levies and Certifying Them to The County Auditor motion made by Councilman Rochelle, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

*Councilman Rose moved to suspend the rules for Emergency Resolution 2021-XX: Authorizing The Submission And Support Of An Application To The Ohio Attorney General's Office, For Ohio Law Enforcement Body Armor Grant Program, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

*Authorizing The Submission And Support Of An Application To The Ohio Attorney General's Office, For Ohio Law Enforcement Body Armor Grant Program motion made by Councilman Rose, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

*First Reading Ordinance 2021-XX: Authorizing The Village Administrator to Enter into A Fisheries Agreement with The Ohio Department of Natural Resources motion made by Councilman Rochelle, seconded by Councilman Rose. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

- First Reading Ordinance 2021-XX: Codified Ordinance updates
  - As presented in Council
  - Mayor Toeppe's wants change related to including more of the ORC language on the Village Administrator

*Councilman Pilliod made a motion to move forward with First Reading Ordinance 2021-XX: Codified Ordinances. No second. Motion falls to the floor and did not go before Council for a vote.*

Administrator Report:

- General Updates
  - Fall 2021 Bulk Drop off Day: September 18
    - Went well. Dumpsters full. 4,900 pounds of documents to securely shred
  - Reminder of Finance Committee Meeting on October 4, 2021 at 4:30 p.m. to discuss Capital Requests
  - Large rain caused some challenges but each Division was prepared to tackle

- Tree Commission
  - Tree Commission recommended moving their meeting time to begin at 5:30 p.m. instead of 6:00 p.m.
  - *Requests a simple motion to change the master calendar for meeting times*

*Motion to change master calendar to include new meeting time made by Councilman Rochelle, seconded by Councilman Stuart. Roll Call. ALL YES. Motion passed 5-0.*

- October Brush Pick Up
  - Chipper is still out of service but our crews believe we can still to the original October schedule
  - Beginning October 4, pick up each week accordingly to map
  
- Ohio Department of Development Grant submissions
  - Still waiting to hear on outcome
  - Mr. Onweller submitted 10 applications with priority points for Fulton County
  - Out of the 10 applications, he scored two (2) of the Village projects on his list
    - Number 2: Project 8 & 9 Sewer Separation
    - Number 10: Membrane Softening Improvements
  
- Project Updates
  - Project 8 & 9
    - Tentatively looking at early October to start
  - Membrane Softening
    - DEFA has scheduled loan funding for January 2022
    - Potential dates based on that funding schedule
      - Advertise for Bidding: October 28th
      - Pre-Bid Meeting at WTP - November 10th
      - Bid Opening: December 2nd
      - Loan Award: January 27th, 2022
      - Notice of Award to GC - any time between 12/2 and 1/27
      - Pre-Con Meeting and Notice to Proceed: January 28, 2022
  - Phase 2 Meter Update
    - Phase 2 had over 1, 330 meters
    - Incomplete or RTU: 52
  - Memorial Park Master Plan

- Working on complying the information to submit a request through State Capital Budget Process
  - Title XV Codified Ordinance Update
    - CT Consultants sent over preliminary draft of Use Districts
    - Planning Commission reviewed at their September Meeting
    - Comments back and then had a follow up call on September 22 with Kris from CT
    - She will send more sections soon
  - Downtown parklet
    - Working on parking logistics
  - Crestwood
    - Application submitted for OPWC
    - Subcommittee review on October 5
  - Woodside
    - Complete
  - Sidewalk Improvement Program
    - Accepting applications until October 8
  - Façade Enhancement Program
    - Three projects complete
    - The other three projects all indicate they will be complete by the end of the calendar year
  - Hallett Ave Improvements
    - Preliminary information indicates the projects are on the initial recommendation list for approval
- Communications Update
  - Welcome Guide
    - Design is complete.
    - Rough Draft looks great! Working on some typos and formatting
  - Business Guide
    - Will work on consolidating information into packets for businesses once the Welcome Guide is finalized

Personnel Report:

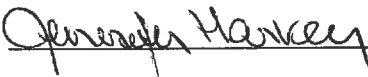
Full-time Patrolman John Trejo has withdrawn his letter of resignation. Recommendation is to reinstate Mr. Trejo as a full-time patrolman effective September 29, 2021.

