

# VILLAGE OF SWANTON

Council Meeting Minutes

October 15<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 Kania moved to approve the agenda. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Schmidt moved to approve the minutes from the September 23<sup>rd</sup>, 2024 Council Meeting. Seconded by Councilman Messenger. No Discussion. Roll Call. Motion Passed 6-0.*

## Finance Report

Met with the Shop and Operations Foreman of Public Service to give them an educational session regarding how the budget works, where their various funding sources come from, etc. I received comments from them regarding what they'd like to see for their department over the next 2-3 years and gave an opinion as to the best way to proceed on those items and in which priority. Began construction meetings regarding the Hallett Avenue project. On 10/10/2024 attended a state auditor led educational seminar. Topics included fraud, OPERS, federal reporting requirements and others. I had the Grant Writing intern join me in writing and filing the application for the parks grant that was discussed at the last meeting. Created a projection as requested by council for how both the RCAP and F-O recommended rate adjustments would impact the sewer rates. Documentation to be provided during the meeting and in the Dropbox. On 8/22/2024 Check # 30220 was issued by the Village for a normal payment. On 9/26/2024 someone attempted to cash the check, and it went through our standard manual check-review process. It was found in the review that the address and name of the payee had been Acid-Washed and replicated in an act of check fraud. The check was subsequently rejected, and the attempted fraud blocked. Had several discussions with the Village Administrator regarding the potential for 'certification add-ons' for the Public Service pay structure. We believe we're close to a presentable idea and will bring that forward once we are prepared with it. The June and July reconciliations have been completed with no significant issues, and catchup is underway for the reconciliations.

**Minutes 10.15.2024**

They are not being presented in this meeting in the interest of time and will likely be brought forward next meeting. Attended a meeting with the School Board representatives at the request of the Police Chief to discuss the potential SRO process. Had several meetings regarding budget and other end of year starting items with multiple departments.

### **Public Safety**

#### **Swanton Police Department:**

Swearing in Sergeant Bradley Cash. No wage adjustments will be made until the first of the year. The starting wage will be \$32.00 per hour for Sergeant. Officer Cash will be attending basic First Line Supervisor training from Oct.21 to Oct.24. Officer Renner will be attending Rifle School. Officer Renner is currently certified in qualifying officer with handgun. Once rifle training is completed, he will be certified to qualify officers on rifles. Halloween Hoopla is coming up and we will be scheduling extra officers for the event. Motion to approve the hiring of Full Time Patrolman Robert Le Greca starting at \$24.43. Employment is conditional on successful completion of pre-employment background check, drug screen, physical and psychological exam.

- Motion to accept the separation of employment of Full Time Patrolman Nathan Hall as of 09/24/2024.

*Councilman Kania moved to approve the resignation of Full Time Patrolman Nathan Hall effective 09/24/2024. Seconded by Councilman Schmidt. No Discussion. Roll Call. Motion Passed 6-0.*

*Councilman Kania moved to approve the hiring of Robert LaGreca at a rate of \$24.43 per hour, effective upon the completion of all pre-hiring processes. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. Motion Passed 6-0.*

- *Councilman Kania moved to approve the promotion of Bradley Cash to Sergeant, effective immediately, with a pay increase to \$32.00 per hour effective the first payroll of 2025. Seconded by Councilman Schmidt. No Discussion. Roll Call. Motion Passed 6-0.*

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

In September, the Fire Division responded to 104 EMS incidents and 21 fire incidents for a total of 125 calls for service. Year to date we are up 7% over last year and 20% over the last 10-year average. We continue to focus on training with the new truck and anticipate having it in service by the end of the month. We will be hosting a Public Safety Open House on October 19th from 1pm-4pm at the Fire Station.

Motion to accept the resignation of John Yard from the position of Part-Time Firefighter/EMT with the Swanton Fire & Rescue Division effective September 11th, 2024.

*Councilman Kania moved to approve the resignation of Part Time Firefighter/EMT John Yard effective 09/11/2024. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. Motion Passed 6-0.*

Motion to accept the resignation of James "Chris" Lechman from the position of Full-Time Firefighter/Paramedic with the Swanton Fire & Rescue Division effective October 8th, 2024.

*Councilman Kania moved to approve the resignation of Full Time Firefighter/Paramedic James Lechman effective 10/08/2024. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. Motion Passed 6-0.*

### General Interest

2025 Holiday & Meeting Calendar approval

### Mayor Report

Regular and informal meetings and discussions with the administrative team including the Police and Fire Chiefs, Administrator and Fiscal Officer. Several meetings and discussions with Chief Kepling regarding upcoming Fire contracts and various service options. Discussions with Fiscal Officer Benfield regarding water and sewer rates. Discussions with the Police and Fire Chiefs regarding staffing. Addressed several residents' concerns. Re: Water, streets, tall grass, and S. Main Street. Monitored the progress of The Airport Highway construction. Attended the Staff Meeting. Attended the Plan Commission Meeting. Will be addressing the Girl Scouts regarding Public Service and government this Thursday.

### Administrator Report

Attended Fulton County Regional Planning meeting. Attended Hallett Ave meeting with ODOT and DGL prior to the Pre-Construction meeting with Ebony Construction. Attended a meeting with the Mayor and Public Service Shop Foreman Zack Holdridge at Natural Resource Management regarding the retention pond maintenance in Willow Run and Silverbuck. Holden and I met with Stapleton Insurance regarding the upcoming open enrollment for 2025 Healthcare. Met with both Public Service Operations Foreman Eric Vaughan and Shop Foreman Zack Holdridge regarding their new roles and the expectations. Met with Christmaslights419 to discuss the potential of having their company come set up and tear down lights that would enhance Pilliod Park.

We will revisit in February. Attended a Federal Emergency Management Agency (FEMA) training as the Public Information Officer for the upcoming Emergency Operations Exercise on how to work with the media. Attended the Planning Commission Meeting where several rare occurrence issues were discussed. Invited the Employers Association to conduct a training day for all staff covering the topics of Communication, Customer Service and De-escalation.

*Councilman Kania moved to declare an emergency regarding Ordinance 2024-13 Authorizing the Village Administrator to enter into agreement with Kleinfelder for engineering services for Crestwood Drive reconstruction. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve Ordinance 2024-13 Authorizing the Village Administrator to enter into agreement with Kleinfelder for engineering services for Crestwood Drive reconstruction. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to declare an emergency regarding Ordinance 2024-14 Authorizing the Village Administrator to enter into agreement with Fulton County Commissioners regarding indigent defense services in county court. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve Ordinance 2024-14 Authorizing the Village Administrator to enter into agreement with Fulton County Commissioners regarding indigent defense services in county court. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to declare an emergency regarding Ordinance 2024-15 Authorizing of reduced vehicle weight limit on Hallett Avenue Bridge No. 392. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 6-0.*

*Councilman Kania moved to approve Ordinance 2024-15 Authorizing of reduced vehicle weight limit on Hallett Avenue Bridge No. 392. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.*

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

*Councilman Kania moved to resume post Executive Session. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.*

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



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer