

VILLAGE OF SWANTON

Council Meeting Minutes

August 14th, 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 approve the agenda. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 4-0.

Councilwoman Disbrow moved to approve the minutes from the July 17th, 2023

Council Meeting. Seconded by Councilman Pilliod. No Discussion. Roll Call.

Motion Passed 3-0. Councilwoman Westhoven Abstained.

Councilman Messenger moved to approve the minutes from the July 26th

Special Meeting. No Discussion. Roll Call. ALL YES. Motion Passed 4-0.

Finance Report

The January 2023 Reconciliation is complete; all available bank statement items have been reconciled (see right-hand side of excel sheet). There were 2 other adjusting factors that needed to be made.

First: a \$500 difference between what was recorded as a payment and what was actually paid to OP&F. I'm not sure why it was recorded like that, but a correction was made for it on March 6th by paying the additional \$500 to OP&F, so that will not resolve until the March reconciliation.

Second: An amount of \$10,512.41 is outstanding even past the conclusion of all items on the bank reconciliation. I have been in frequent contact with UAN-Support, Local Government Services, and the broader auditor's office about this issue. What it ended up resulting in is a recommendation by UAN to create an adjusting entry for that difference in order to close out the month. Their logic is that the issue is likely the force balancing in 2022 has created confusion within the system, and that the auditors when they audit 2022-2023 will find the

amount with my assistance. I have documented all that I can in regards to the amount, but in order to actually discover it I would have to go back and re-balance all of 2022 myself, which I do not have time to do.

Begun the February Reconciliation, progressing far faster than January now that I know the system, what errors to look for, and what problems are commonplace.

The payments side of January was reconciled in about 2 months; the payments side of February was reconciled in about 3 days. Working on a report for the distribution of appropriations for the Mayor. Completed various OWDA, OSU, and RCAP reporting for Water and Sewer revenues for the past 5 years.

Continuing to work on Notary Training. Completed the purchase of a previously approved real estate acquisition, 419 S. Main St. with the assistance of Kent Murphree, the Solicitor. Amount totaled to \$129,329.94. Processed in new payroll rates for all applicable departments. Details of wage increases to be publicly released in the Special Meeting Minutes. Thank you to those employees that noticed issues with the origin data on my sheet and helped get those corrected. Preparing for Corn Fest. For the first time in 4 months I finally have access to the Raymond James account, so we have full access to the CD's for when they mature in November. I've gathered more information about the CD's that we hold and how they work for the sake of the reconciliation.

Requested Appropriation Changes:

4901-800-510-0000 Capital Projects – Capital Land & Land Improvements
- \$130,000 This appropriation is more just for recording purposes. This would encompass the payment for the purchase of real estate previously mentioned. It has already been paid, but this is the line out of which it should be taken to record it on our side.

Councilman Pilliod moved to approve the supplemental appropriation of \$130,000 to the Capital fund's Capital Land & Land Improvements line. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 4-0.

Water & Sewer

Water Treatment: The membrane project is now almost complete. The RO is now operational and has been in use since July 13th and it has been working great so far. The only part of the project that needs completed at this point is the SCADA programming. DJE continues to work on the programming and hopefully it will be completed by the end of the month. We are still waiting to hear when the defective RO tube will be replaced but it is operational at this point. A temporary part was used to get it working until the tube can be replaced. The water tower painting project is scheduled to

begin the week of August 14th. The village will be supplied with water from the Swan Creek Water connection while the tower is being painted. During this time the water plant will shut down and plant staff will be doing cleaning and maintenance on all basins and equipment. Tentatively the switch to Toledo water will occur Wednesday August 16th, the reservoir is currently at a depth of 12.8 feet. The accounted for water for July was at 75%. 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: Commerce Controls installed the new totalizer for the new WAS flowmeter and started troubleshooting an issue with the RAS Pump #2 VFD. Buckeye Pumps installed the custom spacer for Sludge Pump #2 and tested the new pump. The pump is not back in operation. Earl Mechanical concluded work on both tricking filters. Both filters are now running smooth and with no leaks. The Ohio Department of Development announced the round 5 recipients of funds from the Ohio BUILDS Water Infrastructure Grant Program. The Village of Swanton was awarded a \$3,029,930 grant for use in the WRRF Headworks Improvement Project. Started taking truckloads of dewatered sludge to the landfill. The village of Swanton purchased the property and house at 419 S Main St. in front of the WRRF. Blue River Technologies spent a day at the plant testing polymer and providing instruction on proper use of their equipment currently in use for dewatering sludge at the plant. Earl Mechanical troubleshot the Raw Pump #1 panel cooler. The unit has a massive leak that is cost prohibitive to repair. New replacement unit ordered. The exhaust fan for the digester building was also troubleshot, and determined to be cost prohibitive to repair. Dimensions taken for a new unit to be fabricated and installed. Scheduled a meeting between Fishbeck, Holden B., Shannon S., and Mike S. to take place on August 25th to discuss the implications of the grant awarded by Ohio BUILDS and its effect on the WRRF Headworks Improvement Plan status (currently indefinitely put on hold), and to plan to address the council at the council meeting on August 28th, with Fishbeck present. Commerce Controls continued to troubleshoot RAS Pump #2 VFD, and installed the antennas for the communication link from the lab control panel to the lagoon overflow meter. The Ohio EPA approved the PTI submitted for the Headworks Improvement Project. Spoke with Cronin Hillsdale to start the process of ordering a new truck for the WRRF as per the Vehicle replacement Schedule.

Administrator Report

Water Meter Install Issues

Records Commission met on July 25th

Met with Regional Growth Partnership and Swanton Welding regarding business retention & expansion, the meeting went extremely well. We are proud to have an asset as great as Swanton Welding here within the Village.

Met with the Mayor & Chief Crosley from the Fire Chief's Association

Met with Vandco Properties regarding housing development

Met with Matt Gilroy and Business Owners of "Project Swan"

Met with the new Delta Village Administrator

Planning Commission table the 112 Pennsylvania Ave. variance until a new boundary survey and to scale drawing of the proposed dwelling are submitted

Closer to launching the UpKeep work order software/app for Public Service

Attended Fulton County Economic Development Meeting

Attended Swanton Economic Development Commission Meeting

Volunteered at Wauseon Chamber Golf Outing

Project Updates:

Munson Road Improvements- Project bidding advertising is scheduled for February 2024, Construction Award in March 2024

Sewer Separation 3, 11, & 12 Update- Bid opening was held on August 1st, Jones & Henry, Mr. Murphree and myself conducted post-bid interviews with the lowest bidders.

Councilman Pilliod moved to approve the final reading of Ordinance 2023-13 to adjust the Mayor and Council's compensation. Seconded by Councilman Messenger. Roll Call. TIE. Motion Tied 2-2. With Councilwoman Disbrow and Councilwoman Westhoven voting no. Tie-breaker goes to the Mayor, Mayor votes Yes. Motion Passed 3-2.

Councilwoman Westhoven moved to approve Resolution 2023-23 regarding the Administrator entering into agreement with Earl Mechanical. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. 4-0.

Councilman Pilliod moved to approve Resolution 2023-24 allowing the Fire Department to pursue a Gary Sinise Foundation Grant opportunity. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 4-0.

Councilwoman Westhoven moved to approve the resignation of Fire Chief Ed Dziengelewski effective 8/30/2023. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 4-0.

Councilwoman Westhoven moved to approve the resignation of Fire-Fighter Taylor Teague Retroactively effective 7/27/2023. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 4-0.

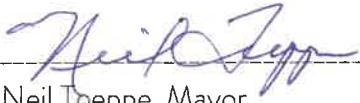
Councilman Messenger moved to approve the hiring of Part-Time Fire-Fighter and EMT Nataley Smith, at a rate of \$15.00 effective upon the successful completion of all normal village processes, and the receipt of her state issued certification allowing her to act in such capacity. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 4-0.

Councilwoman Westhoven moved to enter Executive Session Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 4-0.

Councilwoman Westhoven moved to resume post-Executive Session Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 4-0.

Councilman Pilliod moved to accept the proposed Police Department wage increases. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 4-0.

Councilman Messenger moved to adjourn. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 4-0.



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer