

# VILLAGE OF SWANTON

Council Meeting Minutes

March 25<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

*Councilwoman Westhoven moved to approve the agenda. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

*Councilman Messenger moved to approve the minutes from the March 11<sup>th</sup>, 2024 Council Meeting. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 4-0. Councilwoman Westhoven Abstained.*

## Finance Report

January reconciliation is complete, it will not be brought before council at this meeting. February reconciliation is being compiled prior to itemization. The first disbursement for the WRRF Improvements has been requested through the grant portal. I have yet to hear anything back from the grant authority regarding the submission but assume that it's being processed. The Permanent Budget has been supplied to the Administrative Assistant and will be included with Ordinance 2024-02 as Exhibit A. The necessary newspaper posting denoting the end-of-year Financial Reporting Requirements being completed has been sent to Casey at the Village Reporter. Response came that it should be posted on 4/3/2024. Working on the processing in of employees in the Police and Fire departments. I have so far received 2 quotes from companies regarding the time-clock system, and I'm in contact with 2 others working through information to get quotes made. A fourth company reached out directly and requested to be considered as well. Frequent meetings with Fire Chief Kepling for a variety of projects. Attended several online trainings and informational webinars, one of which regarding Industrial Site Development. Continued discussions within the administration regarding Project Swan. Working on correcting some clerical errors that have been found resultant from the start of the year. Working with

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Superintendent Tedrow from Public Works on the purchase of their Gator utility vehicle. Met with Brightspeed regarding the phone and internet consolidations and the billing for them. Returned information to Speedway/7-11's representative regarding further errors that have been noticed following the credits we received. Received a response that they're looking into it. No Requested Appropriation Changes

### Public Safety

#### **Swanton Fire & Rescue:**

Hired a full-time paramedic, James "Chris" Lechman, this paramedic will bring our full-time roster to 11 with an anticipated start date of April 1st.

Fire Advisory Board met on February 28th. Discussed a variety of matters to include apparatus replacement.

Continued working on recommendations of the Ohio Fire Chief's Assessment.

Implemented a formalized review process. Published a departmental website

Working with a grant writer to submit a SAFER (Staffing for Adequate Firefighters and Emergency Response) Grant. This grant will be to increase daily staffing levels at the fire and rescue division. We are currently working with

vendors to evaluate our current turnout gear specifications for future purchases.

We are continuing to work through our capitol improvements for FY 2024.

We had an instance where we lost power recently and the back-up generator did not kick on leaving the fire station without power. We are working with a company to see what repairs are needed or what the next steps should be.

We have recently been on a couple mutual aid fires, and the crews have done an exceptional job.

#### **Swanton Police Department:**

Received a quote from Axon regarding tasers and body cameras. The quote I requested was for the premium package to gauge where they stand on pricing. I will resubmit a request to Axon for a more accurate list of items needed to replace outdated equipment, which greatly reduces the cost. March 11 – 15 I

attended the New Police Chief's In-service training in Columbus, Ohio. Several topics covered: Record Keeping/Public Records, Legal Requirements/Legal Updates (Failure to Train/Discrimination/Supervisor Liability, etc.), Criminal Law

Updates, Policy and Procedures, Ethics (State/Legal Aspect) and Executive Leadership (First Year Success Tips/Recruitment & Retention). March 26th

(tomorrow) Swanton High School will host a presentation on the fentanyl epidemic. I will be attending that event. Met with Administrator Shulters and

Jason Kos from McNeill's Chevrolet regarding an opportunity to hold a fundraiser to help kickstart the K9 program. Swanton officers had 6 felony cases to present in Grand Jury last Monday and all received indictments. Hilary Huffman started March 19 to work on taking over for Mary Smith. Mary's last day is May 3rd.

*Councilman Messenger moved to declare emergency to accept the proposal of the Fire Chief to enter into agreement with Sutphen for the purchase of a new Fire/EMS Vehicle. Seconded by Councilman Schmidt. Roll Call. ALL YES.*

*Motion Passed 5-0.*

*Councilman Messenger moved to accept the proposal of the Fire Chief to enter into agreement with Sutphen for the purchase of a new Fire/EMS Vehicle.*

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

#### Public Service

We have been doing mostly water related things this month. We have had a couple water main breaks that were related to the construction. The main is settling after they bore under it to run the storm line. The main we have in that area is very brittle and breaks easily. We have also been doing a lot of line locating for the construction so they don't hit the lines, not only the mains but also the laterals and service connections. The Metroparks are installing a water main the tree houses to put two fire hydrants in. We have been working with them on that.

We have been working on the lead line locating when we get the chance. We have identified approximately half the service lines in town. The majority of the rest of them will require digging up the lines to actually look at them. While doing this we are also adding the curb box locations to the GIS system.

We have had a couple sewer issues lately, one which will require a repair in the street. The others have been the resident's issue. We have also been locating sewer laterals for the construction.

The park is gearing up for the season and we are getting it ready to go. We have rolled the baseball fields for the school and will be opening up the bathrooms the first part of April. We are working on cleaning up the leaves also. We removed the upper sand volleyball courts and as of now are just going to plant grass.

We will be patching potholes in the roads as soon as the weather breaks.

Hildebrand Construction will also be closing Hallett Ave. at Elm for a period of time on Tuesday to cross it with a storm main.

## Water & Sewer

### **Water Treatment Plant:**

Kirk Bros. continues to work on punch list items for the membrane project. The main thing left on the punch list is that we are having an issue with the VFD on the RO feed pump. Transtar and DJE are working to find a solution to this issue. DJE continues working on the SCADA programming and they are nearing completion. Monday March 25th will be our Ohio EPA survey, this will be a full survey. The Consumer Confidence Report has been reviewed by the Ohio EPA and is ready to be sent out. The link for the CCR will more than likely be on the April water bills, it will also be posted on the Village website. The reservoir is currently at a depth of 13.6 feet. The accounted for water for February was at 90%. 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:**

2/26/2024- Buckeye pumps came to WRRF to troubleshoot on going issues with RAS (Return Activated Sludge) Pumps and drives. The Tech found wiring.

2/28/24- WRRF hired Jones and Henery to help create a Phosphorus Optimization Plan for the Village. This report needs to be complete by the middle of June to keep the Village in compliance with the Ohio EPA. Total cost will be around \$14,000.

2/28/2024- PCC filed a report for the necessary asbestos and lead paint abatement for the house on 419 South Main. This abatement needs to be complete to demolish the home. The estimated change order cost will be \$23,00. (3/21/2024- Abatement is completed)

2/28/2024- Peterson Construction Company (PCC) started to mobilize equipment for the Headworks project.

3/4/2024- WRRF completed all service items related to the Oxidation Ditch.

3/5/2024- WRRF found the main water service feed to the Ferrous Building broken. Repairs were beyond the scope capable of the village staff. Rob Dick plumbing came and made the necessary repairs.

The headworks project is in its 3rd week. PCC has been working on relocating the water main, new backwash line from tertiary building, and exploratory digging around building site. The week of March 25th PCC will demo the old mud well and demolish the house on South St.

WRRF staff are currently hauling biosolids to the Wood County Landfill.

### 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 – major points of discussion were the baseball Fields and basketball court. 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  
Attended the Ribbon Cutting for Natural Resource Management. Attended Industrial Site Development webinar. Met with the superintendents of the WRRF and Water Plant. Responded to several resident matters.

### Administrator Report

Continued meetings regarding Project Swan

Wrapping up requirements for ODOT for the Hallett Phase A project.

Attended the ribbon cutting for Natural Resource Management

Attended Project 3, 11 & 12 construction update meeting, all is back on schedule with the project. Received an estimate for complete road repaving of all the streets that have been affected by the project.

Met with Chief Trejo & Jason Kos regarding a car seat safety event/fund raiser for the K9 unit in June.

Met with Superintendent Tillison and Jones & Henry regarding the Long Term Control Plan now that the main sewer separation projects are nearing completion it will be time to address the few more areas within the Village that will need to be separated.

Attended Evergreen Middle School's 1<sup>st</sup> Amazing Shake

Klumm Brothers Waste Management recycling schedule has been posted on the website.

Been handling a lot of Zoning/Permit calls/questions this past month as well

Signed for a temporary hydrant meter for the Metroparks

*Councilman Messenger moved to declare an emergency for the approval of Resolution 2024-21 authorizing the Village Administrator to enter into an*

agreement with the Lucas County Solid Waste Management Plan. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Messenger moved to approve Resolution 2024-21 authorizing the Village Administrator to enter into an agreement with the Lucas County Solid Waste Management Plan. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Disbrow moved to enter into Executive Session. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 5-0.

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

Councilwoman Westhoven moved to adjourn. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 5-0.

  
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Neil Toeppe, Mayor

Attest:   
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Holden Benfield, Fiscal Officer