

VILLAGE OF SWANTON

Council Meeting Minutes

December 11th, 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 Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the minutes from the November 27th, 2023

Council Meeting. Seconded by Councilman Pilliod. No Discussion. Roll Call. ALL YES.

Motion Passed 4-0. Councilman Messenger Abstained.

Finance Report

The November reconciliation is underway, it is also including much of the transitional period for UAN's change over to using both 5/3rd and F&M bank accounts as primary sources.

A 4-million-dollar wire has been made from the 5/3rd account to the F&M account as part of the bank transition. This places the 5/3rd account currently at around 1.6 million, and the F&M Account at 6.2 million. This means we should be seeing a potential approximate \$25,000 in interest on a monthly basis. This will be confirmed at the end of December when the next interest disbursement occurs and will set the basis for what we can expect going forward.

Working with Matthew Klein from RCAP on the finalization of the water-rate study.

Continuing to work on the processing in of employees in the Fire Department. Working on changing over the ACH and direct payment / receipt pathways from the 5/3rd account to the F&M account.

Set up a meeting for the Utility Billing Clerk, Administrative Assistant and I to meet with a F&M technician to set up the check scanner to allow one of the water revenue collection avenues to be transferred to the F&M account.

Working with Fishbeck on the processing of the WPCLF Loan application, which does not establish the end amount of the loan, it only ensures that when we're ready to ask they have all the information available.

I attended the UAN End of Year/Beginning of New Year Training event in Columbus on 12/7/2023. This should help with the processing out of 2023 and the start of 2024.

Requested Appropriation Changes – 12.11.2023

2903-110-190-0000 – Other – Personal Services - \$6,000 Increase

After the conclusion of sick-time payouts, the Police payroll fell below the expected value to finish out the end of the year. This correction will hopefully allow the final payroll for the year to be posted.

Councilman Kania moved to approve the supplemental appropriation of \$6,000.00 to the Police Department's payroll line. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Public Safety

All remaining projects are well underway with expected completion by December 18th. The draft report from the Ohio Fire Chiefs was approved and is currently in its final review stage with them. We still anticipate to see the final report prior to the end of the year. The Fire Department participated in the Salvation Army, Ring the Bell and will continue for the next (2) days. The Fire Department attended the Swanton Christmas Parade. Lieutenant testing started on December 7th. Applicants will proceed to the next stage of the promotional process. Interviews will be scheduled in the near future. The current plan is to bring recommendations for appointment to the next council meeting on January 8th. The Firefighter I class will take their class final on December 18th, students will be completing the State of Ohio exam prior to the Christmas. Swanton has 3 members in this class. Inspector Bennett completed 25 fire inspections 7 Smoke Alarms and 1 hearing impaired smoke alarm. Inspector Bennett continues to be in the community assisting with public education as well. I will be attending a meeting at Penta Career Center regarding their internship program. Previously I worked on a job description for the position of Student Intern and am seeking approval to finalize that job description. This Saturday, we will have a couple members in Wauseon for the Fulton County, Christmas for kid's event.

Swanton Fire & Rescue Personnel Report

Approval to offer conditional employment to John Yard for the position of part-time Firefighter/EMT at a rate of \$18.80 per hour. Mr. Yard will be subject to standard pre-employment testing as outlined by the Village of Swanton Handbook. Start date will be provided to the Fiscal Officer and Village Administrator once established.

Councilman Kania moved to approve the Fire Department to recruit an unpaid intern. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the hiring of John Yard as Part Time FF/EMT effective upon satisfactory completion of pre-hiring requirements at a rate of \$18.80 per hour. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Water & Sewer

Water: Kirk Bros. is still working on punch list items for the membrane project. DJE continues working on the SCADA programming and they nearing completion. Performed the first RO cleaning this past week. Mike Lee from American Water Chemicals came up and helped us do the cleaning. Mike also took some water samples to check if we can do anything different to help optimize water quality to extend time between cleanings. On Wednesday (12/6/2023) the Ohio EPA performed their construction site visit to check the RO Project. Beth Ames from the Northwest District Office and two Ohio EPA Engineers were on site to do the inspection. The inspection went well with no issues brought up by the OEPA. The reservoir is currently at a depth of 12.1 feet. The accounted for water for November 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.

Administrator Report

Participating in Salvation Army's Bell Ringing and the Christmas in Swanton Parade. Have met with Matt Gilroy, the Mayor & Chris Lake regarding Project Swan. Bid Opening for the WRRF Project took place on December 6th. Rudolph Libbe & Signature Associates met with me to get drone footage of the top of the Elks building. My goal is to do whatever I can to keep that building standing.

Councilman Kania moved to approve the Variance for 217 Kierra Lane for a distance of one foot from the easement. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Disbrow moved to approve the first reading of Ordinance 2023-XX regarding the prohibittance of Marijuana commercial cultivation and sale within the Village. Additional research requested as condition of motion. Seconded by Councilman Kania. Roll Call. Motion Passed 4-1. Councilman Pilliod voted No.

Councilman Kania moved to approve the suspension of rules by emergency of the amendment to Ordinance 2023-21 Chapter 35 of the Codified Ordinances. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve Ordinance 2023-21 the amendment to Ordinance 2023-21 Chapter 35 of the Codified Ordinances. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the suspension of rules by emergency for Ordinance 2023-22 Authorizing the Village Administrator and Mayor to apply for, accept, and enter into a WPCLF (Water Pollution Control Fund) agreement on behalf of the Village of Swanton for planning, design, and/or construction of the screen/headworks improvement project and designating a dedicated repayment source for the loan. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve Ordinance 2023-22 Authorizing the Village Administrator and Mayor to apply for, accept, and enter into a WPCLF (Water Pollution Control Fund) agreement on behalf of the Village of Swanton for planning,

design, and/or construction of the screen/headworks improvement project and designating a dedicated repayment source for the loan. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the suspension of rules by emergency for Ordinance 2023-23 to apply the Temporary Appropriations during the fiscal year ending December 31, 2024. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve Ordinance 2023-23 to apply the Temporary Appropriations during the fiscal year ending December 31, 2024. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Disbrow moved to approve the suspension of rules by emergency for Ordinance 2023-24 to enter into an agreement for the WRRF Screen/Headworks Project. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Disbrow moved to approve Ordinance 2023-24 to authorize the Village Administrator to enter into an agreement for the WRRF Screen/Headworks Project. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

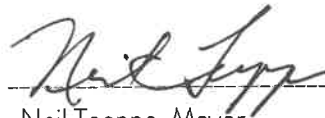
Councilman Kania moved to approve the suspension of rules by emergency for Ordinance 2023-25 to repeal ordinance 2015-27 that had established the Land Reutilization Program pursuant to R.C. 5722. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve Ordinance 2023-25 to repeal ordinance 2015-27 that had established the Land Reutilization Program pursuant to R.C. 5722. Seconded by Councilman 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 Messenger moved to adjourn. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer