

# VILLAGE OF SWANTON

## Council Meeting Minutes

November 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

*Councilman Schmidt moved to approve the agenda. Seconded by Councilman Kania. No Discussion.*

*Roll Call. ALL YES. Motion Passed 5-0.*

*Councilman Messenger moved to approve the minutes from the November 11<sup>th</sup>, 2024 Council Meeting. Seconded by Councilman Kania. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

### Finance Report

More information has been collected regarding the \$2,000 in OP&F Late Fees from the previous meeting. OP&F got back to us after multiple attempts for contact and confirmed the amounts not late fees. It was an underpayment on the March-2022 OP&F billing that was then corrected later in July-2022. It was however written in UAN as "Late fee", so prior to documentation there was no reason to assume otherwise. Currently following a chain of people through the Fulton County Land Bank to seek potential funding opportunities towards the demolition of Elk's Building as soon as possible. Still waiting on the Village Solicitor for completion of the School's SRO contract for us to present and approve. The items left for research with Audit have been cleared, and we are now functionally just waiting on them to complete their review. Barring any additional minor questions from them, we should largely be free of their interjection for now. Summarily, the broad explanation that was given to administration in person was that 2022 looks like it will need additional research (SIA), but the majority of the "fraud/theft concerns" that they would have had were cleared by research done in 2023. Resultantly SIA should largely just be looking to straighten out that year's books to make absolutely certain nothing bad happened. Administration is aware of a total of \$10,512.41 that is

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unaccounted for in 2022, that was discovered in the January Processing of 2023. This is the amount that SIA would be investigating, though to current understanding both between Audit and the Administration, \$4,533.25 was identified by an investigation done by the Utility Billing Clerk, Administrative Assistant, and myself during May of 2023. Council was briefed on this investigation at the time it was occurring. It is also believed currently between Administration and Audit that we may have discovered the methodology of the Previous Fiscal Officer's force-balancing. It looks to have been a monthly adjustment to receipts that were not legitimate deductions. If any of council would like me to go over what we currently understand of the Force-Balancing attempts, I would ask that you call or come to the office directly during the course of the week. The meetings and deliberations over the 2025 Temporary Budget have continued to carry into the weekend prior to council. Resultantly the documentation will be supplied in person during the meeting.

*Councilman Kania moved to approve the appropriation and revenue line changes below for the purpose of recognizing an invoice from the Swanton Area Chamber of Commerce. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.*

- *Appropriation: 1000-910-910-6000 [Transfers Out – Econ. Dev.] - \$5,000*
- *Revenue: 2904-931-0000 [Transfers In] - \$5,000*
- *Appropriation: 2904-410-340-0000 [Professional & Tech Services] - \$5,000*

### Public Safety

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

Motion to approve the reclassification of Grace Oakes from part-time firefighter/EMT to full-time firefighter/EMT. This position is classified as salary non-exempt with an annual base compensation of \$57,680.42. This position is subject to a one (1) year probationary period and contingent upon successful completion of an Ohio Police & Fire Pension Fund physical.

Motion to approve the appointment of Joshua Heinemann for the position of full-time firefighter/AEMT. This position is classified as salary non-exempt with an annual base compensation of \$59,537.67. This position is subject to a one (1)

year probationary period and contingent upon successful completion of a BCI background check and Ohio Police & Fire Pension Fund physical.

*Point of Clarification: Both candidates have accepted contingent offers of employment that require enrollment in an accredited paramedic program within one (1) year of appointment and will be required to successfully obtain a State of Ohio; Paramedic Certification within two (2) years of appointment. Upon successful acquisition of their paramedic certification, employees' job description and compensation will be amended to that of a firefighter/paramedic.*

***Councilman Kania moved to approve the reclassification of Part-Time Firefighter EMT Grace Oakes to Full-Time Firefighter/EMT as outlined in the report above. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.***

***Councilman Kania moved to approve the hiring of Full-Time Firefighter/EMT Joshua Heinemann as outlined in the report above. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.***

### **Public Service**

Public Works completed the lead line project after replacing the final remaining lead service water line in town. All four of the water line replacements went smoothly and without issues. We also replaced the broken fire hydrant on Mettabrook Drive. We have been working on a couple of different improvement projects at the Public Works yard. We trenched a line from our cold storage building to run power for the new automatic gate. The new gate installation is nearly complete, we are simply waiting on the fence company to wire in the control panel. We have also started a project to expand our salt storage building so that we will be able to store all the salt the village might need without having to pay to store it somewhere else. This involved replacing the existing concrete pad in front of the salt shed and extending the concrete walls of the salt shed. Public Works performed the work to remove the pad and dug the footers for the walls. Gleckler Brothers poured the walls earlier this week and hope to do the pad next week before Thanksgiving. Our goal is to get a fabric building that will mount to the poured walls. This will greatly expand our salt storage space, as well as make deliveries of salt much faster and easier. Work preparing and setting up Christmas decorations has been going very well. Snowflakes are up on Main Street and Airport Highway. We are nearing completion of setting up the

decorations in the parks as well. All the decorations in Rotary Park have been updated to LED light bulbs, which should make that park look fantastic. We purchased a new jack in the box decoration earlier this year for Pilliod Park which also looks great. The jack in the box decoration will more than likely steal the show in Pilliod Park, as most of the decorations in that park are still incandescent bulbs. We plan to change the banners on the light polls and install the wraps on Main Street the first week of December so that everything is up before the Christmas parade December 7th. We are outfitting our F550 dump truck with a new salt spreader that will perform better than the tailgate spreader that was purchased with the truck. The aluminum bed on our F550 was too light duty to be able to support the weight of the salt pushing against the tailgate spreader, so we are getting a hopper style spreader installed. Paving on south Main Street is supposed to be completed this weekend. Hildebrand wanted to be done paving today (11/22) but it looks like they will have to finish paving tomorrow, Saturday the 23rd. The Hallett Avenue project has been going smoothly with minimal hiccups. Ebony Construction will be wrapping things up for the year shortly, before returning in the springtime to complete the project.

### Water & Sewer

#### **Water Treatment:**

The variable speed drive for the RO skid #2 pump burnt up. We are not sure what caused this to happen in such a short period of time and unfortunately it doesn't appear to be covered under warranty. Woolace Electric will be installing the replacement VFD. Jones and Henry Engineers will be starting work on the Water Distribution System Modeling update in December. This study will check water flows throughout the water system and help identify areas that need improvement. Notification letters have been sent to the 5 unknown service line residences as required by the Ohio EPA. The Service Line Inventory Material Notification Verification Form has been sent to the Ohio EPA as well. We are now hosting two students each Friday from the TMACOG/Owens CC water course. Currently working on cleaning out the leftover lime sludge from the big lagoon. The lime sludge is being piled up and will be hauled out in the spring, giving it time to dry out. The reservoir is currently at a depth of 10.5 feet. The accounted for water for October was at 82%.

### **Water Resource Recovery Facility:**

The two individuals that have been coming to the WRRF for class through TMACOG/Owens have completed their training. This training was a help for the students and my staff as well. The headworks project had a few setbacks during the last month. Some of the electrical panels for the new building have been delayed due to the recent hurricanes. Also, the new equipment that was ordered for the new building will not fit. This was caused by the equipment manufacturer making the equipment to the wrong specs. Any additional costs will be billed to the manufacturer. The EPA disinfection season ended on November 1st, so the WRRF staff cleaned and winterized disinfection equipment. Future work on the headworks project includes membrane roof installation, metal siding, equipment installation, and new drying bed. The WRRF has been working with the Police Department on location and logistics for a new impound lot located on the WRRF site.

### **Mayor Report**

Regular and informal meetings and discussions with the administrative team including the Police and Fire Chiefs, Administrator and Fiscal Officer. Continue to have meetings and discussions with Chief Kepling regarding upcoming Fire contracts and various service options. Addressed several residents' concerns. Re: Water, streets. Monitored the progress of The Airport Highway and Hallett Avenue Bridge construction. I attended the Hallett Ave. bridge project meeting. Attended the Staff Meeting. Did a "walk through" of the tree streets with the engineer and construction manager.

### **Administrator Report**

**Meeting Regarding the Former Elk's Building and Its Deterioration**, attended a meeting regarding the continued deterioration of the former Elk's Building. During the discussion, concerns were raised about the building's structural integrity and the potential steps needed for demolition. Various stakeholders were involved in evaluating the next steps for addressing the building's condition and its impact on the surrounding area.

**Interviews for Full-Time Operator in Training Position**, conducted several interviews for the Full-Time Operator in Training position within the Public Service department. The interview panel consisted of myself, Zack Holdridge, Eric Vaughan, Joe Tillison, and Ryan Yackee. The interviews were thorough and aimed at identifying the most qualified candidates for the position. We discussed

key responsibilities and expectations for the role, ensuring the selected individual will meet the department's operational needs.

**The First Federal of Delta Ribbon Cutting** attended the ribbon-cutting ceremony for First Federal of Delta. This event marked the opening of their relocation from Main Street and provided an opportunity to meet with community leaders, local business owners, and the bank's representatives. The ceremony was an important step in fostering economic growth and strengthening community ties.

**Meeting with Jones & Henry Regarding Long-Term Control Plan for Sewer,** met with representatives from Jones & Henry to discuss the Long-Term Control Plan for the sewer system. The meeting focused on evaluating current infrastructure, identifying potential areas for improvement, and developing a sustainable plan to address the environmental and regulatory standards.

**Hallett Ave. Project Update Meeting** attended a project update meeting for the Hallett Ave. Project. Key progress points were reviewed. The meeting was productive in aligning the project timeline, budget, and goals, ensuring continued progress toward completion.

**Meeting on Design of the Crestwood Ave. Project,** attended a meeting regarding the design of the Crestwood Ave. Project. The discussion centered on finalizing design concepts and reviewing technical specifications to ensure the project's successful execution. Feedback was incorporated into the plans to ensure the project meets the needs of the community and complies with the village's budget. No final discussion were made until numbers from the Engineer with the different design options are presented.

**Staff Meeting on Employee Handbook for 2025,** during the last staff meeting, the Employee Handbook for 2025 was thoroughly discussed. A number of revisions were proposed, and it was agreed that a revised version would be presented to the council for approval at the next meeting. The updated handbook will address changes in policies, procedures, and other important employee-related matters.

*Councilman Kania moved to approve the second reading of Ordinance 2024-16 amending section 51.161 (A) and 51.161 (B) of the Swanton Village Codified Ordinances and to increase wastewater collection and treatment rates for the Village of Swanton. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 5-0.*

Councilman Kania moved to approve the first reading of the Temporary Budget. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to declare an emergency regarding Ordinance 2024-18 amending Ordinance 2019-17 amending chapter 52 "Water" of the codified ordinances of Swanton, Ohio. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 5-0.

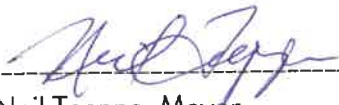
Councilman Kania moved to approve Ordinance 2024-18 amending Ordinance 2019-17 amending chapter 52 "Water" of the codified ordinances of Swanton, Ohio. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve Resolution 2024-40 authorizing the Village Administrator to renew the agreement for the Countywide Emergency Management Agency. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve an amendment to section 7.7-C of the Village of Swanton Employee Handbook, creating additional policies to cover the utilizations of employee certifications by the Village and the reimbursement of training undertaken on Village funds. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to approve an amendment to section 18.1 of the Village of Swanton Employee Handbook, clarifying and creating additional policies regarding the abuse/misuse of sick leave. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 5-0.

Councilman Kania moved to adjourn. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 5-0.

  
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Neil Toeppe, Mayor

Attest:   
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Holden Benfield, Fiscal Officer