

VILLAGE OF SWANTON

Council Meeting Minutes

January 22nd, 2024

6:00 p.m.

Prayer

Pledge of Allegiance

Roll Call: Samantha Disbrow

~~Derek Kania~~

Mike Disbrow

Patrick Messenger

John Schmidt

Dianne Westhoven

Councilman Disbrow moved to amend the agenda. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 4-0.

Councilman Messenger moved to approve the minutes from the January 8th, 2024 Council Meeting. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 4-0.

Finance Report

I have sent in a request to the OWDA for loan 9468 regarding Project 8 & 9. This request is to begin closure of the loan as the construction is done. I've checked with the construction company and intermediary to ensure there are no outstanding payments. We disbursed 1.4 million of the loan for project 8 & 9, out of the originally expected 2.1 million. Due to the way these loans work, we began paying on the full expected 2.1 million in the beginning of 2023 (around \$117,000 per year). Now that the loan will be closed, we will instead begin paying on the 1.4 million which should decrease the annual payment conservatively by around a third (Hopefully close to \$80,000 per year.) The new health insurance transition has successfully occurred and billing has begun, we have changed over from the United Health Care (UHC) group to the Medical Mutual (MM) group. The reason for this change was largely due to cost, UHC during 2023 charged an expected \$412,000 and was intend to increase costs in 2024 to \$498,000. Instead, by switching to MM the expected cost is \$331,000 in 2024. This saves us an expected \$81,000 in comparison to 2023. And an opportunity cost savings of \$167,000 in comparison to had we stayed with UHC. Processed through the remainder of leave time for all employees. Continuing to process in Fire Department employees. Continuing to work on explanatory documentation for budget process and general accounting information. The previously mentioned meeting will be held sometime after this meeting due to scheduling conflicts from last time. Purchase Orders and Blanket Certificates for 2023 were closed out, and new ones were created to prepare for expenditures for 2024. This was done in preparation

for closing out 2023. Researching and closing outstanding items from 2023 that do not impact the reconciliations.

No Requested Appropriation Changes – Heads Up

Fund 5742 (WRRF Debt Payment) was found to have a lower actual cash balance than anticipated. This is entirely an internal problem that can be resolved with appropriation changes. It does not impact the actual cost or change any expected spending. For context: The fund 5201 (WRRF Operating) normally supplies the WRRF Debt Payment fund. When creating the temporary budget, I listed the 5201-910-910-0000 (Transfers Out) at \$175,000. I would like to see this changed to \$675,000. This can be done either through appropriation or by simply applying it to the permanent budget. However, the revenue side on line 5742-931-0000 (Transfers In) should be set to \$500,000 to account for the alternate side of that internal transfer. This will require an appropriation change eventually to complete.

I am not bringing this forward yet as I want to ensure there aren't any other changes that would need to be made in relation to this, I just wanted to make Council aware that I'm looking into this.

Public Service

The first snow fall of the Winter Season was hard on the equipment. We had three plows break down while plowing. Two were minor fixes, the other Swanton Welding is going to work on after the snow season, it has been temporarily fixed to get us by until then. We also had two trees come down during the storm. They were cut up and removed within the next day. The traffic light at 64 south and Airport Highway also had issues. The snow covered up the sensor and it caused the light to not trip. We cleaned it off and it work properly again. We have been working with Hildebrand Construction on the sewer separation project. We located a couple sewer laterals and a couple water services for them. They have been good to work with and things are going well. We are installing Knox boxes on the Village owned buildings for the Fire Dept. They are boxes that are keyed alike so they can access them. They hold the keys to get into the building if there were to be a fire. We have been doing other general maintenance on vehicles and buildings as needed. We are also looking into what it will take to retrofit the downtown lights to LED. The ballasts in the current lights are getting weak and causing issues. The changeover should fix that, and also save energy.

Water & Sewer

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 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: Joe Tillison's First Day! Continuing to send requested information over to Fishbeck/Peterson Construction in order to keep the ball rolling for the Screen Headworks Project.

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 9th 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 24th due to some scheduling conflicts.

Met with RJ Lumbrezer from DGL Consulting Engineers regarding paving a number of alleys, the creation of a parking lot across from the VFW, parking lot next to DeEtte's Dream Diner, and the park road. Looking to see how much

making this into one "project" would cost in order to get it all knocked out at one time, also feel that the paving contractors are more apt to work with an engineer vs directly with myself.

Councilman Disbrow moved to approve the Final reading of Ordinance 2024-XX regarding the prohibittance of Marijuana commercial cultivation and sale within the Village. Seconded by Councilwoman Westhoven. Roll Call. Motion Passed 4-0.

Councilwoman Westhoven moved to approve the revision of the Employee Handbook as presented by the Village Administrator. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 4-0.

Councilwoman Disbrow moved to adjourn. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 4-0.



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer