

VILLAGE OF SWANTON

Council Meeting Minutes

September 25th, 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 to include executive session. Seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the minutes from the September 11th, 2023 Council Meeting. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilwoman Westhoven moved to accept the April reconciliations as completed and presented. Seconded by Councilman Kania. No Discussion. ALL YES. Motion Passed 5-0.

Finance Report

The April 2023 Reconciliation is complete and ready for review by council. The May 2023 Reconciliation is nearly complete, it should only require a bit more work to resolve and zero out. All of the necessary equipment (Checks, Check Scanner, Fobs, Etc) have arrived for the switch-over to Farmers & Merchants. In October I'm going to sit down with the Administrative Assistant and the Utility Billing Clerk to get an understanding as to how the shift might affect them and make sure that gets mitigated. The Farmers and Merchant's agreement is signed and being processed on their end. The Administration had a meeting with Brett Kolb the Fulton County Auditor in order to get a better grasp on how the Village is standing and how the local area is faring and his plans on improving it. Working on budgeting for next year, I have good documentation and information from the Fire Department and the WRRF so far and am working to meet with the others as time allows. Sent further requested detail to Jones & Henry Engineering for the Projects 3, 11, and 12. The EPA had some return questions that they needed

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assistance with answering regarding our revenues. We are slating the first department head handbook meeting for this week barring any changes, it will still be a while before any further action is taken on the updating of the handbook. The goal is to have a new presentation of it by the end of the year. Working on the processing in and out of several employees in both Public Safety Departments. Quarter Rollover is upcoming so I am preparing for that and getting all of the documentation in order to do so. Despite the change to payroll, now having a few pay periods with the new inclusions the damage has been less than expected. Though there were some items that have inflated the numbers our account is currently sitting well in face of the pay increases. Some hold-over errors from the beginning of the year were found and corrected, one of which was a single line-item shift that resulted in about \$1,000 being put to the wrong with-holding line. This issue was corrected and didn't require any reimbursement to the employee. It was another instance of the number "215" having been replaced with "211" on a single line item. This is what was largely holding up my progress on the May reconciliation. There are no requested appropriation changes at this time.

Councilman Pilliod moved to declare an emergency for Ordinance 2023-15 to allow the Fire Chief And-or Village Administrator to enter into agreement with the Secretary of the Air Force for Fire Protection Services. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Pilliod moved to approve Ordinance 2023-15 to allow the Fire Chief And-or Village Administrator to enter into agreement with the Secretary of the Air Force for Fire Protection Services. Seconded by Councilman Disbrow. Roll Call. Motion Passed 4-0. Councilman Kania Abstained.

Councilman Kania moved to declare an emergency for Ordinance 2023-16 to allow the Village Administrator to enter into agreement with Fulton County Commissioners regarding indigent defense services in county court. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve Ordinance 2023-16 to allow the Village Administrator to enter into agreement with Fulton County Commissioners regarding indigent defense services in county court. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

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

Public Safety

The Fire & Rescue Division has remained busy in various station projects. 2023 Capital Improvement projects are nearing completion as we await a few final sets of turnout gear ordered earlier in the year. The internals for the electrical panel remain back ordered with expected arrival of October 9th. New battery powered tools have arrived for Engine 703 and will be in service shortly. Chief Trejo and myself attended a table top exercise with Fulton & Lucas Counties EMA. We have begun discussions with Fulton County EMS regarding the EMS contract and these discussions will continue for the near future. Full-time interviews have taken place with further personnel report later in the meeting. We currently have two (2) full-time spots open and will remain seeking candidates to fill these positions. Please let me know if you have any questions or concerns and I would be glad to speak with you regarding them. I appreciate the continued support from everyone.

Councilman Kania moved to approve the promotion of Cuyler Kepling as Fire Chief effective immediately at a rate of \$77,000 per year. Seconded by Councilman Disbrow. Roll Call. Motion Passed 4-0. Councilwoman Westhoven Abstained.

Councilman Kania moved to approve the hiring of Christopher Stillion as Full Time FF/Paramedic effective upon satisfactory completion of pre-hiring requirements at a rate of \$59,229.60 per year. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the hiring of Daniel Johnson as Part Time FF/Paramedic effective upon satisfactory completion of pre-hiring requirements at a rate of \$19.57 per hour. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the hiring of David Bennett as Part Time Fire Inspector effective upon satisfactory completion of pre-hiring requirements at a rate of \$20.86 per hour. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Disbrow moved to accept the resignation of Kate Cleland effective 10/4/2023 Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 5-0.

Public Service

Water has been the biggest job this month. We have done multiple water taps for new houses. We have a couple more to do before the end of the year. At last count there have been twenty-one new houses built in Swanton this year. That's 3 to 4 times higher than previous years. We also had two different water valves break this month. In the late nineties to early two thousand the valve maker we used decided that they didn't need to use stainless bolts in them. They were wrong. We have replaced the bolts in about ten valves in the past few years.

