

VILLAGE OF SWANTON

Council Meeting Minutes

February 14, 2022

7:00 p.m.

Prayer

Pledge of Allegiance

Roll Call:	Samantha Disbrow	Derek Kania
	Mike Disbrow	Patrick Messenger
	J. David Pilliod	Dianne Westhoven

Councilman Pilliod moved to approve agenda as presented. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Pilliod moved to approve the January 24, 2022 Council meeting minutes, seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Committee report summaries: please see below.

Councilman Pilliod moved to approve a flat fee of \$50 for initial pool filling of existing pools, with Councilman Messenger seconding. No Discussion. ALL YES. Motion passed 6-0.

Councilman Kania moved to approve the December Financial Documents as presented, with Councilman Messenger seconding. No Discussion. ALL YES. Motion passed 6-0.

Councilman Kania moved to approve the "Then & Now" POs as presented, with Councilman Messenger seconding. No Discussion. ALL YES. Motion passed 6-0.

Old Business

Councilman Pilliod moved to approve Third Reading: Authorizing the zoning classification change of 98 Dodge, seconded by Councilman Kania. No Discussion. ALL YES. Motion passed 6-0.

New Business:

Mrs. Hoelzle presented the 2021 Law Enforcement Trust Fund Report for review

Councilman Kania moved to recommend adoption of Rules of Council updates, with Councilman Pilliod seconding. No Discussion. ALL YES. Motion passed 6-0.

Councilman Pilliod moved to approve First Reading Ordinance 2022-XX: Declaring the necessity to assess all properties in the Village of Swanton, pursuant to Ohio Revised Code section 727.01. Et seq. For the cost of leaf collection, approving plans, establishing tentative assessments, and method of payment with Councilman Kania seconding. No Discussion. ALL YES. Motion passed 6-0.

Councilman Kania moved to approve First Reading Ordinance 2022-XX: Declaring the necessity to assess all properties in the Village of Swanton, pursuant to Ohio Revised Code section 727.01. Et seq. For the cost of street lighting, approving plans, establishing tentative assessments, and method of payment with Councilwoman Disbrow seconding. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Messenger moved to suspend the rules for Emergency Resolution 2022-XX: Authorizing The Administration to Dispose of Certain Surplus Property Not Needed for Any Municipal Purpose with Councilman Kania seconding. No Discussion. ALL YES. Motion passed 6-0.

Councilman Kania moved to approve Emergency Resolution 2022-XX: Authorizing The Administration to Dispose of Certain Surplus Property Not Needed for Any Municipal Purpose with Councilman Pilliod seconding. No Discussion. ALL YES. Motion passed 6-0.

Councilman Kania moved to suspend the rules for Emergency Resolution 2022-XX: Opposing Proposed State of Ohio Legislature HB 512 Which Proposes an Increase of Employer Contributions To The Ohio Police And Fire Pension Fund with Councilwoman Disbrow seconding. No Discussion. ALL YES. Motion passed 6-0.

Councilman Kania moved to approve Emergency Resolution 2022-XX: Opposing Proposed State of Ohio Legislature HB 512 Which Proposes an Increase of Employer Contributions To The Ohio Police And Fire Pension Fund with Councilwoman Disbrow seconding. No Discussion. ALL YES. Motion passed 6-0.

Mayor's Report

Mayor Toeppe spoke on the following topics: commended Public Service Division for their work on snow removal, the monthly Zoom call with other Mayor's in Ohio (Broadband Ohio discussion, virtual meetings, gas tax decrease, and redistricting). Mayor also spoke about Chief Schaffer's retirement and thanked him for his service. Also touched upon the Solicitor and Finance Director's search. Finally, he spoke about the Phase II environmental for the railroad park.

There was lengthy discussion regarding the Solicitor

Administrator Report:

1. General Updates

- a. Snow Angel Program
 - i. The idea behind this program was for the Village to act as a conduit between those who need some assistance and those offering their service to help with snow removal
 - ii. There have been seven individuals who are officially submitted documents indicating they wish to have assistance
 - iii. However, there is only one family who have officially signed up to provide services though Staff has reached out, personally, to multiple groups
 - iv. This was never a service the Village of Swanton would provide but rather we were offering our Staff to connect people who may not otherwise be able to connect
 - v. We will continue to evaluate
- b. R.I.T.A. presentation
 - i. With many new faces around Council Chambers, a new Government Liaison assigned to the Village (just assigned within the last couple weeks), and with tax filing deadline approaching (it will be here before we know it), Mrs. Hoelzle suggest a presentation from the Regional Income Tax Agency to Council, sometime in March.
 - ii. Council agreed
- c. Active Transportation Plan survey
 - i. Mrs. Hoelzle enlisted the help of Riley Bellner to create and promote a survey garnering if the community supports the creation of an Active Transportation Plan
 - ii. Once Mrs. Hoelzle created the survey, Riley reached out to SMS and SHS and other entities to promote

- d. Memorial Park Clean Up
 - i. Annually, the Village hosts a clean up event at Memorial Park
 - ii. Community members can volunteer their time to clean up sticks, rake leaves, etc.
 - iii. We typically do this the week before Recreation sports begin
 - iv. This year's date is March 19- hope to see many community members there
- e. South Main Street- road
 - i. Request by Council to have an engineer look at road
 - ii. Coordinated when PDG would be out this way so limit any up-front costs
 - iii. He will review and provide analysis

2. Planning Commission

- a. February meeting was cancelled due to no agenda items (this means no applications were submitted for public hearings and no other pressing matters were necessary to go before them)
- b. Update on project tasked to Community Development Assistant
 - i. Prior to her time out of the Office, Mrs. Hoelzle tasked Ms. Sanders with a project related to applications which have gone before the Planning Commission
 - ii. Right now there is no efficient way to know if the property has ever gone to the Planning Commission for a variance, zoning change, etc.
 - iii. If we are lucky there may be some documentation in the respective property files kept in the Administration Office; this is not always the case
 - iv. Ms. Sanders is manually going through each meeting agenda and creating a centralized depository of addresses and their respect application before Planning Commission
 - v. Once complete, we will be able to sort by address, application type, etc. to quickly locate information that may be helpful in review

3. Tree Commission

- a. Waiting on one more tree assessment left over from 2021 before tree removals take place
- b. February 22 meeting is still scheduled
- c. Tree at 109 Parkside removed
- d. Village of Swanton recognized as a 2021 Tree City, 8th year in a row

4. Project Updates

- a. Project 8 & 9
 - i. Underground work complete and UUI will move offsite until Spring
 - 1. Letters were sent to the properties who requested storm connections
 - 2. No property owner reached out to accept the offer to connect at their cost
 - ii. Road work will begin once temperatures are on the rise
 - iii. Postcards were sent to properties along W. Garfield to provide them with information on inconvenience once concrete is poured in the Spring
 - 1. This was meant as a courtesy reminder and more communication will be sent as the time gets closer
- b. Membrane Softening (estimated dates)
 - i. February 28: Pre-construction meeting
 - ii. DEFA funding date still on track for a February loan date
 - iii. Substantial Completion: November 2, 2022
 - iv. Final Completion: December 1, 2022
- c. Phase 2 Meter Update
 - i. Phase 2 had over 1,330 meters
 - ii. Incomplete or RTU: 36
- d. Memorial Park Master Plan
 - i. Had a Zoom meeting with Rep. Hoops to discuss project
 - 1. General Improvements: Upper concession stand, Corn Festival Storage, etc.
 - 2. Walking Path with a StoryWalk® element
 - 3. Surveillance and Security
 - ii. Playground Fundraiser
 - 1. The website has information to accept donations
 - 2. Ms. Sanders is working on outreach to community partners for support
 - iii. Adopt a Bench program will be back with a handful of benches surrounding the playground
 - 1. Ms. Sanders is working on getting the information out there
- e. Title XV Codified Ordinance Update
 - i. CT Consultants will provide more sections soon
- f. Downtown parklet
 - i. Working on parking logistics
- g. Sidewalk Improvement Program
 - i. Waiting until Spring 2022 to pour

- h. Façade Enhancement Program
 - i. 2022
 - 1. Postcard sent out to eligible properties
 - 2. Updated application online
- 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%)
 - 5. Tentative dates
 - a. Design: 2022-2024
 - b. Bid: 2024
 - c. Construction: 2024
 - ii. 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
- j. Public Safety Facility Review
 - i. OHM Advisors currently reviewing all notes from field review
- k. Airport Highway Corridor Study
 - i. Still ongoing
- l. Address updates
 - i. Worked with Scott Yoder to create map of properties with non-Village addresses (large map will be in Council Chambers)
 - ii. Finalizing what the new address should be and then we will take next steps
- m. Project 3 & 11
 - i. Primarily stages of review
 - ii. Troy Brehmer with Jones & Henry will be at the February 28 Public Service Committee Meeting to provide a general overview
- n. Systemic Safety Grant
 - i. Application submitted
 - ii. Should know more later this Spring
- o. ADA Transition Plan
 - i. Title II of the Americans with Disabilities Act (ADA) requires all public agencies – regardless of size – to ensure that their services, programs and activities are accessible to persons with disabilities. Compliance includes conducting a self-evaluation of building facilities, rights-of-way facilities and communications to identify any accessibility obstacles or

issues that need to be addressed. In addition, public entities that employ 50 or more persons are required to:

1. Designate an ADA Coordinator.
 2. Establish a grievance procedure to allow for prompt resolution of accessibility concerns.
 3. Establish a transition plan for taking the steps necessary to achieve compliance with the Americans with Disabilities Act.
 4. Monitor implementation of the transition plan, and update the plan periodically as needed.
- ii. Mrs. Hoelzle tasked Ms. Sanders with formulating this plan and other aspects of compliance
 - iii. This is a major project and will take time to complete

5. Communications Update

- a. Welcome Guide
 - i. 2022 print edition is now available
- b. Business Guide
 - i. Working on updating packet with new information
- c. Village Voice
 - i. Next edition will be out in early April

Personnel Report

Councilman Kania moved to accept JD Rahman's resignation as Road Sergeant effective February 20, 2022, with Councilman Messenger seconding. No Discussion. ALL YES. Motion passed 6-0.

Councilman Messenger moved to accept Chief Schaffer's letter of intent to retire effective March 19, 2022, with Councilwoman Disbrow seconding. No Discussion. ALL YES. Motion passed 6-0.

Public Comment: Owners of 98 Dodge were present to speak on their request for a driveway at their property. Discussed ensued with concerns about lien of sight and safety of pedestrians. It was decided that Mr. and Mrs. Howard, owners of 98 Dodge, would provide more details and options for review.

Councilman Kania made a motion to enter Executive Session at 8:22 p.m. for the purpose of discussing Public Official Employment and Public Employee Hiring with Councilman Messenger seconding. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Mayor called Council back into open session at 8:58 pm. Roll Call. All present.

Councilman Kania moved to approve the hiring of Michael Outland as a part-time employee of the Fire and Rescue Division, effective on March 6, 2022 at an hourly rate of \$16.50/hour contingent on successful completion of drug screen, background check, and psychological test. Michael Outland is subject to a 6-month introductory period effective March 6, 2022. Further, Michael Outland must submit documentation, no later than August 6, 2022, from the State of Ohio illustrating completion Ohio Firefighter I certification. Upon receipt of said documentation, Michael Outland's wage will be increased to the appropriate Firefighter/Paramedic wage/hour at the beginning of the next full paid period after the date the documentation is received, pending Council approval.

Michael Outland understands reimbursement to the Village for the psychological exam expense, in accordance to policy, if he were to leave employment with the Village of Swanton within 24 months of part-time hire. Mr. Outland understands the condition of employment to become an Ohio Firefighter I by July 30, 2022. Three chances to pass Ohio Firefighter I exam will be afforded, with Councilman Pilliod seconding. **No Discussion.**
Roll Call. ALL YES. Motion passed 6-0.

Councilwoman Westhoven moved to adjourn meeting at 8:59 p.m., seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion passed 6-0.



Neil Toeppe, Mayor

Attest: 

Rosanna Hoelzle, Village Administrator

Water and Sewer Committee Meeting Minutes

February 14, 2022 • 6:00 p.m.

Discussion ensued regarding pool filling adjustment. For many years, Village has granted adjustments on sanitary sewer charge for initial filling of a brand new constructed pool. In 2021, the Codified Ordinances were updated to reflect a change relative to sanitary sewer charge for filling of existing swimming pools constructed within the last 15 years

The new language reads as follows

§ 51.168 EXEMPTION OF SEWER CHARGE ON INITIAL FILLING OF SWIMMING POOLS.

- (A) Users shall not be charged for sewer charge the first time a new pool is filled upon initial construction.
- (B) Users, who have a zoning permit on file with the village for an existing swimming pool, constructed within the last 15 years, are eligible for an annual flat fee adjustment for the sewer charge on the initial annual filling of said swimming pool. This adjustment request must be submitted, to the village, within 60 days of the initial annual fill.
 - (1) The Village Administrator, or his/her designee, will confirm if a zoning permit is on file, within the property records maintained by the village, and confirm that said pool on permit still exists, before adjustment will be reviewed.
 - (2) Once zoning permit and pool are confirmed, users shall read the water meter before and after the pool is filled, and report the meter readings, with subsequent dates of said readings, to the village on approved form.
 - (3) The village reserves the right to verify readings, and dates, within the fixed network system used for utility meter readings.
 - (4) The flat fee will be approved by Council annually.
- (C) Inflatable pools, of any size, and any temporary pools are not included in this exemption. Temporary pools are those which are used for the season and then removed at the end of the season.

Though filling pools seems far away it is time to review a flat fee adjustment for existing swimming pools. Pools hold differing amounts of water. Average adjustment since 2018, for new pools, is \$94 off sanitary sewer charge. Recommendation is approximate half of average: \$50 flat fee adjustment for existing pools constructed within last 15 years

Finance Committee

February 14, 2022 • 6:30 p.m.

1. Financial Documents- December
 - a. Prior to her departure Mrs. Harkey completed the financial reports for December 2021
 - b. Committee to sign documents and make recommendation for full Council approval

2. Credit Card Compliance Officer
 - a. Per Resolution 2019-08, Council shall name a compliance officer to review aspects of credit card compliance
 - b. This individually has sat on the Finance Committee
 - c. All the information is provided to the compliance officer by the Finance Director
 - d. Councilman Messenger was recommended

3. Then & Now Purchase Orders
 - a. It is typically that in January we will receive invoices for work done in late in the previous year
 - b. This is why many purchase orders are left open for a short period of time to try and capture those invoices
 - c. However, there are times when purchase orders are closed and an invoice, for something from the previous year, arrives
 - d. This is why “then and now” purchase orders are created
 - i. Sufficient funds existed “then” and do so “now”, hence “then and now”
 - e. This will affect 2022 budget as these then and now purchase orders will need to be accounted for
 - f. Further, Council should formally approve these “then and now” payments