

VILLAGE OF SWANTON

Council Meeting Minutes

August 28th, 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 approve the agenda. Seconded by Councilman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Messenger moved to approve the minutes from the August 14th, 2023 Council Meeting. Seconded by Councilman Pilliod. No Discussion. Roll Call. Motion Passed 3-0. Councilwoman Disbrow and Councilman Kania Abstained.

Councilman Kania moved to enter into Executive Session. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

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

Councilman Pilliod moved to accept the January and February reconciliations as completed and presented. Seconded by Councilman Disbrow. No Discussion. ALL YES. Motion Passed 5-0.

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

Minutes 08.28.23

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, nor the capability to do as I cannot edit a closed year. The February 2023 Reconciliation is complete; the same adjusting entries as before were made which does imply that the \$10,512.41 issue is back in 2022. Same logic as January applies to this amount. The March 2023 Reconciliation is complete, the \$500 adjusting entry fell off as of 3/6/2023 as expected, and the \$10,512.41 amount remains in error. This amount will not be corrected for within the year so expect to see it with each month. This reconciliation will not be discussed in this meeting, as it was only completed as of 8/25/2023, the Friday before the meeting. Working on a report for the distribution of appropriations, and several other analyses for the Mayor and Village Administrator.

Kari Rowe check from the theft in office has been collected and is ready for processing following an appropriation change.

Continuing to work on Notary Training. All pay rates have been successfully updated, I didn't receive any calls or complaints over the most recent pay period. Thus, I believe we are good to go on that front. Talking to various suppliers of shirts and stitching to see about getting a dedicated non-public safety uniform / casual-wear supplier. Working on updating the Employee Handbook with several concerns and comments that have come up over time, to be reviewed by the department heads before council review.

Requested Revenue Appropriation Changes:

1000-982-0000 General Fund – Extraordinary Items - \$64,342

This appropriation is for recording purposes. Due to the State Auditor's guidelines we were able to recover this much of the audit fees accumulated during the 5 years span of the investigation. As this is a one-time event of an abnormal nature, it will be recorded in a General Fund line: Extraordinary Items. This line did not previously exist, and I would like to have it appropriated to be able to record the revenue.

Councilman Pilliod moved to approve the supplemental appropriation of \$64,342 to the General fund's – Revenue – Extraordinary Items line. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Disbrow excuses himself from the remainder of the meeting. All proceeding minutes are on the basis of 4 present council members.

Public Service

The road cuts are patched! We have also filled potholes around town. Later this month we are going to get the Dura-Patcher out and try to smooth out some of the dips in roads around town. We did brush this week. We were done by 1:30 on Monday. We are getting calls saying we missed their brush, but they think we are still doing brush by quadrant. We changed back to doing it all at once. We can get done on Monday and not have to go out the rest of the week. It works better this way. We are trimming overhanging branches in alleyways and roads right now. This will probably take another week.

We have had quite a few water and sewer tap inspections lately. There aren't many buildable lots left in Swanton. I know of another inspection coming up next week. The Girl Scouts have had a day camp in the park this week. We haven't had to do anything different than any other day. They have been a pleasure to have. We have been helping the sewer plant by hauling sludge to the landfill. This will probably take another couple weeks.

Public Safety

Swanton Police: Currently met with two candidates for filling two open positions for full-time patrolman. This was the third interview for both. Both candidates were offered positions and both accepted. New hire Joseph Keil of Delta, Ohio will begin on September 6, 2023. Joseph (Joe) currently work for Wauseon Police Department as a full-time patrolman. He has been with Wauseon Police Department for two years. Joseph also has three years of experience with Toledo Police Department as a patrolman. Second new hire Nathan Hall-Berkey of Perrysburg, Ohio. Nathan is currently a police officer with Mercy Health St. Vincent's Medical Center. Joseph has three years of full-time experience with Carey Police Department, whom he is still working with as a part-time patrolman. Swanton Police Department is currently working on becoming state certified by the Ohio Collaborative and met with a representative last week to start the process. The Ohio Collaborative is a twelve-person panel in Ohio that establishes statewide standards for law enforcement agencies. The Ohio Collaborative's initial recommendations were on guidelines for Use of Force and employee

recruitment. The panel has since published standards on bias free policing, body worn cameras, community engagement, and tele communicator training. Corn Fest had no major issues to report, but Chief Trejo will be meeting with Corn Fest members in the near future to make some suggestions for next year and hear any concerns the Corn Fest Committee may have to improve operations.

Swanton Fire & Rescue: July run numbers remained consistent with the previous month. The Fire & Rescue Division responded to 103 calls for service with 80 EMS calls and 23 fire related calls. On July 28th Chief Trejo and myself went to John Jones Police Pursuit Vehicle in Salem Indiana and picked up the new Durango that was ordered in the end of 2023. The electric project at the station has no update at this point, as of last contact with the electricians there were still awaiting the arrival of the internal parts for the main electrical panel. The new computers for the apparatus have arrived and the tentative go live date for the new Fulton County CAD system is September 20th. Recently we have received notification of grant awards for both the Walmart Community Grant (\$1850) and TC Energy Grant (\$6500) these grants will be used for public education supplies and fire equipment purchases respectively. We still have an Assistance to Firefighters Grant for "Operations and Safety" (Replacement of radio communications devices) and a grant for fire equipment that we are awaiting a response one and remain hopeful at this point as we have not received a letter stating that we were declined funding. Shift Lead Dawson and myself will begin teaching a Firefighter I class that will be hosted at station on September 11th with expected completion to be mid-December. An EMS crew was staffed at the Swanton Corn Festival with no remarkable incidents to note. The Fire Division will be staffing the Fire Barn at the Fulton County Fairgrounds on September 7th and assisting with several of the evening events to provide an Engine or ALS ambulance staffed by off-duty Firefighters/EMTs/Paramedics. The 4 new hires over the last several weeks have begun working shifts with no issues to report. Earlier this month we advertised to seek applicants to fill (2) full-time Firefighter/Paramedic positions that have been open for a few months now. We have received a several applications for both the full-time positions and part-time positions and anticipate starting interviews soon.

Councilman Messenger moved to approve the hiring of Joseph Keil as a Police Officer effective immediately at a rate of \$28.16 per hour. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 4-0.

Councilman Kania moved to approve the hiring of Nathan Hall-Burke as a Police Officer effective Immediately at a rate of \$26.29 per hour. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 4-0.

Water & Sewer

WRRF: Screen Headworks Discussion with Fishbeck

Administrator Report

Met with LANC Properties for Project Swan

Met with Superintendent Chris Lake, Matt Gilroy & the Mayor regarding Economic Development Tax Incentive Packages

Met with ODOT regarding the Systemic Safety Project Application

Met with Kleinfelder on Road Project Updates

Met with Habitat for Humanity regarding 112 Pennsylvania

Upkeep is up and running for work orders

Met with Kent Murphree regarding personnel and residential nuisances

Councilman Pilliod moved to set the time for the 2023 Halloween Trick-or-Treat time from 6:00pm to 7:30pm on the 28th of October. Seconded by Councilman Kania. Roll Call. ALL YES. 4-0.

Councilman Pilliod moved to approve the first reading of Ordinance 2023-14 for the purpose of authorizing the Village Administrator to begin the bidding process for projects 3,11, & 12. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 4-0.

Councilman Kania moved to adjourn. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 4-0.



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer