

VILLAGE OF SWANTON

Council Meeting Minutes

April 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 Kania moved to approve the agenda. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Messenger moved to approve the minutes from the April 8th, 2024, Council Meeting. Seconded by Councilman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0. Councilwoman Westhoven Abstained.

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 on 4/12/2024, totaling \$362,454.48. It was wired to the construction company on 4/16/2024. 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 4 days (Over the Weekend). There has been an update to the EPA Notice for the Capital Improvement Plan (CIP) requirement. It looks like Superintendent Yackee had originally had an outdated CIP (2020-2024) when he supplied them with one. The currently active CIP covers 2022-2026, which means we should have 2 more years before a new CIP becomes a requirement. All of this was forwarded on to the EPA for review. The majority of Quarter Rollover reports are complete, I have 2 that have some issues that I need to call their respective organizations for. Working on the processing-in of employees in the Fire department. We have decided on the company that we're intent to go with for payroll clock-in clock-out systems, they've been contacted to move forward with implementation. The total annual cost amounts to

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\$1,684.40 according to their quote. This will not include the price of setting up the Kiosks as I-Pads. Frequent meetings with Fire Chief Kepling for a variety of projects, including the Fire Truck proposal. Attended the Swanton Middle School's Amazing Shake event. Working with Superintendent Tedrow from Public Works on the purchase of their Gator utility vehicle. Speedway/7-11 has returned saying that they are issuing us another credit to correct the additional issue we detected. The credit is \$90.38. The mayor asked me to create an instructional piece regarding TIF's and CRA's for municipalities. While that is being compiled and created, he has asked me to give a brief overview. This will be supplied on a separate page in the Dropbox. To apply for a grant for Telecom infrastructure, I need to be under Resolution of Council as the "Authorized Representative for the USDA for the purpose of grants and loans". We will get into that later in the meeting. We are applying for another grant opportunity for the WRRF through Congresswoman Marcy Kaptur's office. The grant information has already been submitted to the office, though it may not be until mid-2025 before we receive it if selected.

Appropriation Requests – 04.22.2024

Appropriation Line: 2901-120-390-0000 | {Contractual Services – Fire Operating} | +\$6,795

Both the Fire Chief and I had believed that the Fire Chief's Association was paid back in 2023 when their services were completed in December. We were incorrect, and we received the invoice from them shortly after the last council meeting. Since this was not a planned item in the 2024 budget, we'd like to correct the Contractual Services lines to adjust for the differences.

Appropriation Line: 2902-160-390-0000 | {Contractual Services – EMS Operating} | +\$15,855

Same as above.

Councilman Kania moved to approve the Supplemental Changes to the budget of all items listed below. Seconded by Councilman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Increase of Appropriation Line: 2901-120-390-0000 - \$6,795

Increase of Appropriation Line: 2902-160-390-0000 - \$15,855

Public Safety

Swanton Fire & Rescue: Motion to approve the appointment of Anevay Emerson for the position of Part-Time Firefighter at starting rate. Subject to standard pre-employment testing and successful acquisition of a high school diploma or equivalent.

Motion to accept the classification request of Colin Fessenden to Part-Time Firefighter/EMT.

March Yielded 116 calls for service with a first quarter incident count of 324. Working with the generator company for a quote to be returned for repairs.

Swanton Police Department: Officer Stewart, along with members of SACC, attended the Swanton High School on April 11th to speak with students regarding the dangers and side effects of alcohol use, along with explaining the laws and consequences of underage consumption. Sgt. Kusz and Officer Renner were present during the Swanton High School Prom this year. Prom was held at Birchwood Meadows, with after-prom activities continuing at the Swanton Sports Center.

On April 15th I attended Fulton County Grand Jury regarding Edward Polansky Jr. Indictments were received for one count of Murder, one count of Involuntary Manslaughter, two counts of having Weapons While Under Disability, One count of Aggravated Possession of Drugs, One count of Possession of Cocaine and one count of a Fentanyl-related compound.

Fulton County Fun Day will take place at the Fulton County Fairgrounds on May 18th. This event is hosted by Fulton County Job and Family Services. Officer Renner and I will be attending.

Public Service: As construction continues problems have popped up. We have been working with Hillabrand on locating main lines and laterals almost daily. We are finding out that our old records for the “tree streets” are not accurate. We’ve been hydro-excavating lines to locate them. The mains aren’t where our maps show them, and they break very easily if they get hit. The contractor has been very good at working with our lack of information. They have the storm line to run down Oak and then they are going to fix the yards and driveways. They will

move to Airport and Main after that. The rain has been causing sewer issues lately. We have been running our storm mains in different areas quite a bit. We have also had a couple sanitary issues we've taken care of. We replaced a sewer lateral under the road for a resident. The lateral was clay that had deteriorated. I've inspected the Storm and Sanitary hookups for Three houses already this year. We have done brush. We would go down a road and complete it, and then I would receive calls saying that we hadn't done their road. We've created a system now to log when we do a road to prevent this from continuing to happen. We left some piles that didn't meet the guidelines. Residents are putting out leaves, weeds, and grass for us and getting upset because we won't take it. We never have. We also do not pick up large piles from trimming/clearing of trees and bushes. Administration is preparing to send out reminders in the mail/newsletter/ and on social media of what is considered acceptable brush. Dennis Watchowski is back for the mowing season. With the rain the grass is growing fast, but we are keeping up.

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. The Ohio EPA conducted their full survey on Monday March 25th. We had one violation and some recommendations because of the survey. The one violation was due to the Capital Improvement Plan needing to be updated as the current one is expired. High Service pump #1 was installed the week of March 18th. After installation the pump was tested, and it did not show any water flow. It was discovered that the pump was rebuilt to the wrong specifications and will have to be pulled out and taken back to the shop for repairs. The annual systemwide hydrant flushing will occur the week of May 6th. The link Consumer Confidence Report link has been posted on the Village website and was also posted on the April water bills. The reservoir is currently at a depth of 13.3 feet. The accounted for water for March was at 74% which is lower than last month but better than March of 2023.

Water Resource Recovery Facility: March 25, Commerce Controls came to perform yearly calibrations on all flow meters throughout the plant. W.W. Williams came to the plant to do preventative maintenance and the yearly load test. WRRF staff changed all batteries on both generators.

Working with Commerce Controls on replacing the WAS flow meter that is currently not working. Meter has been ordered.

DO Probe on the oxidation ditch is not working properly and a new probe has been ordered.

During the month of April, the Village experienced a large amount of rain causing the holding basin to overflow twice.

WRRF staff prepped the tertiary building for the upcoming disinfection season. PCC has been working on installing H piling and shoring for the headworks building. All shoring work and site excavation should be completed by mid may. The house on South Main has been demolished and site clean-up is currently under way.

Change orders have been approved for installation of weir gate in the diversion chamber, entry gate for the plant, and additional concrete and excavation on the headworks building.

WRRF, Fishbeck, and PCC are working on a price for pavement repair/replacement throughout the plant.

PCC rerouted the gas main and water line around the headworks building.

Councilman Kania moved to change Colin Fessenden from Full Time to Part Time Firefighter/EMT. Seconded by Councilman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the appointment of Anevay Emerson for the position of Part-Time Firefighter at starting rate. Subject to standard pre-employment testing and successful acquisition of a high school diploma or equivalent.

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. Economic Development Commission received briefings on Toledo Port Authority representatives economic presented several development programs that are available. Matt Gilroy, FCEDC presented 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. Video meeting with Congresswoman Kaptur's representatives regarding grant opportunities. Represented the Village at the Northwest State 2024 Scholarship Reception and was a presenter of the NSCC Changing Lives Scholarship. Northwest State is ranked as the #1 Community College in Ohio. They offer \$800K in scholarships. I am honored to serve on their Business Advisory Committee and on their Foundation Scholarship Board. Attended the Staff Meeting last Wednesday. We can be proud not only of the work of the village employees but of the cooperation among the various department heads. They work together and with each other. Attended the NORED Annual Meeting

Administrator Report

Attended Swanton Economic Development Commission Meeting
Attended WRRF Construction Update Meeting
Attended Project 3, 11 & 12 Project Update Meeting
Attended NORED Annual Meeting
Several Meetings with Brightspeed regarding phone options
Attended Fulton County Visitors Bureau Board Meeting
Held Fireworks Committee Meeting
Attended Swanton Middle Schools Amazing Shake for the final judging.
Handled several zoning calls and questions along with other resident matters.
Held Arbor Day Tree Planting at the Swanton Middle School

Councilwoman Disbrow moved to declare an emergency regarding 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 Kania. Roll Call. ALL YES. Motion Passed 6-0.

Councilwoman Disbrow moved to approve 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 Kania. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Disbrow moved to approve the First Reading of Ordinance 2024-03, amending Ordinance 2022-25 to increase the size of the Designated Outdoor Refreshment Area. Seconded by Councilman Kania. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to declare an emergency regarding Resolution 2024-25, authorizing the Village Fiscal Officer to apply for United States Department

of Agriculture (USDA) Rural Utilities Service for Grant and Loans as the Authorized Representative of the Village. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Resolution 2024-25, authorizing the Village Fiscal Officer to apply for United States Department of Agriculture (USDA) Rural Utilities Service for Grant and Loans as the Authorized Representative of the Village. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to declare an emergency regarding Resolution 2024-26 authorizing the Village Administrator to enter into an agreement with Ohio Department of Transportation (ODOT) Dispute Resolution and Administrative Claims Process. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Resolution 2024-26 authorizing the Village Administrator to enter into an agreement with Ohio Department of Transportation (ODOT) Dispute Resolution and Administrative Claims Process. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to enter into Executive Session. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to resume post Executive Session. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

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



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer