

VILLAGE OF SWANTON

Council Meeting Minutes

June 26th, 2023

6:00 p.m.

Prayer

Pledge of Allegiance

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

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

Councilman Messenger moved to approve the minutes from the June 12th, 2023. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Finance Report

Cleared up several employee questions, reimbursement inquiries, and some problems that arose. Attended the 6/14/2023 RITA RCOG meeting in Worthington Ohio, though the particular vote that I went for was unsuccessful (Due to lack of voting participation of other municipalities). It was however worthwhile to speak with other municipalities around Ohio and gain additional context as to how some issues are impacting areas more than others. Worked on several instances of onboarding / termination of employees who have been hires / left the village. Completed various analyses for the Mayor, and Village Administrator, and have been discussing with Chief Trejo about details of hiring for the police department. Completed several Sunshine Act (Ohio Freedom of Information Act) requests from the public and other entities as they've arisen. Been in contact with the village's Solicitor Kent Murphree as we've been collaborating on an issue with one particular check that has come up. Working on completion of some reporting that was missed in 2022 that still needs to be submitted, as well as having completed some reporting that was originally supposed to be completed in February of this year that was missed due to the transition. Made significant progress on the January Reconciliation. From -

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228,000 off to \$8,600 off. Still have not been able to get much help from the travelling UAN clerks as Diane Schaffer is still in the midst of her own office's issues, and Sue Becher has said that she does not feel confident about committing to assisting due to time constraints on her end. Resultantly I've been fixing it on my own, and though making progress it continues to be slow going. Much of the issues experienced so far stem from the year rollover, so I'm expecting that once January and February are complete, the months following should resolve much faster.

Requested Appropriation Changes:

4902-800-530-0000 Fire Capital – Buildings & Other Structures - \$80,000

This is the Fire Department's Capital Fund, and they have two priority things that need to be paid for. There is about ~\$10,000 already in this line:

1. An upgrade to the security system that will allow for Fob-readers to be used to enter the building. This costs \$17,939.00 in total.

2. An upgrade to the ventilation system that assists the function of the vehicles. This has already been received, and there is a grant that we already have to pay for \$61,904.76 of it. The invoice itself is for \$68,635.00. This means we would only end up actually paying for around \$7,000 of it, but the appropriation still needs to reflect the full amount. Additionally, we can only receive the funds after payment is complete according to Lt. Kepling.

2041-320-520-0000 Parks and Recreation – Equipment - \$6,500

This appropriation is for the same line that was increased at the last meeting, however this was not anticipated as this is the replacement for the slide at the park that was damaged. The proposal received for it was for \$6,530. There is enough variance from the prior increase to cover the extra \$30.

Councilman Pilliod moved to approve the supplemental appropriation of \$80,000 to the Fire Capital fund's Buildings & Other Structures line.

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

Councilwoman Westhoven moved to approve the supplemental appropriation of \$6,500 to the Parks & Recreation's Equipment line. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 5-0.

Public Safety

Chiefs Assessment has been completed on our end and mailed out as advised by them. It'd been a very long road on getting all of the information needed for

this. I have spoken to them several times as to the status of the information we needed to gather. As we all know fireworks are coming and we will be competing against some other big shows like Toledo, and Springfield Twp., so I hope we still have a huge turnout. Setup will begin that Saturday morning as we will start taping off the hot zone and parking. Electrical should be back on track after the 4th as the panel looks to be finally entering completion so fingers crossed it stays that way.

Councilman Disbrow moved to approve the resignation of Firefighter Brianna Morgan effective June 13th. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Disbrow moved to approve the resignation of Lt. Christopher Blosser effective July 27th. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Messenger moved to approve the hiring of Tyler Ware as Patrolman at a rate of 18.54 per hour effective June 26th.

Councilman Pilliod moved to approve the following changes to the handbook and pay scales for the fire department as proposed by Lt. Kepling. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

- Callback Compensation, minimum 1-hour compensation for any emergency response made off duty. Paid at normal rate.
 - New Provision.
- Full-Time Employees of the Fire & Rescue Division shall be credited 72 hours of personal leave per year on a prorated basis.
 - Current is 24 hours per year.
- Full-Time employees of the Fire & Rescue Division shall be entitled to a maximum of 6 Kelly days per year on a prorated basis. Outlined in Fire & Rescue Division policy 1047. Employees are able to use a maximum of 1 day (24 hours) worth of Kelly Day leave per 2 month period beginning January 1st of the relevant calendar year.
 - New Provision.
- Full-Time employees of the Fire & Rescue Division shall transition from an “Hourly wage” state to “Salary (Non-Exempt)”. Resultantly, overtime is accrued only when non-scheduled shifts are worked.
 - Current is hourly wage basis.
- Should a Full-Time employee perform the duties of an acting officer when a line officer is not present for the shift, they are to be paid an additional 10% of base compensation rate. Outlines in Fire & Rescue Division policy 200.
 - New Provision.

- Full-Time Employees of the Fire & Rescue Division shall receive compensation at a rate of two and one half (2.5) times their base compensation rate for actual hours worked on a holiday. To Become Effective January 1st 2024.
 - Current limits Holiday-Worked to 8 hours.
- Part-Time Employees of the Fire & Rescue Division shall receive compensation at a rate of one and one half (1.5) times their base compensation rate for actual hours worked on a holiday. To Become Effective January 1st 2024.
 - Current limits Holiday-Worked to 8 hours.
- Employees of the Fire & Rescue Division outside their introductory period shall receive an annual uniform allowance based on hours worked during the look-back period of November 1st – Oct 31st of the prior year. This compensation is to accrue at a rate of \$0.20 per hour worked not to exceed the amount of \$600. This amount is to be used only in the current calendar year, and will not roll-over to the following year. To Become Effective January 1st 2024.
 - Current is \$250 as of the beginning of the year.
- Pay scales changed to the following:
 - Firefighter/EMT - \$56,000.40 per year
 - Firefighter/AEMT - \$57,628.80 per year
 - Firefighter/Paramedic - \$59,229.60 per year
 - Lieutenant – Additional 10% of Base Compensation Rate
 - Captain – Additional 15% of Base Compensation Rate

Administrator Report

Dennis Watchowski is back on a Part-Time basis until this fall for Public Service and is mainly tasked with mowing Village Grounds.

Attended Fulton County Economic Development member meeting on June 13th.

Attended Swanton Economic Development meeting on June 14th.

July 17th 2023 Public Hearing Notice(s) for West Park were mailed out and sent to the newspapers.

Downtown Façade Committee approved an additional application for 99 N. Main Street the request was for \$10,000 for power washing, tuck point and painting of the building. As of now \$12,414 of the \$30,000 will be expended for downtown businesses.

Rain date for the 4th of July will be Saturday, July 8th. Page Landscaping will begin cleaning up and replanting around the fountain & Pilliod Park sign within the next few weeks.

Geddis Paving will be in town for the trench repairs after the 4th of July. They will also be looking at the design and submitting a quote for the creation of the parking lot across from the VFW.

Adopt-a-benches are in. Public Service will begin installing them within the next few weeks.

Final round of Veteran's Banners arrived, Public Service will begin hanging those this week.

Public Service worked alongside Swancreek Township to complete the installation of the ditch drain pipe within Memorial Park this past week. They will attempt to grow grass prior to Swanton Corn Festival.

4th of July Fireworks Celebration is all set for this coming Saturday, July 1st starting at 6:00pm.

Councilman Disbrow moved to accept the first reading of the Mayor's proposed Mayor and Council compensation change. Seconded by Councilman Pilliod. Roll Call. Motion Passed 4-1.

Councilman Pilliod moved to approve a suspension of the rules by emergency for the purpose of the passing of Ordinance 2023-11. Seconded by Councilman Messenger. Roll Call. ALL YES. 5-0.

Councilman Pilliod moved to approve the Ordinance 2023-11. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 5-0.

Councilwoman Westhoven moved to enter into Executive Session. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 5-0.

Councilwoman Westhoven moved to resume after Executive Session. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

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



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer