

# VILLAGE OF SWANTON

Council Meeting Minutes

May 23, 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 Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

*Councilman Messenger moved to approve May 9, 2022 Council Meeting minutes. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion passed 6-0.*

Committee report summaries: please see below.

Fire Chief Swearing In

Old Business:

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

*Councilman Kania moved to approve the third reading of the Ordinance. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

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

*Councilman Messenger moved to approve the third reading of the Ordinance. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

3. Second Reading, 2022-XX: Enacting Chapter 98, Trees of the Codified Ordinances
  - a. Discussed In Committees

*Councilman Kania moved to approve the second reading of the Ordinance. Seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

4. Second Reading, 2022-XX: Amending Chapter 33, Other Departments
  - a. Next Step in Assessment Process

*Councilman Messenger moved to approve the second reading of the Ordinance. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

#### New Business:

1. 2022 – 2023 Property & Casualty Renewal

*Councilman Pilliod moved to approve the Property & Casualty Renewal. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

2. Emergency Ordinance 2022-XX: Amending Ordinance 2022-10 Permanent Appropriation Ordinance

*Councilman Kania moved to suspend the rules for Emergency Ordinance 2022-XX: Amending Ordinance 2022-10 Permanent Appropriation Ordinance. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilwoman Westhoven moved to approve Emergency Ordinance 2022-XX: Amending Ordinance 2022-10 Permanent Appropriation Ordinance. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

#### Mayor's Report:

1. Researched legal Issues
  - a. Discussed with Village Solicitor
2. Met with the new Fire Chief and reviewed his departmental plans.
3. Spent a bit of time attending to health issues

#### Administrator's Report

1. General Updates
  - a. Munson Road Survey
    - i. Letter and survey sent to residents along S. Munson regarding proposed road and sanitary sewer work
    - ii. 10 responses of 30 sent surveys
  - b. May 14 Bulk Pick Up Day
    - i. 142 loads

- ii. Paint
      - 1. 5-gallons – 9
      - 2. 1-gallons – 151
      - 3. Quarts - 33
1. Planning Commission
    - a. June 7 meeting
    - b. Public Hearings scheduled
      - i. Variance request 106 N. Main- selling alcohol
      - ii. Variance request 615 S. Main- height of accessory structure
  2. Tree Commission
    - a. Will need to evaluate next steps
  3. Fulton County Regional Planning
    - a. Next meeting is May 24
    - b. Mrs. Hoelzle has helped them structure and outline their process
    - c. Will be Mrs. Hoelzle’s last meeting at VP of the Commission
  4. Project Updates
    - a. Project 8 & 9
      - i. Road work is moving along and still on track to be complete in June
    - b. Membrane Softening (estimated dates)
      - i. Waiting on materials which are scheduled to arrive in November
      - ii. 38-week lead time
    - c. Phase 2 Meter Update
      - i. Phase 2 had over 1, 330 meters
      - ii. Incomplete or RTU: 18
      - iii. 10 to 15-year lifetime of meters
    - 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
    - ii. 220 Woodland
    - iii. 229 N. Main
    - iv. 308 Miller
    - v. 98 Dodge
    - vi. 306 E. St. Clair
    - vii. Weather dependent, will be poured this week
  - 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. Emails went out May 23, 2022
  - 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
- j. Public Safety Facility Review
  - i. Internal review of next steps
- k. Airport Highway Corridor Study
  - i. Focus on Main Street first but will regroup on this soon
  - ii. This is related to Airport & Main intersection and the merging just west of said intersection
  - iii. However, the timing of the light at Airport & Main is connected to the timing at Airport & Hallett so a Corridor Study needed to take place
- l. Address updates
  - i. Addresses assigned
  - ii. Met with Postmaster
  - iii. Courtesy letter will be sent out to all affected properties
  - iv. 180 days begins on July 5
- m. Project 3 & 11 & 12
  - i. Smoke testing took place May 11 for the Project 12 scope area
  - ii. Project 3 & 11 scope area will be smoke tested at a future date
  - iii. Awaiting an updated proposal from J&H and at that time an amended ordinance will need to be approved with update engineering costs
- n. Lead Service Line Inventory and Mapping Grant
  - i. Successful in receiving funds
  - ii. Reimbursement grant
  - iii. Work will begin soon
- o. Munson Road
  - i. Surveys are beginning to come in
- p. ADA Transition Plan
  - ii. Ongoing

### Personnel Report:

- 1. Seasonal Hiring
  - a. *Move to approve the hiring of Riley Bellner as Public Service- Seasonal employee, up to 20 hours per week at \$13/hour contingent on successful completion of background check and drug screen effective May 23, 2022 until August 20, 2022*

- b. *Councilwoman Westhoven moved to approve hiring of Ms. Bellner. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

1. SFRD onetime payment

- a. *Move to approve the 2022 onetime payment to members of the SFRD who qualify per the criteria*
- b. *Final numbers will be included with meeting minutes*
- c. *Councilwoman Westhoven moved to approve onetime payment. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

2. CDA hours

- a. *Move to approve the increase of hours worked per week for the Community Development Assistant from 20 hours up to 35 hours effective May 23, 2022*
- b. *Councilwoman Westhoven moved to approve increasing hours for Community Development Assistant. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

3. Reclassification

- a. *Bennett Stamper will move from the WTP to the WRRF effective May 29*
- b. *This is just for record purposes to record the change of job classification*
- c. *Councilman Kania moved to approve transfer of Mr. Stamper. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

4. Ashley Leach

- a. *Ms. Leach received her Ohio Firefighter I certification*
- b. *Move to approve the increase of wage to \$15.20 effective May 15, 2022*
- c. *Councilwoman Westhoven moved to approve reclassifying of Ms. Leach. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to adjourn into Executive Session, at 7:26pm to discuss public employee hiring, with Councilman Disbrow seconding. No discussion. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to reconvene from Executive Session, at 8:36pm, with Councilwoman Westhoven seconding. No discussion. Roll Call. ALL YES. Motion Passed 5-0-1 with Councilman Messenger abstaining.*

Councilwoman Westhoven moved to adjourn at 8:36pm, with Councilman Kania seconding. No discussion. Roll Call. ALL YES. Motion Passed 6-0.



Neil Toeppe, Mayor

Attest:



M. Jason Vasko, Fiscal Officer

There were some delays due to technical difficulties.

1. Playgrounds

- a. Hylant Risk Management has reviewed the existing playground structures
- b. In Dropbox is a copy of the report
- c. Main requirement is to removed spiral slide and destroy
- d. Other play structures could be saved if updates were made
- e. New playground will not arrive until late summer; supply chain issues
- f. Recommendation is place play structures, within the footprint of the new playground, on GovDeals as another municipality may benefit from it
- g. Discussion, questions, recommendations
  - i. Urban Forester should come look at trees.
  - ii. Revenue from sold items should be put to the Capital Fund.
  - iii. New Playground cost is just over \$200,000
  - iv. Currently The Village has a 1.2 mill levy for the parks on residents

2. Leaf collection

- a. Village of Swanton contracts with Lammon Brothers to provide leaf collection services
- b. 2018-2020: \$22,000/year
- c. 2021-2022: \$22,500/year
- d. Mrs. Hoelzle reached out to Jim Lammon to inquire about another three-year agreement to lock in a rate now
- e. Mr. Lammon is proposing the following
  - i. 2023-2025: \$26,800/year
- f. Any discussion from Committee on other options or ideas?
- g. Administration recommends Lammon Brothers for another three-year agreement
- h. Discussion, questions, recommendations
  - i. Committee would like to see some further quotes to make sure we are getting the best price.

Adjourned at 6:33 pm



1. Charge special events
  - a. Ordinance 2014-31 set the rate of \$25 for police presence at special events
  - b. The Village in turn pays the officers time and one half of pay for serving at special events
  - c. In the past special events are categorized as Corn Festival, Football games, etc.
  - d. The rate has not been updated since 2014
  - e. Wages for Officers have gone up during this time
  - f. Recommendation is to increase the charge to \$35 per hour in order to cover the personnel expenses such as wage, benefits, etc.
  - g. Further, the recommendation is to include an automatic \$1 increase per year effective January 1, with the first increase January 1, 2024
  - h. Discussion, questions, recommendations
    - i. Committee wants to pursue, will be put to Council on June 13, 2022
  
2. Traffic lights
  - a. From the engineer review, it does not appear either signal on Main Street is currently warranted
  - b. These analyses are based solely on the raw traffic data
  - c. ODOT encourages the removal of unwarranted signals however the decision ultimately lies with the Village
  - d. Any unwarranted signal is ineligible for funding through ODOT
  - e. Main & Garfield
    - i. Could retain the light and convert to 2 way stop once the light is not functioning
    - ii. Also evaluate the timing of flashing light
  - f. Main & Church
    - i. Multi-way (4 way) stop is not warranted
    - ii. Make it into a 2-way stop
    - iii. Will need to place signs warning signal change, cover the signals, etc.
  - g. This is more of an FYI but would like Committee's comment on it
    - i. Committee does not want to remove lights
    - ii. Would like to see a quote for repair and upgrade

Adjourned at 6:46 pm