

VILLAGE OF SWANTON

Council Meeting Minutes

April 11, 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 Kania moved to approve agenda. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Kania moved to approve March 28, 2022 Council Meeting minutes. Seconded by Councilman Messenger. No Discussion. Roll Call. 5 VOTES YES, Councilwoman Westhoven Abstained. Motion passed 5-0-1.

Committee report summaries: please see below.

Councilwoman Westhoven moved to approve the January Financial Statements as presented. Seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilwoman Westhoven moved to approve the February Financial Statements as presented. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilwoman Westhoven moved to approve the March Financial Statements as presented. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

New Business:

Emergency Management Agency

- An EMA agreement was passed several weeks ago, but no appointment was made to the Board with the approval
- Requires an elected official appointed to the EMA Board
- Commitment to the Board is minimal, requiring a few meetings a year.

d) Nominations were asked for, Councilman Kania volunteered for the seat on the board.

Councilman Pilliod moved to approve Councilman Kania as representative to the EMA Board. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to suspend the rules for Emergency Ordinance 2022-XX for the Active Transportation Plan Development Assistance Program. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Emergency Ordinance 2022-XX authorizing the Active Transportation Plan Development Assistance Program. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Mayor's Report:

a) Fire Chief Interviews

1. Councilman Kania and Mayor conducted interviews
2. 9 applicants
3. 5 interviews – One hour each
4. 3 selected for second interview with Command Staff
 - a. Councilman Kania was not available for the Command Staff Interviews
5. Mayor discussed the nature and results of the interviews in Executive Session

b) Tree Commission and Ordinance

1. Current ordinance incorporates Ordinance regulations) and commission (advisory board)
2. This inextricably intertwines the regulations and the advisory authority
3. The Administrator and Mayor have worked on separating the regulations and the commission into two parts.
4. Last council meeting section 33 of the code was mentioned and this addresses part of the solution
5. Mayor would like to have presented at the next council meeting a discussion on an approach to void the current Street Tree Ordinance and replace it with a Tree Ordinance and a separate Tree Commission ordinance.

6. Currently we have only one Tree Commissioner and the Tree Commissioners do play an important role in determining hazardous trees, etc.
 7. One member remains
- c) EPA issue
1. Oil was discovered by our staff in a creek.
 2. EPA was notified and the source of the discharge was identified
 3. It emanated from private property and remedial action is being taken
 4. Subsequently Mayor met with the EMA director and has asked her to meet with our staff to discuss any improvements in our reporting process
- d) Main Street/Airport Highway sign
1. Amazingly there has not been a sign at Airport and Main for many years
 2. There was a sign directing to St. Richard's School
 3. With the increased out of towners attracted to Main Street businesses we have had concerns expressed that out of towners can't find Main Street
 4. A sign was recently installed
- e) Park and Rec Meeting
1. Councilwoman Disbrow attended
 2. Issue is stability of director of the program
 - a. 4 directors in 4 years
 - b. Funding
 - c. Was reviewed by Administrator Hoelzle and Superintendent Lake
 - d. Was discussed with previous council – took no action

Administrator's Report

1. General Updates
 - a. Compliment from resident- meters
 - i. Please see Dropbox for an email from a resident who took the time to express his appreciation for our Public Service crew
 - b. April water shut offs due to non-payment- five (5)
 - c. Q1 Adjustments
 - i. § 36.08 (G) Adjustment Report in Dropbox
2. Planning Commission
 - a. No April meeting as no items were submitted for public hearing
3. Tree Commission
 - a. Discuss membership and use of knowledgeable individuals

4. Project Updates

- a. Project 8 & 9
 - i. Road work began on March 28
 - ii. As stated, over the past two years, this will be the most inconvenient part of the project
 - iii. Information sent via mass notification, social media, website, and a media release
- b. Membrane Softening (estimated dates)
 - i. Waiting on materials which are scheduled to arrive in November
- c. Phase 2 Meter Update
 - i. Phase 2 had over 1,330 meters
 - ii. Incomplete or RTU: 18
- d. Memorial Park Master Plan
 - i. Playground
 - 1. Ordered second play structure in January
 - 2. Tentatively scheduled to ship in May
 - 3. Will be on standby for install once shipped
 - 4. Working with risk management through Hylant on existing structures and what options are available
 - ii. Capital Budget Request submitted
 - 1. Rep. Hoops' Office is interested in pursuing a portion of the Village's request
 - a. \$592,000 total request
 - 2. Will keep everyone posted on how those conversations go
 - iii. Playground Fundraiser
 - 1. Donations are coming in
 - 2. Ms. Sanders will send out thank you notes as they come in
 - iv. Adopt a Bench program information on the website
 - 1. 2 out of the 5 benches sold
- e. Title XV Codified Ordinance Update
 - i. CT Consultants complying a complete rough draft
- f. Downtown parklet
 - i. Working on parking logistics
 - ii. Per §150.247 states that all parking areas shall be asphalt, concrete, or masonry material
 - iii. Working on a plan to allow for this, drainage, etc.
- g. Sidewalk Improvement Program
 - i. Working with the contractor for plan and timeline
 - ii. 220 Woodland

- iii. 229 N. Main
- iv. 308 Miller
- v. 98 Dodge
- vi. 306 E. St. Clair
- h. Façade Enhancement Program
 - i. 2022 applications
 - ii. 124 N. Main
 - 1. Upper window replacement and awning
 - iii. 95 Dodge
 - 1. Paint outside wall and mortar up holes
 - iv. 101 Church
 - 1. Paint west wall facing N. Main
 - v. 202 N. Main
 - 1. Painting wall
 - vi. 102-104 N. Main
 - 1. Paint exterior
 - vii. 106 N. Main
 - 1. Replace upper windows and paint exterior
 - viii. Total requests approximately \$19,000 (need to clarify one requested amount and thus approximate until then)
- 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. Internal review of next steps
- k. Airport Highway Corridor Study
 - i. Still ongoing
- l. Address updates

- i. Finalizing what the new address should be and then we will take next steps
- m. Project 3 & 11
 - i. Primarily stages of review
 - ii. Discussed in Water & Sewer Committee
- n. Systemic Safety Grant
 - i. Application submitted
 - ii. Should know more later this Spring
- o. ADA Transition Plan
 - ii. This is a major project and will take time to complete

5. Communications Update

- a. Business Guide
 - i. Working on updating packet with new information
- b. Village Voice
 - i. Latest Edition was published on April 1
- c. Concern submission automation
 - i. Website is now live to submit concerns

6. Division Reports in Dropbox for your review

Personnel Report:

1. Mike Outland
 - a. The Village offered Mr. Outland Part time employment with the SFRD
 - b. Motion was approved at the February 14, 2022 meeting
 - c. He has subsequently informed The Village of his other commitments causing his inability to take the offer.
 - d. ***Motion to rescind offer by Councilman Kania. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.***
2. Brice Nemire
 - a. Mr. Nemire has submitted his letter of resignation from the WRRF, effective April 15, 2022
 - b. ***Motion to accept resignation as submitted by Councilwoman Westhoven. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.***

3. Seasonal Hire

- a. Move to approve rehiring Dennis Watchowski Part-time Public Service-Seasonal in the Public Service Division at an hourly rate of \$13.00 per hour, up to 20 hours per week, pending clear pre-employment drug screen and background check effective April 17 to November 12, 2022.
- b. *Motion to approve hiring by Councilman Kania. Seconded by Councilman Pilliod. No discussion. Roll Call. All YES. Motion Passed 6-0.*

Public Comment:

A. Church, as owner of 201 N. Main Street addressed the council regarding a complaint about the flashing red light at the corner of Main and Garfield. Ms. Church would like to see the light off, claiming it is a nuisance and has been an ongoing issue for a year.

Ms. Church additionally mentioned that she is concerned about the sewer line that is connected to her neighbor that backed up, and stated that she feels there is an issue with the separation. She stated that she was informed there was assistance available from the village if lines needed to be moved.

A. Church, as owner of 302 Chestnut, inquired about an alleyway that council had allegedly closed in approximately 2000, the alleyway in question connected to Harrison Street. Ms. Church would like to know if the alleyway is vacated as there are vehicles parking in the alleyway. If the alleyway was vacated, Ms. Church would like to know who is responsible.

Ms. Church also questioned whether or not motor homes would be permitted in driveways on an ongoing basis. She was concerned about a motor home on Chestnut that has been there “for a long time.”

Ms. Church inquired who gave permission to resident M. Disbrow on tree or shrubbery removal and / or to clean the alleyway in question. Ms. Church states her view is now that of a vacant home and there is trash that is blowing due to a lack of trees. She stated that she paid \$302,000 for the Chestnut property and does not appreciate the view.

Councilman Kania moved to adjourn into Executive Session, at 7:45pm to discuss employment interviews with respect to a new Fire Chief, with Councilwoman Disbrow seconding. No discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to reconvene at 8:48 pm. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Pilliod moved to adjourn meeting at 8:50 p.m., seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.


Neil Toeppe, Mayor

Attest: 
M. Jason Vasko, Fiscal Officer

1. Sewer Separation Projects
 - a. Previous discussions in various Committees centered on the next sewer separation project, Project 3 & 11, as well as Project 12 which is not scheduled for a few more years
 - b. There are concerns regarding S. Main Street which is in the project scope area of Project 12
 - c. Jones & Henry Engineers provided information on preliminary estimates to include Project 12 with Project 3 & 11 (In Dropbox)
 - d. Total project costs estimate \$2,242,817 (construction and engineering)
 - e. Mrs. Hoelzle reviewed with Mr. Vasko to discuss the financial impact of adding Project 12 to Project 3 & 11
 - f. Project 12 is the smallest of the projects so one of the aspects to consider is economies of scale, especially in this construction environment
 - g. Adding Project 12 will, of course, increase costs; however, the increase may be less if the project was stand-alone due to how small it is, relatively speaking
 - h. The recommendation is to consider adding Project 12 to Project 3 & 11 and thus changing the scope of the project
 - i. Benefits of this include finishing the projects earlier than anticipated (in late 2024 rather than late 2026/early 2027) as well as having the roads improved in those areas, if necessary
 - j. Downside is a larger loan amount will be needed as well as the projects would span drastically different areas of the Village as opposed to be centered in one area
 - k. Councilman Pilliod asked if this would be the “last leg” of the project. Administrator Hoelzle informed the Committee that after Projects 3, 11 and 12 are complete, there would be a multi-year analysis required, but this analysis cannot be completed until all of the projects are done.
 - l. No further discussion is warranted, as Sewer Committee has moved to add a resolution to combine Project 12 with projects 3 & 11 to the Council Meeting on 4/25/2022.
 - m. A request was made regarding Debt Service, how much Debt the Village currently holds, the Annual Debt details and the 2021 schedule to be provided to Council at the 4/25/2022 meeting.
 - n. Meeting adjourned at 6:25pm

- 1) Financial Document review
 - (i) January 2022 financial documents
 - (ii) February 2022 financial documents
 - (iii) March 2022 financial documents
 - (iv) Information present in Dropbox, for review

- 2) Permanent Budget Adjustments
 - (i) Information present in Dropbox, for review

- 3) Adding Project 12 to Projects 3 & 11
 - (i) Possible savings over time, discussed in conjunction with Water and Sewer Committee
 - (ii) Adjustment to CIP
 - (iii) FY 2023 and 2024 changes

- 4) Insurance Renewal
 - (i) Insurance appraisal was done last year
 - (ii) Copy included in Dropbox, for review
 - (iii) Stapleton is working to revise our schedule of properties to send to Ohio Plan
 - (iv) Renewal due 6/1/22

- 5) Oddities and Enormities
 - (i) Recent large payments for Committee awareness
 - (ii) Recent unusual payments for Committee awareness
 - (iii) Available in Dropbox, for review.

- 6) Adjourned 6:45 pm