

VILLAGE OF SWANTON

Council Meeting Minutes

December 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 amend the agenda as presented, seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilwoman Westhoven moved to approve the November 22, 2021 meeting minutes, seconded by Councilman Stuart. No further Discussion. Roll Call. Motion passed 6-0

Committee Summaries see below:

Councilman Rochelle made a motion to approve the November 2021 Financial Documents as presented, seconded by Councilman Rose. No further Discussion. Roll Call. Motion passed 6-0.

Councilman Rose made a motion to approve the chemical bids as presented, seconded by Councilwoman Kreuz. No further Discussion. Roll Call. Motion passed 6-0.

Councilman Rose made a motion to set the storm water charge for Foertmeyer at \$289.04/month, seconded by Councilman Stuart. No further Discussion. Roll Call. Motion passed 6-0.

Mayor Toeppe presented each outgoing member of Council with a proclamation thanking and recognizing their years of service to the Village: Kathy Kreuz, Michael Rochelle, Craig Rose, and Tony Stuart.

Mrs. Hoelzle presented each outgoing member of Council with a small gift from the Staff in their appreciation.

Old Business:

Third Reading Ordinance 2021-XX: Authorizing The Village of Swanton To Participate In TMACOG'S Stormwater Coalition Program motion made by Councilman Rochelle, seconded by Councilman Rose. Roll Call. Motion passed 6-0.

New Business:

Councilman Rochelle moved to suspend the rules for Emergency Ordinance 2021-XX: Authorizing The Village Administrator To Enter Into An Agreement With Fulton County Commissioners To Provide For Indigent Legal Services In Fulton County Eastern District Court, seconded by Councilman Stuart. No further Discussion. Roll Call. Motion passed 6-0.

Councilman Rochelle moved to approve Emergency Ordinance 2021-XX: Authorizing The Village Administrator To Enter Into An Agreement With Fulton County Commissioners To Provide For Indigent Legal Services In Fulton County Eastern District Court, seconded by Councilwoman Westhoven. No further Discussion. Roll Call. Motion passed 6-0

Councilman Stuart moved to suspend the rules for Emergency Ordinance: 2021-XX: Adopting The 2022-2026 Five Year Capital Improvement Plan seconded by Councilwoman Westhoven. No further Discussion. Roll Call. Motion passed 6-0

Councilman Stuart moved to approve Emergency Ordinance: 2021-XX: Adopting The 2022-2026 Five Year Capital Improvement Plan seconded by Councilwoman Westhoven. No further Discussion. Roll Call. Motion passed 6-0

Councilwoman Kreuz moved to suspend the rules for Emergency Ordinance: 2021-XX: Authorizing And Directing The Mayor And/Or Village Administrator To Enter Into An Agreement With Fishbeck For Engineering Services For Headworks Improvements seconded by Councilwoman Westhoven. No further Discussion. Roll Call. Motion passed 6-0

Councilman Rose moved to approve Emergency Ordinance: 2021-XX: Authorizing And Directing The Mayor And/Or Village Administrator To Enter Into An Agreement With Fishbeck For Engineering Services For Headworks Improvements seconded by Councilwoman Westhoven. No further Discussion. Roll Call. Motion passed 6-0

Administrator Report: Mrs. Hoelzle presented on the following

1. General Updates
 - a. Leaf pick up was extended to December 10 and is complete for the year
2. Planning Commission
 - a. December meeting
 - i. Reviewed Site Plan submitted on behalf of a proposed AutoZone at 110 E. Airport
 - ii. Approved contingent on CT Consultants accepting the final storm water figures
 - iii. Reviewed more sections of the proposed Zoning Code revisions
 - b. January meeting
 - i. Will have at least one public hearing and maybe more
3. Tree Commission
 - a. Trees planted
 - b. Application for Tree City status submitted
 - c. Some trimming of trees will occur yet this year
4. Project Updates
 - a. Project 8 & 9
 - i. All underground work on Sanderson, Allen, and West is complete
 - ii. UUI is over halfway complete with the installation of sanitary mainline on Mettabrook. Once the mainline is complete the crew will start the installation of sanitary laterals starting west and working their way east.
 - 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: 40
- 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
- e. Title XV Codified Ordinance Update
 - i. CT Consultants provided more sections for review
 - ii. Planning Commission did a preliminary review at their December meeting
- f. Downtown parklet
 - i. Working on parking logistics
- g. Crestwood
 - i. Unfortunately, the project did not receive Small Government funding through OPWC
 - ii. Will regroup with PDG to evaluate options for presentation to Council
- 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
 - j. Hallett Ave Improvements
 - i. The next step in the process is for ODOT to do a field review.
 - 1. Officials are going back and forth with ODOT to find a date that works with everyone's schedule
 - 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, Brian Berry, submitted letter of resignation

Councilwoman Kreuz moved to approve the resignation of Brian Berry effective December 5, 2021, seconded by Councilman Stuart. No further Discussion. Roll Call. ALL YES. Motion passed 6-0.

2. Recent full time hire Alva Conger III successfully passed his Paramedic certification exam

Councilman Rochelle moved to amend Mr. Conger III's wage to \$16.60 per hour effective December 12, 2021, seconded by Councilman Stuart. No further Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Stuart made a motion to remove Cameron Wood from the roster due to not meeting all the pre-employment requirements of the position, seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

At 7:26 p.m. Councilwoman Kreuz made a motion to recess into Executive Session for the purpose of public employee hiring and public employee compensation. seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Mayor called Council back to order at 8:11 p.m. Roll Call. All present

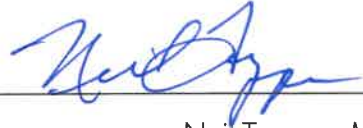
Councilwoman Kreuz made a motion to approve the hiring of Susan Schwab as a full-time Firefighter/Paramedic with the Fire and Rescue Division, effective January 9, 2022 at an hourly rate of \$17.00/hour contingent on successful completion of physical exam, drug screen, background check and psychological exam. Susan Schwab is subject to a 6-month introductory period effective January 9, 2022. Susan Schwab understands reimbursement to the Village for the physical exam, background check, and psychological exam expenses, in accordance to policy, if she were to leave employment with the Village of Swanton within 24 months of full-time hire., seconded by Councilman Rochelle. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Rochelle made a motion to approve the compensation schedule, effective with the pay period beginning December 26, 2021, as presented with the following changes: Mrs. Harkey increase to \$61,000/annually and Mrs. Hoelzle increase to \$75,000/annually with Mrs. Hoelzle having the ability to work remotely up to 16 hours per week, seconded by Councilman Stuart No Discussion. Roll Call. ALL YES. Motion passed 6-0.

As presented

		Title	FT/PT	Hourly
Miller	Amy	Admin Assist.	Full Time	\$ 17.51
Sanders	Katelyn	Community Development	Part-time	\$ 15.71
Pasternak	Olivia	Admin Assist.	Full Time	\$ 15.54
Kovar	Steve	Operator	Full Time	\$ 26.45
Stamper	Bennett	Operator	Full Time	\$ 19.58
Heinrichs	Gregory	Operator	Full Time	\$ 23.00
Nemire	Brice	Operator	Full Time	\$ 17.51
Penzinski	Kyle	Public Works laborer	Full Time	\$ 16.64
Holdridge	Zack	Operator	Full Time	\$ 18.72
Slawinski	Joe	Operator	Full Time	\$ 20.43
Smith	Curtis	Operator	Full Time	\$ 19.39
Vaughan	Eric	Operator	Full Time	\$ 19.64
Onweller,	Matthew	PT Public Service	Part Time	\$ 15.64
				Salary
Harkey	Jennifer	Finance Director	Full Time	\$ 59,000.00
Hoelzle	Rosanna	Village Administrator	Full Time	\$72,915.76
Schaffer	Tony	Fire Chief	Full Time	\$58,260.84
Stiles	Mike	Superintendent of Wastewater Collection & Treatment	Full Time	\$ 56,000.00
Tedrow	Neil	Superintendent of Public of Public Service Public Service Operations	Full Time	\$ 56,276.48
Yackee	Ryan	Superintendent of Water Purificaton & Distribution	Full Time	\$ 59,498.40

Councilman Rose moved to adjourn meeting at 8:14 p.m., seconded by Councilman Stuart. No Discussion. Roll Call. ALL YES. Motion passed 6-0.



Neil Toeppe, Mayor

Attest:



Jennifer Harkey, Fiscal Office

Committee of the Whole

December 10, 2021 • 6:30 p.m.

Introduction of Mr. & Mrs. Mills

Mr. Rose extended an invitation to Mr. & Mrs. Dave and Pam Mills to discuss their proposed event venue: Birchwood Meadows. It is a very unique project using big timber and based off a structure in Oklahoma. Mr. & Mrs. Mills stated it was so nice having people welcoming them into the community. The feasibility study, on the proposed venue, had fantastic results Council indicated they were very much in support of this project.

Finance documents for November

Will need approval in regular Council Meeting

Indigent Defense Services

Annual agreement with the Fulton County Commissioners, outlining indigent defense services, was received on December 1. The Village would reimburse the County for legal counsel appointed to represent indigent persons charged with a violation of an ordinance of the Village. Fulton County is requesting this be approved via emergency

Chemicals 2021-2022

Bids opened November 3. Mr. Yackee, Mr. Stiles, and Mrs. Hoelzle have no issue with bids as presented. Recommendation is to accept

Storm water update

Foertmeyer's original amount \$589.89. Discounted amount 412.92 (30%). Foertmeyer requested a public hearing which was completed earlier this year. Council may affirm, modify or reverse any decision of the Village Administrator. After consideration, the Village Council shall issue a written decision to the property owner which shall be the final decision of the village. Back and forth between Village's consulting engineer and a firm Foertmeyer hired to review drainage on their property. The Village's consulting engineer agrees with the calculations presented. The Code does not detail storm water charge by drainage calculation rather by the square footage of the impervious area. As this lot has impervious area, per the Code, but taking into consideration the unique nature of the lot abutting the stream, the recommendation would be to considered a further discount. Foertmeyer detailed that the storm water collects in underground pipes, similar to a retention area, and then that flows into the stream. Most

commercial properties are not situated abutting a stream. With that in mind the recommendation is to look at an extra 30% discount related to retention, per the Code. The extra 30% would bring the storm water charge to \$289.04. Internal staff is reviewing all storm water accounts for accuracy. More information will be presented in 2022 when all review and calculations are complete

Project 8 & 9

There was also discussion on a few residents who wish to tap into the storm system. Currently there are no provisions in the Codified Ordinances outlining this. Committee asked the Administrator to speak to Mr. Lehenbauer and see if there were options to alleviate the issue.