

VILLAGE OF SWANTON

Council Meeting Minutes

June 27, 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 as amended to include personnel reports and a fireworks ordinance discussion. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Kania moved to approve June 13, 2022 Council Meeting minutes. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Committee report summaries: please see below.

Old Business:

1. Second Reading 2022-XX: Establishing The Final Assessments for All Properties In The Village Of Swanton, Pursuant To Ohio Revised Code Section 727.01 Et Seq. For The Cost of Leaf Collection.

a. Final Step in assessment process

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

2. Second Reading 2022-XX: Establishing The Final Assessments for All Properties In The Village Of Swanton, Pursuant To Ohio Revised Code Section 727.01 Et Seq. For The Cost of Street Lighting.

a. Final Step in assessment process

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

New Business:

1. Emergency Ordinance 2022-XX: Amending Ordinance 2014-31 Which Amended Ordinance 2006-10 Establishing Rate of Pay for Village Police Officers Requested for Duty at Special Events

Councilman Pilliod moved to Suspend the rules for Emergency Ordinance 2022-XX: Amending Ordinance 2014-31 Which Amended Ordinance 2006-10 Establishing Rate of Pay for Village Police Officers Requested for Duty at Special Events. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Emergency Ordinance 2022-XX: Emergency Ordinance 2022-XX: Amending Ordinance 2014-31 Which Amended Ordinance 2006-10 Establishing Rate of Pay for Village Police Officers Requested for Duty at Special Events. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

2. Emergency Ordinance 2022-XX: Authorizing and Directing The Mayor And/Or Village Administrator To Enter Into An Agreement With Poggemeyer Design Group For Engineering Services For Hallett Avenue Phase A

Councilman Messenger moved to Suspend the rules for Emergency Ordinance 2022-XX: Authorizing and Directing The Mayor And/Or Village Administrator To Enter Into An Agreement With Poggemeyer Design Group For Engineering Services For Hallett Avenue. Phase A Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Emergency Ordinance 2022-XX: Authorizing and Directing The Mayor And/Or Village Administrator To Enter Into An Agreement With Poggemeyer Design Group For Engineering Services For Hallett Avenue Phase A Special Events. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

3. Emergency Resolution 2022-XX: Authorizing The Submission And Support Of An Application To The Ohio Department Of Natural Resources Storybook Trails Within The Recreational Trails Program.

Councilman Kania moved to Suspend the rules for Emergency Resolution 2022-XX: Authorizing The Submission And Support Of An Application To The Ohio Department Of Natural Resources Storybook Trails Within The Recreational Trails Program Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Emergency Resolution 2022-XX: Authorizing The Submission And Support Of An Application To The Ohio Department Of Natural Resources Storybook Trails Within The Recreational Trails Program. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

4. Authorizing the Village Solicitor to Author A Quit Claim Deed for The Property Owned By The Village at 401 E. Garfield

Councilman Disbrow moved to Authorize the Execution of A Quit Claim Deed for The Property at 401 E. Garfield. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

5. Authorizing the Mayor, Village Administrator And/Or Finance Director to Enter Into A Contract with Lammon Brothers For The Purposes of Leaf Collection.

Councilman Disbrow moved to Authorize the Mayor, Village Administrator And/Or Finance Director to Enter Into A Contract with Lammon Brothers For The Purposes of Leaf Collection. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

6. Authorize the Removal of Traffic Light at Main and Church Streets And The Placing Of Stop Signs on Church Street.

Councilman Kania moved to Authorize the Removal of Traffic Light at Main and Church Streets And The Placing Of Stop Signs on Church Street. Seconded by Councilwoman Disbrow. No Discussion. Roll Call: M. Disbrow: Yes, S. Disbrow: Yes, Kania: Yes, Messenger: Yes, Pilliod: No, Westhoven: Yes. Motion Passed 5-1.

Mayor's Report:

1. Conducted Staff Meeting – 6/23
2. Met with Public Service staff – 6/24
3. Met with Chief Berg – 6-24 & 6/25
4. Met with Office staff – 6-24
5. Contact with Swancreek Township regarding new fireworks law – 6/25
6. Meet with Chief Dziengelewski every Tuesday
7. Meet with Village Administrator every Monday (except this month)
8. Conversation with Village Solicitor regarding State Law on Fireworks – Requested Opt Out Ordinance in case Council choses to take action.
 - a. Received Ordinance at 5:25 PM
9. Several updates to council re:
 - a. Village administrator position

- b. Fireworks Opt Out State law
- 10. Visited or spoke several residents –
 - a. 215 Franklin – concern about meter change (call)
 - b. 513 Garfield regarding driveway after paving (visit)
 - c. 129 Harrison – concern about tall grass (visit with neighbor and spoke with complainant’s daughter)

Administrator’s Report

- 1. General Updates
 - a. Fire Advisory Board Meeting rescheduled for June 29
- 2. Planning Commission
 - a. July Public Hearings
 - i. 10 Turtle Creek- Site Plan Review- Birchwood Meadow
- 3. Tree Commission
 - a. Next meeting is unknown
- 4. Project Updates
 - a. Project 8 & 9
 - i. Work is all but complete
 - ii. A final walk through needs to be scheduled
 - b. Membrane Softening (estimated dates)
 - i. Waiting on materials which are scheduled to arrive in November
 - ii. Costs have increased due to a variety of factors
 - iii. Project costs will, more than likely, see change orders increasing overall cost
 - iv. Current estimate cost of construction is \$1.597 million
 - v. With engineering, contingencies, and application fee the total cost of the project is estimated at \$1.9 million
 - vi. The change order will more than likely be over \$150,000.
 - c. Phase 2 Meter Update
 - i. Outstanding: 17
 - ii. Three need a plumber at this time
 - d. Memorial Park Master Plan
 - i. Playground
 - 1. Ordered second play structure in January
 - 2. Install will occur after Corn Festival due to supply chain issues
 - ii. Capital Budget Request submitted
 - 1. Rep. Hoops’ Office is interested in pursuing a portion of the Village’s request

- 2. Preliminary reports indicate there is money allocated in the Capital Budget for Memorial Park updates
 - a. Approximately \$100,000
 - iii. Playground Fundraiser
 - iv. Adopt a Bench program information on the website
 - 1. 3 out of the 5 benches sold
 - 2. More promotion scheduled
- 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 soon
- g. 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
 - 2. Much work has been done
 - vii. 106 N. Main
 - 1. Replace upper windows and paint exterior
 - viii. Total requests approximately \$19,000
- h. 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. Phase 1 submittal sent to ODOT in mid June 2022
- i. Public Safety Facility Review

- i. Internal review of next steps
 - ii. Will need to provide OHM with information soon
- j. Airport Highway Corridor Study
 - i. PDG working on this
 - 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
- k. Address updates
 - i. Courtesy letter was sent out, in May, to all affected properties
 - ii. Official letter sent out the first week of June
 - iii. 180 days begins on July 5
 - iv. Questions began coming in mainly related to how the address change would affect taxes
- l. Project 3 & 11 & 12
 - i. Preliminary work underway
- m. Lead Service Line Inventory and Mapping Grant
 - i. Successful in receiving funds
 - ii. Reimbursement grant
 - iii. Work will begin soon
- n. Munson Road
 - i. Mrs. Hoelzle asked PDG to look into cost estimates for various scenarios
 - 1. Solely road improvement
 - 2. Sanitary line
 - 3. Other combinations recommended by engineer
- o. ADA Transition Plan
 - ii. Ongoing

5. Communications Update

6. Division Reports in Dropbox for your review.

Personnel Report:

- 1. Resignations
 - a. William Montrie submitted his letter of resignation from the SFRD with an effective date of June 27, 2022
 - b. James Lechman submitted his letter of resignation from the SFRD with an effective date of June 27, 2022

- c. Carleton Arnold submitted his letter of resignation from the SFRD with an effective date of June 27, 2022
- d. Reclassify Susan Schwab from a Full-Time member of the Swanton Fire and Rescue Department to a Part-Time member.
- e. Remove Trishia Myers from the roster of the Swanton Fire and Rescue Department effective June 27, 2022
- f. Add Andrew Brennan to the roster of the Swanton Fire and Rescue Department, but not extend an offer of employment, effective June 27, 2022. Employment consideration is contingent upon successful completion of a Firefighter 1 Course offered by the SFRD.
- g. Add Zachary Burch to the roster of the Swanton Fire and Rescue Department, but not extend an offer of employment, effective June 27, 2022. Employment consideration is contingent upon successful completion of a Firefighter 1 Course offered by the SFRD.

Councilman Kania moved to approve Mr. Montrie's Resignation. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Messenger moved to approve Mr. Lechman's Resignation. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Kania moved to approve Mr. Arnold's Resignation. Seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES. Motion passed 6-0.

Councilman Kania moved to approve the reclassification of Ms. Schwab to Part-Time Member of the SFRD. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to remove Ms. Myers from the SFRD Roster. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to add Andrew Brennan to the Roster for the SFRD, but not extend an offer of employment. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Messenger moved to add Zachary Burch to the Roster for the SFRD, but not extend an offer of employment. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to adjourn for Executive Session, Regarding Public Employee Employment at 7:38 pm, with Councilman Messenger seconding. No discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Pilliod moved to reconvene from Executive Session at 8:43 pm, with Councilman Kania seconding. No discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Pilliod moved to Offer Employment to Shannon Shulters as Village Administrator, beginning July 10, 2022 at a rate of \$65,000. This offer of Employment is contingent upon successful completion

of a Drug Screening, Background Check, and Surety Bonding. Seconded by Councilman Kania. No Discussion. Roll Call: M. Disbrow: Yes, S. Disbrow: Yes, Kania: Yes, Messenger: Yes, Pilliod: Yes, Westhoven: No. Motion Passed 5-1.

Councilman Kania moved to Authorize the Mayor And/Or Finance Director to Enter Into Contract Negotiations with Rosanna Hoelzle for Consulting Services. Seconded by Councilman Messenger. Discussion included the insurance of acceptance and terms. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to Adjourn at 8:47pm. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

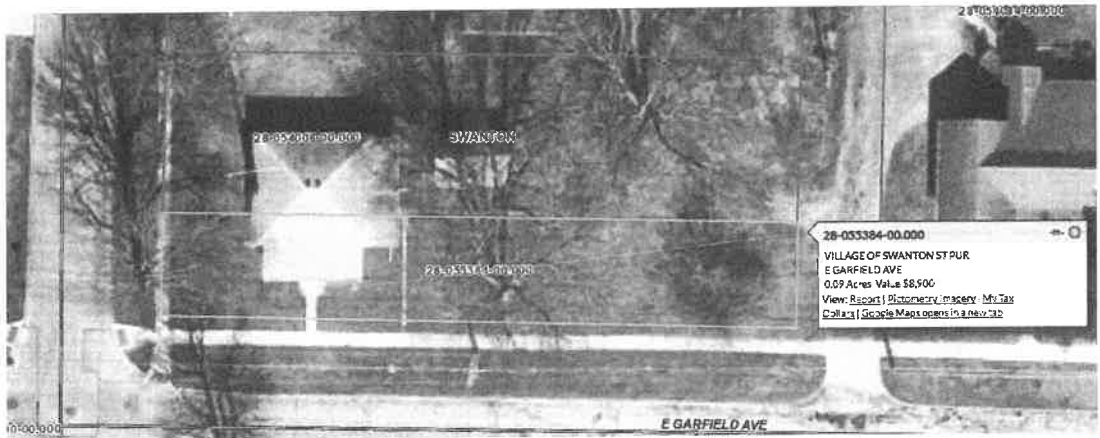

Neil Toeppe, Mayor

Attest: 
M. Jason Vasko, Fiscal Officer

1. Pilliod Park StoryWalk®

- a. The StoryWalk® at Pilliod Park was a collaboration between Swanton Public Library and the Village of Swanton with Swanton Welding creating the posts for the pages at the onset in 2017.
- b. Swanton Public Library maintains the stories while the park is owned by the Village
- c. Overtime it has become apparent there are some updates needed to make the StoryWalk® a better experience for the community
- d. Swanton Public Library is interested in applying for a grant to assist in these updates
- e. Adam Walter, Director of the Swanton Public Library, may be in attendance to speak on these updates
- f. Administration recommends a resolution of support of Swanton Public Library applying for this grant
- g. Draft resolution is provided if Committee recommends
- h. Grant deadline is July 15 which is before the next Council Meeting
- i. Discussion, questions, recommendations?
 1. Committee thinks this is a great idea.

2. 401 E. Garfield



- a. Back in 2018 the owner of 401 E. Garfield, Mr. Morse, began work on clearing up property lines and deed language at his property
- b. Mr. Morse is since deceased and the property is now in the process of being sold
- c. It appears that the original Plat of Huycks Addition (1894) did not abut a street on the south. Now the street on the south is Garfield Ave. Therefore, the 25 foot exception

to Lot 11 that was deeded to the Village for street purposes on 9/27/1894 (Deed Vol. 64, Pg. 564) was actually the property that is NOW the North 1/2 of Garfield Avenue.

- d. According to the Morse deed, he should have 42' of Lot 11 and 12 feet of Lot 10, for a total of 54 feet. From a quick GIS map measurement (very unofficial, of course), the parcel that is marked on the map as his parcel would be only approximately 39 feet, and there would need to be another 15 feet addition on the south.
- e. Mr. Murphree's suggestion is to have a quick claims deed and transfer the land to the Morse property
- f. Mr. Murphree's office would handle the logistics of getting this switched over
- g. Recommendation to full Council for record purposes
- h. Discussion, questions, recommendations?
 1. There is some concern as to whether this was connected to the sanitary sewer. If it is not, it will need to be completed, at the Village's expense.

3. Leaf collection

- a. At the last Public Service Committee Meeting there was discussion on Leaf Collection
- b. It was suggested to garner another quote to compare to Lammon Brothers
- c. When I reached out to a couple communities to see if they had recommendations I found out most do not contract out
- d. Therefore, I sent out a survey to 13 surrounding communities and 8 responded
 - i. Out of the 8 communities which responded, 7 provided leaf collection with internal resources and 1 does not provide leaf collection at all
 - ii. Please see Dropbox for complete survey results
- e. I searched for commercial leaf collection but most of the results were for small businesses
- f. Village of Swanton contracts with Lammon Brothers to provide leaf collection services
 - i. 2018-2020: \$22,000/year and 2021-2022: \$22,500/year
- g. I reached out to Jim Lammon to inquire about another three-year agreement to lock in a rate now
- h. He is proposing the following
 - i. 2023-2025: \$26,800/year
- i. Administration recommends Lammon Brothers for another three-year agreement **but recognizes costs may continue to go up therefore also recommends internal discussions for future service provision**
- j. Discussion, questions, recommendations

1. Committee would like Administration to look into the cost of a new truck and upkeep, also to ensure there is an opt out clause in the contract.

4. Active Transportation Plan

- a. Cait from ODOT reached out as she heard I had resigned the position. Unfortunately, a main factor in the ATP formulation grant is based on local coordination
- b. She indicated our application was good but with the transition ODOT would prefer if the Village applied in the next round
- c. The grant was to utilize ODOT services to assist in drafting the ATP
- d. How would the committee like to proceed? Wait for a new Administrator to provide recommendation?
 1. Committee wants to wait for a new Village Administrator
- e. Discussion, questions, recommendations

Adjourned at 6:16 pm

1. Parking request

- a. Request from Kim Bradford 116 S. Main, *"I would like to request that the Village approve that the Parking space on Main Street right in front of my office be made into a HandiCap space with reserved signage. I have a lot of Medicare and Disabled clients that visit my office for Health Insurance. It seems that they often park in that space and sometimes it is taken by the rental tenants next door. There are 2 other spaces for them to use as well in their driveway. In closing I feel it would be of great service to those clients to be able to have a reserved space to be able to be readily available to them should we have other clients and my parking area is full. Thank you for looking into this for me. I look forward to hearing from you once this has been considered by the Public Safety Committee."*
- b. Chapter 150 does provide Schedule of Parking Requirements for off street parking (parking lots). However, the business at 116 S. Main existed prior regulations in place
- c. Further, the business is next door to a multi-family unit. As with many other multifamily units, public on street parking is used by the tenants
- d. This topic was sent to Mr. Murphree's Office for review of any ADA compliance requirements. As of printing, we are awaiting Mr. Murphree's thoughts
- e. Committee wants to adhere to 90-minute parking. Concerned this is a slippery slope, if one is permitted, others will follow.
- f. Committee wants to make sure The Village has updated signage.
- g. Committee suggests Mr. Bradford convert one of his parking spots on his lot into a handicapped spot.

2. Traffic lights

- a. Main & Church light was reviewed by a third party
- b. Costs to fix is approximately \$6,000
- c. Chief Berg would like to address the Public Safety Committee with his thoughts on this intersection
- d. A 4-Way Stop was discussed, but settled on putting stop signs on Cherry East and West.
- e. Recommended Public Works removes the lights to save money.

Adjourned at 6:50 pm

Committee of the Whole 8:47 p.m.

1. Codified Ordinance review
 - a. Preliminary review of 51.139 and 52.05 proposed updates
 - i. 51.139 relates to owner's responsibility related to sanitary sewer line
 1. Mr. Tedrow has had multiple situations where the current language is vague in providing guidance
 2. Proposing updated and clear language related to responsibility
 3. Red line version in Dropbox
 - ii. 52.05 relates to disconnection fee for non-payment
 1. The Village averages less than 10 accounts (out of over 1,700) that are shut off for nonpayment each month
 2. The proposed language (redlined in Dropbox) clarifies disconnection fee as it relates to duplexes (or other multi units) with one shut off
 - b. Preliminary review of Title 3 updates
 - i. All these updates were presented to previous Council
 - ii. I've included to continue the conversation
 - iii. Redline version in Dropbox
 - c. If Committee wishes to recommend changes, a formal ordinance enacting the amendments would be needed in full Council.

Adjourned at 8:53 pm