

VILLAGE OF SWANTON

Council Meeting Minutes

May 8th, 2023

6:00 p.m.

Prayer

Pledge of Allegiance

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

Councilman Messenger absent this meeting.

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

Councilman Kania moved to approve the minutes from the April 24, 2023.

Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES.

Motion Passed 5-0.

Finance Report

I've finished all of the quarterly reporting requirements on time. This has been the largest time sink of late so with all of that out of the way I'm managing to catch up on cleaning out the smaller tasks. Also completed the SLFRF (Covid relief funds) reporting for the previous period April 2022-April 2023. This will be the last required reporting for this as the national emergency ended as of April 10 2023.

The 2022 Payroll/Worker's Comp Audit occurred on May 3rd, and concluded with no penalizable findings. One of the primary things of note that was reported back to me was that some fringe-benefits were included in the reporting that actually could have been excluded. Resulting in us having overpaid by about \$1,000, so that will be a credit towards next time. Out of a scope of having paid around 1.6 million in the True-Up payment in February, a \$1,000-dollar difference isn't significantly material.

Met with and spoke to several employees regarding HSA information and Federal withholding to correct for past issues from 2022 and the beginning of 2023. As well as updating things to the preferences of the Employees for their withholdings.

Been in repeat contact with the county and state auditor, as well as UAN to correct for issues found over time.

Minutes 05.08.2023

A mapping issue was found regarding one particular employee's OPERS withholding. It was tied to the Medicare line item for some reason which is not correct. The issue has been fixed, and I'm now working with the auditor to attempt to correct the prior payrolls.

Working on several analysis projects and working with the Village

Administrator on drafting solutions for some of the discovered issues.

Assisting Fire Chief Dziengelewski in collecting all relevant items for the Fire Chief's inspection.

To answer some questions that came up in the previous council meeting:

'What is the insurance method that 5/3rd uses?'

I contacted them and asked them what their insurance policy is. According to their commercial customer representative they do not insure past the FDIC amount of \$250,000.

'What are the maturity dates of the CD's we have?'

I looked into it, and the current maturity dates of our CD's are very close to each other but not exactly the same. They span a period at the beginning half of November this year.

Requested Appropriation Changes:

Cintas Issue:

The uniform lines for the following are low, and will not make it to the end of the year for the regular payments that we will be making:

2011-620-270-0000 – Uniforms & Clothing - \$48.17 remaining. \$226.83 expended so far this year. I would like to have this increased by \$725 to a total appropriation of \$1,000.

2041-320-270-0000 – Uniforms & Clothing - \$52.51 remaining. \$243.62 expended so far this year. I would like to have this increased by \$703.87 to a total appropriation of \$1,000.

5201-543-270-0000 – Uniforms & Clothing - \$292.38 remaining. \$457.62 expended so far this year. I would like to have this increased by \$750 to a total appropriation of \$1,500.

WRRF

Mikael Stiles has requested that certain lines be adjusted based on his expected needs changing. He has said that he doesn't intend to purchase some equipment that was intended before, and as a result would like to free up some of those funds. Additionally, we would like to close out the Contingencies line. Contingencies cannot legally have things expensed to them, which we discovered recently, and as such we would like to start phasing them out to funnel them back into their funds. The following appropriations are requested:

5201-543-520-0000 – Equipment - \$120,000 appropriated in total, \$30,000 remaining unencumbered. Requested by Mike to reduce by \$30,000 to free up that amount.

5201-543-540-0000 – Machinery, Equipment and Furniture - \$160,000 appropriated in total, \$70,000 remaining unencumbered. Requested by Mike to reduce by \$70,000 to free up that amount.

5201-930-930-0000 – Contingencies - \$40,000 appropriated in total.
Requested by Mike and Myself to reduce entirely to free up this line's value.

Water Plant

Ryan Yackee has requested that his Contingency Line be adjusted to free up the money in it for other purposes. His request is as follows:

5101-930-930-0000 – Contingencies - \$36,711 (Remove Contingency Line)

5101-535-540-0000 – Machinery - \$36,711 (Add Value to Machinery Line)

Councilman Pilliod moved to approve the supplemental appropriation of \$725 to the Street Construction, Maintenance, and Repair fund's uniforms line for the purpose of covering the expected yearly cost of Cintas services. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the supplemental appropriation of \$703.87 to the Parks and Recreation fund's uniforms line for the purpose of covering the expected yearly cost of Cintas services. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the supplemental appropriation of \$750 to the WRRF Plant Operating fund's uniforms line for the purpose of covering the expected yearly cost of Cintas services. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the supplemental appropriation to remove \$30,000 from the WRRF Plant Operating fund's equipment line for the purpose of freeing up funds that are expected to be better used elsewhere. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the supplemental appropriation to remove \$70,000 from the WRRF Plant Operating fund's machinery line for the purpose of freeing up funds that are expected to be better used elsewhere. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the supplemental appropriation to remove \$40,000 from the WRRF Plant Operating fund's contingencies line for the purpose of freeing up funds that cannot be used from this line. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the supplemental appropriation to remove \$36,711 from the Water Plant Operating fund's equipment line for the purpose of freeing up funds that cannot be used from this line. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the supplemental appropriation to \$36,711 to the Water Plant Operating fund's machinery line for the purpose of holding these funds for future purchases. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Public Safety Update

Ohio Department of Transportation (ODOT) Airport Highway Systematic Safety Funding: Discussion at the end of March with Harper Cromley of Kleinfelder: Improvements as discussed include: making the 3 permitted left turns at Hallett Ave and Main St protected left turns; making Airport Hwy westbound lanes at Main St left turn only, thru only, and right turn only; and removing the merge along Airport Hwy west of Main St so there is only 1 lane. After some calculations, we would need to replace the 3 signal supports to be able to support the larger 5-section signal heads for the protected left turns. Even with these changes, you are still well below the \$500k threshold for abbreviated safety funding. The total construction estimate is \$260,400. The request is for 90% funding (\$234,360) making the local share \$26,040. The Village of Swanton has been awarded the \$234,360.00 for this project and a field review will take place in early fall with ODOT.

Councilwoman Westhoven moved to accept the resignation of Police Officer James Brazeau III, effective 5/25/2023. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 5-0.

Public Service

We got a call from a farmer about a sinkhole in his field. It was the field behind Dollar General. Upon further inspection we decided it is our storm sewer main. We fixed the main where the break was but the line itself isn't looking great. We also fixed a sewer lateral on N Main street. It had issues for years that had been put off. We fixed yards from digging projects and snow plow damage. We fixed 12 different areas. We've been assisting the sewer plant with a plugged line to feed chlorine. We've got the problem located but haven't fixed it yet. We've been doing a lot of cleaning up of the shop yard. We got rid of the concrete and asphalt piles that had accumulated. We will still be cleaning up the piles of pipes and rearranging the equipment. Dennis Watchowski is back again this year and has been mowing the village properties. This is his third year here. If you have any questions, feel free to call or email.

Hydrant flushing will take place beginning May 15th through to the beginning of June.

Water & Sewer

Project 3, 11 & 12 Update: Troy Brehmer, Jones & Henry

Water: Work continues on the membrane project. The Membrane skid arrived 4/19/2023 and is now in place. The unloading and installation of the Membrane skid went as well as it possibly could have. Now that the Membrane skid is in place Kirk Brothers is currently working on connecting pipe to the membrane skid. Transtar is currently running electrical conduits and pulling wire and are almost done with that part of the project. Wigen will be onsite in a week or two to do the preliminary inspection and if everything meets their requirements they will then schedule the 10-day startup. During the 10-day startup they will spend 5 days getting the Membrane skid ready for operation and then spend 5 days training water plant personnel. The reservoir is currently at a depth of 13.6 feet. The accounted for water for April was at 84%. Not sure what caused the low accounted for water in March. One thing that stuck out for March was the billed amount of water dropped by 1.2 Million gallons from February and for April the billed amount of water went back up by 1.3 Million gallons. Water production stayed consistent thru this period with nothing unusual occurring. I am unable to attend the Council Meeting as requested as I have a prior engagement. If there are any questions or comments for me, please contact me by phone and/or email and I will be happy to assist you.

WRRF: The Ohio EPA conducted a Biosolids Survey at the WRRF. The survey is mostly related to land application of biosolids. Since August of 2021 all sludge produced at the WRRF has been disposed of at the Wood County Landfill. There has been no land application. The EPA reviewed records of the previous years of land application, and updated their information about the WRRF's current biosolids handling procedures.

Over several days, with the help of the Public Service Department, the Sludge Digester was completely emptied out, cleaned of rags and grit, and unclogged.

Buckeye Pumps attempted to install the custom spacer for the new sludge pump, but some in-house communication error on their end caused the spacer to be machined to an incorrect size. They will schedule to come back out when they have the correct fitting.

The Ohio EPA provided the report for the Biosolids Survey. (report included)

Spoke with Al Aspacher from Fishbeck. The original cost estimate of \$4.6 million for the Headworks Improvement Project (design, construction, RPR), presented in 2021, has increased due to the current state of supply/demand for materials and labor cost. The updated cost is projected to be ~\$7.5 million (design, construction, RPR). We have paid, and are continuing to pay, for the ~\$500k cost of the project for design from the Capital Projects Account funds for the WRRF. This leaves ~\$7 million needed to move forward with the project. The WPCLF loan applied for is for the amount of \$5.5 million. The loan amount can be increased if we apply for it. Al Aspacher made the comment that this is very common lately with other projects around the state, and the EPA has been accommodating. The comment was also made that the increased costs are the new standard, and that the chance of costs coming down in the future are slim to none. All value concessions that can be made on our end for budget engineering have been made. There is no more room to cut costs on the project as it is. I spoke to Shannon S. and

Holden B. about this situation. The ability to repay the increased cost, and the loan term options are being investigated and discussed. (WPCLF pertinent info attached) A decision to continue with the project will have to be made as quickly as possible, as the timeline for the project has it going to public bid in July.

E. coli season started. Feeding chlorine and bisulfite to the plant effluent.

Mikael S. took the Class 3 Wastewater Treatment, and Class 3 Water Treatment License Exams. Ian G. took the Class 1 Wastewater Treatment, and Class 1 Water Treatment License Exams. Results will not be mailed out until sometime in June.

Public Works helped to locate, dig up, and inspect a clogged chlorine line at the plant.

Administrator Report

No bids were submitted for the project 3, 11 & 12 bid opening.

All departments met with local Spectrum sales manager regarding the phone systems.

The new Memorial Park Cameras have been installed and are now viewable in the Police Department and in the file room of the Administration Office.

Attended Real Money, Real World at Delta High School

Preparations for Fireworks has begun. Claire has been organizing the vendors. The Amateur Radio Club has been contacted to assist in directing traffic. We will be on the hunt for clean up volunteers for Sunday morning after the event.

Adopt-A-Benches have been ordered

Several Police Chief Applications have come in along with Patrolman application we will be focusing on interviews for the Police Chief this week, once a Chief is in place we will work on the hiring of additional Patrolman.

Bulk Pick Up Day: Saturday, May 13th 8:00 AM – 2:00 PM

Ordinance 2023-06 Abandoning Easement on Real Property Located at 3810 Waterville Swanton Road.

Motion to suspend the rules as an emergency to approve the Ordinance 2023-06 to abandon easement on the property of 3810 Waterville-Swanton Road by Councilman Kania. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Motion to approve the Ordinance 2023-06 to abandon easement on the property of 3810 Waterville-Swanton Road by Councilman Kania. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Second Reading of Ordinance 2023-XX Assessments for Leaf Collection *Motion for the 2nd reading to approve the proposed change of the Leaf Collection tax assessment from \$12 to \$15 per parcel per year by Councilman Kania. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.*

Second Reading of Ordinance 2023-XX Assessments for Street Lighting. *Motion for the 2nd reading to approve the proposed continuation of the Lighting Collection tax assessment at \$32 per parcel per*

year by Councilman Kania. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Resolution 2023-17 Authorizing Village Administrator to Enter into an Agreement with Utility Service Co., Inc for the Renovation, Maintenance, and Repair of the Village's 500,000 Gallon Elevated Water Storage Tank Known as "The Airport Tank." Motion to approve the Resolution 2023-17 to authorize the Village Administrator to enter into an agreement with Utility Service Co., Inc for the renovation, maintenance, and repair of the Village's 500,000 gallon elevated water storage tank known as "The Airport Tank" by Councilman Kania. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Police Week & EMS Week Proclamations were read by Mayor Neil Toeppe.

Motion to enter executive session by Councilman Kania. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Motion to resume following executive session by Councilwoman Westhoven. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 5-0.

Councilwoman Westhoven moved to adjourn. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 5-0.


Neil Toeppe, Mayor

Attest: 
Holden Benfield, Fiscal Officer