

VILLAGE OF SWANTON

Council Meeting Minutes

September 11th, 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 Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Messenger moved to approve the minutes from the August 28th, 2023 Council Meeting. Seconded by Councilman Kania. No Discussion. Roll Call. Motion Passed 4-0. Councilwoman Disbrow and Councilwoman Westhoven Abstained.

Councilman Kania moved to approve the minutes from the August 30th, 2023 Special Meeting. Seconded by Councilman Messenger. No Discussion. Roll Call. Motion Passed 5-0. Councilman Disbrow Abstained.

Councilwoman Westhoven moved to accept the March reconciliations as completed and presented. Seconded by Councilman Kania. No Discussion. ALL YES. Motion Passed 6-0.

Finance Report

As mentioned before, the March 2023 Reconciliation is also complete.

The April 2023 Reconciliation is nearly complete; it should only require a few hours of further dedicated attention to resolve.

We are almost ready for the transition to F&M for the primary account. It should either be this month or next that we're fully prepared. My hope is to have that done before the CD's mature in November of this year.

I had a meeting with Sew Beyond Blessed on 9/1 to discuss the potential for creating business casual attire for both the non-public service departments, and for the police as casual-wear at Chief Trejo's request. Per the discussion we're going to do a small trial run to see how the patches look and get a feel for the costs. Completed several analyses for different departments, and the analysis requested last time by Council for the WRRF upgrade.

The Kari Rowe Theft in Office check has been successfully processed with no issues. Sent further requested detail to Chief Crosley with the Fire Chief's Association. 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. Working on the processing in and out of several employees in both Public Safety Departments. Beginning the budgeting discussion process with the Fire Department based primarily on historical data and expected changes. I'll be reaching out to the other departments soon as well regarding the beginnings of that process.

Requested Appropriation Changes:

5601 – Storm Water Utility Fund

5601-559-190-0000 – Other – Personal Services | \$25,000 increase |

Currently has \$436.56

This line is the payroll line for this fund. It currently functions to pay out to some of the administrative office, and a portion of every individual in the Public Service department. It seems that this line was under-appropriated from the beginning of the year, likely due to using a temporary budget to extrapolate the permanent one. It was originally appropriated to \$46,850, and so far 92.5% of the line has been expended. This will not last to the end of the year, so I would like to add \$25,000 to it to get us to the end of the year.

The current available variance (Non-Appropriated Resources) in this fund is: \$183,996.52.

Councilman Kania moved to approve the supplemental appropriation of \$25,000 to the Utility Billing's Other – Personal Services line. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Administrator Report

Sent water meter letters out to the residents that are still on the list for the upgrade/install. Two verifications have come back that the homeowner received the certified letter, neither have called to schedule. Water shut-offs will happen on the 4th day after the 3-day window that I stated in each letter.

Have had several meetings with the Mayor & Village Solicitor regarding personal & property matters.

Crestwood has been submitted to the OPWC.

Chief Trejo & I met with Kleinfelder & ODOT for a field review of LPA project FUL-US20A-25.92 Improvements include updating traffic signal heads and supports as well as signal timing along Airport Hwy to replace existing permitted

left turns with protected left turns. This improvement would be made for eastbound and westbound traffic at the Hallett Ave & Airport Hwy intersection and for eastbound traffic at the Main Street & Airport Hwy intersection. Westbound traffic at Main Street & Airport Hwy already has a protected left turn. Other improvements at Main Street & Airport Hwy include making the existing combined thru and right turn lane for westbound traffic an exclusive right turn lane. West of the intersection, there would be a single thru lane and the existing merge would be eliminated. Pending the Systemic Safety Application work (investigation under task order), the crosswalk and stop line markings may need added to this project's scope.

Councilman Kania moved to approve the action to advertise the bidding of the WRRF Upgrade Project. Seconded by Councilman Disbrow. No Discussion. Roll Call. ALL YES. 6-0.

Councilman Kania moved to enter Executive Session Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to resume post-Executive Session Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

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



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer