

# VILLAGE OF SWANTON

Council Meeting Minutes

April 25, 2022

7:00 p.m.

Prayer

Pledge of Allegiance

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

*Councilman Kania moved to approve agenda. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

*Councilman Kania moved to approve April 11, 2022 Council Meeting minutes. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

Committee report summaries: please see below.

New Business:

1. First Reading 2022-XX: Proceed with Assessments for Leaf Collection
  - a. Next Step in Assessment Process

*Councilwoman Westhoven moved to approve the first reading of the Ordinance. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

2. First Reading 2022-XX: Proceed with Assessments for Street Lighting
  - a. Next Step in Assessment Process

*Councilwoman Westhoven moved to approve the first reading of the Ordinance. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

3. Emergency Resolution 2022-XX: Authorizing The Village Administrator To Participate In The ODOT Road Salt Contract For The 2022-2023 Winter Season
  - a. Discussed in Public Service Committee

*Councilman Kania moved to suspend the rules Emergency Resolution 2022-XX: Authorizing The Village Administrator To Participate In The ODOT Road Salt Contract For The 2022 – 2023 Winter Season. Seconded by Councilwoman Westhoven. No discussion. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilman Kania moved to approve the Emergency Resolution 2022-XX: Authorizing The Village Administrator To Participate In The ODOT Road Salt Contract For The 2022 – 2023 Winter Season. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

#### Mayor's Report:

1. Fire Chief Selection Process
  - a. 9 Candidates
  - b. 5 Interviews
  - c. 3 Follow-up Interviews with Command Staff
  - d. Joint meeting with final 2 candidates and Interim Chief Smith (7 a.m. Saturday – 4/16)
  - e. Checked References
  - f. Final joint meeting with final 2 candidates (Wednesday, 4/20, 6 p.m.)
  - g. Analysis of Fire Chief/Deputy Chief Positions and budget
2. Mayor's Association Meeting, 4/20/22
  - a. Second round of ARPA funds to be released
  - b. OP&F third hearing to be held soon
  - c. AirBNB hearing – re: detrimental impact on residential areas
  - d. Ohio Municipal League is working on solutions to the shortages of Fire/EMS and Police in Ohio
3. Main Street Sign
  - a. Channel 11 Interview re: sign and Swanton business
  - b. Channel 24 interview scheduled for May 2 for Mayor Monday segment
4. Fulton County Economic Development Corporations Annual Dinner – 4-21-2022
5. Responded to several residents' concerns

#### Administrator's Report

1. General Updates
  - a. Spring Bulk Drop Off Day

- i. Scheduled for May 14
    - ii. Electronics waste as well as paint disposal (fee associated)
  - b. April 27- Municipal Office Closure for lunch
    - i. It is Administrative Professionals' Day and the Office will close, to foot traffic and phone calls will be directed to voice mail, from 12-12:30 so our Staff can enjoy a lunch together
  - c. Ordinance review
    - i. Mrs. Hoelzle has spoken to our Solicitor, Mr. Murphree, and he and Administrator agree that there are certain sections of the Code which should be present to Committee for more in depth review
    - ii. For example, Title III (for Committee of the Whole), as well as aspects of Chapter 51 and 52 (Water & Sewer Committee)
  - d. Recreation
    - i. A new Recreation Director will start in a couple months through Swanton Local School District
    - ii. The current structure, Village maintain park and School oversee recreation, will continue for the foreseeable future
- 2. Planning Commission
  - a. May meeting set for May 3
  - b. Variance request for 98 Dodge driveway material
- 3. Tree Commission
  - a. Discussed in Public Service Committee
- 4. Project Updates
  - a. Project 8 & 9
    - i. W. Garfield reconstruction is almost complete. Curbs were poured. Sidewalk and driveway approaches were dugout. Installation of those was affected by the snow but everything is moving along
    - ii. Allen and West were also dug up and there is temporary inconvenience for these streets but all residents should have access to their driveways
    - iii. Asphalt plants indicate they will not open until first week of May, due to the temperature fluctuations
  - 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. Will need to decide to install before or after Corn Festival
  - ii. Capital Budget Request submitted
    - 1. Rep. Hoops' Office is interested in pursuing a portion of the Village's 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. Spoke to Kris from CT Consultants and the rough draft will be presented to Planning Commission on May 3
- 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
- h. Façade Enhancement Program
  - i. 2022 applications all reviewed
  - ii. Need to send letters
- 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
  - iii. Postcards sent out to scope area
- 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. Internal review of other areas to include
- n. Systemic Safety Grant
  - i. Application submitted
  - ii. Should know more later this Spring
- o. Active Transportation Plan Development Grant
  - i. Application submitted
  - ii. ODOT indicated they will reach out to applicants in May
  - iii. Anticipated sending award information in July
- p. ADA Transition Plan
  - ii. This is a major project and will take time to complete

## 5. Communications Update

- a. Business Guide
  - i. Sent to two new businesses
- b. Village Voice
  - i. Latest Edition was published on April 1
- c. Concern submission automation now live
  - i. Have received just shy of 10 responses to date

## Personnel Report:

- 1. Introductory period
  - a. Kyle Penzinski's introductory period is complete. Mr. Tedrow recommends extending full employment
  - b. *Motion to end introductory period and offer full employment to Mr. Penzinski?*

- c. *Motion to end introductory period by Councilman Kania. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

**Public Comment:**

T. Kruczkowski, of 606 Brookside, inquired why there was 65' of drain that crosses from 608 Brookside onto the yard of 606 Brookside, then runs an additional 60' to the main.

He mentioned that it was schedule 40 PVC pipe, so it must be relatively new. He was informed of this when the system had a camera run by Village Public Works, of which he offered praise.

Mr. Kruczkowski mentioned that there was a clean out in the front of his property and wanted to know if the Village would be responsible for a tap into that line if it were made.


Mr. Kruczkowski also mentioned receiving a letter about a trailer on his property and mentioned that his neighbor, though did not specify which neighbor, also had one on theirs that had been there far longer.

*Councilman Kania moved to adjourn into Executive Session, at 7:24pm to discuss public employee hiring, with Councilman Messenger seconding. No discussion. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilwoman Westhoven moved to reconvene at 8:45 pm. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilwoman Westhoven moved to adjourn meeting at 8:46 p.m., seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion passed 5-0.*

  
Neil Toeppe, Mayor

Attest:   
M. Jason Vasko, Fiscal Officer

1. Road Salt

- a. Each year, the Village enters into an aggregate agreement for road salt purchases
- b. This is an economical way of ordering salt during the winter season
- c. This is being presented to Committee for informational purposes as this will be the first time this Council will review the resolution to support entering into the agreement
- d. Mr. Tedrow and Mrs. Hoelzle discuss salt quantity and provide the recommendation for the language in the resolution
  - i. Approximately 200 Tons ordered
- e. As Mrs. Hoelzle stated, typically not a topic for Committee as it is more Administrative but she wanted to provide the procedure so everyone had the information on how the Village analyzes and then orders salt
- f. Resolution is slated for New Business in Council Meeting
- g. Discussion, questions?
  - i. It was asked what account this comes out of, referencing account 2011 (Street Construction, Maintenance and Repair)

2. Swanton Community Memorial Stone

- a. Near the lower restrooms, at Memorial Park, there is a small memorial rock with a plaque and benches
- b. This memorial was coordinated through the Park & Rec Board, when it exists
- c. In 2000, the Park & Rec Board discussed a memorial monument which could have names placed on it.
- d. \$1, 400 was spent on the rock, approved by the Park & Rec Board
- e. At their February 5, 2001 meeting, the Park & Rec Board minutes illustrate that a policy was created for contributions and gifts donated to the Park & Recreation Board with the purpose being to establish a memorial for the Swanton community and establish general guidelines for gifts and contributions
- f. An article in the Swanton Enterprise from July 2002 provides more details on the plaque, donations, and what the money was used for
- g. Per the article, donation monies would be “put into the general fund and earmarked for maintenance of the memorial”
- h. Park & Recreation Board disbanded in 2009
- i. However, there have been names added since 2009- we believe coordinated by Mr. Joe Kahl

- j. Presenting to Committee on their thoughts for the future of this memorial
- k. Many things to think about: updated policy, depositing funds, costs of plaques, forms, etc.
- l. Discussion, questions, recommendations
  - i. J. Pilliod (public attendee) provided some additional information, but stated that not many details exist
  - ii. Committee has requested Administration contact Swanton Board of Education to see if more records or information exist.
  - iii. Committee agreed they should reconvene after an attempt was made to gather more information.

### 3. Tree Commission Ordinance

- a. Back information
  - i. Ordinance 2009-24 Established Tree Commission
  - ii. Ordinance 2017-31 revised terms of members
- b. In the past Tree Commission, and other Committees, discussed the separation of tree maintenance from details on a Tree Commission
  - i. I've reviewed the proposed new chapters (33-boards and commissions and 98- trees) with Solicitor
    - i. Chapter 33 defines what boards and commissions exist, is currently blank.
    - ii. Chapter 33, once defined, would then refer back to the Chapter of the Code these boards would manage
    - iii. Per Mayor: The Tree Commission and the Ordinance are inextricably intertwined, and there is a need of separation of duties from the Regulations
    - iv. Administration has looked to Bowling Green Ordinances and Tree Commission for ideas on this separation.
  - ii. Solicitor asked what the Committee or Council would like to see in the future
  - iii. As it has not been presented to Committee, Solicitor recommended discussion to ensure everyone is on the same page
  - iv. Tree Maintenance, in particular, is not cut and dry. Solicitor would like to make sure the draft is acceptable
  - v. For example, Urban Forester- is listed as the Village Administrator, Mrs. Hoelzle like to discuss what this means
    - i. Mrs. Hoelzle would like the language changed, also to include "or his/her designee" as appropriate.



- vi. Further, Tree Commission- is this something the Committee recommends?
- vii. Many questions from Solicitor that Mrs. Hoelzle could not answer as it hasn't been discussed in detail with this Committee
- c. Discussion, recommendation, questions
  - i. Committee has agreed to review. Will need to revisit when the separation is ready to proceed.

#### 4. Playgrounds

- a. Hylant Risk Management has reviewed the existing playground structures
  - 1. Current playground – slide has to go
- b. There are certain ones that could be salvaged and then there are others that must be removed
  - 1. Removal would be handled by the Village, unless some of the equipment were deemed able to be sold, then removal would be handled by the purchaser.
- c. The rep indicated a report would be sent on Friday April 22
- d. At publication of this report, Mrs. Hoelzle had not received but hope to have it for discussion on Monday April 25
- e. New equipment is expected prior to the Corn Festival, but may not be installed prior to the 2022 Corn Festival.
  - 1. There are considerations of grass and a path around the play area.
  - 2. The costs of playground renovation include rubber mulch and installation, but the path would be a separate cost / vendor.
- f. More discussion to occur once the Hylant document is received.

#### 5. Combined sewer loose ends

- a. Along with Project 12 there are a few areas throughout the Village which were not separated when the said area was part of the respective project
- b. Mrs. Hoelzle reached out to Jones & Henry regarding one large section on Main Street
- c. Here is the response: *“On North Main Street, between Fulton and Church, we believe there are four catch basins that were not connected to the new Project 2 storm sewers. The main driving factor was the Village’s desire to stay out of Main Street as much as possible. The first reason to limit the work in North Main Street included the thicker pavement section of Main Street would be more expensive with the pavement restoration cost. The second reason was the impact to residents and the traffic disturbance since Main Street is a truck route through the Village.”*

1. There is also a private property issue on N. Main St.
2. It appears there are 4 catch basins that are immediately affected.
  - a. A question of their locations was posed
3. A note was made that the sanitary line appears to be closer to the west side of N. Main St.
- d. As internal conversation ensued about adding Project 12, it may be more economical to add these other miscellaneous areas as well
- e. Mrs. Hoelzle scheduled a meeting with Troy Brehmer from Jones & Henry for Monday April 25 in the afternoon
- f. Mrs. Hoelzle had more information to present to Committee on Monday evening
- g. This may affect the legislation wording to add Project 12 to existing project scope and therefore no legislation is presented in New Business
- h. Discussion, questions, recommendations
  1. Our NPDS permit states that we are to complete the 12 separation projects and then monitor for further / future CSOs (Combined Sewer Overflows).
  2. Hallett has some catch basins that require separation
  3. Dodge has some, as well as Brookside from back in Phase 1.
  4. The Committee noted more information was needed, especially about potential traffic issues that could be caused by a closure of N. Main St.
  5. Committee has decided to wait and see if separation of this area is required, which may not be known until after the completion of Projects 3, 11 and 12.

Adjourned at 6:49

Public Safety Committee      6:49 p.m. Kania (Chairperson), S. Disbrow, Westhoven

1. Fire Inspection Software
  - a. With fire inspections becoming for prevalent for commercial structures, Lt. Cleland has requested the purchase of a software program to streamline the process
  - b. From a service provision standpoint this software would be a good addition to the tools
  - c. However, the cost is approximately \$7,000
  - d. The Fire Fund is very tight and therefore money may need to be transferred from the General Fund in order to cover this expense unless there is a decision to hold off on other planned purchases
  - e. Mr. Vasko will provide more insight on the financial aspect of this purchase
  - f. Discussion, questions, recommendations

1. There are approximately 200 businesses in Swanton, Fire Department was able to inspect approximately 35 in all of 2021, and has completed that many to date in 2022.
2. Lt. Cleland has stated that this system will permit her to stop completing inspection forms by hand.
3. Committee was amenable to the need of the software, however they have decided to wait until a new Chief is hired and allow that individual to decide how they wish to handle their budget, or potentially wait until 2023 for the software to be purchased.

Adjourned at 6:56 pm