

VILLAGE OF SWANTON

Council Meeting Minutes

May 13th, 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 Schmidt moved to approve the minutes from the April 22nd, 2024, Council Meeting. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilwoman Westhoven moved to accept the January 2024 reconciliation as completed and presented. Seconded by Councilman Schmidt. No Discussion. ALL YES. Motion Passed 5-0.

Councilman Schmidt moved to accept the February 2024 reconciliation as completed and presented. Seconded by Councilwoman Westhoven. No Discussion. ALL YES. Motion Passed 5-0.

Councilwoman Westhoven moved to accept the March 2024 reconciliation as completed and presented. Seconded by Councilwoman Disbrow. No Discussion. ALL YES. Motion Passed 5-0.

Finance Report

The January, February, and March reconciliations are complete and ready for review by council. Working with Superintendent Yackee to complete the EPA Requirements as dictated to us by the office. Quarter Rollover process is complete with the remaining issues resolved. Working on the processing-in of employees in the Fire department. Working on setting up the time-clock system for all departments aside the Fire Department (They are operating their own time-clock system). Currently waiting for a response from the company. Frequent meetings with the office of Congresswoman Marcy Kaptur for the purpose of working towards the grant opportunities presented previously. Frequent meetings with Fire Chief Kepling for a variety of projects, including the Fire Truck proposal. The alternative methodology as detailed by the Fire Chief has

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been approved of and is being pursued. Attended the grant discussion put on by Lucas County on five-sixths with the Mayor and Administrator. Attended the Swanton High School's Adult-Day event as a speaker on 5/10. I performed an audit of the life insurance policy as I did with the other two insurances, I found eight discrepancies dating as far back as June of 2021. All have subsequently been corrected. There was very little consistency between errors, so it seems to have been isolated flaws that were created over time. Attended WRRF Construction meeting. Attended Project 3, 11, & 12 Construction meeting. Beginning document checks for 2023 to ensure everything is organized for when the 2022-2023 Audit starts in mid-late summer.

Motion Requests – 05.13.2024

Need a resolution by Council to increase OWDA Loan 9684 (Water Treatment Plant Improvement) by \$90,000.

There is a remainder on the contract of \$95,145.31 to be disbursed. The OWDA Loan has \$10,639.45 remaining, leaving a total disparity of \$84,505.86.

Public Safety

Swanton Police Department:

Motion to accept the resignation/retirement of Mary Smith. Mary retired on May 3rd, 2024. Included is a copy of her resignation letter. I want to thank Mary for all her guidance and knowledge while I was transitioning into the Chief's position. Thank you for all the years of dedicated service to the Village of Swanton.

Motion to approve the hiring of Full-Time Patrol Officer Michael Welch of Maumee. Michael is currently working for the Village of Elmore as a patrol officer. Michael has a tentative start date of May 27, 2024 with successful completion of a psychological exam and drug screen. Michael will be starting at a rate of \$23.50 per hour.

Motion to approve the hiring of Part-Time Patrol Officer Adam Berg who was the former chief for Swanton Police Department. Officer Berg is currently a full-time officer with Village of Archbold. Adam would be working two to three days a month, plus any special events. Based on Officer Berg's knowledge and experience, I would like to pay him a rate of \$25.00 an hour.

Councilman Messenger moved to approve the hiring of Adam Berg as Part-Time Patrolman at the rate of \$25.00 per hour, effective upon the completion of pre-hiring requirements. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. 5-0.

Councilwoman Disbrow moved to approve the hiring of Michael Welch as Full-Time Patrolman at the rate of 23.50 per hour, effective upon completion of pre-hiring requirements. Seconded by Schmidt. No Discussion. Roll Call. ALL YES. 5-0.

Councilman Messenger moved to approve the acceptance of the resignation of Mary Smith effective 5/03/2024. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. 5-0.

Public Service:

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. 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. Represented the Village at the EMA Storm Ready Ceremony on April 24th. Attended the FCEDC Annual Awards Ceremony and Annual Meeting with Administrator Shulters, Police Chief Trejo, Fire Chief Kepling, Fiscal Officer Benfield, Council women Disbrow and Pilliod. Scheduling a joint meeting of the Plan and Economic Development Commissions with the President of TMACOG. Attended CDBG Grant meeting with Administrator Shulters and Fiscal Office Benfield at One Government Center on May 6th. Attended WRRF construction progress meeting on May 7th. Letters to Representative oops and Senator McColley regarding Railroad Park Grant. Letter to Congresswoman Kaptur regarding grant opportunities.

Administrator Report

Attended Fulton County Economic Development Annual Meeting
Met with Foertmeyer regarding Downtown Flowerbeds
Met with McNeill Chevrolet & Chief Trejo regarding car seat safety day/fund raiser for the K9 Unit.
Attended WRRF Construction Update Meeting
Attended Project 3, 11 & 12 Project Update Meeting
Managed several zoning calls, permits and questions along with other resident matters.
Working to find alternative funding for the restoration and/or demolition of the Elks building.
Councilman Messenger moved to approve the Second Reading of Ordinance 2024-03 Amending Ordinance 2022-25 and Approving the Expanding / New Boundaries of the Village of Swanton's DORA. Seconded by Councilman Schmidt. No Discussion. Roll Call. Motion Passed 4-1.
Councilwoman Westhoven moved to approve Resolution 2024-27 Supporting the Ohio Commission for the United States Semi-quincentennial (America-250-OH). Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.
Councilman Messenger moved to declare an emergency regarding Resolution 2024-28, approving changes to the Village of Swanton Personnel Manual. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Messenger moved to approve Resolution 2024-28, approving changes to the Village of Swanton Personnel Manual. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Messenger moved to declare an emergency regarding Ordinance 2024-04, authorizing the Village Administrator and/or Fiscal Officer to apply for an increase to the Water Supply Revolving Loan Account (WSLRA) Agreement on behalf of the Village of Swanton for Planning, Design, and/or Construction of Water Treatment Plant Membrane Softening Improvements and Designating a Dedicated Repayment Source for the Loan. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Messenger moved to approve Ordinance 2024-04, authorizing the Village Administrator and/or Fiscal Officer to apply for an increase to the Water Supply Revolving Loan Account (WSLRA) Agreement on behalf of the Village of Swanton for Planning, Design, and/or Construction of Water Treatment Plant Membrane Softening Improvements and Designating a Dedicated Repayment Source for the Loan. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilwoman Disbrow moved to approve the First Reading of Ordinance 2024-05 Declaring the necessity to assess all properties in the Village of Swanton, pursuant to Ohio Revised Code Section 727.01. Et Seq. For the cost of Leaf Collection, approving plans, establishing tentative assessments and method of payment. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilwoman Disbrow moved to approve the First Reading of Ordinance 2024-06 Declaring the necessity to assess all properties in the Village of Swanton, pursuant to Ohio Revised Code Section 727.01. Et Seq. For the cost of Street Lighting, approving plans, establishing tentative assessments and method of payment. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Messenger moved to enter into Executive Session. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilwoman Westhoven moved to resume post Executive Session. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Schmidt moved to approve the creation of a part-time Janitorial Position for the Village's Administration Department. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed. 5-0.

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



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer