

VILLAGE OF SWANTON

Council Meeting Minutes

June 10th, 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 Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the minutes from the May 28th, 2024, Council Meeting. Seconded by Councilman Schmidt. No Discussion. Roll Call. Motion Passed 4-0. Councilman Messenger and Councilwoman Westhoven Abstained.

Finance Report

The April reconciliation has been completed but will not be presented at this meeting. The May reconciliation has had significant progress made and should be done soon. I have been working in communication with Brightspeed to itemize the work that they have done so that it can be billed to the correct departments. Several errors have been found, primary being that around 1/3rd of the product list has phone numbers on it relevant only to Swanton Township. I have contacted a new time-clock company. This one has been quoted at approximately \$1,560.00 per year with a \$300.00 setup fee. This is about \$124.40 cheaper per year than the previous company, and a \$400 drop in the setup fee. This company does not utilize kiosks, and instead has a website or app that can be logged into from anywhere subsequently relevant to Geo-Fencing. Work continues with Shoaf Consulting on shoring up the remainder of the Water Department Improvement Project and the Loan 9684 Increase that was approved at the last council meeting. Working on the processing-in of employees in the Fire and Police departments. We have received confirmation of the loan being active regarding the fire engine. The down payment is meant to occur at the time of receipt of the vehicle. Continuing document checks for 2023 to ensure everything is organized for when the 2022-2023 Audit starts in mid-late summer. Had a joint meeting of the Planning and

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Economic Development Commissions in conjunction with a representative from Toledo Metropolitan Area Council of Governments (TMACOG). This meeting was very informative, and I have a number of new sources that I am looking into towards grant funding, with a priority on water/sewer infrastructure grants and loan forgiveness through the EPA. Attended the Fire Advisory Board Meeting. Began investigations into the Lucas County Auditor's Office's Local Government Fund Disbursements (LGF). Relevant documents going back to January of 2023 have been supplied in the dropbox. There is currently not enough information to know whether or not we will be able to proceed with correcting this. Awaiting further information from the Auditor's Office, I will give an overview of the problem.

Appropriation Change Requests

Transfer Out, Transfer In, Payout

5101-910-910-0000 [Water Operating Fund]-Transfers Out | +60,000

(↑EXPENDITURE)

5701-931-0000 [Water Capital Fund]-Transfers In | +\$60,000 (↑REVENUE)

5701-800-312-7400 [Water Capital Fund]-Water and Sewage | -\$63,452

(↓EXPENDITURE)

5701-800-560-0000 [Water Capital Fund]-Utility Distribution | +\$63,452

(↑EXPENDITURE)

5701-800-560-0000 [Water Capital Fund]-Utility Distribution | +\$80,000

(↑EXPENDITURE)

Allocating for larger transfer of funds from the Water-Operating Parent Fund to the Water-Capital Child Fund. These are purely internal transfers.

Moving available excess capital appropriations to line where it will be used and increasing by \$80,000 for completion of \$143,452 invoice for this years water-tower payment. It was not slated into the Water Budget's Capital Expenditures at the beginning of the year. The first two transfers are internal, just to move around what's available, the last is an increase in total expenditures to cover the invoice.

Councilman Kania moved to approve the appropriation and revenue changes as listed in the Finance Report. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the supplemental increase of revenue to line [4902-961-0000] "Fire Capital Fund - Sale of Fixed Assets" by \$115,000 to record the expected sale of engine 702 by the Fire Department. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Public Safety

Swanton Fire & Rescue Department:

Approve the hiring of Mckenzie Row for the position of Part-Time EMT with the Swanton Fire & Rescue Division at an hourly rate of \$18.87. This offer is contingent of a background check, NFPA physical and drug screening. Ms. Roe is subject to a 1-year probation period as outlined by the employee handbook.

Approve the hiring of Nick Meko for the position of Part-Time Firefighter/EMT with the Swanton Fire & Rescue Division at an hourly rate of \$19.37. This offer is contingent of a background check, NFPA physical and drug screening. Mr. Meko is subject to a 1-year probation period as outlined by the employee handbook.

Councilman Kania moved to approve the hiring of Mckenzie Row as Part-Time EMT at a rate of \$18.87 per hour. Effective upon the completion of pre-hiring processes. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Messenger moved to approve the hiring of Nick Meko as Part-Time Firefighter/EMT at a rate of \$19.37 per hour. Effective upon the completion of pre-hiring processes. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Mayor Report

Regular and informal meetings and discussions with the administrative team including the Police and Fire Chiefs, Administrator and Fiscal Officer. Several communications with the Village Solicitor. I attended the Fire Advisory Board meeting on 5/29.

Attended the joint meeting of the Plan and Economic Development Commissions with the President of TMACOG on June 4th at 1:00 PM. Attended the Ribbon Cutting for the Habitat for Humanity Home on Pennsylvania Ave. on 5/27 at 6:00 PM. Addressed several residents' concerns. Attended the Plan Commission meeting on June 5th. The Police Department is developing a plan to create a database of residents' security cameras. The department first needs to network their computers with the police vehicles. When this is completed, officers will be able to connect in real time to the database. They will not be able to access residents' security systems but rather know what residents have systems that they can readily contact and ask for permission to review videos. This database will remain confidential and only be in the possession of the Police Department. Based on the Council's interest in selling Engine 702 Chief Kepling has struck a deal with another department to sell the apparatus for \$115,000.00.

Administrator Report

Motion to approve the hiring of Treyden Dunning Full Time Laborer with time being split between the Public Service & Water Resource Recovery Facility with a tentative start date of June 24, 2024, starting at \$21.00 contingent upon passing background & drug screening.

Made frequent morning visits to Public Service and Water Resource Facility.

Planning Commission Meeting Updates

Bid Opening for Hallett Ave Phase A is set for June 20th at 10:00 am

DORA has been submitted to the State. Trash receptacles were ordered and have been delivered, Public Service will be placing those along North Main Street primarily on the West side.

Project Updates will be happening for both the Headworks & 3, 11 & 12 projects.

The ODOT safety project for signals will begin in early fall.

Councilman Schmidt moved to approve the hiring of Treyden Dunning as Full-Time Laborer with a distribution between the Wastewater and Public Service departments, at a rate of \$21.00 per hour. Effective upon the completion of pre-hiring processes with a tentative start date of 6/24/2024. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0. Councilman Kania moved to approve the Final 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 Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the Final 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 6-0.

Councilman Schmidt moved to declare an emergency regarding Ordinance 2024-07 Authorizing the Village Administrator to enter into an agreement with the Ohio Department of Transportation (ODOT) to rehabilitate bridges, resurface pavement, and perform related work on state route 64 (EXHIBIT A). Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES.

Motion Passed 6-0.

Councilman Kania moved to approve the Ordinance 2024-07 Authorizing the Village Administrator to enter into an agreement with the Ohio Department of Transportation (ODOT) to rehabilitate bridges, resurface pavement, and perform related work on state route 64 (EXHIBIT A). Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to declare an emergency regarding Resolution 2024-31 authorizing the administration to dispose of certain surplus property not needed for any municipal purpose. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Resolution 2024-31 authorizing the administration to dispose of certain surplus property not needed for any municipal purpose. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to declare an emergency regarding Resolution 2024-32 authorizing the administration to dispose of certain surplus property not needed for any municipal purpose (Engine 702). Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Resolution 2024-32 authorizing the administration to dispose of certain surplus property not needed for any municipal purpose (Engine 702). Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to declare an emergency regarding Resolution 2024-33 authorizing the administration to enter into a sales agreement with Ney-Washing Twp. Fire Department. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Resolution 2024-33 authorizing the administration to enter into a sales agreement with Ney-Washing Twp. Fire Department. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to declare an emergency regarding Ordinance 2024-08 amending the codified ordinance title XV: Land Usage, Chapter 150. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Ordinance 2024-08 amending the codified ordinance title XV: Land Usage, Chapter 150. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Messenger moved to enter executive session. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to resume post executive session. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

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


Neil Toeppe, Mayor

Attest: 
Holden Benfield, Fiscal Officer