

VILLAGE OF SWANTON

Council Meeting Minutes

February 26th, 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 approve 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 February 12th, 2024 Council Meeting. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to accept the December 2023 financial statements as completed and presented. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Finance Report

The December reconciliation has been posted and is ready for approval. The details have been supplied digitally through the dropbox, and are available at any time in the office. I confirmed the clearance of several of the issues regarding insurance both for the new health insurance provider and the principal dental and vision insurance. The Municipal Local Tax Certification for 2023 was submitted on 2/23/2024 with assistance from R.I.T.A for the calculations. Still getting the Ohio Water Development Authority (OWDA) to accept our loan application. We are working on sending them the documentation they need for us to accept the loan agreement. I have been going back and forth with Josh Wise from the OWDA on getting them clarifying information at their requests. Some payroll errors from the start of the year have been identified totaling \$691.12, and are being corrected in conjunction with the affected employee(s). The meeting with John Schmidt occurred on 2/20/2024, and I believe was largely successful. Also,

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in attendance were WRRF Superintendent Joe Tillison and Public Works Superintendent Tedrow. Police Chief Trejo also wanted to attend but was pre-disposed at the time of the meeting and was supplied with the documentation to review. The public edition of that documentation will be released soon. I reviewed it with the Village Administrator and the Mayor, and there were some clarifications they wanted made to make it more informative. Working with department heads to finalize the permanent budget. I have met with the Police Chief Trejo and Fire Chief Kepling on separate instances to go over their lines. The Fire Chief has requested some changes that have been applied to the permanent budget that will be supplied likely at the next Council meeting. The Public Works superintendent has come to me with a requested capital purchase that will be slated in as well. The Fiscal Year 2023 has been officially closed, and the documentation for the Annual Financial Report has been sent forward to the State Auditor's Office. We will be posting about this in the local newspaper soon as required by Ohio Revised Code. There are no requested appropriation changes at this time.

Public Safety

PD: Met with Axon to discuss quotes for upgrading body cameras and tasers. Our current contract is expiring this year. Plans to upgrade would be for 2025. On February 7th, Officer Stewart and I attended ALICE training at Swanton High School. Met with Thomas Vaughn from Ohio Collaborative to complete our state certification in Group 1. Groups 2,3,4 need several items of compliance each before completion of those Groups. February 13th I spoke to attendees at Fulton County Economic Development meeting regarding status and upcoming plans for the police department. February 20th I spoke to Fulton County Leadership University reference management styles and obstacles faced in the police department. Received 13 applications for the position of Dispatcher/Secretary at the February 16th cut-off date. Currently reviewing those applications. Officer Tyler Ware had put in a letter of resignation and his last day was Saturday, February 24th. Officer Ware had applied for a part-time initially with Whitehouse Police Department. A full-time position became available and he accepted. An Exit Interview was completed. Job Posting for a Full-time patrolman was placed on the village website and posted on the police department Facebook page. Plans to meet with Holden regarding budget and any possible changes that need to be made.

Councilman Schmidt moved to accept the resignation of Police Officer Tyler Ware effective 2/24/2024. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.

SFRD: February 18th crews responded to an OB call. During the course of the incident crews assisted mother in the delivery of a baby girl. I have a stork award to present to each crew member who responded to this incident.

- o Bryan Pouter, Ashley Leach, Colin Fessenden, Grace Oakes, Kim Nofziger, Sean Smith. Fire advisory board meeting February 28th. Motion to approve the hiring of James Lechman for the position of full-time Firefighter/Paramedic with the Swanton Fire & Rescue Division at an annual compensation rate of \$61,006.49 effective upon completion of pre-employment testing as outlined by the Village of Swanton; Personnel Manual. Mr. Lechman will be subject to a 1-year probationary period as outlined in the Village of Swanton; Personnel Manual.

Councilman Kania moved to approve the hiring of James Lechman as Full-Time Firefighter Paramedic at a rate of \$61,006.49 per year. Effective upon completion of all pre-employment procedures. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.

Public Service

Discussion of DGL Estimates for Various Alley's and Parking Projects
Public Hearing for South Munson Road scheduled for March 11th this will be an informational meeting for the public on what the plans and phases will be for this project and allow for any questions or concerns to be addressed at that time.
We have been working on the lead line inventory. We ruled out certain areas due to the years the homes were built. As of today we have around 1,000 homes to check. We need to excavate the shutoff in the yard and determine the type of water line on each side of it. We are also adding the shutoffs into the GIS system while we do this. This will help with finding them in the future. We are working at getting the park ready for the year. The baseball team has already been practicing on the fields. We are repainting the walls in the bathrooms even though we did it last year. The walls got scuffed up last year to the point of needing it again. We have had to repair the four- way teeter totter already this year. I'm going to look into what can be done to resolve this issue. We haven't had to use very much salt again this year. I ordered the rest of our 2022-2023

salt to be delivered to stop paying storage. I'm hoping to fit it all in the salt shed, if not, We'll have to find a place to put it. We have 50 tons ordered for this year's contract that I haven't touched yet. We've been doing quite a few locates for this time of year. We have our sewer separation project going on and the gas company is moving their mains also. The Metro-parks are also installing a water main for fire suppression. We filled the potholes in town, but they are coming back with a vengeance. I plan on getting the Dura-Patcher out and filling them again. Hopefully the weather straightens out and quits freezing and thawing.

Water & Sewer

Water: Kirk Bros. continues to work on punch list items for the membrane project. The punch list is very close to complete now. DJE continues working on the SCADA programming and they are nearing completion. Wednesday January 24th was our triennial Ohio EPA lab survey and everyone was certified with no issues. I have been working with Rob Shoaf and Marvin Gnagy on jar testing to optimize the coagulant dose in the clarifiers. This is the first winter since switching our coagulant to ACH so there has been a learning curve that comes with the switch. I have completed the Consumer Confidence Report and it has been sent in to the Ohio EPA for review. Attended project meetings for the sewer separation project and the waterline for the Metropark fire hydrants. The reservoir is currently at a depth of 13.1 feet. The accounted for water for January was at 81%. 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:

1/22/2024- Joe Tillison started work for the Village at the WRRF.

1/23/2024- Peterson Construction and Fishbeck engineering came to the plant to discuss the upcoming head works project.

Potential Project changes discussed:

Request #1- Addition of sky lights instead of removable roof. 1 Sky light would be 400 credit. 2 sky light would come out even, no change in price. Roof Tee orientation would need to be changed at no cost.

WRRF recommends addition on 2 sky lights for ease of equipment removal and more natural light in the building.

Request #2 Combine pump control and Headworks control panel. Total cost savings would be \$42000.

WRRF recommends combining the 2 panels.

Request #3 Coal Tar Epoxy in Influent Channel. This was over looked during design. The channel needs to be coated to help protect the concrete from H2S gas. Total add on cost \$8000.

WRRF recommends the coating of coal tar epoxy.

Request #4 Hazardous Material Study of Demolition Work (House out front of plant). This would be an inspection for lead paint and asbestos. Total cost would be \$4600 paid to PCC. The only option would be to have this done by someone from the city or an outside contractor of the villages choice at a potential cost reduction.

WRRF has not comment on the request.

Request #1 \$0

Request #2 +\$42000

Request #3 -\$8000

Request #4 -\$4600

Total Savings/credits to the project: \$29400

2/2/2024- WRRF Staff installed new Chlorine pump in the Filter building. Sand Filters are now online and being utilized.

2/5/2024- WRRF Staff installed new polymer pump in sludge dewatering building.

2/5 and 2/6/2024- With the help of the street department 51 tons of dewatered sludge were hauled to the Wood County Landfill.

2/7/2024- Work Continues with the ongoing issues with RAS pump #2. WRRF Staff pulled the pump and did an inspection. Pump motor keeps faulting out. Buckeye pumps came and picked the pump up and took it to their shop for inspection. They found nothing wrong with the pump and will be back the week of February 26th to install and trouble shoot.

2/9/2024- The village of Archbold can and looked at our sludge dewatering setup. Ian ran sludge and did a demo for them.

2/15/2024- The Ohio EPA came to do plant inspection. No major issues were found. The Village did have a Non-Compliance permit issue for a late Phosphorus Discharge Optimization Plan. Currently WRRF is work with Jones and Henry to complete the report. Peterson Construction Company hired Allied Environmental Services to conduct a Hazardous Materials Assessment on the residential property located at 419 South Main St. This property will be torn down with the upcoming head works project. After two rounds of testing a significant amount of asbestos and lead were found throughout the structure. PCC are working on a change order price for the additional abatement. Peterson

Construction Company will start mobilizing equipment and materials the week of February 26th. Construction will officially start on March 4th.

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. Jim Wyse, Archbold CIC, met with the Economic Development Commission on February 14th to discuss the benefits of establishment of a Swanton Community Improvement Corporation. Next meeting is set for April 10th. Toledo Port Authority representatives will present information on economic development programs that are available. Matt Gilroy, FCEDC will present on CRAs and TIFs. Various meeting with attorneys regarding several legal matters. Meeting with SACC representative regarding Marijuana Law and tax information. Attended the Annual Fulton County Firefighter Dinner and Awards Ceremony. Will attend the Ribbon Cutting for Game One. Responded to several resident matters.

Administrator Report

Attended Fulton County Economic Development meeting which was held in the Community Room.

Attended Swanton Economic Development Commission meeting
Neil Tedrow and I meet with Toledo Metroparks regarding their plans to clean the Neis Ditch which runs between Oak Openings/Tree House Village and West Point. There will be an agreement coming from them to allow equipment to be hauled in on Village property, they will also be notifying the residents prior to work beginning.

Attended Fulton County Community Improvement Corporation meeting
Met with Matt Gilroy & the Mayor regarding Project Swan

Attended pre-construction meeting with Toledo Metroparks, DGL Consulting Engineers, Ryan Yackee & Neil Tedrow for the fire hydrants that they are installing back by the Tree House Village.

Chief Kepling, Chief Trejo, Chris Lake and myself attended a Fulton Leadership University lunch panel discussion at the Community Center.

Attended Fulton County Fireman's Dinner

Councilman Kania moved to declare an emergency for the approval of Resolution 2024-18 to repeal Resolution 2024-15 for the lien placed on 206 Cass St.

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

Councilman Kania moved to approve Resolution 2024-18 to repeal Resolution 2024-15 for the lien placed on 206 Cass St. Seconded by Councilwoman

Disbrow. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Messenger moved to declare an emergency for the approval of Resolution 2024-19 authorizing the Administration to dispose of certain surplus property not needed for any municipal purpose. Seconded by Councilman Kania.

Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Resolution 2024-19 authorizing the Administration to dispose of certain surplus property not needed for any municipal purpose. Seconded by Councilman Messenger. Roll Call. ALL YES.

Motion Passed 6-0.

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


Neil Toeppe, Mayor

Attest: 
Holden Benfield, Fiscal Officer