

VILLAGE OF SWANTON

Council Meeting Minutes

October 25, 2021

7:00 p.m.

Prayer

Pledge of Allegiance

Roll Call: Tony Stuart
Kathy Kreuz
J. David Pilliod

Michael Rochelle
Craig Rose
Dianne Westhoven

Councilwoman Kreuz moved to amend the agenda to include passing Township Contracts by Emergency, seconded by Councilman Rose. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Rochelle moved to approve the October 12, 2021 meeting minutes with the amendment of marking Mr. Pilliod unexcused absence, seconded by Councilman Stuart. No further Discussion. Roll Call. ALL YES. Motion passed 5-0-1 (Kreuz abstained).

Councilwoman Kreuz moved to approve the October 20, 2021 meeting minutes, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Committee Summaries see below:

Old Business:

Third Reading Ordinance 2021-XX: Authorizing The Village Administrator to Enter into A Fisheries Agreement with The Ohio Department of Natural Resources moved by Councilman Rose, seconded by Councilman Rochelle. No Discussion Roll Call. ALL YES. Motion passed 6-0.

Emergency Ordinance 2021-XX: Amending Ordinance 2021-20 Establishing Swanton Village Employee Compensation Schedule For Swanton Police Division 2022-2025 made by Councilwoman Kreuz, seconded by Councilman Rose. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilwoman Kreuz made a motion to amend Ordinance 2021-20 Establishing Swanton Village Employee Compensation Schedule For Swanton Police Division 2022-2025 made by, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Second Reading Ordinance 2021-XX: Assenting To The Detachment Of Property motion by Councilman Rochelle, seconded by Councilman Rose. No Discussion. Roll Call. Rochelle – yes; Rose – yes; Stuart – yes; Kreuz – yes; Westhoven – yes; Pilliod – no. Motion passed 5-1.

Second Reading Ordinance 2021-XX: Notifying The Fulton And Lucas County Auditors That One Tax Levy Passed Specifically For Fire Protection Shall Not Be Collected For The Five Year Term As Specified In The Ballot Language Unless This Ordinance Is Repealed During Said Term motion by Councilman Rochelle, seconded by Councilman Rose. No Discussion. Roll Call. Rochelle – yes; Rose – yes; Stuart – yes; Kreuz – yes; Westhoven – yes; Pilliod – no. Motion passed 5-1.

Second Reading Ordinance 2021-XX: Dedicating the Unimproved Portion of Hickory Street in the Village of Swanton Fulton County, Ohio motion by Councilman Pilliod, seconded by Councilman Rose. No Discussion. Roll call. ALL YES. Motion passed 6-0.

Second Reading Ordinance 2021-XX: Authorizing Village Administrator To Enter Into An Agreement For Prosecutorial Services For The Village Of Swanton motion by Councilman Rose, seconded by Councilwoman Westhoven. No Discussion. Roll call. ALL YES. Motion passed 6-0.

Second Reading Ordinance 2021-XX: Appointing Village Solicitor And Establishing Compensation motion by Councilman Rose, seconded by Councilwoman Westhoven. No Discussion. Roll call. ALL YES. Motion passed 6-0.

New Business:

Emergency Resolution 2021-XX: Resolution Authorizing The Submission And Support Of An Application To The State Of Ohio Office Of Criminal Justice Services (if applicable) made by Councilman Rose, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Motion made by Councilman Rochelle Authorizing The Submission And Support Of An Application To The State Of Ohio Office Of Criminal Justice Services (if applicable), seconded by Councilwoman Resolution. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

2022 Corn Festival

- a. Corn Festival Committee submitted a request letter for 2022 dates (August 12 and 13)
 - i. See Dropbox for letter
- b. Some reconfiguration of attractions but mostly all points similar to previous years

Motion made by Councilman Pilliod to approve dates submitted by the Corn Festival Committee, seconded by Councilman Rose. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Fire Hydrant Meter Request

- c. There is a possibility that UUI would like to request a fire hydrant meter for use on the sewer separation project. Nothing confirmed yet.

Motion to authorize UUI use of Fire Hydrant Meter, contingent on completing application, made by Councilman Rochelle, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Emergency Ordinance 2021-XX: Approving Fire Services Contract with Fulton Township for the period of 2022-2026 with annual payments of \$165,980, contingent on successful passage of Fulton Township Fire Levy on the ballot November 2, 2021, made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Ordinance 2021-XX: Approving Fire Services Contract with Fulton Township for the period of 2022-2026 with annual payments of \$165,980, contingent on successful passage of Fulton Township Fire Levy on the ballot November 2, 2021, made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Emergency Ordinance 2021-XX: Approving Fire Services Contract with Swancreek Township for the period of 2022-2026 with annual payments of \$258,760, contingent on successful passage of Fulton Township Fire Levy on the ballot November 2, 2021, made by Councilwoman Kreuz, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Ordinance 2021-XX: Approving Fire Services Contract with Swancreek Township for the period of 2022-2026 with annual payments of \$258,760, contingent on successful passage of Fulton Township Fire Levy on the ballot November 2, 2021, made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Administrator Report:

1. General Updates
 - a. § 36.08 (G) Adjustment Report in Dropbox
 - b. Leaf pick up will begin the week of October 25
 - c. Main Street will be down to one lane for traffic the week of October 25 due to Project 8 & 9
2. Tree Commission
 - a. Reminder that October meeting was cancelled
3. October Brush Pick Up
 - a. Chipper is still out of service but crews are making their way through the Village slowly but surely
4. Ohio Department of Development Grant submissions
 - a. Still waiting to hear on outcome
 - i. ODOD website states approximately 45 days from submission
 - ii. Submitted on August 18
 - iii. County priority points submitted by August 27
 - iv. Hopefully will hear soon as 45 days has passed
5. Project Updates
 - a. Project 8 & 9
 - i. Mobilized

- ii. Working on water lines on Allen, West and Sanderson
 - iii. EMHT, subcontractor, is working on locating all sewer laterals in scope area
- b. Membrane Softening
 - i. Updates to timeline given by engineer
 - ii. November 3, 2021: Advertise for Bids
 - iii. November 17, 2021 - Pre-bid Meeting at WTP
 - iv. December 2, 2021 - Open Bids
 - v. January 14, 2022+/- Contractor Notice of Award
 - vi. January 27, 2022 or after - Contractor Notice to Proceed
 - vii. DEFA funding dates:
 - 1. DEFA loan application: Dec 1, 2021
 - 2. Bid Package / Results to DEFA - Dec 15, 2021
 - 3. Formal Loan Award - Jan 27, 2022 (board mtg on last Thursday of the month)
- c. Phase 2 Meter Update
 - i. Phase 2 had over 1, 330 meters
 - ii. Incomplete or RTU: 44
 - iii. However, the number is closer to 30 when removing vacant homes and those who still need to schedule
- d. Memorial Park Master Plan
 - i. Working on complying the information to submit a request through State Capital Budget Process
 - ii. Playground Fundraiser
 - 1. I tasked Ms. Sanders with creating language for a Memorial Park Fundraiser to raise monies towards the playground
 - 2. We then utilized a graphic designer/MPA student to assist with the graphics
 - 3. Content with the final copy
 - 4. Waiting on some logistics with donation capabilities and then will go live on the website
 - iii. Adopt a Bench program will be back with a handful of benches surrounding the playground
 - 1. More information soon
- e. Title XV Codified Ordinance Update
 - i. CT Consultants sent over preliminary draft of Use Districts
 - ii. Will send over draft of next section soon
- f. Downtown parklet
 - i. Working on parking logistics
 - ii. I spent time at the location with Officer Bersinger measuring and trying out different ways to park
 - iii. Straight parking may have complications when pulling in and out
 - iv. Angle parking would require the use of the alley and make it one way
 - v.
- g. Crestwood
 - i. Waiting to hear if Village received Small Government funding through OPWC

- h. Sidewalk Improvement Program
 - i. Five (5) applications received by deadline
 - ii. All are in compliance and will send for quotes
- i. Façade Enhancement Program
 - i. Five projects complete
 - ii. The other project indicates it will be complete by the end of the calendar year
- j. Hallett Ave Improvements
 - i. I attended the TMACOG Board of Trustees meeting as I representative the Village Caucus as a Board Member
 - ii. The Board of Trustees are the final group to review the proposed projects for funding opportunities
 - iii. They received 65 applications from 18 entities requesting approximately \$76 million dollars in funding
 - iv. I'm excited to say that the Board of Trustees approved the grant request for both phases of the Hallett Road Improvement projects
 - v. The next step in the process is for ODOT to do a field review
 - vi. A timeline on the project funding will then be released
 - vii. Hallett Road A
 - 1. Work from Airport north of Garfield Avenue
 - 2. Coronavirus Response and Relief Supplemental Appropriations
 - 3. Estimated cost: \$800,000
 - 4. Grant: \$448,000 (56%)
 - viii. Hallett Road B
 - 1. North of Church Street to Turnpike
 - 2. Surface Transportation Block Grant- Small project
 - 3. Estimated cost: \$580,000
 - 4. Grant: \$371,000 (64%)
 - ix. Work includes removal and replacement of curb and gutter, new pedestrian walk on west side of road, as well as widening the existing structure over Al Creek to facilitate pedestrians

6. Communications Update

- a. Welcome Guide
 - i. Design is complete.
 - ii. Rough Draft looks great! Working on some typos and formatting
- b. Business Guide
 - i. Will work on consolidating information into packets for businesses once the Welcome Guide is finalized

Public Comment: No one reached out before deadline on October 21, 2021

Councilman Rochelle moved to enter into Executive Session at 7:28 p.m. for the purpose of public employee hiring and employment, seconded by Councilman Rose. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Mayor called Council back to order at 8:13 p.m. Roll Call.

Move to approve the hiring of Lee Kusz as a full-time member of the Swanton Police Division, effective November 29, 2021 at an hourly rate of \$23.37/hour contingent on successful completion of drug screen and background check. Mr. Kusz is subject to a 6-month introductory period effective November 29, 2021. Mr. Kusz will accrue personal leave, sick leave, and vacation leave according to policy. Mr. Kusz understands reimbursement to the Village for certain onboarding expenses if he leaves before two years' employment with the village according to policy made by Councilwoman Kreuz, seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Move to approve the hiring of Alva Conger III as a full-time member of the Fire and Rescue Division, effective November 14, 2021 at an hourly rate of \$15.20/hour contingent on successful completion of physical exam, drug screen, background check, and psychological exam. Mr. Conger III is subject to a 6-month introductory period effective November 14, 2021 by Councilwoman Kreuz, seconded by Councilman Rose. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

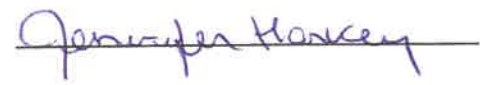
Mr. Conger III understands reimbursement to the Village for the physical exam, background check, and psychological exam expenses, in accordance to policy, if he were to leave within 24 months of hire.

Further, Mr. Conger III must submit a letter, no later than December 31, 2021, from the State of Ohio illustrating completion Ohio Paramedic certification. Upon receipt of said letter, Mr. Conger's III wage will be increased to the appropriate firefighter/paramedic wage/hour at the beginning of the next full paid period after the date of the letter with corresponding wage recorded at a Council Meeting. Mr. Conger III must submit a letter or proof of a State of Ohio Firefighter II certification no later than November 14, 2022. Mr. Conger III understands both these conditions must be met or his employment will be impacted up to separation.

Councilman Stuart moved to adjourn meeting at 8:21 p.m., seconded by Councilman Rose. No Discussion. Roll Call. ALL YES. Motion passed 6-0.


Neil Toeppe, Mayor

Attest:


Jennifer Harkey, Fiscal Officer

Public Service Committee

October 25, 2021

6:00 p.m.

Councilman J. David Pilliod (Chair)

Councilman Rose

Councilwoman Kreuz

1. Woodside berm

- a. Two residents who reside on Woodside Drive reached out to express their concerns about the stone berm
- b. The existing width of Woodside Drive is approximately 18.5' wide, which is narrower than typical roadway widths. The stone shoulder provides some extra width without the cost of full depth widening. There were portions of existing shoulder along the road, but they were severely broken down and deteriorating with grass growing up through cracks and in some areas over the existing shoulder. The stone shoulder also adds some support for the edge of the pavement when vehicles drive along or over the edge. The shoulder support is especially beneficial for the narrow roadway where the edge of pavement experiences more vehicle loads and tends to break down faster.
- c. The street was likely 20-22 feet wide at one point and the edges have completely deteriorated. We found remnants of them during this project.
- d. If pulverization, widening, and paving of the entire street would have occurred it would have been approximately \$150,000 compared to less than \$100,000 estimated for how the project went through
- e. This is not the first time stone berm has been used for Village projects- uncurbed streets
- f. In 2011, the Village had stone berm installed on the edges of Maple, Hickory, Oak, and Birch (as detailed in the July 18, 2011 Council Meeting Minutes). This apparently was a request from the Village and not the engineering firm
- g. The stone berm was a recommendation from PDG and Mrs. Hoelzle supports the avenue with which the project moved forward

More Discussion Needed	YES	NO	If yes, resume when:
Decision/Recommendation	YES	NO	No Decision Needed
Decision Details/Comments: Councilman Pilliod reviewed the area, spoke to several Woodside residents and recommends keeping the berm as is for now.			

2. Parking- Dodge

- a. New owners of 98 Dodge are remodeling the dwelling
- b. It is a legal non-conforming structure as it has been a residential dwelling for decades but it is in a B2- General Business zoning classification

- c. One of the items they wish to explore is pouring a driveway in a location which would come into conflict with a public parking space on Dodge Street
 - i. Please see Dropbox for photos
- d. The current Codified Ordinances indicates residential driveways must be a minimum of 12 feet and be made up of masonry material but does not go into specifics on location
- e. There are 107 public parking spaces in the Downtown corridor (picture in Dropbox)
- f. There looks to be an old curb cut on Miller Avenue. Unclear if it was used for a driveway as grass is overgrown in the area and there is a retaining wall on the property
- g. The proposed location would eliminate two (2) parking spaces depending on where the property line is located
- h. Before any official recommendation from Staff can be made on the location of a driveway, my recommendation is to ensure there is a stamped survey of the property to clear show where the property lines are located.
- i. Discussion of eliminating public parking spaces for the owners to install driveway on their property (again clearly indicating property lines should be confirmed)

More Discussion Needed	YES	NO	If yes, resume when:
Decision/Recommendation	YES	NO	No Decision Needed
Decision Details/Comments: Councilman Pilliod reviewed the location and is concerned about safety for pedestrians. Councilman Rose recommended the property owner present plans of exactly where the proposed driveway would be installed.			

- 3. #ServeSwanton- Snow Angels
 - a. #ServeSwanton is an idea Mrs. Hoelzle has been wanting to propose for a couple years but due to time constraints was not able to fully contribute the time to it.
 - b. The idea is to connect volunteers to those Village of Swanton residents who may need some additional assistance with outdoor work such as raking leaves, shoveling snow, clearing landscaping beds.
 - c. As a test run, Mrs. Hoelzle proposes the Snow Angel program
 - d. Mrs. Hoelzle tasked Ms. Sanders, Community Development Assistant, to reach out to the Senior Center to garner interest in those who may need assistance as well as Swanton High School to garner interest in those who may wish to volunteer
 - i. Overall a great response from both parties
 - e. The Village would only act as the conduit to connect those who need assistance to those who wish to volunteer
 - f. There would be a sign up sheet for both parties which would include information on a Release, Waiver of Liability and Indemnification Agreement

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: This program was well received by all councilmembers and recommendation is to proceed.</i>			

Public Safety Committee

October 25, 2021

6:15 p.m.

Councilwoman Kreuz (Chair)
 Councilman Rochelle
 Councilwoman Westhoven

1. Mobile Food Truck

- a. Per the last Public Safety Committee Meeting, Mrs. Hoelzle sent a survey to a handful of communities regarding Mobile Food Trucks
- b. Received four responses: Oak Harbor, Archbold, Wauseon, and Perrysburg (please refer to Dropbox)
- c. Archbold and Perrysburg have instituted regulations; Oak Harbor and Wauseon have not
- d. Good information from Archbold and Perrysburg (please refer to Dropbox)
- e. Recommendation is draft language to cover registration as a means to ensure Health Department License, Fire Inspection, as well as registering with R.I.T.A on top of identifying locations where Mobile Food Trucks can operate

More Discussion Needed	YES	NO	If yes, resume when:
Decision/Recommendation	YES	NO	No Decision Needed
Decision Details/Comments: Recommendation is to Proceed with legislation due to health and safety concerns.			

