

VILLAGE OF SWANTON

Council Meeting Minutes

March 11th, 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 Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the minutes from the February 26th, 2024 Council Meeting. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Finance Report

January reconciliation is nearly complete and will be ready for approval after the permanent budget is approved. The portal used to collect the grant disbursements for the WRRF improvements has been accessed and I've sent the details to the Department of Development for processing. The Permanent Budget for this year is prepared and all department heads have had a chance to revise based on the costs so far this year.

The OWDA Loan for the WRRF Improvement project has completed and is soon to be ready for use. I will be going to a conference training at the end of March that will have education panels for auditing, economic development, grant writing, and other peripheral information specific to municipalities. I have been working on retrieving quotes regarding a time-keeping system for payroll from various companies. I have received 2 quotes so far and am waiting on a third before moving forward.

- Frequent meetings with Fire Chief Kepling for a variety of projects.
- Attended the Fire Advisory Meeting
- Attended a meeting regarding Project Swan
- Corrected a number of issues that were located at the notice of employees.

Minutes 03.11.2024

- Received confirmation that the street-sweeper that caught fire has cleared through insurance and our deductible will only be \$250, out of a ~\$29,000 repair cost.

Requested Revenue Changes – 3.11.2024

4901-931-0000 – Capital Expenditures – Transfers In – Decrease of \$375,000 to \$125,000

I have changed around the method of paying for Street Improvement Projects for this year, placing them onto the standing balance of the Street Fund (2011). This is to make use of the excess value in the fund, and resultantly take pressure off of the General Fund for this year.

5742-931-0000 – WRRF Debt Service – Transfers In – Increase of \$375,000 to a total of \$450,000

This is for necessary transfers into the WRRF Debt Service Fund (5742) for the purpose of the loan payments for this year. The fund draws from its parent fund, the WRRF Operating (5201) to make payments as necessary. This was originally not slated into the Temporary budget as I wanted to see where we would end up with the first invoice of the year so as to not unnecessarily over-allocate to it.

Councilman Messenger moved to declare an emergency for the approval of Ordinance 2024-02 for the Permanent Budget supplied by the Fiscal Officer.

Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve Ordinance 2024-02 for the Permanent Budget supplied by the Fiscal Officer. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the supplemental change in revenues to decrease line 4901-931-0000 {Capital Expenditures – Transfers In} to \$125,000. Retroactively effective 1/1/2024. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the supplemental change in revenues to increase line 5742-931-0000 {WRRF Debt Fund – Transfers In} to \$450,000. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the supplemental change in revenues to decrease line 2902-519-0000 and increase line 2902-515-0000 to correct for entry error. Both for the amount of \$750,000. Roll Call. ALL YES. Motion Passed 5-0.

Minutes 03.11.2024

Public Safety

Swanton Police Department Personal:

Motion to accept the resignation of Part-Time Swanton Police Department Patrol Officer Edward Merckel effective 03/08/2024.

Motion to accept the hiring of Hilary Huffman for the Full-Time Swanton Police Department Secretary & Dispatcher at the hourly rate of \$20.67 effective upon completion of pre-employment testing as outlined by the Village of Swanton; Personnel Manual.

Councilman Kania moved to accept the hiring of Police Clerk Hilary Huffman effective upon completion of onboarding processes and pre-employment testing at a pay rate of \$20.67 per hour. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Messenger moved to approve the resignation of Edward Marckel effective 3/8/2024. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve the resignation of Daniel Johnson effective 3/18/2024. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 5-0.

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 Fire Advisory Board Meeting – major points of discussion were the need to replace an engine, staffing and training. Next Economic Development Commission 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

Several meetings/discussions regarding economic development opportunities

Various meetings with attorneys regarding several legal matters.

Attended the Ribbon Cutting for Game One.

Responded to several resident matters.

Administrator Report

Attended a housing discussion with Matt Gilroy and Seth Thomas regarding senior living and housing within the Village.

Working through getting all the Ohio Department of Transportation training requirements to move forward with the Hallett Phase A project this year.

Met with Chamber Director Delray Busch

Attended Swanton Middle School's Amazing Shake Program

Met with Matt Gilroy, Kent Murphree and the Mayor regarding Project Swan

Held a few meetings regarding Fireworks and Food Trucks for the day of Fireworks.

Councilman Kania moved to declare an emergency for the approval of Resolution 2024-20 Authorizing the Village Administrator to enter into agreement with the Fulton County Board of Commissioners and the Fulton County Sheriff's 911 Plan. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve Resolution 2024-20 Authorizing the Village Administrator to enter into agreement with the Fulton County Board of Commissioners and the Fulton County Sheriff's 911 Plan. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Messenger moved to enter into Executive Session. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 5-0.

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

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



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer