

# VILLAGE OF SWANTON

Council Meeting Minutes

November 27<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 approve the agenda. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilman Kania moved to approve the minutes from the November 13<sup>th</sup>, 2023 Council Meeting. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

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

*Councilman Kania moved to accept the August reconciliations as completed and presented. Seconded by Councilman Disbrow. No Discussion. ALL YES. Motion Passed 5-0.*

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

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

## Finance Report

The July, August, September, and October reconciliations are complete and ready for review by council. With the appropriations made last time, as well as the forward-reconciliation that I was doing before they were all able to be closed out without issue. As of now we are officially caught up to present day in our

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recording. We can now start the normal process of having reconciliations completed once monthly for the month prior. The 1.515 million from the investments at Raymond-James have successfully been moved over to the F&M Sweep account. For the time being, until Audit has come through and cleared 2022 and 2023, I would make the recommendation for those funds to be kept there for reasons discussed at the last meeting. Working with Matthew Klein from RCAP on the water-rate study. The Village Administrator and I have met with him to discuss his progress, and have been reviewing information and potential avenues for the water system. Continuing to work on the processing in of several employees in the Fire Department. Continuing to work with Sew Beyond Blessed to create Village-Branded attire for use with the village's uniform and uniform reimbursement policies. Preparing for end of year, forecasting costs ahead through December in an attempt to prepare for November Reconciliation and to see what lines are going to be insufficient for the remainder of 2023. With the October 2023 reconciliation now complete I should be able to see about moving the funds from 5/3rd to F&M. I'm intent to attempt that during this week to get our primary account officially switched over to F&M.

#### Requested Appropriation Changes – 11.27.2023

5101-535-211-0000 – OPERS, Water Dept - \$3,000.00 Increase

The above supplemental appropriation should be the last change needed to finish out the year on the OPERS payments. Seven of the lines for OPERS were originally very undervalued, but have since been reallocated from other lines to correct for the discrepancies. This will be inspected for the 2024 budget, however that was made using the percentage requirement (14% from employers) as a baseline so I don't believe it should change anything on that side.

2901-120-215-0000 – OP&F, Fire Dept - \$15,000 Increase

The OP&F line is low for finishing out the year and this is a common source of issues that slow down my reconciliations. While we're currently up-to-date on OP&F payment recordings, I wanted to catch this ahead of time and make sure it's not going to be a problem.

2901-120-270-0000 – Uniforms, Fire Dept - \$1,200 Increase – Reallocation from Contingencies

2902-160-270-0000 – Uniforms, EMS Dept - \$2,800 Increase – Reallocation from Contingencies

These changes are requested by Fire Chief Kepling for the purpose of purchasing turnout gear for the new-hires.

1000-725-121-0000 – Salary – Clerk/Treasurer, Admin - \$600 Increase

5102-539-190-0000 – Other – Personal Services - \$10,000

5202-549-190-0000 – Other – Personal Services - \$10,000

The above items were only found today (11/27/2023) as a result of attempting to process payroll. Since this is now the second time that payroll lines have been found to be low, I have taken the time to make a breakout of all payroll lines and my expectation of how much they will need for the rest of the year.

*Councilman Kania moved to approve the supplemental appropriation of \$3,000.00 to the Water Department's OPERS line. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilman Kania moved to approve the supplemental appropriation of \$15,000.00 to the Fire Department's OP&F line. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilman Kania moved to approve the supplemental appropriation of a total of \$4,000.00 to the Fire and EMS Department's Uniform lines as outlined in the financial report. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilman Kania moved to approve the supplemental appropriation of a total of \$20,600.00 to the Admin Fund's Salary line, and the Water and Sewer Operation's Other – Personal Services lines as outlined in the financial report. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 5-0.*

#### Administrator Report

Attended Regional Growth Partnership & Jobs Ohio Meeting

Had call with Matt Kline from RCAP the Water Rate Study is nearing completion

Met with Claire Smith regarding a few nuisance properties within the Village.

Attended Project 3,11 & 12 Construction Progress meeting with Jones & Henry, Hillabrand & Sons Construction, along with Neil Tedrow & Ryan Yackee.

Chief Kelping, Sergeant Kusz and myself attended Swanton High Schools E-3 Career Day

*Councilman Pilliod moved to approve the Calendar of Events for the next year 2024. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilman Kania moved to approve the Employee Handbook update as presented by the Village Administrator. Seconded by Councilman Pilliod. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilman Kania moved the suspension of rules by emergency of Ordinance*

2023-21. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.


Councilman Kania moved to approve Ordinance 2023-21 for the authorizing the Village Administrator to renew the agreement for Countywide Emergency Management Agency. Seconded by Councilwoman Disbrow. 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 Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

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

  
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Neil Toeppe, Mayor

Attest:   
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Holden Benfield, Fiscal Officer