

VILLAGE OF SWANTON

Council Meeting Minutes

April 8th, 2024

6:00 p.m.

Prayer

Pledge of Allegiance

Roll Call: Samantha Disbrow

~~Derek Kania~~

Mike Disbrow

Patrick Messenger

John Schmidt

~~Dianne Westhoven~~

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

Councilman Disbrow moved to approve the minutes from the March 25th, 2024 Council Meeting. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 4-0.

Finance Report

February reconciliation is being matched and itemized. The first disbursement for the WRRF Improvements has been requested through the grant authority has been received, totaling \$236,629.52. It was wired to the construction company on 4/5/2024. Per the grant contract, amounts received from the grant cannot remain in our account longer than 30 days. This amount was in our account for 2 days. Per EPA Notice, I will be beginning to work on a new CIP for the years of 2025-2029. Quarter rollover reports are being worked on. Working on the processing in of employees in the Police and Fire departments.

We are refining down the payroll processing company that we would like to use to set up time-clocks for the Village employees. Current pricing is looking anywhere from \$1,000 - \$5,000 per year, and the submitted proposals from companies are being scrutinized for how well they will fit the needs to potentially trim off excess options that we may not need. Frequent meetings with Fire Chief Kepling for a variety of projects, including the Fire Truck proposal. Attended the Auditor of State's Local Government Officials Conference in Columbus. Training topics ranged from cyber security, to auditing standards, to general fiscal information, the state of fiscal responsibility in Ohio as a whole, and a round-table for small villages among other trainings. Working on correcting some clerical errors that

have been found resultant from the start of the year. Working with Superintendent Tedrow from Public Works on the purchase of their Gator utility vehicle. Met with Superintendent Tillison at the WRRF to tour the construction being done and get an understanding for his side of the project. Towards the end of last year, I re-started a process begun by Fiscal Officer Jenifer Harkey to send monthly reports to the department heads. These reports contained their appropriation line items and an itemized listing of everything spent in the year so far. This has seemed to improve inter-communication regarding understanding where budgetary limits lie.

Increase of Appropriation Line: 1000-910-910-0089 | {Transfers Out – Fire Capital} | +\$259,000

This increase in appropriation is for the down-payment on the loan for the Fire Truck discussed at the previous meeting. Several lines will be affected by this process. With the establishment of this the Fire Department is agreeing to mitigate their capital spending to a minimum for the next 3 years in order to offset some of the annual cost of this project.

Increase of Revenue Line: 4902-931-0000 | {Transfers In – Fire Capital} | +\$259,000

This completes the inter-fund transfer from the General Fund to the Fire Capital Fund.

Increase of Appropriation Line: 4902-800-550-0000 | {Motor Vehicles – Fire Capital} | +\$259,000

This is for the actual down payment on the loan for the vehicle.

Councilman Messenger moved to approve the Supplemental Changes to the budget of all items listed below. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 4-0.

Increase of Appropriation Line: 1000-910-910-0089 - \$259,000

Increase of Appropriation Line: 4902-800-550-0000 - \$259,000

Increase of Revenue Line: 4902-931-0000 - \$259,000

Public Safety

Swanton Fire & Rescue:

Motion to approve the appointment of Nataley Smith to the position of Full-Time firefighter/EMT, this position is subject to successful completion of an OPF&F Physical and a 1-year probationary period as outlined in the Employee

Handbook. Ms. Smith also understands that she is required to obtain and maintain a State of Ohio Paramedic certification within 1-year of appointment.

Councilwoman Disbrow moved to promote Nataley Smith from Part Time to Full Time Firefighter/EMT, at a rate of \$57,684 per year, effective upon satisfactory completion of onboarding procedures. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 4-0.

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.

Specific attention to the police investigation regarding the shooting.

Several Warrants have been issued.

The investigation is ongoing.

Next Economic Development Commission meeting is this Wednesday.

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

Responded to several resident matters.

I will be attending the Development Opportunity Forum conducted by the Montrose Group on May 21st in Columbus.

Attended the Plan Commission meeting on April 3rd. Several issues were discussed and may be viewed on the Live Stream.

Met with Lucas County EMA regarding a 5-year plan and various mitigation and emergency issues.

Video meeting with Congresswoman Kaptur's representative regarding grant opportunities.

Administrator Report

Submitted all required documentation to Ohio Department of Transportation (ODOT) in order to begin the advertising for bids for the Hallett Ave. Phase A Resurfacing Project.

Attended Tree Commission Meeting. Team Nelson has prepared an updated list of potentially hazardous trees and has identified tree lawns for 10 more trees to be planted this Spring. I will be contacting the Swanton Middle School to arrange another Arbor Day Tree Planting

Attended the Swanton Chamber of Commerce Coffee & Conversations at CK Sweets

Met with Ohio Means Jobs Fulton County regarding an opportunity to send Public Service Employee(s) to additional construction training.

Attended Fulton County Farm Bureau meeting with County Public Officials. Handling various permitting questions from residents.

Councilwoman Disbrow moved to approve the First Reading of Resolution 2024-23 authorizing the Fire Chief and Fiscal Officer to enter into agreement with Leasing 2, Inc. for fire apparatus financing. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 4-0.

Councilman Disbrow moved to approve the First Reading of Resolution 2024-24 authorizing the Fire Chief and Village Administrator to enter into an agreement with the Providence Township Fire Department for fire protection services [Automatic Aid]. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 4-0.

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


Neil Toeppe, Mayor

Attest: 
Holden Benfield, Fiscal Officer