

# VILLAGE OF SWANTON

Council Meeting Minutes

January 9, 2023

7:00 p.m.

Prayer

Pledge of Allegiance

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

*Councilwoman Westhoven moved to approve agenda as amended to include an election for Council President Pro Tempore. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilman Kania moved to approve minutes from December 12, 2022. Seconded by Councilman Messenger. No Discussion. Roll call. Motion Passed 5-0.*

## Committee Reports

### Finance Report

1. Financial Document review
  - a) December Financials are taking longer to complete than normal, due to year end.
  - b) They will be ready for the next council meeting.
2. Oddities and Enormities
  - a) Ohio Water Development Authority - \$77,547.15
    - i) Loan Reimbursements for Payments towards Membrane Project
3. Utility rate study will commence upon end of year
  - a) Ms. Shulters has reached out to several refuse services to look into changing services there and we are exploring what it would look like to add this to the utility bills
  - b) Decision to delay rate increase until rate study is complete.
4. Fee revisions will be worked on with Ms. Claire Smith, Code Enforcement, Ms. Shulters and myself.
  - a) This will centralize fees to one location in our code

- b) Also plan to update and modernize fee amounts

### Old Business

1. Motion to Approve the Revision to the Employee Handbook, Section 8.4 Concerning Employee Vacation Policy, and to make it retroactive to January 1, 2023 was placed on hold pending further review.

### New Business

1. Election of President Pro Tempore of Council. Councilwoman Westhoven nominated Councilman Kania who accepted. *Councilman Westhoven Motioned for a Vote, Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Councilman Kania elected 5-0.*
2. Motion to Approve the Revision to the Employee Handbook, Section 13.1 Employee Gift Policy, and to Make it Retroactive to January 1, 2023.  
*Councilman Kania moved to Approve the Handbook Revision. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 5-0.*
3. Resolution 2023-01 Declaring the Intent to Sell Property by Internet Auction in 2023, and Declaring an Emergency.  
*Councilman Kania moved to Suspend the Rules for Resolution 2023-01. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*  
*Councilman Kania moved to Approve Resolution 2023-01. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*
4. Resolution 2023-02 Approving the Mayor's Appointments to the Swanton Tree Commission, and Declaring an Emergency.  
*Councilman Kania moved to Suspend the Rules for Resolution 2023-02. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*  
*Councilman Kania moved to Approve Resolution 2023-02. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*
5. Resolution 2023-03 Amending the Rules of Council, and Declaring an Emergency.  
*Councilman Kania moved to Suspend the Rules for Resolution 2023-03. Seconded by Councilman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*  
*Councilman Kania moved to Approve Resolution 2023-03. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*
6. Resolution 2023-04 Authorizing the Submission and Support of an Application to Ohio Department of Natural Resources, Volunteer Fire Assistance Grant Program, and Declaring an Emergency.  
*Councilman Kania moved to Suspend the Rules for Resolution 2023-04. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*  
*Councilman Messenger moved to Approve Resolution 2023-04. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*
7. Resolution 2023-05 Authorizing the Submission and Support of an Application to State of Ohio Fire Marshal – Fire Equipment Grant Program, and Declaring an Emergency.

*Councilman Kania moved to Suspend the Rules for Resolution 2023-05. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilman Kania moved to Approve Resolution 2023-05. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

8. Ordinance 2023-01 Amending the Codified Ordinance Chapter 31: Village council, Section 31.01 Regular and Special Meeting (A) Time of Meetings, and Declaring an Emergency.

*Councilman Kania moved to Suspend the Rules for Ordinance 2023-01. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilman Kania moved to Approve Ordinance 2023-01. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

9. Ordinance 2023-02 Amending the Codified Ordinance Chapter 31.03, Village Council, Method to Determine Time and Place of All Regular and Special Meetings, and Declaring an Emergency.

*Councilman Kania moved to Suspend the Rules for Ordinance 2023-02. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilman Kania moved to Approve Ordinance 2023-02. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

#### Personnel Report

Motion to approve the hiring of Christian Renner as a full-time Patrolman with the Swanton Police Department at a rate of \$19.67 per hour. This offer is contingent upon the successful passing of a drug screening.

*Councilman Messenger move to Approve the Hiring of Mr. Renner. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

Motion to approve the hiring of William Pouter as a full-time Paramedic with the Swanton Fire and Rescue Division at a rate of \$19.57 per hour, effective immediately. This offer is contingent upon the successful passing of a drug screening, physical, and background check.

*Councilman Kania move to Approve the Hiring of Mr. Pouter. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

Motion to approve the hiring of Steve Sprague as a part-time Firefighter / EMT with the Swanton Fire and Rescue Division at a rate of \$18.80 per hour, effective immediately. This offer is contingent upon the successful passing of a drug screening, physical, and background check.

*Councilman Messenger move to Approve the Hiring of Mr. Sprague. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

Motion to accept the resignation of Alva Conger from the Swanton Fire and Rescue Division, effective 2/3/2023.

*Councilman Kania move to Approve the Resignation of Mr. Conger. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

Motion to accept the resignation of Jill Bozarth from the Swanton Fire and Rescue Division, effective immediately.

*Councilman Kania move to Approve the Resignation of Ms. Bozarth. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

Motion to approve the reclassification of Scott Brubaker from part-time to full-time employee at the Swanton Fire and Rescue Division, effective immediately.

*Councilman Messenger move to Approve the Reclassification of Mr. Brubaker. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

Motion to accept the reclassification of Brianna Morgan from full-time to part-time employee at the Swanton Fire and Rescue Division.

*Councilman Kania move to Approve the Reclassification of Ms. Morgan. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

Notice that Cynthia Pawlaczyk was hired as the Administrative Assistant I / Utility Billing Clerk, effective Jan 9, 2023. This position was filled under the authority of the Village Administrator. Mrs. Pawlaczyk was offered a rate of \$16.00 per hour.

### **Mayor's Report and Recommendations to Council**

1. Regular Meetings/Discussions with
  - a) Administrator Shulters
  - b) Fiscal Officer Vasko
  - c) Chief Dziengelewski
2. Responded to numerous residents and business inquiries. Re: water meters and various concerns.
3. Met with Solicitor Murphree and Administrator regarding council meeting times and potential recommendations to council for adjustments to the Rules of Council. Also discussed personnel issue.
4. Reviewed applicants for Billing Clerk position.
  - a) Participated in final interviews
5. Economic Development Commission appointments to be made this month.
6. Plan Commission met and reviewed Chapters 150, 151, and 152. This will be coming to council for three readings commencing in January.
  - a) Process started 3 years ago and is nearing its final stage.
7. Have a proposal from the Ohio Fire Chiefs association to provide a review and assessment of our Fire and Rescue Division. A copy of the proposal was sent to each council person. Awaiting cost estimates.

8. Will be attending the TMACOG Annual Conference with Administrator Shulters and Fiscal Officer Vasco 1/20/2023
9. Observed CPR training class at the Fire Department. There is significant interest in public training especially in light of Demars Hamlin situation. Classes are being planned for the High School Health classes.
10. Attended Public Service staff meeting with Admin. Shulters and Fiscal Officer Vasco.
11. Explore establishing a Village Charter, suggested by the Village Solicitor. This allows more flexibility in how we operate the village and are not held to all of the restrictions of the O.R.C. The Village of Delta is a Charter Village. This is a lengthy process and requires the formation of a Charter commission.

## **Administrator's Report**

### **General Updates**

1. Attended a Fulton County Regional Planning Subdivision Regulations workshop on December 14<sup>th</sup>
2. Attended Swanton Middle School's "Table Manners" event with Chief Berg on December 14<sup>th</sup>
3. Conducted second interviews for the Administrative Assistant I position with the Mayor and made offer to Cindi Pawlaczyk, which was accepted.
4. Records Commission Meeting took place on December 14<sup>th</sup>.
5. Met with the Solicitor & Mayor
6. Met with Earl Mechanical to review contracting with them for preventive maintained in the near future.
7. Intern Megan Haselman started on January 5th and will be our accounting intern
8. Staff Meeting
9. Public Service Meetings

### **Water Treatment Plant Report**

The membrane project continues to wait on materials and is now expected to start work in March. Turner Electric installed VFD's on the three low service pumps, this work was completed December 28<sup>th</sup>. We have been able to pump water to the reservoir and are currently pumping with hopes to get the reservoir filled up. The reservoir is currently at a depth of 11.1 feet. The accounted for water for December was at 76%, which put us at 83% for 2022. In comparison 2021 accounted for water was at 80%. In 2022 we treated 119.009 million gallons of water, which was a little less than 2021.

### **Water Resource Recovery Facility Report**

Ian G. took the Wastewater Class I exam and did not pass by a narrow margin with a score of 64 (70 needed to pass). Mike S. took the Wastewater Class III exam and did not pass by a narrow margin with a score of 62 (70 needed to pass). Bennett S. took the Wastewater Class I exam and did not pass by a narrow margin with a score of 65 (70 needed to pass). Mike S. met with Doug and Andy from Fishbeck to review and discuss the 60%

plans for the headworks improvement project. Doug informed me that his employment with Fishbeck was ending on 01/03/2023. Andy will continue to design on the project, and we will now be consulting with Brian and Josh for the future of the project. A power outage occurred in the area around Valleywood. The North Lift Station was without power for approximately 3hrs. No issues were caused and when the power was restored, the station started back up in normal operation. The inclement weather caused one of the oxidation ditch aerators to fault trip. The aerator was reset, tested, and put back in service without issue.

Neil T. from Public Service responded to a clogged sewer on Dodge St and had to vacuum out the wipes that caused the issue. The wipes are believed to have originated at the senior apartments at Swan Creek Crossing. Wipes being flushed at that location have been an ongoing issue. Swan Creek management was notified of these issues in September. Further actions are being taken to educate the management, maintenance, and residents of the problems caused by flushing wipes.

### Public Services Report

The sewers have been causing issues again. One sewer backup we cleaned looked like a mop head floated by. We went to the next manhole to try to catch it, but couldn't find it again. We are monitoring the mains in that area to see if it backs up again. The other sewer issue is stemming from wipes. I've been called twice for the same area and it has been wipes both times. We are monitoring this area also and looking further into other ways to cure the problem. We did a water and sewer tap for a new construction on Harrison street. Everything went as planned. The "Blizzard of 2022" was a bust. We did plow and use a little bit of salt, but it wasn't anything spectacular. It was a good trial run for winter. Everything worked just fine.

We are picking up Christmas trees right now. We will continue to pick them up as we see them. The Christmas decorations will be coming down shortly. We patched quite a few areas in the streets through town. We ran out of time and emulsion to finish everything. We will be finishing up now that the holidays are over.

*At 7:46 pm, Councilman Kania moved to Adjourn. Seconded by Councilwoman Disbrow. No discussion. Roll Call. ALL YES. Motion Passed 6-0.*

  
Neil Toeppe, Mayor

Attest:   
M. Jason Vasko, Fiscal Officer

Committee of the Whole

Adjourned at 6:05 pm

Finance Committee

Details Listed above

Adjourned at 6:45 pm