Other than the bolts the valves themselves are still functional. We had to remove the water meter antenna that reads the meters off of the water tower so it could be repainted. We had a quote of \$26,000 to remove and reinstall it. We decided to do it ourselves in house. We removed and now replaced it and the only cost to the village was a rented lift. Anytime a new house is being built we inspect the sewer installation. We have done quite a few of those lately. We make sure that all the connections are properly done so we won't have any dirt or stone getting into and plugging our sewer mains. We also installed a sewer cleanout in the right of way for a house. It has been an ongoing problem sewer, and now we can tell with a look where the problem lies. We have had, I'm assuming, kids breaking the railing out of the gazebo in Pilliod park out. We started to replace the spindles only to have them broken out again. We decided to take the railing completely out, and make it an open gazebo. We also power washed and water sealed it at the same time. It looks completely different now, but I really like the look. We also painted the flag poles in Memorial park. It was much needed and also looks really good. I plan on painting the poles at the Municipal Building and also Pilliod park before fall is over.

We have been trimming street trees back and up when we have time. Every year the school sends a list of problem trees for the buses. We try to get them taken care of as quick as we can to protect the taxpayer's investment. We then trim the trees that are blocking signs or lights so the streets are safer.

We had the bulk drop off day on the 16th. We were down quite a few loads from the spring drop off. I feel if the residents were to take advantage of the quarterly pickup from Republic, we could get by with one drop off day a year. We could maybe get rid of it all together.

Water & Sewer

WRRF: Brightspeed connected the new phone service at the plant. After troubleshooting RAS Pump #2 VFD issues with Mike M. from CCI, the problem was determined to be with the pump itself. Buckeye Pumps picked up the pump for repair. Attended a meeting with Fishbeck, Holden B., and Shannon S., 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). Along with Justen K. and Al A. from Fishbeck, presented findings and details from the meeting on the 25th, and general information, about the WRRF Headworks Improvement Plan. Fielded questions from Council Members in attendance. Council scheduled to vote on the decision to take the project off of

hold and move forward in the bidding process at the next council meeting (September 11th) with some more financial information provided by Holden B. prior to the meeting. Ian G. Awarded Class I Wastewater Treatment Professional Operator Certification by the Ohio EPA. Buckeye Pumps provided a quote for repair of RAS Pump #2. The cost of a new pump versus repair, and the lead time to replace or repair lead to my decision to replace the pump. New pump has been ordered and should be installed within 4-6 weeks. Bennett S. took the Class I Wastewater Treatment Operator Certification exam and narrowly failed with a score of 68 (70 required to pass). Additional study material is being purchased, and Bennett S. will attempt the exam again before the end of the year. Attended council meeting to further discuss moving forward with the Headworks Improvement Plan. Holden B. prepared information about different funding options with the loan. Council approved moving forward with the bidding process. The 30 day bid period is tentatively scheduled to begin the 2nd week of October. Along with Neil T., met with Chris L. from Swanton Local School District and Architect Kraig B. to provide plans for, and discuss possible water and sewer service connections for the upcoming baseball complex project. Fishbeck surveyed the property of 419 S. Main St. and the WRRF Plant to prepare the plans for the alternate bids attached to the Headworks Improvement Project for the demolition of the house, and widening of South St. Along with help from Neil T. and Joe S. from Public Works, the Oxidation Ditch Secondary Clarifier was drained, cleaned, and inspected. Along with Neil T., met with Kleinfelder to provide plans of existing sewer systems on Munson in preparation for upcoming construction.

Water Treatment: The membrane project is pretty much complete as we are waiting on some punch list items to be taken care of. DJE continues to work on the SCADA programming and hopefully it will be completed by the end of the month. The defective RO tube has been replaced by Wigen personnel. They were onsite for one day and were able to remove the defective tube and install the new one. The water tower painting project began the week of August 14th with the crew mobilizing that week. The Swan Creek Water connection was opened to supply the Village with water on Monday, August 21st. This will be used until the water tower painting is completed. The crew working on the water tower are making good progress as the sandblasting is complete with at least one coat of primer applied and have started painting the multiple coats of paint required. The new access hatch has been installed at the base of tower and the cage around the ladder has been removed as well. Hoping to have the painting

completed in the next week or so depending on the weather. The reservoir is currently at a depth of 12.2 feet. The accounted for water for August was at 81%. 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.

Administrator Report

303 Woodland- Meter pit install occurred on 9.14

208 Elm Appointment set for 10.3

512 S. Main Appointment set to evaluate the pipe concerns in order for the meter install to occur.

119 Woodside has until 9.27 to contact the office to schedule an appointment.

Continued meetings with the Mayor & Village Solicitor regarding personal & property matters.

Crestwood has been submitted to the Ohio Public Works Commission. At the county subcommittee meeting, Crestwood was awarded additional points and it is look promising that we will be awarded funding for an 8-inch water main install along with the widening and repaving of the road.

Attended Fulton County Economic Developments Annual Golf Outing

Met with Brett Kolb, Holden & the Mayor regarding future Public Safety Levy options.

Attended Fulton County EMS contract meeting with Chief/Lt. Kepling & Councilwoman Westhoven

Attended EMA Train Derailment with Chief Trejo & Chief/Lt. Kepling

Conducted Fire Chief Interviews with the Mayor, Councilman Kania & Chief Gillen

Councilman Kania moved to adjourn. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.


Neil Toeppe, Mayor

Attest: 
Holden Benfield, Fiscal Officer