

VILLAGE OF SWANTON

Council Meeting Minutes

May 9, 2022

7:00 p.m.

Prayer

Pledge of Allegiance

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

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

Councilman Kania moved to approve April 25, 2022 Council Meeting minutes. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion passed 5-0.

Councilman Kania moved to approve May 2, 2022 Council Meeting minutes. Seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES. Motion passed 5-0.

Committee report summaries: please see below.

Old Business:

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

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

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

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

New Business:

1. Motion to Approve April Financial Statements, As Presented.
Councilman Kania moved to approve the April Financial Statements, As Presented. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

2. First Reading, Revision to Swanton Codified Ordinances, Chapter 33
Councilman Kania moved to approve the Removal And Replacement of Chapter 33. Seconded by Councilman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

3. First Reading, Revision to Swanton Codified Ordinances, Chapter 98.
 - a. This would include a modification of 98.03(d) to include a rate assessment for removal services at 10% over the cost of those services
Councilman Kania moved to approve the Removal and Replacement of Chapter 98 as noted. Seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Mayor's Report:

1. Fire Chief Selection Process
2. Mayor's Association Meeting, 4/20/22
 - a. Second round of ARPA funds to be voted on prior to the June break.
3. Plan Commission Meeting
 - a. Approved driveway to be grass pavers
 - b. Looking at using this technology in the parklet
4. Responded to several residents' concerns

Administrator's Report

1. General Updates
 - a. May water shut offs due to non-payment- seven (7)
 - b. Super Haul update
 - c. Live Streaming equipment schedule for install week of May 9
 - d. Swanton Community Memorial Stone update
 - i. Mrs. Hoelzle had a very nice conversation with Carolyn Kahl
 - ii. An anonymous person installed Joe Kahl's name on the stone
 - iii. The Village is very grateful for this gesture but have not finalized procedure to install future names on the stone
 - iv. Will work on finalizing soon

2. Planning Commission
 - a. Public Hearing: Variance at 98 Dodge for parking surface- approved

- b. Birchwood Meadow owners gave a presentation on their proposed venue
 - i. Hope to present their site plan for review soon
 - c. Next meeting is June 7

- 3. Tree Commission
 - a. Next meeting is unknown

- 4. Project Updates
 - a. Project 8 & 9
 - i. W. Garfield road work is complete and the road is open to thru traffic
 - ii. Road work on Mettabrook is weather contingent, the rain has delayed a little bit
 - 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. Received the playground information
 - 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. CT Consultants submitted rough draft
 - ii. Given to Planning Commission
 - f. Downtown parklet
 - i. Will install parking grids when weather cooperates
 - g. Sidewalk Improvement Program
 - i. Working with the contractor for plan and timeline

- 1. Weather may play an impact on this
 - 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)
 - ix. Small businesses along Airport Hwy have been asking how they could submit to this. Administrator Hoelzle noted this Program was for the Downtown Corridor and that it needs expanded if Council wants to include Airport Hwy.
- i. Hallett Ave Improvements
 - i. Hallett Road A
 - 1. 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. Surveyors will be on site the week of May 9
- j. Public Safety Facility Review
 - i. Internal review of next steps
- k. Airport Highway Corridor Study

- i. Need to get with ODOT on results of traffic counts
 - l. Address updates
 - i. Ms. Sanders is working on letter as addresses were finalized
 - m. Project 3 & 11 & 12
 - i. Smoke testing will take place on May 11 for the Project 12 scope area
 - 1. This will assist J&H with the additional proposal of their services to add Project 12 to the scope
 - 2. Once received the ordinance will need to be amended
 - ii. Project 3 & 11 scope area will be smoke tested at a future date
 - n. Systemic Safety Grant
 - i. Received word from ODOT that the application for traffic signal updates with new lighting poles along Main Street did not fit the systemic program
 - ii. The Village knew this was probably an extreme case if applicable
 - o. Lead Service Line Inventory and Mapping Grant
 - i. Will have a detailed update on Monday
 - 1. The Village did receive the maximum grant.
 - 2. The Village was 1 of 48 recipients, the only one in Fulton County and 1 of 2 in Lucas County.
 - 3. 12 months to complete Mapping Project from signing of contract
 - p. ADA Transition Plan
 - ii. This is a major project and will take time to complete
5. Communications Update
- a. No major updates but concerns are continuing to come through the website as users utilize the new online submission form
6. Division Reports in Dropbox for your review

Personnel Report:

- 1. Resignation
 - a. Amy Dziengelewski submitted email with an effective date of May 7, 2022
 - b. *Councilman Kania moved to approve Ms. Dziengelewski's Resignation. Seconded by Councilman Pilliod. Discussion: Councilman Pilliod thinks that Council may have overreacted, due to a lack of help at the SFRD. Councilman Pilliod noted that it was acknowledged that Ms. Dziengelewski would answer to an alternate officer, and that to date there have been no known reports of favoritism or other bad reports. Roll Call:*

- i. Councilman Disbrow: Yes, Councilwoman Disbrow: Yes, Councilman Kania: Yes, Councilman Pilliod: No, Councilwoman Westhoven: Yes.
- c. *Motion Passed 4-1.*

Councilman Kania moved to adjourn into Executive Session, at 7:30pm to discuss public employee hiring, with Councilwoman Disbrow seconding. No discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to reconvene from Executive Session, at 7:56pm, with Councilwoman Westhoven seconding. No discussion. Roll Call. ALL YES. Motion Passed 5-0.

Personnel Report:

2. Retirement

- a. Curtis Smith, Public Works Department, effective July 31, 2022.
- b. *Councilman Kania moved to approve Mr. Smith's Retirement. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

3. Resignation

- a. Rosanna Hoelzle, Village Administrator, effective July 5, 2022.
- b. Mrs. Hoelzle offered a personal statement
- c. *Councilman Kania moved to approve Mrs. Hoelzle's resignation. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

Councilman Kania moved to adjourn at 8:08pm, with Councilwoman Westhoven seconding. No discussion. Roll Call. ALL YES. Motion Passed 5-0.


Neil Toeppe, Mayor

Attest: 
M. Jason Vasko, Fiscal Officer

1. Munson sanitary line
 - a. Munson Road, within the Village limits, scores almost at the bottom of road inventory list; it is in dire need of improvements, from Airport to Dodge.
 - b. However, there are a few things to take into consideration and why large scale improvements have not been made to date
 - c. First, in 2004, the Village of Swanton received Ohio Public Works Commission funding to repair Munson Road
 - i. Useful life of the project was 17 years... which takes it to 2021
 - ii. Why this is important is an entity would not score highly on another application for funding if the useful life has not been met
 - iii. This would be a good candidate for OPWC funding
 - d. Secondly, Munson Road from Airport to Mettabrook does not have a sanitary sewer line (water line was installed in 2013; majority of area annexed in 1996)
 - i. It was decided to see if Project 8 & 9 would need to include any sanitary line along Munson but it turned out that design could flow to Garfield and not Airport
 1. Noted there is no sanitary line from Airport to Mettabrook.
 - ii. Therefore, no sanitary line was installed along Munson with the current project and dwellings along that area have home sewage treatment systems (HSTS)
 - iii. The estimate of cost to install a sanitary line on Munson, if it was needed for Project 8 & 9 was between \$500,000-\$700,000, this was an estimate from 2019 during preliminary design of the current project
 1. This cost does not include repaving the road.
 - e. Things to consider
 - i. Road improvements
 1. Curb, gutter, sidewalks, bike lane, etc.?
 - ii. Sanitary sewer installation
 1. § 51.136 CONNECTION TO PUBLIC SEWER REQUIRED WHEN AVAILABLE. At such time as a public sewer becomes available to a property served by a private sewage disposal system, a direct connection shall be made to the public sewer in compliance with this chapter, and any septic tanks, cesspools and similar private sewage disposal facilities shall be abandoned

- and filled with suitable material. (Ord. 78-4, passed 2-13-1978; Ord. 92-20, passed 9-28-1992)
2. Home owner would be responsible for bearing the costs from the line to their home
 - iii. Road affects sanitary line and sanitary line affects extent of road repair
 1. If sanitary line is desired, then it may include more in depth road repair
 2. If no sanitary line is desired it may be a basic mill and fill to get through an another decade before sanitary line is needed
 3. When the road was previously resurfaced, a mesh setup was used that does not permit cold patch to attach to it.
 - iv. There are funding opportunities for this such as OPWC, Critical Infrastructure, and unsewered areas grant through OWDA/ WPCLF
 1. Grant would be due in Early September.
 - v. Discussion of project scope: road and/or sewer
 1. Septic systems would need to be collapsed and filled as they attach to the line.
 2. Suggested that The Village should work with homeowners on the cost or push the transition to future homeowners.
 3. Want homeowner input, possibly a public discussion. Asked to send a survey to residents.
 4. Committee stated they would need Engineer input as well, and The Committee has decided to move forward with studies.

Adjourned at 6:27 pm

Finance Committee 6:30 p.m. (Westhoven: Chairman, Kania, Messenger)

1. Financial Document review
 - a. April 2022 financial documents
 - b. Information present in Dropbox, for review
2. Appropriation Status Review
 - a. Ohio Gas rates have gone up substantially and we have now used our entire expenditure from 2021, and our budget is just about maxed.
 - b. Asking for \$10,000 to continue paying bills and prepare if winter is colder than normal
 - c. Several other budgets are beginning to encroach on allocated amounts

- d. Nothing is of immediate concern, but some may be looking for adjustment prior to the end of the year
 - e. A majority of the increase in expenditures noted below are due to one time or unplanned for expenses, analysis is ongoing to better identify how these can be planned for in the future
 - f. Fire Department Office Supplies: 91.77% of budget
 - g. WRRF Training: 68% of budget
 - h. Sewer Professional and Technical: 66% of budget
 - i. Water Office Supplies: 63% of budget
 - j. Admin Professional and Technical: 58% of budget
 - k. Committee asked for details of the analysis to be provided to them.
3. SFRD Onetime Payment Review
- a. Information present in Dropbox, for review
4. Oddities and Enormities
- a. Recent large payments for Committee awareness
 - b. Recent unusual payments for Committee awareness
 - c. Recent large deposits for Committee awareness

Adjourned at 6:48 pm