

VILLAGE OF SWANTON

Council Meeting Minutes

October 23rd, 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 Kania moved to approve the minutes from the October 10th, 2023 Council Meeting. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. Motion Passed 5-0. Councilman Messenger Abstained.

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

Finance Report

The June 2023 Reconciliation is complete and ready for review by council. The revenues side of the July 2023 reconciliation is largely complete, but was on hold to prioritize the budget creation process. The budgetary detail is prepared as a draft with the inclusion of all department heads' input. Secondary projects were largely on hold to prioritize the budget creation process. I met during the interim with the Utility Billing Clerk and the Administrative Assistant to go over their processes and address concerns they had regarding how the bank switch might impact them. After seeing them, I believe most of the things that would need changed are on our end, so I don't believe they should be an issue for the transition. It has come to my attention by discussing with the department's heads that in the prior years they have not been included in the budgeting process under past Fiscal Officers. It is my intent both by my own thoughts on best practice, as well as the recommendation of the county auditor that they be involved. I have given them first-picks at their own lines, so that they can set the

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standards for what they expect from the following year in terms of what they'll need. Following this, I then reviewed it, discussed with them as necessary, and refined it down to the current proposal we will be discussing. I have also included any and all requests that they had for capital budgeting so that they can be discussed and trimmed if necessary. I intend to set this standard as the norm for my time in the Fiscal Office as far as budgeting goes. Resultant to the previously mentioned lack of budgetary inclusion, as well as new department heads taking over I thought I'd like to offer some attempts at giving some details about the process. During the most recent department head meeting, I offered to create a written explanation of how the budget works on the broader level beyond just the individual lines used to expend things. The department heads requested I go through with that unanimously and it was sent out the same day. Additionally, in January when the new council member is elected, I would like to start doing something similar and have a sort of 'educational meeting' for the purpose of bringing them up to speed on where our money sits, what investments we have, where our revenues come from, major routine expenses, and any other questions that may come up during that process.

Responded to several requests for details for revenue sources regarding water and sewer from other organizations such as the RCAP water study. Continuing to work on the processing in of several employees in the Fire Department.

I have found a potential avenue for grant funding for the demolishing of the house in front of the WRRF that was slated as an add-on item to the WRRF Upgrade. I have sent it on to Fishbeck and we are discussing how to follow through with it. The application time frame opens on Oct 31st. There is a line item that was found while creating the budget that could not be justified. The line is 5701-600-560-0000 | Water Capital | Utility Distribution Systems - \$800,000. Checking the past three years, there have been no expenses out of this account despite large appropriations into it. Mr. Yackee has also confirmed that he has no knowledge of what that amount is for. Resultantly, we're intent to 0-out that line for the 2024 budget.

No Requested Appropriation Changes

Heads Up: There has been an issue detected regarding the Health Insurance account lines. A large number of them are too low to properly finish out the year regarding our payments to United Health Care. While the difference among all lines totals around \$50,000, it will take me a bit to properly break everything down and see what lines need what amounts. After the budget is ready and the

Early-November work is over I'm going to try getting a detail ready to have that appropriated.

Public Safety

New hires are going through pre-employment and should be starting over the next week to (10) days. David Bennett has started as our fire inspector and has started out in the community with good response. Have a contingent offer of employment for full-time. Hopefully next meeting will allow us the opportunity to bring this individual for council approval. We have 2 remaining full-time positions open and continue to search for qualified candidates for the position. We have started the process establishing a partnership with National Testing Network to assist in recruitment of full-time staff. We do have the ability to utilize this for part-time and may add them later however we will trial with full-time initially.

Full-time Fire Lieutenant positions were posted Friday and will close on November 22nd. This posting will be to hire up to 3 Lieutenants to join the officer core at the Swanton Fire & Rescue Division. These candidates will be evaluated through an assessment style testing that will be evaluated by a panel of 3 outside Chief Officers and they will make their recommendation to Chief Kepling for appointment. Open house was a success and we look forward to continuing it next year. We are preparing for Hoopla this weekend and will be present. Fire Advisory board will be this Wednesday at 5:30. An initial draft of the police budget was submitted for review to Fiscal Officer. Public Safety Open House – Although the weather did not cooperate, we still had a decent attendance for the event. Personnel from the Police and Fire Departments were to talk to parents, kids and several individuals interested in both career fields. Many of the attendees did also grab a bite to eat before leaving the event. On Oct. 21st Officer Renner participated in the County Community Health Day held at Sauder Village. Recently met with Mackenzi Roytek regarding the upcoming Christmas parade on December 2. Spoke with representative of Honor Flight to set up arrangements to escort Veterans on the Honor Flight voyage from Lima to Detroit but who will be stopping by the Swanton Legion where they will be announced and honored before they continue their trip.

Water & Sewer

WRRF: Several meetings/discussions with Fishbeck, Shannon, and Kent have kept the WRRF Head Improvement Project on schedule to go to bid on October 23rd, using Fishbeck for Construction Supervision. Several basins at the plant were emptied, cleaned and inspected with help from the Public Works Dept. Attended an EPA webinar about upcoming NPDES permitting procedure. Bennett S. took the Wastewater Class I exam and did not pass by a narrow

margin with a score of 68 (70 needed to pass). He is scheduled to take the exam again at the end of this month

Councilman Kania moved to approve the resignation of Mikael Stiles effective 11/3/2023. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.

Administrator Report

Attended the Swanton Economic Development Meeting where a discussion of a future annexation of a lump sum property is in the works, and where we are at with West Park and Project Swan on land option agreement.

EA Leadership Trainings will be wrapping up this week

UpKeep for non-water related work orders is continuously being utilized

Project meeting and discussions continue for the Screen/Headworks project as well as 3, 11 & 12 Sewer Separation, a construction schedule should be coming soon from Hillabrand on where they will begin. There will be several trees that are in the right of way that will be removed prior to any actual construction starts. As soon as I have a schedule we will be issuing notices to the residents, bus garage and Republic.

Released a Request for Proposal for refuse service since Republic continues to be a thorn in the side when it comes to service.

Still attempting to get quotes to have the lot across from the VFW paved for parking, I will likely have to line this up for Spring 2024 now.

Attended the Public Safety open house

Met with the new Chair of Christmas in Swanton, MacKenzi Roytek, who is also the head of SACC we are working on when to fit in the Tree Lighting since I am not putting the Snowflake Shuffle 5k on this year.

Councilman Kania moved to approve the Second 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 Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the Second 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 Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilwoman Disbrow moved to approve Resolution 2023-28 to authorize the Village Administrator to enter into an agreement with Kleinfelder for Airport Highway improvements and to perform services set forth through Ohio Department of Transportation (ODOT) Local Public Agencies (LPA) Scope of Services. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.

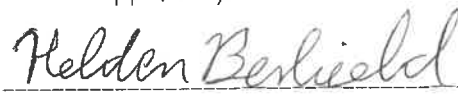
Councilman Kania moved to approve Resolution 2023-29 to authorize the submission and support of an application to the State of Ohio Fire Marshal MARCS Grant Program. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilwoman Westhoven moved to declare an emergency for Resolution 2023-30 to authorize the Village Administrator to enter into a contract amendment with Fishbeck Inc to add construction phase oversight to the scope of the professional services agreement. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Resolution 2023-30 to authorize the Village Administrator to enter into a contract amendment with Fishbeck Inc to add construction phase oversight to the scope of the professional services agreement. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 6-0.

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


Neil Toeppe, Mayor

Attest: 
Holden Benfield, Fiscal Officer