

VILLAGE OF SWANTON

Council Meeting Minutes

November 8, 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)

Councilwoman Kreuz moved to approve the agenda as amended to include a Personnel Report, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 5-0.

Councilman Stuart moved to approve the October 25, 2021 Council meeting minutes, seconded by Councilwoman Kreuz. No Discussion. Roll Call. ALL YES. Motion passed 5-0.

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 5-0.

Old Business:

Third Reading Ordinance 2021-XX: Assenting To The Detachment Of Property motion made by Councilman Rose, seconded by Councilman Rochelle. No Discussion. Roll Call. Rose, Rochelle, Kreuz, Stuart – yes. Pilliod – no. Motion passed 4-0.

Third 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Protection Shall Not Be Collected For The Five Year Term As Specified In The Ballot Language Unless This Ordinance Is Repealed During Said Term motion made by Councilman Rochelle, seconded by Councilman Stuart. No Discussion. Roll Call. Rose, Rochelle, Kreuz, Stuart – yes. Pilliod – no. Motion passed 4-0.

Third 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 Stuart. No Discussion. Roll Call. ALL YES. Motion passed 5-0.

Third Reading Ordinance 2021-XX: Authorizing Village Administrator To Enter Into An Agreement For Prosecutorial Services For The Village Of Swanton motion made by Councilman Rose, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 5-0

Third Reading Ordinance 2021-XX: Appointing Village Solicitor And Establishing Compensation motion made by Councilman Rose, seconded by Councilwoman Kreuz. No Discussion. Roll Call. ALL YES. Motion passed 5-0.

New Business:

1. 2022 Meeting Calendar

Motion by Councilwoman Kreuz to approve 2022 Calendar as presented, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 5-0.

2. WIOA motions

- a. In early 2021, Mr. Cuyler Kepling and Mr. Andrew Lovingood were hired full time in the SFRD
- b. Part of their hiring including language indicating these gentlemen would work towards their paramedic license and if unsuccessful after three attempts would reimburse the Village for the expenses
- c. Subsequent to their hire, Chief coordinated with Fulton County Ohio Means Jobs to see if the gentlemen were able to utilize funding through the Workforce Innovation and Opportunity Act (WIOA)
- d. Ultimately both gentlemen are using outside funding towards their paramedic course and exam as opposed to the Village covering the cost
- e. For record purposes, I think it best to have note in Council minutes where it is detailed that the majority, if not all, of expenses for Mr. Kepling and Mr. Lovingood to complete their paramedic training will not be paid out of Village appropriations.
- f. If there are some miscellaneous expenses the Village ultimately covers, it will be documented and the motion language originally approved with come into play

Motion to amend hiring language as described above made by Councilman Pilliod, seconded by Councilman Rose. No Discussion. Roll Call. Motion passed 5-0.

3. Health Benefit Reimbursement

- a. At the date of the original version of this report, October 28, the Village had not received the 2022 renewal information from Paramount (must be provided by first week of November)
- b. With the renewal information presented on November 4, Mrs. Hoelzle still stands by this recommendation
- c. Originally, the Village would have been on an October 1 renewal so renewal information would have been provided in August with plenty of time to present to Council
- d. A letter was sent in early August indicating Paramount was set to change renewal date to January 1.
- e. Paramount originally told the Village, back in August, that updated premiums for the January 1 renewal would be provided by the first week of September
- f. Mrs. Hoelzle's hope, at the time, was to present to Council a new health benefit reimbursement structure for 2022, with the information provided by Paramount in mind, to replace the existing benefit for both medical and dental/optical which was set to expire on September 30
- g. Mrs. Hoelzle was not able to pursue her initial thought to provide her recommendation before the expiration date due to lack of information from Paramount
- h. Though the handbook states the reimbursements would expire on September 30, this provision was presented to Council with the intention of having a new reimbursement structure in place before then
- i. Again, this did not happen due to Paramount's failure to provide information when they indicating they would. Mrs. Hoelzle can't stress this enough
- j. Due to the original intention, of having a new structure in place before September 30, and then in reality not having that occur, Mrs. Hoelzle is recommending Council consider and extend the reimbursement structure for dental/optical only
- k. This would allow the 21 employees, who have not completely used up the reimbursement, to consider visiting the dentist or optometrist
- l. Mrs Hoelzle's recommendation does not include the medical reimbursement, just dental and optical since the Village does not contribute towards those premiums
- m. In her opinion, Mrs. Hoelzle believes this is a fair compromise as it was always presented to employees that a new reimbursement structure would be presented
- n. If Council agrees, a simple motion to extend the dental/optical reimbursement to 12/31/2021 would suffice

Motion to extend the health reimbursement allowance until 12/31/21 made by Councilman Rochelle, seconded by Councilman Stuart. No discussion. Roll Call. Motion passed 5-0.

Councilman Stuart moved to suspend the rules for Emergency Ordinance 2021-XX: Amending Ordinance 2021-06 Permanent Appropriation Ordinance, seconded by Councilman Rochelle. No Discussion. Roll Call. Motion passed 5-0.

Motion Amending Ordinance 2021-06 Permanent Appropriation Ordinance motion made by Councilman Rochelle, seconded by Councilman Stuart. No Discussion. Roll Call. Motion passed 5-0.

Council Rose moved to suspend the rules for Emergency Ordinance 2021-XX: Providing for Temporary Appropriations to Provide for The Current Expenses and Other Expenditures During the Fiscal Year Ending December 31, 2022, seconded by Councilman Rochelle. No Discussion. Roll Call. Motion passed 5-0.

Motion Providing for Temporary Appropriations to Provide for The Current Expenses and Other Expenditures During the Fiscal Year Ending December 31, 2022 made by Council Rose, seconded by Councilman Rochelle. No Discussion. Roll Call. Motion passed 5-0.

First Reading Ordinance 2021-XX: Authorizing The Village of Swanton To Participate In TMACOG'S Stormwater Coalition Program motion made by Councilman Rose, seconded by Councilman Pilliod. No Discussion. Roll Call. Motion passed 5-0.

Personnel Report:

Chief Schaffer recommended the following employees removed from probation: Brian Berry, Cuyler Kepling, Andrew Lovingood.

Motion to remove above employees from probation made by Councilman Rose, seconded by Councilman Pilliod. No Discussion. Roll Call. Motion passed 5-0

Administrator Report:

1. General Updates

- a. Brush pick up should have been completed last week but delayed due to weather and chipper out of service
- b. Leaf pick up is ongoing but again the weather as well as the fact that many trees still haven't shed their leaves, have caused them delays.

2. Tree Commission

- a. November 15 Meeting
3. Ohio Department of Development Grant submissions
- a. First round announced. Congrats to our friends in Fayette who received a tremendous grant
 - b. Still hoping we will be part of second round
4. Project Updates
- a. Project 8 & 9
 - i. UUI has completed the connection to the water main on Main St and has started down Sanderson.
 - ii. After the water main is complete, they will move back over to Allen and West to work on transferring the water services to the new main.
 - iii. UUI opened the valves on West and Allen and also unbagged the hydrant on the NE corner of West and Garfield so the hydrant is in service in case of an emergency.
 - iv. All pressuring testing and bacteria testing is complete and passed on Allen and West.
 - 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: 42
 - 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
 - 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. No major updates
- g. Crestwood
 - i. Waiting to hear if Village received Small Government funding through OPWC
- h. Façade Enhancement Program
 - i. Five projects complete
 - ii. The other project indicates it will be complete by the end of the calendar year
- i. Hallett Ave Improvements
 - i. 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%)
 - ii. 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%)
 - iii. 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

5. Communications Update

- a. Welcome Guide
 - i. Design is complete and was sent to everyone
 - ii. Mrs. Miller will print a few hard copies to have on hand
 - iii. Updated version is now on website
- b. Business Guide
 - i. Will now work on finalizing this packet

6. Division Reports

- a. Please see Dropbox for reports

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

Councilman Rose moved to enter into Executive Session at 7:32 p.m. for the purpose of public employee hiring and compensation, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 5-0.

Mayor called Council back in to order at 7:52 p.m. Roll Call.

Councilman Kreuz moved to accept resignation of full time FF/Paramedic Chad Branum effective 11/03/21. Councilman Stuart seconded. No Discussion. Roll Call. ALL YES. Motion passed 5-0.

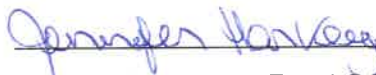
Councilman Kreuz moved to approve the hiring of Brianna Morgan as a part-time Firefighter/EMT with the Fire and Rescue Division, effective November 28, 2021 at an hourly rate of \$15.20/hour upon successful completion of a background check, drug screen, and psychological exam. Ms. Morgan is subject to a 6-month introductory period effective until on or about May 28, 2022. Councilman Rose seconded. No Discussion. Roll Call. ALL YES. Motion passed 5-0.

Councilman Kreuz moved to approve the hiring of Cameron Wood as a part-time Firefighter/EMT with the Fire and Rescue Division, effective November 28, 2021 at an hourly rate of \$15.20/hour upon successful completion of a background check, drug screen, and psychological exam. Mr. Wood is subject to a 6-month introductory period effective until on or about May 28, 2022. Councilman Rose seconded. No Discussion. Roll Call. ALL YES. Motion passed 5-0.

Councilman Rose moved to adjourn meeting at 7:52 p.m., seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 5-0.



Neil Toeppe, Mayor

Attest: 

Jennifer Harkey, Fiscal Officer

Water and Sewer Committee Meeting Minutes

November 8, 2021 • 6:00 p.m.

J. David Pilliod– Chairman
Tony Stuart
Craig Rose

1. TMACOG Stormwater Coalition
 - a. As you may recall, in late 2016 into 2017 the Village became a Small Municipal Separate Storm Sewer System (MS4) due to the fact that the existing system became more separated then combined.
 - b. With that designation of MS4 comes certain regulations to follow such as having aa MS4 Audit and Inspection, an updated Storm Water Management Program (SWMP)
 - c. The requirements fall on various Village employees as we do not have a position solely focusing on these regulations
 - d. Therefore, Mrs. Hoelzle is recommending pursuing membership in TMACOG’s Stormwater Coalition
 - e. From the TMACOG website, the purpose of the Stormwater Coalition is to provide a forum for local governments to address drainage, erosion, stormwater pollution, and stormwater management regulations on a cooperative, watershed basis. Design and implement solutions to regional stormwater management problems.
 - f. This would allow the Village to network and have a resource available to help with certain MS4 regulations and situations
 - g. Membership in this Coalition is based off a percentage of population and total cost for 2022 would be \$1,156.32 and requires a resolution from the legislative authority
 - h. Resolution is drafted and presented as first reading under New Business if you would like to proceed
 - i. Committee is fine with pursuing membership with the Coalition.

2. Suez presentation- Tank Asset Management
 - a. Tank Asset Management is important for many different reasons
 - b. Mr. Daryl Bowling will be on hand to provide a presentation on what Suez found when assessing the Village’s water tower and what this means for the future

- c. Mr. Bowling presented on the condition of the water tower, maintenance, timing of painting and estimated cost associated. He stated he will provide more concrete quote in April of 2022 for a 2023 start date.

Finance Committee Minutes
November 8, 2021 • 6:30 p.m.

Michael Rochelle (chair)
Dianne Westhoven (excused)
Tony Stuart

1) Financial Document Review

- i) October
 - (1) Income Tax revenue received as of 10/31/21 \$1,845,684
 - (a) Estimated full year collection \$2,079,000
 - (b) On track to exceed budget
 - (2) For the period of 01/1/19-12/31/19
 - (a) Full year \$1,964,097
 - (3) For the period of 01/1/20-12/31/20
 - (a) Full year \$1,909,013

2) Utility Rate Analysis

- a) Per Ohio EPA, required to evaluate Utility Rates every three (3) years
- b) Last complete analysis was in 2017
- c) Meter upgrade providing more accurate usage, however...
 - i) Meter changeouts in Phase 2 exposed large consumption not bill
 - (1) Due to old meters not recording consumption properly
 - (2) Old meter not communicating to touchpad correctly
 - (a) Example
 - (i) At meter changeout, on the actual meter the read could be 5000 (million gallons)
 - (ii) Touchpad showed 3000 (this is what would have been billed)
 - (iii) 2000 million gallons never billed
 - (iv) Internal decision made to NOT bill resident excess 200 million gallons at meter change out
 - 1. Not resident fault Village equipment failing
 - 2. Owners could have changed multiple times over the years
 - a. Who actually consumed water?
 - ii) Makes comparative analysis difficult due to large adjustments
 - d) Water and Sewer has many large, costly necessary equipment upgrades in the near and far future

- e) Recommended actions:
 - (1) For 2022 rates, continue with rate adjustment established per Ordinance 2017-23 and 2017-28
 - (2) In 2022, engage with RCAP/Great Lakes Community Action Partnership to analyze rates
 - (a) Rethink minimum/flat bill
 - (i) Currently bill a flat amount each month up to 2,000 gallons
 - (ii) Look at flat amount not associated with gallons consumed
 - (b) We now have access to more data with the Harmony system
 - (i) Currently bill per 1,000 gallons consumed (after initial flat, 2k gallons)
 - (ii) Could look at billing by 1, 10 or 100 gallons
 - 1. Would make move in/move out billing easier and more equitable
 - 2. Could help those that rarely use 2,000 gallon a month

Committee has no issue with the Utility Billing recommendations as discussed.

3.) Health insurance

- 1.) On November 3, 2021 Stapleton provided the 2022 renewal information from Paramount
- 2.) Paramount offers to extend current rates until 2/28/22 with a couple caveats
- 3.) Paramount indicate that after the current rates expire on 2/28/22 that the Village does not qualify to enroll in their MEWA platform, therefore, the only option with Paramount is an ACA renewal effective 3/1/22.
- 4.) The ACA renewal Paramount presents is a substantial increase from current rates
 - a. Current annual rate \$295,983
 - b. Renewal with Paramount ACA (MEWA not available) \$ 728,638
- 5.) Stapleton was able to receive a quote from United Healthcare within their Ohio Chamber MEWA plan. UHC made an offer with 1/1/22 effective dates to enroll without full medical underwriting, and the rates are pretty competitive
- 6.) United Healthcare Option 1
 - a. UHC 2022 MEWA CQEF 2000/80 Choice Plus
 - i. Deductible less, but max out of pocket much more especially for a family
 - 1. Current \$1,500/\$3,000, max out of pocket \$5,161/\$10,954
 - 2. Proposed plan above \$2,000/\$4,000, max out of pocket \$8,643/\$17,992
 - ii. With current enrollment, cost is nearly identical to current plan (- .1%)
 - b. UHC MEWA 2021 CMD6 Choice plus HSA

- i. Deductible less, but max out of pocket much more, especially for a family
 - 1. Current \$3,000/\$6,000, max out of pocket \$5,587/\$11,735
 - 2. Proposed plan \$4,000/\$8,000, max out of pocket \$7,596/\$15,847
 - ii. With current enrollment, cost increased 4.2%, approximately \$2000 annual
- 7.) United Healthcare Option 2
 - a. UHC MEWA 2022 CQEE 3000/100 Premier Choice Plus
 - i. Higher deductible, less out of pocket than current plan
 - 1. Current \$1,500/\$3,000, max out of pocket \$5,161/\$10,954
 - 2. Proposed plan above \$3000/\$6,000, max out of pocket \$5,700/\$12,171
 - ii. With current enrollment, employer cost annual increase \$22,553
 - b. UHC MEWA 2021 CMD6 Choice plus HSA (same as Option 1)
 - i. Deductible less, but max out of pocket much more, especially for a family
 - 1. Current \$3,000/\$6,000, max out of pocket \$5,587/\$11,735
 - 2. Proposed plan \$4,000/\$8,000, max out of pocket \$7,596/\$15,847
 - ii. With current enrollment, cost increased 4.2%, approximately \$2000 annual
- 8.) Health Benefit reimbursements
 - a. Recommendation is to provide a HSA deposit rather than a medical reimbursement as that was not heavily used (\$50 per pay)
 - b. Provide reimbursement to those full-time employees not on HSA plan in amount of \$500 for dental/optical but not medical
- 9.) Currently
 - a. 5 employees are on HSA plan
 - b. 27 employees are on traditional MEWA plan

Committee recommends offering "Option 2" for health insurance and is in support of the HAS contribution.

3.) Review CIP and 2022 Temporary Budget

- a) Minor changes to budget will be made with 2022 Permanent Budget presented in March 2023
- b) Review CIP
- c) Review Budget

Councilwoman Kreuz inquired about funding for the Park. Funding for the Park is generated by a 1.2 mil Park levy.

Councilman Rochelle inquired if any fundraising events have been discussed. Administration is not aware of any fundraising efforts in the community.

4.) AMENDMENT TO FINANCE COMMITTEE AGENDA

Per Chief Schaffer email: *Update to all:*

Colin Fessenden and I went look at the ladder truck in PA yesterday. The ladder is longer than our current need requires but the overall apparatus is in excellent condition for its age and the price of this apparatus seems very reasonable based on its condition. The apparatus is not available until next February or March. In order to hold the aerial we will need a letter of intent and 10% of the cost as part of the hold (refundable if we do not purchase). They did have several options in the local area for a mechanic that could provide any unseen concerns and/or confirm overall great condition of this aerial apparatus.

We went yesterday because there have been other departments that have expressed interest in this aerial. We were the first to inquire about the truck and the first to look it over in person to verify the photos that had been sent were accurate. During the in-person it visit was a pleasant surprise to see first-hand the well cared for condition of this apparatus.

- Asking \$59,000 for Truck
- Chief would like to offer \$55,000
- Included in 2022 Budget (\$70,000)
- 10% good faith payment is available in 4902 Fire Capital 2021 Budget
- Send similar letter as we did with the Sutphen truck – nonbinding letter of intent
 - Per Chief above, they will refund check if we do not purchase
- Chief mentioned a sales person... not sure who and what % of the sale they would get
- Committee has no issue with purchasing the truck, however, recommendation is to discuss with Fire Advisory Board on November 17