2. Airport/Munson traffic study

- a. MVPO did not complete the necessary paperwork to submit an application for safety funding
- b. To their credit they are working for many entities in the five county region they support
- c. If this is still the direction Public Safety and Council would like to move towards, it may be beneficial to engage with an engineering firm to do the work (my recommendation)
- d. This would come at a cost as opposed to MVPO

More Discussion Needed	YES	NO	If yes, resume when:
Decision/Recommendation	YES	NO	No Decision Needed
Decision Details/Comments: Traffic study completed in 2015 did not recommend a traffic light for Munson and Airport. Concern over turn lane installation and Willow Run subdivision also discussed. No decision at this time.			

3. Body Camera Grant

- a. State of Ohio, Office of Criminal Justice Services offers grant assistance for body-worn cameras
- b. Chief Berg would like to apply for a grant to purchase six (6) body cameras
- c. Recommendation is to apply for grant

More Discussion Needed	YES	NO	If yes, resume when:
Decision/Recommendation	YES	NO	No Decision Needed
Decision Details/Comments: Proceed with grant, 100% match, cost approximately \$5000			

4. Fire Advisory Meeting Update

- a. Members of Public Safety Committee held a Special Meeting the same evening as the Fire Advisory Board Meeting
- b. Discussion centered mainly on the proposed contract language if the Fulton Township levy were to pass
- c. Mrs. Harkey will go over the spreadsheet outlying the proposed fee change (in Dropbox for review)
- d. Fire Advisory Board made a recommendation to approve contracts as presented that evening assuming the successful passage of the Fulton Township levy
- e. Finance Committee recommended the legislation to rescind the Village's levy
- f. Chief Schaffer sent a letter to Public Safety regarding his concerns
- g. Discussion from Public Safety regarding proposed contracts and next steps

More Discussion Needed	YES	NO	If yes, resume when:
Decision/Recommendation	YES	NO	No Decision Needed
Decision Details/Comments: Councilman Kreuz responded to Chief Schaffer's concern over lack of control of the Fire Department. She spoke to both Township Trustee's and they indicated there is no interest from the Township's to manage a Fire Department. Recommendation is to proceed with contracts by emergency vote.			

Committee of the Whole

October 25, 2021 • 7:45 p.m.

1. 2022 Meeting Calendar

- a. Proposed 2022 calendar for review and recommendation to Council

More Discussion Needed	YES	NO	If yes, resume when:
Decision/Recommendation	YES	NO	No Decision Needed
Decision Details/Comments: No issues. Approve calendar			

2. 2021-2022 Handbook Revisions

- a. Discussion of Rough Draft for 2021-2022 Handbook revisions

More Discussion Needed	YES	NO	If yes, resume when:
Decision/Recommendation	YES	NO	No Decision Needed
Decision Details/Comments: Waiting for insurance information			

3. 2022 CIP and Temporary Appropriations

- a. Mrs. Harkey has completed the rough drafts of the Capital Improvement Plan and the 2022 Temporary Appropriations
- b. The intent is for detailed discussion at the November 8 Finance Committee Meeting
- c. Mrs. Harkey will pass out copies of the documents during Committee of the Whole and go over the format.

4. ARPA

- a. After review of the Capital Improvement Plan and forecasting appropriations over the next few years, it is evident that the Water Resource Recovery Capital Fund will be burdened with many expenditures due to the much needed improvements at the WRRF (see Master Plan from Fishbeck) as well as the unfunded mandates of sewer separation through the State of Ohio (Mrs. Harkey can elaborate)
- b. These capital expenditures are warranted to ensure continued compliance with the Ohio EPA as well as the ability to treat waste properly
- c. The most straightforward criteria for use of ARPA funds is related to water, sewer, and broadband

- d. After much review, the recommendation is for these funds to be used towards wastewater related projects as a means to lessen the debt that will be incurred due to these projects
- e. If Committee wishes to proceed in 2021 the 2021 Permanent Budget will need amended to account for these expenditures

<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 utilizing ARPA funds for Water/Sewer projects in 2021 and amend 2021 Permanent Budget.			