Motion to reinstate Mr. Trejo as a full-time patrolman effective September 19, 2021 made by Councilman Stuart, seconded by Councilwoman Kreuz. Roll Call. No Discussion. Motion passed 5-0.

*Councilman Rose moved to adjourn meeting at 8:22 p.m., seconded by Councilman Stuart. 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. Unimproved Portion- Hickory Street

- a. When reviewing properties owned by the Village, it came to my attention that there is a portion of Hickory Street that was never dedicated
- b. The Village has maintained this for years but it would be best to official dedicate it as a public road
- c. This is just a formality, paperwork needs updated with the County



<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 updating paperwork with Fulton County.			

2. Proposal Professional Services: Public Service Facility

- a. At the last Public Service Committee, it was recommended to reach out to a firm regarding the current Public Service Facility
- b. I reached out to OHM Advisors which has helped communities like the City of Sandusky on projects as well as the Village of Ottawa Hills on a current facility project

<i>More Discussion Needed</i>	YES	NO	If yes, resume when: After results
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments:</i> Proceed with OHM to evaluate Public Service facility			

3. Foertmeyer Storm Water Charge

- a. The calculated storm water rate is \$589
- b. As per Codified Ordinance, Mrs. Hoelzle calculated a discount of 30%.  
Resulting in a charge of \$412.92
- c. Foertmeyer representative was in attendance for any further questions.
- d. Councilman Pilliod recommended a monthly charge of \$100 as a compromise.  
His basis is utilizing a rough average of two other commercial properties Storm Water charge.

<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> Councilwoman Kreuz recommendation is to leave the calculation at a 30% discount as outlined in the codified ordinances. Councilman Rochelle reminded the committee, the storm water charge is not calculated on usage. Recommendation by Councilman Rose is to confer with Village engineers.			



# Public Safety Committee

September 27, 2021

6:15 p.m.

Councilwoman Kreuz (Chair)

Councilman Rochelle

Councilwoman Westhoven

## 1. Body Armor Grant

- a. Ohio Attorney General's Office administers the Ohio Law Enforcement Body Armor Grant Program
- b. Three officers need updated body armor
- c. Applied in the past
- d. The request will be for approximately \$3,000, three (3) vests

<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 grant			

## 2. Liquor license

- a. Speedway
- b. Stop transfer meaning someone in managing members changed their stock
- c. Chief Berg does not have any issues with the information provided

<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 Liquor license update and waive hearing.			

## 3. Prosecutorial Services Contract renewal

- a. Current agreement is set to expire on December 31, 2021

- b. Chief Berg and I are content with the current services provided by Yvonne Trevino and recommend renewal of contract for an additional two years at the same rate
- c. Mrs. Trevino is agreeable to these terms

<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 drafting legislation for Mrs. Trevino's contract.			

4. Compensation

- a. Recruiting and retaining employees is crucial for any organization, the public sector is no different
- b. Typically, wages are lower in the public sector, than the private sector, and many public servants know this when choosing this path as their career
- c. The Village of Swanton supports its public servants, and in this particular case, it's police officers as best it can
- d. In 2017 there was an analysis of SFRD wages, it is now time to do the same for SPD
- e. The main point is providing our employees with the knowledge of what their compensation will be (barring any unforeseen issues such as a global pandemic) over the next few years
- f. We also would like to ensure we are staying competitive, relatively speaking, to recruit and retain good officers
- g. In Dropbox is a proposed wage schedule which takes into consideration the years of service, whether at the Village or another entity which paid into a State of Ohio retirement system
- h. Councilman Rochelle inquired if the General Fund could support the increase. Mrs. Harkey replied, yes, the large onetime adjustment can be supported in 2022 from the General Fund largely due to the offset of police wages in prior years due to COVID funds.
- i. Mrs. Harkey also mentioned Patrolman Brazeau is looking into his prior service credit, so his wage may be adjusted.

<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 recommends approving wage adjustment.			

5. Fulton County EMS Contract 2022-2026
  - a. Mayor Toeppe, Chief Schaffer, Mr. Lehenbauer, and myself met with the Commissioners to discuss aspects of contract
  - b. Village has no issue with fund structure, Central Station, or any other logistics
  - c. We proposed clear definitions which were not included in draft sent by Commissioners
  - d. Draft in Dropbox is final revision per the multiple conversations with the Commissioners
  - e. Commissioners would like to have a signed contract by October 1

<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 recommends approving contract.			

6. Food Truck Safety
  - a. Over the summer I received calls from food truck vendors inquiring about any registration or regulations in order to set up shop in the Village of Swanton
  - b. Currently, we have none
  - c. Food trucks are a great addition to events and the community- they can bring an influx of people who frequent the respective truck
  - d. There are State and County regulations regarding mobile food trucks
    - i. State of Ohio Department of Taxation requires mobile food vendors to have a valid transient vendor license
    - ii. Health Departments perform food safety inspections for a mobile food unit license
  - e. There are also some local requirements a community can require such as a fire safety inspection
  - f. We certainly do not want it to be cumbersome to have food trucks come to the Village, however Chief Schaffer and I believe it would be prudent to have a conversation if this Committee would like there to be research done on

formalized process, rules, and regulations to have mobile food trucks setup shop in the Village

- g. Chief Schaffer is concerned with pressure testing on propane tanks, generator inspection and suggests a regional inspection for gas.

<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 drafting regulations. Committee is concerned from a safety aspect.			

7. Parking- Waterwood Farms

- a. At the last Committee meeting, members recommended providing a revised parking schedule for Waterwood Farms which included prohibited parking for a small portion on the East side of Black Canyon Drive.
- b. Passed in January of 2021, parking is prohibited on the East side of Black Canyon and North side of Waterwood
- c. Canyon and North side of Waterwood
- d. Chief Berg and Chairwoman Kreuz met after the meeting to discuss more specifics
- e. Chairwoman Kreuz requested the topic to be brought up again to Committee
- f. Chief Berg is concerned from a safety perspective

<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> Keep legislation the same as in January 2021. No changes at this point.			

8. Storing vehicles in possession of law enforcement

- a. At last Committee Meeting, the members discussed the idea of an impound lot and asked for more research
- b. Discussion of location
  - i. Near the WRRF
- c. Discussion of ground surface
  - i. Gravel?
- d. Discussion of fence with barbed wire

- i. 125 x 125 quote approximately \$12,000
- e. Discussion of security
  - i. Cameras needed
  - ii. Cost: TBD
- f. Discussion of policy and procedures
  - i. Chief waiting on examples from other jurisdictions

<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, Need more information			

9. Police Fund Levy

- a. The main source of revenue (93%) for the SPD is income tax collected in the General Fund
  - b. Of the approximate \$1.875 million budgeted income tax revenue, \$755,000, or 40%, goes to the SPD
  - c. As Mrs. Harkey as mentioned multiple times, income tax collection can be a volatile revenue source as it is more susceptible to economic downturns
  - d. A property tax levy may not be as volatile
  - e. Any new tax should not be taken lightly. Much analysis has been done prior to presenting to this Committee
    - i. We have internally reviewed multiple sources of revenue income that could potentially augment revenue to alleviate the transfer of General Fund monies to cover SPD appropriations
  - f. A 3.0 mil levy, in the Village of Swanton, would generate approximately \$231,232 gross
    - i. Property taxes are based on the assessed value of the home
    - ii. This would cost a resident, with an assessed value of a home, at \$100,000 approximately \$105 per year.
      - 1. Formula:
        - a. Market value of home x 35%= Assessed Value
        - b. Assessed Value \* 0.003= Cost per Year
  - g. Next step would be to send to Finance Committee for discussion and then request information from the County Auditor's Office
- a. A levy would generate a dedicate, stable revenue source for SPD

<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> Include on October 4 agenda			

## Committee of the Whole

September 27, 2021 • 7:45 p.m.

1. Village Solicitor Agreement
  - a. Proposed agreement with Mr. Lehenbauer
  - b. Term 1/1/2022-12/31-2024
  - c. Retainer: \$1,000 per month
  - d. Services outside retainer: \$100/month
    1. Draft for next Council meeting
  
2. Capital Requests
  - a. Mrs. Harkey and I will tag team the rest of the Capital Requests presentation before the Finance Committee review on October 4
    1. Discuss Capital items not discussed in previous meetings
  
3. 2021-2022 Handbook Revisions
  - a. Discussion of Rough Draft for 2021-2022 Handbook revisions
  - b. Added section on Military Leave