

VILLAGE OF SWANTON

Council Meeting Minutes

May 22th, 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 Pilliod moved to amend the agenda. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the minutes from the May 8th, 2023. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. Motion Passed 5-0. Councilman Messenger Abstained

Finance Report

Things are back to standard practice, with all the quarterly reporting and the payroll audit over I'm just working on projects as they come up. I'm trying to get ahold of the Traveling UAN Clerk to get her coming back here for the added assistance. However, during her vacation she had a staffing issue occur in her office so I imagine it may be a bit before that happens.

Between the dates of 5/10-5/12 I attended the Municipal Financial Officers Association Conference in Dublin Ohio. It was well worth the time, I learned a lot from the speakers and equally as much from having the opportunity to sit down with other fiscal officers to talk through issues we've been having. This event got me the Fiscal Integrity Act credits that I needed to be validated for this year by the State Auditor's policies. Further, some things that I learned about while there: The construction cost issue really is universal. There were many fiscal officers commenting on it at the conference. Some other officers helped me to think through a resolution to one of the internal payroll issues that's been plaguing us since the start of 2023 before I got here. I've set that up to be resolved as of 6/01. I spoke with a group consisting of two fiscal officers, RITA's

Executive Director, and one of the state auditors. That conversation gave me a lot of perspective around the state, and good visual on how those pieces connect to each other. I attended several lectures on various topics, from inflation, the Ohio Ethics Law, regional economics in the state, COVID recovery progress, etc. I've been working on some of the more internal issues of our accounting software. Clearing out mapping issues and occasional software problems. I'm getting familiar enough with it to fix most smaller issues that come up without external help which has been good. I do have a few larger issues that I'm working through in conjunction with the State Auditor's office as well.

I've done a baseline analysis of our revenues and expenses using the bank account's past 2 years of statements. This is not personally how I would like to do this type of analysis, but it should give us a broad overview. As a result of this I have a rough estimate of where we stand. As far as my estimation, our primary checking account is currently gaining in value very slightly each month. Adding on too many loan payments or other additional expenses may cause it to begin dropping if measures aren't taken to increase revenue accordingly.

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

'How much have we lost in revenue from the 204 S Munson leak?'

As we don't have much concrete information, going off of Neil Tedrow's estimation of 150,000 gallons it ended up being far less than I expected. It changes depending on how you estimate it since we have no idea when the leak started. But the lowest estimate was \$1,145.88. The highest estimate was \$1,905.12.

Further explanation required regarding the True-Up payment after speaking with auditor to be certain.

We report our payroll to the Ohio Bureau of Workers Compensation. This is then used to calculate the premium that we owe the Bureau.

A True-Up is a report made to make a direct adjustment to our payroll reporting to encompass all actual wages paid out to workers for the year. This is where the large figure from last time comes from, as it was the amount reported with everything included which totals to 2.08 million for the year from February 2022-2023.

The actual premium that we paid to the Ohio BWC is around \$26,000 according to their website. That said, what was meant last time was that we have paid a large sum in payroll, and the audit came back saying that there was not a significantly material difference between the True-Up and the Audit. Which is a good thing.

The 1.6 million figure that was mentioned before is the amount paid out directly to workers after accounting for withholdings and adjustments over the course of the year.

WRRF Improvements and Sewer Separation in relation to budget.

After doing my analysis based on the statements, I don't believe that we would be able to afford to do both the WRRF Improvement and the Sewer Separation simultaneously. We have too many other loans that are being paid down in addition to our normal operations expenses. I believe that the Sewer Separation is not only more time-sensitive, but also once it is complete that should be the end of the sewer separations if I remember correctly. Additionally, the loan for the Sewer Separation Project ends up being about ½ the cost of the WRRF Improvement so it would be a better financial starting point between the two. Lastly, per Mr. Stiles at the WRRF, the documentation and engineering that was created for the improvement won't disappear. So whenever we feel confident about our fiscal position to take on the project the engineering will already be done.

Requested Appropriation Changes:

2903-110-433-0000 Police – Repairs and Maintenance of Motor Vehicles - \$5,000

The police department had a large number of tire replacements and vehicle repairs that Mr. Berg had done before he left the village. As a result, they went through their repair budget faster than initially anticipated. I'd like to add \$5,000 that should hopefully get them through the rest of the year since they've already done most of their cyclical repairs. Currently the appropriation has a total of \$10,000, and has \$9,900.10 expended thus far.

5201-543-430-0000 WRRF – Repairs and Maintenance - \$70,000

Mr. Stiles would like to request that the \$70,000 that he reduced from his Machinery Line from last council meeting be placed into his repairs and maintenance line. He recently had several equipment failures that need to be repaired, and since he freed up the amount from a separate line he has requested it be placed here for that purpose. Currently the appropriation has a total of \$70,000, and has \$16,739.29 expended thus far.

1000-390-400-1018 Admin – Supplies and Materials {Veteran's Day Banners} - \$5,000

This line was made but never appropriated for. It currently sits empty, and we have two waves of banners intended for purchase that should come out of this

line. I believe that this appropriation increase should cover most if not all of the supply invoices.

Councilman Kania moved to approve the supplemental appropriation of \$5,000 to the Police Fund's Repairs and Maintenance of Motor Vehicles line. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the supplemental appropriation of \$70,000 to the WRRF Plant Operating Fund's Repairs and Maintenance line due to unexpected emergency repairs that needed to be made. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilwoman Westhoven moved to approve the supplemental appropriation of \$5,000 to the Administrative Fund's Supplies and Materials {Veteran's Day Banners} for the purpose of covering the expected cost of procurement of the banners and materials necessary for the line's project. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.

Public Safety Update

Swanton Fire & Rescue

As of today, May 19, 2023 we are at 502 calls for service. We are keeping pretty good pace for 100 runs a month. The information for the Fire Chiefs should be completed by the end of next week as long as we don't come across anymore snags. Ashley Terry has turned in her resignation letter and June 1st will be her last day with the Department. Scott Brubaker would like to return to the Dept. on a part-time basis. The new turnout gear has started to arrive after a long delay. The electrical work should be starting back up soon due to another delay in the panel being built. We are also now expecting a delay on the Durango and now expecting to see it in Mid- July and not by fireworks. We are looking at quotes to have the building painted inside and out to refresh the station.

Councilman Kania moved to accept the resignation of Firefighter Ashley Terry, effective 5/25/2023. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the hiring of John Trejo as Police Chief effective 5/28/2023 at a rate of \$63,500.00 per year. Seconded by Councilman Disbrow. Roll Call. Motion Passed 4-1. Councilman Pilliod Abstained.

Administrator Report

Attended the 2022 Tree City Awards program

Planning Commission Met on Tuesday May 9th, West Park was briefly discussed regarding the want to re-zone from a B3-Central Business to an M1-Light Industrial. The Commission asked that we write them a story about the history of the property and why it should be re-zoned.

Met with several contractors regarding the ditch in Memorial Park

Met with Mr. Ehram from Swancreek Township regarding salt & snow plow agreement, mentioned the ditch project and a collaboration is underway between Swancreek and the Village to complete the project in June. The Village will be billing the Corn Festival for the materials.

Foertmeyer will have the downtown and the Doughboy beautified before the Memorial Day Parade.

All departments have met with Spectrum to discuss phone needs; we will be meeting with Brightspeed as well in order to determine which company is going to provide the most cost effective and beneficial service.

Bulk-Drop off day was a success, we had almost as much as we did in 2020. An additional dumpster was ordered due to larger items being dropped and residents continuing to dump beyond the end time on Saturday. If this continues to be an issue in the future, we may have to look into a different way to offer a drop-off day or do away with it altogether.

Working with ODOT on several upcoming projects

Hydrant flushing is underway

Dave from Public Service is working on additional Veteran's Banner Brackets.

Ordered the last round of banners and we will have a grand total of 72 Veterans lining Main Street this Summer.

Benches for the Adopt-a-bench will be here within the next 3 weeks. Plaques are also in the works, waiting on proofs from Toledo Sign.

Fireworks prep is coming along, only thing we have not secured is the aftermath clean-up crew.

Continuing to work with RCAP on our water rate study.

Motion for the final 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 Councilman Pilliod. Roll Call. ALL YES. Motion Passed 6-0.

Motion for the final reading to approve the proposed continuation of the Lighting Collection tax assessment at \$32 per parcel per year by Councilman Kania. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 6-0.

Motion to maintain ownership of the land prospectively cited by the Historical Society for construction of the train viewing platform should construction be approved in the future. By Councilman Pilliod. Seconded by Councilman Kania. Roll Call. Motion Passed 5-1.

Motion to approve the Resolution 2023-18 to authorize the Village Administrator to enter into an agreement with Swancreek Township for the procurement of road salt for winter by Councilman Kania. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 6-0.

Motion to approve the Resolution 2023-19 Authorizing the Submission and Support of an Application to TC Energy Build Strong Program for Grant Funding. By Councilman Kania. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 6-0.

Motion to approve the Resolution 2023-20 Authorizing the Submission and Support of an Application to Firehouse Subs Public Safety Foundation for Grant Funding. By Councilman Kania. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 6-0.

Motion to enter executive session by Councilman Kania. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.

Motion to resume following executive session by Councilman Kania. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to adjourn. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer