

# VILLAGE OF SWANTON

Council Meeting Minutes

January 8<sup>th</sup>, 2024

6:00 p.m.

Prayer

Pledge of Allegiance

Roll Call:	Samantha Disbrow	Derek Kania
	Mike Disbrow	Patrick Messenger
	John Schmidt	Dianne Westhoven

*Councilman Kania moved to amend the agenda. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Messenger moved to approve the minutes from the December 11<sup>th</sup>, 2023 Council Meeting. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 5-0. Councilwoman Westhoven Abstained.*

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

## Finance Report

Both the November and December reconciliations are complete. I am holding the December reconciliation until I have reached the point of needing it posted to close 2023.

The predicted value of the interest we were to receive from F&M as opposed to 5/3rd accounts proved to be accurate. On December 29th we received our monthly interest totaling \$27,006.61. This is in comparison to the general \$600 we received from 5/3rd on a monthly basis. This is around a 45x increase. This has raised our expected annual interest on account from around \$7,000 a year, to around \$300,000 a year. It is possible that interest rates may fluctuate over time, but at current rates that is the expected.

Additionally, the monthly fees at 5/3rd amount to around \$600-750 a month, effectively negating the interest we had been receiving. Monthly fees at F&M are \$225 routinely, and this is slated in the contract and thus is not likely to change any time soon, or significantly if so.

Working with Fishbeck on the finalization of the WRRF Upgrade Loan.

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

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Sent details over to Fulton County Media regarding RITA at his request.

Working on changing over the ACH and direct payment / receipt pathways from the 5/3rd account to the F&M account.

I am working with all department heads on processing the beginning-of-year 3% cost of living wage increases.

Working on the finalization and subsequent closing of 2023.

Working on bulk annual reporting requirements to begin 2024 properly.

I am working on creating the introductory material mentioned prior for the new council member and the public, and would like to set a time to go over the budget process, major revenues and expenditures, and the general standing of the Village's finances and to answer any questions.

Requested Appropriation Changes – 01.08.2023

2903-110-540-0000 – Machinery, Equipment, and Furniture – Reduce by \$5,000

2903-110-190-0000 – Other – Personal Services – Increase by \$5,000

The above is a Reallocation, not a supplemental appropriation.

The above was already done as an emergency measure on 12/25/2023 due to a payroll issue that arose. While reallocation is within my authority, reallocating from a 300→999 code to a 100→199 code is something that needs council approval. Since there was no meeting on the 25th, this was not possible. It was reallocated by emergency measure, and will become valid after approval.

Despite my prior attempts to prepare the payroll lines ahead of time, the Police payroll exceeded my expectations slightly. Their payroll ended up around \$3,000 over the allocation to the line. Resultantly to finalize payroll and ensure no issues, I moved \$5,000 from an unused line to cover the difference.

This approval will be retroactive to 12/25/2023.

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

*Councilman Kania moved to approve the following line changes by supplemental appropriation:*

*1000-910-910-6000 (Transfers Out – Economic Development) - \$5,000*

*2904-931-0000 (Transfers In) (Revenue) - \$5,000*

*2904-410-340-0000 (Professional & Technical Services) - \$5,000*

Water: Kirk Bros. was here on 1/4/2024 to work on punch list items for the membrane project. The punch list is almost complete now. DJE continues working on the SCADA programming and they nearing completion. The RO system has been working well so far and with the new system there has been a roughly 40% drop in chemical costs so far. Lead service line inventories are due to the Ohio EPA on October 16th 2024. These rules have recently been changed and have been made stricter than in the past. The Village of Swanton inventory needs to be updated as we do not have the information for pipe material on the Village side of the curb box. This will require investigation by the Public Service Division to identify these pipe materials and record the data for each

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residence. I have added a fact sheet from the Ohio EPA about the new requirements. Wednesday January 24th will be our triennial Ohio EPA lab survey. The reservoir is currently at a depth of 14.3 feet. The accounted for water for December was at 82%, which put the accounted for water for 2023 at 83%. 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.

Sewer:

#### Mayor Report

Nearly daily brief discussion with the administrator on a multitude of matters including legal issues, employee issues, and resident issues. Frequent conversations with the Fiscal Officer regarding budget and financial matters and exploring grant opportunities. Meetings and casual conversations with the Police and Fire Chiefs regarding several matters. Attended Ad hoc Park Committee Meeting. Reviewed and discussed ideas and costs related to upgrading the upper baseball diamonds. Sent information to council members. Attended the Plan Commission Meeting. Long discussion regarding the Marijuana Law and how to address it locally. Researched new Ohio Cannabis Law and sent updates to Plan Commission. Further research will be conducted by the commission. Full Plan Commission discussion may be viewed on the Village Facebook page. Attended the Varsity Girls' basketball game and was approached by a number of residents regarding a couple of very icy road conditions. Referred matter to Public Service Department. Arranged for Jim Wyse, Archbold CIC, to meet with the Economic Development Commission on February 14th to discuss the benefits of establishment of a Swanton Community Improvement Corporation. CIC's are Public/Private corporations that help facilitate economic development projects. Administrator Shulters, Fiscal Officer Benfield, and Eric Butler Chairperson of the Economic Development Commission and I with experts regarding using Tax Incremental Financing(TIFs) as an Economic Development tool. Various meeting with attorneys regarding several legal matters. Attended the Ribbon Cutting for Swan Creek Vision on S. Main Street. Attended services for Charlie Guess, husband of former Fiscal Office Barb Guess. I have completely retired from the Swanton Area Chamber of Commerce and have asked the Administrator and Fiscal Officer to reestablish the Village relationship with and membership in the Chamber.

#### Administrator Report

Held the first Planning Commission meeting of the year on Tuesday, January 9<sup>th</sup> with the new members of the Planning Commission in attendance. Holly Jolly shed (s) variance was discussed. These sheds are on skids and not permanent structures. As the sheds sit now they are 6ft apart and 8ft from the original structure. Our code states that they needed to be 10ft apart from each other and 10ft away from the original structure. Fire

Chief Kepling and Fire Inspector Bennett did not see a need to have them moved. The 4ft apart and the 2ft back, variance was approved upon those conditions.

Attended Project 3, 11 & 12 construction update meeting. The weather has slowed progress down some but nothing too significant to effect the completion dates of this fall.

Chief Kepling, Chief Trejo and K-9 Argo attended Swanton Rotary Club and gave department updates.

I have been actively trying to get caught up on Local Technical Assistance Program (LTAP) Modules through the Ohio Department of Transportation (ODOT) these are important to complete for funding/project assistance through ODOT.

Have been working through employee evaluations.

Tree Commission Meeting is Rescheduled to January 24<sup>th</sup> due to some scheduling conflicts.

*Councilwoman Westhoven moved and nominated for appointment Derek Kania as Council President for the year of 2024. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved and nominated for appointment Mike Disbrow as a member of the Fire Advisory Board. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved and nominated for appointment John Schmidt to the Planning Commission. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved and nominated for appointment Patrick Messenger to the Tree Commission. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the Second 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 Disbrow. Roll Call. Motion Passed 6-0.*

*Councilman Kania moved to approve the suspension of rules by emergency for resolution 2024-01 of the appointment of Kent Murphree as the Village Solicitor & Prosecutor, and authorizing the Village Administrator to enter into agreement. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilwoman Westhoven moved to approve Resolution 2024-01 for the appointment of Kent Murphree as the Village Solicitor & Prosecutor, and authorizing the Village Administrator to enter into agreement. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Disbrow moved to approve the suspension of rules by emergency for*

*Resolution 2024-02 declaring intent to sell property by internet auction in 2024.*

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

*Councilman Kania moved to approve the Resolution 2024-02 declaring intent to sell property by internet auction in 2024. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the suspension of rules by emergency for Resolution 2024-03 Authorizing the submission and support of an application to Ohio Department of Natural Resources, Volunteer Fire Assistance Grant Program.*

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

*Councilman Kania moved to approve the Resolution 2024-03 Authorizing the submission and support of an application to Ohio Department of Natural Resources, Volunteer Fire Assistance Grant Program. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the suspension of rules by emergency for Resolution 2024-04 to authorize the Administration to dispose of certain surplus property not needed for any municipal purpose. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the Resolution 2024-04 to authorize the Administration to dispose of certain surplus property not needed for any municipal purpose. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Messenger moved to approve the suspension of rules by emergency for Resolution 2024-05 to authorize the submission & support of an application to State of Ohio Fire Marshal- Fire Equipment Grant Program. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the Resolution 2024-05 to authorize the submission & support of an application to State of Ohio Fire Marshal- Fire Equipment Grant Program. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the suspension of rules by emergency for Resolution 2024-06 amending the rules of council. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the Resolution 2024-06 amending the rules of council. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the suspension of rules by emergency for Resolution 2024-07 to authorize the submission & support of an application to FEMA for the Assistance for Firefighters Grant Program. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the Resolution 2024-07 to authorize the submission & support of an application to FEMA for the Assistance for Firefighters*

*Grant Program. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the suspension of rules by emergency for Resolution 2024-08 to authorize the Village Administrator to enter in to an agreement with Klumm Brothers Waste Solutions for Refuse and Recycling Services. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the Resolution 2024-08 to authorize the Village Administrator to enter in to an agreement with Klumm Brothers Waste Solutions for Refuse and Recycling Services. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the suspension of rules by emergency for Resolution 2024-09 to authorize the Village Administrator to enter in to an agreement with Board of Fulton County Commissioners, to serve as Bail Bondsman for Fulton County Court, Eastern Division from 1/1/2024 until Formally Terminated by either party. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the Resolution 2024-09 to authorize the Village Administrator to enter in to an agreement with Board of Fulton County Commissioners, to serve as Bail Bondsman for Fulton County Court, Eastern Division from 1/1/2024 until Formally Terminated by either party. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Disbrow moved to approve the suspension of rules by emergency for Resolution 2024-10 to authorize the submission & support of an application to Walmart & Sams Club Local Community Grant. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the Resolution 2024-10 to authorize the submission & support of an application to Walmart & Sams Club Local Community Grant. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the suspension of rules by emergency for Resolution 2024-11 to approve the appointment of the Mayor's recommendations for the Planning Commission. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the Resolution 2024-11 to approve the appointment of the Mayor's recommendations for the Planning Commission. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve the suspension of rules by emergency for Resolution 2024-12 to authorize the Village Administrator to enter into an agreement with Ohio Means Jobs Fulton County, Incumbent Worker Training Program. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 6-0.*

Councilman Kania moved to approve the Resolution 2024-12 to authorize the Village Administrator to enter into an agreement with Ohio Means Jobs Fulton County, Incumbent Worker Training Program. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Messenger moved to approve the suspension of rules by emergency for Resolution 2024-13 to authorize the entering into agreement with Motorola Solutions and P&R Communications. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Messenger moved to approve the Resolution 2024-13 to authorize the entering into agreement with Motorola Solutions and P&R Communications. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the suspension of rules by emergency for Resolution 2024-14 to authorize the submission and support of an application to Staffing for Adequate Firefighter and Emergency Response (S.A.F.E.R) Program. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the Resolution 2024-14 to authorize the submission and support of an application to Staffing for Adequate Firefighter and Emergency Response (S.A.F.E.R) Program. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Messenger moved to enter into Executive Session. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

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

Councilman Kania moved to approve the promotion of Jeffrey Dawson as Full Time FF Lieutenant effective immediately at a rate of \$67,107.14 per year. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the hiring of Sean Griewahn as Full Time FF Lieutenant effective upon completion of pre-hiring requirements at a rate of \$67,107.14 per year. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilwoman Westhoven moved to approve a request from the Corn Festival Committee for the use of Houston Memorial Park on August 9<sup>th</sup> and 10<sup>th</sup>. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.

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

  
Neil Toeppe, Mayor

Attest:   
Holden Benfield, Fiscal Officer