

VILLAGE OF SWANTON

Council Meeting Minutes

November 22, 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 amend the agenda to include appointing member to Fire Advisory Board, contracting with Rudy Ruiz and authorizing Fishbeck proposal, seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Stuart moved to approve the November 8, 2021 meeting minutes, seconded by Councilman Stuart. No further Discussion. Roll Call. Motion passed 5-0-1 (Westhoven abstained).

Committee Summaries see below:

Councilman Rose made a motion to authorize Administrator Hoelzle to contract with Fishbeck as discussed in Committee of the Whole. Seconded by Councilman Rochelle. No further Discussion. Roll Call. Motion passed 6-0.

Councilwoman Kreuz made a motion to appoint Councilwoman Westhoven to the Fire Advisory Board with a three-year term commencing 1/1/22. Seconded by Councilman Rose. No further Discussion. Roll Call. Motion passed 6-0.

Councilman Rose made a motion to approve handbook revisions as presented. Seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.

Councilwoman Kreuz made a motion to authorize contracting with Rudy Ruiz for the purpose of applying for AFG grant. Seconded by Councilman Rochelle. No further Discussion. Roll Call. Motion passed 6-0.

Old Business:

Second 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 Rochelle. Roll Call. Motion passed 6-0.

New Business:

Zoning Classification Amendment Request 98 Dodge

- a. At their November meeting, the Planning Commission heard the request, of the new owners of 98 Dodge, to change the current zoning classification of the property from B-2 General Business to R-2 Single Family Residential
- b. Planning Commission is recommending the zoning classification amendment
- c. Per Codified Ordinance, Council shall hold a public hearing to consider the request
- d. Must be at least 30 days from first publication
- e. Could place in Swanton Enterprise on November 23
- f. 30 days later would be December 23
- g. Next Council Meeting would be January 10, 2022 unless a Special Meeting was called

Motion to approve public hearing date of January 10, 2022 at 7:00 p.m. made by Councilman Rose, seconded by Councilman Rochelle. No further discussion. Roll Call. Motion passed 6-0.

Councilwoman Kreuz moved to suspend the rules for Emergency Resolution 2021-XX: Authorizing The Submission And Support Of Applications To FEMA For The Assistance For Firefighters Grant seconded by Councilman Rose. No further discussion. Roll Call. Motion passed 6-0.

Motion authorizing The Submission And Support Of Applications To FEMA For The Assistance For Firefighters Grant motion made by Councilwoman Kreuz, seconded by Councilman Pilliod. No further discussion. Roll Call. Motion passed 6-0.

Councilwoman Kreuz moved to suspend the rules for Emergency Resolution 2021-XX: Recognizing November 27, 2021 as Small Business Saturday, Supporting Awareness of The Value of Our Small Businesses as requested from Toledo Chamber of Commerce, seconded by Councilman Stuart. Roll Call. Motion passed 6-0.

Motion Recognizing November 27, 2021 as Small Business Saturday, Supporting Awareness of The Value of Our Small Businesses as requested from Toledo Chamber of Commerce made by Councilman Pilliod, seconded by Councilman Stuart. Roll Call. Motion passed 6-0.

Administrator Report:

1. General Updates
 - a. Leaf pick up is still ongoing
 - b. Swanton Shines Tree Lighting at Pilliod Park: November 27 at 5:00 p.m.
 - c. Christmas in Swanton Parade December 4 at 10:30 a.m.
2. Planning Commission
 - a. November meeting: Zoning Classification Amendment (as discussed in New Business)
 - b. December meeting: Site Plan Review for 110 E. Airport; proposed AutoZone
 - c. Potential Site Plan Review for another project in the works in upcoming months
3. Tree Commission
 - a. November meeting had to be rescheduled
 - b. Tree plantings are scheduled for November 30 and December 1 (if necessary)
4. Project Updates
 - a. Project 8 & 9
 - i. General Work completed last month
 1. Completed water mains on Allen, West and Sanderson
 2. Completed water services on Allen and West
 3. Started storm sewer on Allen
 - ii. General Work scheduled for next month
 1. Complete storm sewer on Allen, West and Sanderson
 2. Install water services on Sanderson
 3. Begin sanitary on Browning (there will be a 3 day shut down of Browning for this work)
 - iii. Details from week of November 8
 1. The crew finished all underground work on Allen drive this week. They have started the storm sewer installation on

West St and will have it completed by the end of the week next week weather dependent. Once all underground work is done on West they will cleanup the two streets and have them ready for winter. They plan to move to Sanderson after and start on transferring the water services then onto the storm sewer starting at the headwall.

iv. Details from week of November 15

1. All underground work has been completed on West and Allen Dr. UUI has cleaned up the streets for the winter and will monitor the conditions of the trenches. All residents on Sanderson have been hooked up to the new water main. UUI plans on making the connection from new main to the water main in the Alley on Sanderson and install the extra hydrant on Sanderson on Monday. After that, all water work on Sanderson will be complete. They will start storm sewer at the headwall on Sanderson and work towards Main Street.

b. Membrane Softening

- i. **New Updates to timeline given by engineer**
- ii. December 2, 2021: Advertise for Bids
- iii. December 16, 2021 - Pre-bid Meeting at WTP
- iv. December 23, 2021 - Open Bids
- v. Mid January to mid February Contractor Notice of Award
- vi. February 24, 2022 or after - Contractor Notice to Proceed
- vii. DEFA funding dates:
 1. DEFA loan application: January 1, 2022
 2. Bid Package / Results to DEFA – January 15, 2022
 3. Formal Loan Award – February 24, 2022
- viii. Notice to Proceed to Contractor: February 25, 2022
- ix. Substantial Completion: November 2, 2022
- x. Final Completion: December 1, 2022

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
- ii. Playground Fundraiser
 - 1. The website is now updated and live to accept donations
- iii. Adopt a Bench program will be back with a handful of benches surrounding the playground
 - 1. More information soon
- iv. **Great news: The Village received a grant from the Ohio Department of Natural Resources: NatureWorks program in the amount of \$20,447 to be used towards the purchase of new playground equipment**
- e. Title XV Codified Ordinance Update
 - i. CT Consultants provided an update on sections under review
 - ii. Should have more details by November 24
- f. Downtown parklet
 - i. Working on parking logistics
 - ii. Mrs. Hoelzle 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
- g. Crestwood
 - i. Still 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
 - iii. Quote received
- i. Façade Enhancement Program
 - i. Five projects complete
 - ii. The other project indicates it will be complete by the end of the calendar year
 - 1. Reached out for an update but haven't heard back yet
- j. Hallett Ave Improvements
 - i. The next step in the process is for ODOT to do a field review
 - ii. 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%)
 - iii. 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%)
 - iv. 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. Digital version on website now
 - ii. 2022 edition will be printed with QR codes
 - b. Business Guide
 - i. Will now work on updating this packet

Personnel Report:

1. Resignation
 - a. Part time firefighter, Nathan Miller, submitted letter of resignation

Motion to approve resignation of Nathan Miller effective November 18, 2021 made by Councilwoman Kreuz, seconded by Councilman Rochelle. No further Discussion. Roll Call. ALL YES. Motion passed 6-0.

Public Comment: No one reached out before deadline on November 18, 2021

Councilwoman Kreuz moved to enter into Executive Session at 7:16 p.m. for the purpose of public employee hiring and compensation, seconded by Councilman Rose. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Mayor called Council back to order at 7:50 p.m. Roll Call.

Move to approve the hiring of James C. Lechman as a full-time Firefighter/Paramedic with the Fire and Rescue Division, effective December 12, 2021 at an hourly rate of \$16.60/hour contingent on successful completion of physical exam, drug screen, background check, and psychological exam. James C. Lechman is subject to a 6-month introductory period effective December 12, 2021.

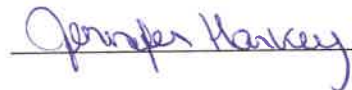
Mr. Lechman understands reimbursement to the Village for the physical exam, background check, and psychological exam expenses, in accordance to policy, if he were to leave within 24 months of hire.

Further, Mr. Lechman must submit a letter or proof of a State of Ohio Firefighter II certification no later than December 12, 2022. Mr. Lechman understands this condition must be met or his employment will be impacted up to separation made by Councilwoman Kreuz, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Rose moved to adjourn meeting at 7:51 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 Safety Committee

November 22, 2021

6:15 p.m.

Councilwoman Kreuz (Chair)

Councilman Rochelle

Councilwoman Westhoven

1. Mobile food truck legislation

- a. Committee requested legislation be drafted for review
- b. I used the foundation of both City of Perrysburg and Village of Archbold, which both recently passed similar legislation
- c. Aaron Ault from the Village of Archbold provided good feedback on their legislation and enforcement
- d. Again, I'm stressing this proposed legislation is not meant to be cumbersome to any mobile food truck operation
- e. The requirements are fairly consistent with other communities and include: approved food license, fire inspection, and registration with taxing authority
- f. The requirements of food license and fire inspection are to ensure safety of the public
- g. Discussion of proposed legislation

<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> Councilman Kreuz suggested Food Truck hours of operation be added to the legislation. Proceed otherwise.			

2. Fire Advisory Board Meeting update

- a. Councilwoman Kreuz provided an update
 1. Recommended Fire Truck be purchased; discussion of contracts and levies; joint fire district; role of Fire Advisory Board – advisory and communication
- b. Looking at February 28, 2022 Public Safety Committee to include a presentation from the Fire Advisory Board
- c. Will need a new appointee to Fire Advisory Board for 2022

1. Councilman Rochelle recommended appointing Councilman Pilliod or Councilwoman Westhoven to the Board rather than appointing a new councilmember that does not have the background of the Board or Fire Department.

<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> Appoint Councilwoman Westhoven as Village representative on Fire Advisory Board			

3. Grant assistance discussion
 - a. Assistance to Firefighter Grant (AFG) deadline is December 17, 2021
 - b. Chief Schaffer would like to apply for two separate projects
 - i. Mobile & Portable Radios
 - ii. Vehicle Exhaust System
 - c. Proposal from Rudy Ruiz as a consultant to assist with the applications (proposal in Dropbox)
 - i. \$4,000 for the applications (2021 Appropriations)
 - ii. Additional 5% of awarded funds, if awarded (subsequent years' appropriations)
 - d. Two separate conversations
 - i. Applying for grants
 1. Recommendation from Committee?
 2. If recommended, resolution is under New Business
 - ii. Using Mr. Ruiz's services
 1. Recommendation from Committee?
 2. Simple motion in Regular Council Meeting

<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 and contract with Rudy Ruiz.			

Committee of the Whole

November 22, 2021 • 6:30 p.m.

- 1. Screen/Headworks
 - a. As a follow up from Fishbeck’s presentation on the Master Plan for the WRRF, they have sent along a proposal for the engineering work related to the first project, Screen/ Headworks Improvements (please see Dropbox)
 - b. As a summary, the WRRF Master Plan identified multiple deficiencies associated with the stormwater pump station, raw sewage pump station, and facility’s ability to remove debris from the raw sewage. The plan recommends replacing both structures with a new headworks structure. The new structure will combine the operations of both the stormwater pump station and raw sewage pump station into a common structure, including influent screening and grit removal.
 - c. The proposal is above Administrator Hoelzle’s spending limit and therefore needs a recommendation to Council for approval
 - d. It was presented during budget and Capital Improvement Plan conversations
 - e. Mrs. Harkey can answer any questions related to budgeting
 - f. Official recommendation for legislation to go before Council?

<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> Recommend authorize Mrs. Hoelzle to proceed with Fishbeck proposal.			

- 2. 2021-2022 Handbook Revisions
 - a. Discussion of Rough Draft for 2021-2022 Handbook revisions
 - b. No major changes; has been presented to attorney for review
 - c. Highlighted changes
 - i. Clarified definition of anniversary date
 - ii. Removed language related to reimbursement or HSA contribution and referenced a separated document

- iii. Vacation request change from 14 days to 7 for Public Safety and 48 hours for non-public safety
- iv. Clarification on conversation of certain leave
- v. Clarification on jury duty

<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> Recommend approval of changes to Handbook as presented			

- 3. Councilman Rochelle inquired about the neon Swanton sign at the corner of Main and Airport. Mayor Toeppe was not aware of any updates.