

# VILLAGE OF SWANTON

Council Meeting Minutes

October 10<sup>th</sup>, 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 Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the minutes from the September 25<sup>th</sup>, 2023*

*Council Meeting. Seconded by Councilwoman Westhoven. No Discussion. Roll Call.*

*Motion Passed 5-0. Councilman Messenger Abstained.*

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

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

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

## Finance Report

The May 2023 Reconciliation is complete and ready for review by council. Quarter Three Rollover has concluded with no known issues. Will be continuing on with the reconciliations now that that's over. Secondary projects are currently on hold to prioritize the budget creation process. I will be meeting this week with the Utility Billing Clerk and the Administrative Assistant to do a deep dive into their daily operations and ensure that the switch-over to a new bank will not disrupt them in any way, and to fix it ahead of time if so. On 9/27/2023 I had a meeting with the Fulton County Auditor's office to go over any questions I had regarding budgeting methodologies, and any general things that I wanted to discuss. I talked with them about what Diane from UAN taught me in order to have secondary opinion, and other general things that I've picked up over time to ensure I wasn't developing any bad habits.

Working on budgeting for next year,

>The Fire Department is largely finished with their portion

>The Police Department is working on theirs at the moment

**Minutes 10.10.2023**

>The Water Plant is done with theirs and requested only minimal changes.

>I want at least half of 2023 reconciled before I attempt to make the 2024 Admin budget, so that will be after the June reconciliation is complete. I have been meeting with all department heads recently in order to go over this, and will continue on to speak with the remainder and ensure it is going smoothly. Began the processing of some new Sunshine Act requests that came in. We had the handbook meeting as scheduled and generated a number of changes that we are intent to write into the next iteration of the handbook. Continuing to work on the processing in of several employees in the Public Safety Departments.

On 10/5/2023 I had a meeting regarding potential grant opportunities for 2024.

The account is still holding well, there have been some major payments that are being issued such as the payment for the water-tower's painting, but we still are sitting around 5.6 million currently. (Factoring in the outstanding payments).

With the May Reconciliation complete, I believe the payroll / HSA problems that were detected at the start of the year have been corrected, and those corrections reconciled out. So we should be past that side of the issues, or at least the largest portion of them.

#### **Requested Appropriation Changes – 10.10.2023**

1000-620-190-0000 | Other – Personal Services (Public Works) | \$25,000

Increase. The line item is running out of available funds to pay payroll. It currently has \$1,347.03 remaining. On a regular basis, this line has around 3.5 -4.0 thousand dollars used per payroll period. With 6 periods remaining in the year, assuming the worst case of \$4,000 / period that amounts to \$24,000, and the extra \$1,000 is padding in case anything occurs. This should solidify this line for the remainder of the year. This line running out does not seem to be related to the pay increases, it looks that it was simply too low resulting from the adjustment of the Temporary Budget -Permanent Budget.

#### **Reallocation: Retroactive to 9/5/2023.**

5601-930-930-0000 (-\$2,500) + 5601-559-390-0000 (-\$350)

Contingencies

Other Contractual Services

Move to -5601-552-213-0000 (+\$2,850) | Medicare

This Medicare line is running out of funds to process payroll. A mistake was made in the process of attempting to finalize payroll for that time-frame, and the Contingencies Line was reallocated to Other-Personal Services. Normally, a 900 code item

(Contingencies) cannot be moved into a 100 code item (payroll) without council approval. However, after contacting the auditors, they said that the best thing to do would be to leave it there if it's necessary, and have Council retro-actively approve it. Additionally, the amount cannot be moved from a 100 code to a 200 code (Fringe benefits) without council approval. Due to this, a retroactive approval is requested for this reallocation, which will allow me to make a correcting entry and keep us in compliance with the auditor's office.

For clarity: this involves no increase or decrease of total appropriations to the fund, it's just intra-fund reallocation.

#### **Minutes 10.10.2023**

(This is a fairly minor issue; I just want to get it corrected before it gets lost in the shuffle.)

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

*Councilman Kania moved to approve the reallocation of appropriations of \$2,850 to the Storm Utility's Medicare line. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

#### Water & Sewer

**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 soon. The water tower painting project is now complete. The project went well with no unexpected issues arising. A new 24" access hatch was installed at the base of the tower and a new vent was installed on top of tower as well. The inside of the water tower was cleaned after the painting was completed. After testing was completed the water tower was officially put back in service on Thursday, September 28th. The Swan Creek water connection was closed that day as well. We are currently back to treating water at the water plant and things are running well. Turner Electric was here to install new VFD's for the flocculation mixers. The old drives could not be connected to SCADA and needed to be updated. The reservoir is currently at a depth of 12.6 feet. The accounted for water for September was at 92%. 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

All meters have been successfully installed! Meter project is complete.

Began reviewing the Handbook with the department heads & Amy.

Attended Junior "year" of Tree Commission Academy.

Signed up for leadership trainings through the Employers Association. These are 2 hour sessions on various topics that are live streamed every Tuesday & Thursday throughout the month of October. I have been encouraging the department heads & Holden to sit in on the trainings as well.

Met with the Village Solicitor regarding various items.

*Councilman Kania moved to approve the first reading of Ordinance 2023-xx for the cost of leaf collection as the establishment of the Final Assessment for all properties in the Village of Swanton. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the first reading of Ordinance 2023-xx for the cost of lighting as the establishment of the Final Assessment for all properties in the*

*Village of Swanton. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Pilliod moved to declare an emergency for Ordinance 2023-26 to declare the property located at 208 Carriage Lane a Nuisance within the Village, and authorizing the abatement of the Nuisance Property by the Village of Swanton.*

*Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Disbrow moved to approve Ordinance 2023-26 to declare the property located at 208 Carriage Lane a Nuisance within the Village, and authorizing the abatement of the Nuisance Property by the Village of Swanton. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilwoman Westhoven moved to declare an emergency for Ordinance 2023-27 to accept the amounts and rates determined by the budget commission, authorizing the necessary tax levies and certifying them to the county auditor. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilwoman Westhoven moved to approve Ordinance 2023-27 to accept the amounts and rates determined by the budget commission, authorizing the necessary tax levies and certifying them to the county auditor. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.*

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



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer