

VILLAGE OF SWANTON

Council Meeting Minutes

June 12th, 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 Kania moved to amend the agenda. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the minutes from the May 22nd, 2023. Seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the minutes from the June 5th, 2023 Special Meeting. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Finance Report

Cleared up several employee questions and reimbursement inquiries.

Additionally, located a circular reference in the handbook thanks to prompting from one of the employees, and we're working on getting that resolved. For the past 3 years since 2020 the handbook has had written for section 7.6

(Prescription Reimbursement): "Details regarding any reimbursement or health savings account contributions are referenced in a separate document, reviewed annually by council." (In reference to the Stapleton's Benefits guide). The Stapleton's Benefits guide, page 5, section (Prescription Plan) says: "For the most current information reference the [year] personnel handbook." This creates a circular reference and gives no actual policy on how to do prescription reimbursements. The most recent policy on this topic as written is from 2020, where it says in summary that the annual maximum reimbursement is \$1,000. Any prescription less than \$75 will be denied reimbursement, and any reimbursement issued will be for the difference over \$75.

On 6/14/2023 I will be attending the RITA RCOG meeting in Worthington, Ohio to be the voting delegate for the village. There is one particular vote of import that I hope to assist in pushing through, and that's an attempt to have the

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RITA voting be available remotely from now on. If that goes through, we won't have to personally attend these meetings anymore to cast our votes as RITA members. This would be nice for us as it would negate any future travel expenses for RITA voting events, and would allow us more leeway in exercising our right as RITA members to vote on changes to their policies. The primary system mapping issue that was discovered before has been resolved, it was caused by the transposition of a 1 and a 3 (3 being the Medicare line item, 1 being the Ohio Public Employee Retirement System line item) in one employee's account lines. This did not affect anything on the employee's side of things, but was a mess internally that needed to be cleaned up. It looks based on what I can find that the issue started in December of 2022.

Completed various analyses for the Fire Department, Mayor, and Village Administrator, and have been discussing with Chief Trejo about minor budgeting things for the police department, planning to meet with him soon to go over that more in detail.

Requested Appropriation Changes:

1000-620-440-0000 Admin – Small Tools & Minor Equipment – \$1,000

This is the line that Public Works uses to buy their power tools and similar minor equipment needs. It has \$105.45 remaining, and \$924.55 expended this year so far. I've confirmed with Neil Tedrow from Public Works and resultantly I'd like to add \$1,000 to the line. That should hopefully get them through the rest of the year, and would total the appropriation line to \$2,030.

2041-320-520-0000 Parks and Recreation – Equipment – \$6,000

The park benches for the adopt-a-bench project have been ordered and the quote comes to \$4,394.67. Some of this is offset by the revenue collected for the benches, however the appropriation needs to be made for the actual cost. Additionally, the plaques that should be coming in the future will amount (by quote) to \$1,157.50. The extra \$450 are padding in case anything else comes up, or the prices of these invoices increase slightly for any reason. This line item did not have an appropriated balance this year, and is currently at \$0.00.

Councilman Kania moved to approve the supplemental appropriation of \$1,000 to the Administration fund's Small Tools & Minor Equipment line. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the supplemental appropriation of \$6,000 to the Parks & Recreation's Equipment line. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 6-0.

Water & WRRF

Water: Work continues on the membrane project and is now in the homestretch. The Membrane skid is now installed with all piping and electrical connected. Wigen was onsite and did the preliminary inspection and everything met their requirements. The membrane startup is now scheduled to occur the weeks of 6/12 and 6/19, in which Wigen will be onsite to finish install/setup of the membrane skid. The week of June 26th will be the week of training for the water plant staff on the operation of the membrane skid. The annual hydrant flushing occurred the week of May 15th with no new issues arising as a result. The recent hot and dry weather has created more water demand as water use has gone up 100-150 thousand gallons per day from the previous month. The reservoir is currently at a depth of 13.8 feet. The accounted for water for May was at 75%.

WRRF:

Buckeye Pumps provided a quote to replace the 2 backwash pumps they picked up on 03/20/2023. The pumps were beyond repair and need to be replaced. The plant cannot operate properly without them. I instructed them to move forward with the replacement. The cost is approximately \$36k. It will be paid for with funds Fiscal Officer Benfield was able to free up from other account lines that were able to be reallocated to repairs.

Fiscal Officer Benfield investigated the potential impact of the cost increase for the construction of the Headworks Improvement Project. It was determined that the village could not afford the additional costs for the project at this time.

Fishbeck and the EPA were notified about the situation. The village will finish the design process with Fishbeck that is already underway that has been submitted to the EPA for approval. The project design and approval by the EPA will remain valid for 18 months, with the ability to request extensions, should the village decide to pursue the project after a financial reassessment within the next year. Spoke with the owner of the property in front of the WRRF (419 S Main St). Is interested in selling the property and offered to the village to purchase it before being publicly listed. Informed Administrator Shulters at the staff meeting.

Advised to pursue purchasing the property.

Drained, cleaned, and inspected the West Primary and Final 1 clarifiers.

Mike and Ian received EPA License Exam results. Mike passed both WW3 and WS3 exams, and received both licenses (Wastewater 3, and Water Supply 3). Ian failed the WS1 exam and passed the WW1. Ian will receive his Wastewater 1 License in August after accruing 1-year worth of plant time.

Pumped sludge from digester into dewatering bag. Mail Pouch Saloon installed a new grease trap. The previous trap was undersized and not being maintained properly causing excessive amounts of grease to enter the collection system. We will continue to observe the manhole on a regular basis to determine if the new trap resolves the issue.

6/6/2023 - Pumped sludge from digester into dewatering bag.

Administrator Report

Meet with West Park property owner & real estate/developer regarding information needed to submit for Re-Zoning to the Planning Commission.

Field review for Phase B of Hallett Ave. improvements (Church Street to Turnpike Bridge) with ODOT (Ohio Department of Transportation), Kleinfelder, Mr. Tedrow & Mr. Benfield.

Met with Village Solicitor on several contract matters and personnel matters. Attempting to boost the communication with the general public through social media on projects and improvements happening within the Village to be more transparent.

Several meetings with Councilman Kania & Mayor regarding personnel & public service matters.

Downtown Façade Committee met and approved the three applications that were submitted which totals \$2,414 of the \$30,000 so we will continue to allow additional applicants to submit projects.

Met with the Public Service Department regarding organization and communication within the department and administration.

Fireworks Committee met again for preparation discussion.

Met with Page Landscaping who does the Library's landscaping regarding the areas around Rotary & Pilliod Park signs and the fountain.

Met with Foertmeyer, Mastin Septic & Public Service Regarding 400 Hallett and failing Septic/Leach Field.

Met with Brightspeed (CenturyLink) for comparison on phone systems.

Adopt-a-bench, benches have shipped.

Councilman Kania moved to accept the resignation of Firefighter Andrew Lovingood, effective 6/21/2023. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 6-0.

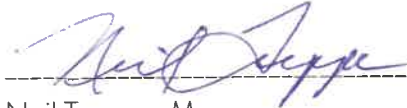
Councilman Kania moved to approve the transition of Firefighter Andrew Brennan from Part → Full-Time. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the transition of Firefighter Kaylie Betzer from Full → Part-Time. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve a suspension of the rules by emergency for the purpose of authorizing the village administrator to enter into a contract with Republic Services. Seconded by Councilman Pilliod. Roll Call. ALL YES. 6-0.

Councilman Kania moved to approve the authorizing of the village administrator to enter into a contract with Republic Services. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 6-0.

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



Neil Toeppe, Mayor

Attest:



Holden Benfield, Fiscal Officer