

VILLAGE OF SWANTON

Council Meeting Minutes

November 13th, 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 Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilwoman Westhoven moved to approve the minutes from the October 23rd, 2023 Council Meeting. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Finance Report

The July Reconciliation is complete but requires an appropriation change in order for it to be posted.

Additionally, due to the restraint of the system not wanting me to reconcile ahead of prior months, I took some time to figure out how to operate without it. While it is much more time-consuming to put all of the information together this way, it has allowed me to reconcile forwards in time beyond the 'current' month. With this, currently July and August are both complete, and September is just on the cusp of completion. Since October would normally be completed in November as is, we are only one Reconciliation off of being caught up to current day.

In speaking with the Village Reporter to catch them up on information missed during the last meeting, I have offered to create a public-version of the budget explanation that I gave to the department-heads. I think this will be great to have for the sake of public knowledge and understanding around how our budget operates. More to come on that as I work on making it.

In a call with the Uniform Accounting Network, I double-checked the information given to me by the last operator regarding the bank switching. This was around the first few days of November when I had originally slated the bank switch to occur. This operator recommended for me to wait until the bank

reconciliations were caught up before switching in order to prevent any potential system conflicts from occurring. They also sent me some additional documentation on how to perform the switch within the system. Resultantly the reconciliations have been put back on the top of the priority list.

Working with Matthew Klein from RCAP on the water-rate study. Both the Utility Billing Clerk and I have been supplying him with large volumes of information as requested.

Continuing to work on the processing in of several employees in the Fire Department.

I'm attempting to pursue the previously mentioned demolition grant for the house in front of the WRRF. There has been some deliberation as to what we should apply to that grant for as there is more than one building in the village that could potentially require it. I'm on hold until we determine what to pursue the grant for.

The deposits that were started with Raymond James at the end of 2022 are now maturing. Due to uncertainties regarding the need for certification for that kind of investment, and concerns that it may not have been held during the previous investments, I made the decision to have the funds placed into the F&M Sweep account. I would recommend to wait until Audit comes through in 2024 and we know whether or not that was a legal investment before re-investing it. During that time, it will be held in the F&M Sweep account, which means it should earn us around \$7,000 additional a month if rates hold steady. These funds will be redistributed back to the F&M Sweep account on 11/14/2023. If we wish to make other investments, currently I believe our primary standard to be Star-Ohio. It was recommended to me by Councilman Pilliod to pursue the certification that would allow us to make these kinds of investments again in the future, so I'm intent to do so in the next year if possible.

I will be pursuing a training opportunity put on by UAN on Dec 7th in Columbus. The training is a free service to us because we already are members of the UAN system. The training will cover year-end and year-beginning practices and Auditor of State Requirements.

Requested Appropriation Changes – 11.13.2023

5741-850-710-0029 – GAC Project, Water Dept - \$282.48 Increase

5742-850-710-5304 – Project 8 & 9, Sewer Separation - \$13,371.62 Increase

Both of the above appropriations are the last remaining differences in the loan payments for this year. Once these are made I will be able to post the payment that was made in July for our OWDA Loan Payments to our system. They are exact down to the cent to what is necessary for the posting. For clarity: This payment has already been made in full, this is purely for recording purposes. These lines were insufficient based on the budgeting expectations set in 2022. Health Insurance Low Balances:

As mentioned in my previous report, the health insurance lines are low for the year to close out in a fairly significant amount. Since last meeting I've issued the payments that were capable of being made, and calculated what should be left through to the end of the year. For what remains, they were calculated using the exact amounts for September, October, and November. These invoices are already available for breakdown, and so are absolute. December was calculated by averaging the other three invoices, and then padding upwards to prevent under-estimation. Based on those calculations, the following appropriations are requested:

1000-620-221-0000 – Medical/Hospitalization - \$5,200.00 Increase
1000-710-221-0000 – Medical/Hospitalization - \$5,100.00 Increase
1000-725-221-0000 – Medical/Hospitalization - \$2,100.00 Increase
2011-620-221-0000 – Medical/Hospitalization - \$3,200.00 Increase
2041-320-221-0000 – Medical/Hospitalization - \$2,100.00 Increase
5101-535-221-0000 – Medical/Hospitalization - \$15,500.00 Increase
5201-543-221-0000 – Medical/Hospitalization - \$10,000.00 Increase
5202-549-221-0000 – Medical/Hospitalization - \$8,000.00 Increase
5601-559-221-0000 – Medical/Hospitalization - \$5,250.00 Increase

All of these have been checked against the available variance in the fund, and there will not be a balance conflict with these appropriations.

There was also an issue with the day-of payroll for this meeting. Based on the number of payroll periods left for the year I would like to have the following appropriations made:

2011-620-190-0000 – Personal Services - \$7,500 Increase
5101-535-190-0000 – Personal Services - \$40,000 Increase
6901-532-190-0000 – Personal Services - \$7,000 Increase

Councilman Kania moved to approve the supplemental appropriation of \$282.48 to the WRRF Debt Service's Debt-Principal {GAC Project} line. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the supplemental appropriation of \$13,371.62 to the WRRF Debt Service's Debt-Principal {Project 8 & 9} line. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the supplemental appropriation of a total of \$56,450.00 to the various fund's Medical/Hospitalization lines as outlined in the financial report. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the supplemental appropriation of a total of \$54,500.00 to the various fund's Other – Personal Services lines as outlined in the financial report. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Public Safety

Swanton Fire & Rescue: Motion to approve part-time Firefighter/Paramedic Daniel Johnson to full-time at a compensation rate of \$59,229.60 and will be subject to all pre-employment testing as outlined by the handbook.

Motion to approve the hiring of Eric Leonard as a full-time Firefighter/Advanced-EMT at a rate of \$57,628.80. Mr. Leonard will be subject to standard pre-employment testing as outlined by the handbook. Start date will be set upon successful completion of pre-employment testing.

Motion to amend the handbook to remove full-time from the acting officer criteria. Any employee should be eligible to be an acting officer at the discretion of the fire chief. I would like to make this retroactive to October 1, 2023.

Councilman Kania moved to approve the hiring of Daniel Johnson as Full-Time Firefighter Paramedic, effective upon satisfactory completion of all pre-employment requirements at a rate of \$59,229.60 per year. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the hiring of Eric Leonard as Full-Time Firefighter Paramedic, effective upon satisfactory completion of all pre-employment requirements at a rate of \$59,229.60 per year. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the amendment to the handbook's pay listing for firefighters to remove the term "full-time" from the policy regarding Acting-Officer Pay. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

Water & Sewer

Water: Kirk Bros. was in working on some punch list items for the membrane project. Still have some items to care of but will hopefully have them done soon.

DJE has been working on the SCADA programming and they nearing completion. Chemical pricing for 2024 is completed and I was happy to see chemical pricing went down on most chemicals. In the past few years we saw big increases on some of the chemicals we use. Water Plant staff installed a new flocculation mixer on the South Clarifier as the old one had quit working. The reservoir is currently at a depth of 12.1 feet. The accounted for water for October was at 86%. 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.

WRRF: Mike Stiles last day was Friday, November 3rd the hunt for his replacement has begun. Mike made sure that Ian & Bennett were prepared for after his departure. Prior to Mikes last had he conducted a pre-bid meeting with interested contractors for the Screen/Headworks Project to answer any questions. Bid opening will be on Wednesday, November 15th at 11:00am.

Public Service

Park restrooms have been winterized. Tree trimming has begun. Swanton Sport Center's old meter has been sent to Master Meter and it may take up to 12 weeks to get results back. The new meter has already detected small leaks in which Cindi has been in contact with the Sports Center. Christmas light displays will be going up within the next week. Zack Holdridge took charge of selling no longer-needed items on GovDeals this brought in a little over 27k in "revenue" for the village.

Administrator Report

Attending Fulton County Visitors Board Meeting
Finished up the last of the EA Leadership Trainings
Attended the Halloween Hoopla
Attended Fulton County CIC Board Meeting
Attended a meeting regarding Project Swan
Attended Veterans Day Program at the High School
Met with Mike Rowe from Pelton Environmental Products regarding the Screen/Headworks Project
Met with Chris Lake regarding Project Swan
Finish up the revisions to the Employee Handbook
Request for Proposals are posted on the Village website/social media & newspapers for Refuse Service, Prosecutor & Solicitor.
Emails have been sent to various paving contractors (some as a follow up to requests sent months ago) in regards to the park road and the alleys.

We will also be considering crack sealing this next since it has been few years since it has been done.

Councilman Kania moved to approve the final 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 5-0.

Councilman Kania moved to approve the final 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 5-0.

Councilman Disbrow moved to approve a variance for the property of 105 Ashberry Way at a distance of 17ft as opposed to the normal restriction. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Disbrow moved to approve the suspension of rules by emergency of Ordinance 2023-xx for the amendment of Title XV Land Usage Chapter 150. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Disbrow moved to approve Ordinance 2023-xx for the amendment of Title XV Land Usage Chapter 150. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 5-0.

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

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

Councilwoman Westhoven moved to create a paid position "Public Service Assistant Superintendent", details of which to be determined at a later date. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 5-0.

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


Neil Toeppe, Mayor

Attest: 
Holden Benfield, Fiscal Officer