

VILLAGE OF SWANTON

Council Meeting Minutes

September 23rd, 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 Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the minutes as amended from the September 9th, 2024 Council Meeting. Seconded by Councilman Schmidt. No Discussion. Roll Call. Motion Passed 4-0. Councilman Messenger and Councilwoman Westhoven abstained.

Finance Report

Met and discussed with several of the department heads regarding their budgetary expectations, including an item of concern for the WRRF. The Village Administrator and I met with a potential uniform supplying company to discuss their comparative opportunities. We ran into a snag regarding the individual passwords for employees for the time-clock system. It's been corrected but it pushed our deployment back by a bit. I'll be meeting with the department heads to go over controls and to ensure that they have jurisdiction over their employees in the list. On 9/11 I attended the Project 3, 11, & 12 update meeting. There were delays in the 9th pay application as a result of the EPA's delays in approving a change order relevant to the pay application. This then subsequently held up pay app 10. Both have been processed now as of 9/20 so we are back up to date. On 9/19 I attended the WRRF Project's update meeting, no major issues on the fiscal side of that project at the moment. We now have the last bill that will be put through the grant and split into the loan. Joined the Mayor and Administrator in the interviews for the new Public Service positions. Had back and forth conversations with the auditor that will be reviewing the Village, they intend to start in-office on 9/24, and plan to be here from 8:00am to 4:00pm. The grant-writing intern recently came to me with a list of potential grants that they'd found and asked me to go through them. While only one of them was viable, it looks promising as it is a part of House Bill 2. It would be specifically for improvements to Memorial Park, and in discussion with the Village Administrator and Public Service, paving looks to be the priority. On more in-depth review of the EPA grant mentioned at last council meeting, it looks as though that

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is not actually a monetary grant. Normally when something is labeled “Assistance” it means funding, however in this case it looks to be providing a “workshop” for planning out main street/park developments. Since this is not what we need, I’ve decided to rescind the attempt. We have a grant for the EMS fund that will need to be appropriated, affected lines to be included with the report on the date of the council meeting. We have an item of concern for the WRRF that the superintendent will touch on in his report.

Appropriation Change Requests – 09.09.2024

2902-422-0000 – [EMS Fund] – [State-Restricted] – [Revenue] +\$4,157.24

2902-160-348-0103 – [EMS Fund] – [Training Services {Grant Funded}] – [Appropriation] +\$4,157.24

Above changes requested to recognize and utilize a reimbursement grant for training that the Fire/EMS department has been approved for.

Councilman Kania moved to approve the appropriation and revenue changes as listed above. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 6-0.

1000-910-910-0088 – [General Fund] – [Transfer Out{WRRF Capital}] – [Appropriation] +\$152,000

5702-931-0000 – [WRRF Capital Fund] – [Transfers In] – [Revenue] +\$152,000

5702-800-530-0000 – [WRRF Capital Fund] – [Buildings and Other Structures] – [Appropriation] +\$152,000

Above changes requested to perform a vital part of the WRRF upgrade. Amount to be considered as part of the million expected to be spent from the general fund as part of its contribution to the WRRF Improvement Project.

Councilman Kania moved to approve the appropriation and revenue changes as listed above. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 6-0.

Public Service

Construction on Airport Highway is nearly complete. Hildebrand is planning to start work on S Main St this coming Monday, the 23rd. We’ve spent a lot of time on brush pickup in September. The storm on August 27th made for a lot of clean up around town, on top of our regularly scheduled brush pickup on September 9th. All in all, things went smoothly, and brush pickup around the town was complete by September 11th. We have ordered a new brush box from Swanton welding to be placed on our F550 dump truck so it can be used as our new brush truck once the box arrives. When the brush box is complete, we will be listing our current brush truck, a 2007 GMC C5500, on GovDeals. The bulk drop off day on September 14th went very well. It was slower than it normally has been in the past, with approximately only 75 loads brought to the dumpsters that day. In the past, we typically had to close the dumpsters and start smashing the garbage down with the backhoe and excavator to make things fit, but on

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the 14th the dumpsters were able to stay open until we shut down for the day at 2PM. We have also been roping off the entire bulk drop off area and working in conjunction with the Police Department to ensure that residents are not able to leave garbage around the dumpsters while there is no one around to stop them/check them in for bulk pick drop off. This has been highly effective at cutting down on bulk drop off abuse by residents in town. "Potholing" around water curb boxes for the lead and copper line survey is nearing completion. Eric is confident we will have it completed before the deadline of October 16th. Our temporary worker who did all the mowing quit in August. This has brought the burden of mowing grass back onto our full-time crew in the department. With the current on-going drought, keeping up with the grass has been manageable, but as the leaves begin to fall, we will need someone on the lawn mower to mulch them up in places like the parks practically around the clock.

General Interest

Corn Festival has submitted their 2025 letter requesting the dates of August 8th & 9th.

Soaring Software Solutions has made a generous contribution to the Fireworks for 2025. The Village staff would like to go ahead and set the date of Saturday, June 28th 2025.

Water & Sewer

Water Treatment: DJE is working to finish setting up the Winn911 alarm notification software. The water plant staff completed the annual basin cleaning. Both clarifiers and recarb basin cleaned up very well and all the equipment in the basins looked good. Attended a webinar put on by 120 Water about how to export the lead line inventory data from 120 Water software into the Ohio EPA approved form. This submission is due October 16, 2024. To date we still have 495 residences that have unidentified service lines. We will be conducting our second round of lead and copper sampling at the end of September. Currently we are required to do 40 samples twice a year. We hosted two students on two different Fridays from the TMACOG/Owens CC water course. The students shadowed operators here at the plant to get hands on experience working in water treatment plants. Water use remains high due to dry weather conditions. Because of this we had to turn on the deep well to help maintain the reservoir water level. The reservoir is currently at a depth of 10.7 feet. The accounted for water for August was at 80%. If there are any questions or comments for me, please contact me by phone and/or email and I will be happy to assist you.

WRRF: 59 tons of Biosolids were all to the Wood County Landfill in the last month. WRRF staff have been busy completing various maintenance items around the plant. These tasks include installation of a new scum pit pump and controls, RAS meter pit sump pump installation and piping, and clarifier cleaning and inspection.

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On September 18th the OEPA conducted a CSO inspection. The inspection went well, but a few areas need to be addressed. These items include organization of records, inventory, and O&M manual for the collections system. The WRRF was also informed that there is an error on our NPDES permit. The permit states that the village would have 139 months to complete all items on the long-term control plan (sewer separation and cso elimination). The WRRF was informed that the timeline for completion will now be set to May of 2028. The WRRF staff have started working on the budget for 2025. The budget should be about the same as 2024 but will include new electrical panels for the trickling filters. This will be at a cost of over \$1000,000. Some of this cost may be able to be funded through the headworks project.

Work continues the headworks project. PCC formed and poured the base slab for the headworks building. Piping and pumps have been installed in the basement. In the coming month work will begin on underground piping to the lagoon.

Mayor Report

Regular and informal meetings and discussions with the administrative team including the Police and Fire Chiefs, Administrator and Fiscal Officer. Addressed several residents' concerns. Re: Water, streets, Airport Highway, Taxes. I attended the Construction Progress meeting. Monitored the progress of The Airport Highway construction. Attended the Staff Meeting. Additional meetings regarding the Public Service Department. Participated in the interview process for the Operations Foreman and the Shop Foreman. Met with Village Solicitor regarding several matters. Completed annual Evaluations for the Administrator, Police Chief, and Fire Chief.

Administrator Report

Conducted interviews with the Mayor and Holden for both the Operations Foreman and Shop Foreman for Public Service. Zack Holdridge will be taking on the role of Shop Foreman at an annual salary rate of \$55,000 with potential of reaching \$57,000 once the required EPA I & II licenses are obtained. Eric Vaughan has been offered the position of Operations Foreman at an annual salary rate of \$56,000 with the potential of reaching \$57,000 after obtaining the required EPA II license. Both positions will be in full effect starting Monday, September 30th and will be on a one-year probation period. Former and retired Public Service employee, Curt Smith, has been re-hired as a Full Time General Laborer at the hourly rate of \$21.00. Smith has completed the required background check and drug screening. Smith starts back to work on Monday, September 30th.

Attended the 3, 11 & 12 Project meeting update. Attended the Fulton County Economic Developments Annual Golf Classic. Attended the Fulton Leadership University alumni reception/networking event for the start of the new class. Went around with Chief Trejo & Argo to meet with Swanton businesses to gain their support regarding the K-9 unit.

Attended Fulton County CIC Board meeting. Attended Headworks Project update meeting.

Councilman Kania moved to declare an emergency regarding Ordinance 2024-12 Authorizing the Village Administrator to enter into an agreement for the FUL-CR1-5.12 Hallett Avenue Improvements Phase A with DGL Consulting Engineers. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Ordinance 2024-12 Authorizing the Village Administrator to enter into an agreement for the FUL-CR1-5.12 Hallett Avenue Improvements Phase A with DGL Consulting Engineers. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to adjourn. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer