

VILLAGE OF SWANTON

Council Meeting Minutes

December 9<sup>th</sup>, 2024

6:00 p.m.

Prayer

Pledge of Allegiance

Roll Call: Samantha Disbrow

~~Derek Kania~~

Patrick Messenger

John Schmidt

Dianne Westhoven

*Councilman Schmidt moved to amend the agenda. Seconded by Councilwoman Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 4-0.*

*Councilwoman Westhoven moved to approve the minutes from the November 25<sup>th</sup>, 2024 Council Meeting. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 4-0.*

Finance Report

Audit seems to be having difficulties parsing through the information they've collected on the 2022 side of the audit period. They've requested additional information, all of which has been supplied, and I wanted to make aware that there may be some delays in the report if they continue to have difficulties. We have gotten in touch with the landbank's representatives and know now what we're looking at in terms of demolition methodologies for the Elk's building. Now it's a matter of continuing deliberations to go through with it. An analysis was done of my own volition to see how the 2024 budget fared in comparison to the 2023 budget. I expect there will always be some variation between the actual expenditures and the budget created but the degree to which it does is a valuable gauge.

In 2023 at the end of the year we had 22 line-items that were amended to finish out payroll and benefits for the year. The total Up-Appropriations (Not including Reallocations) was \$209,550.

In 2024 I've repeated the checking process to see what we will need for year end. The total requested appropriations (below) are 4 items, for a total of \$15,000. This marks the 2024 budget being far more prepared and accurate to the actual

costs of the Village with about a 93% decrease in variability in comparison to 2023.

I would chalk a large portion of that difference to the inclusion of the department heads in the budgeting process, I believe it was far more effective for us to openly communicate during the process than to have the Fiscal Office handle the entire thing alone without input from the people actually doing the work. Beginning end of year processes and cleanup. There are a few items that need researched but things are in a much “cleaner” state than they were at the end of 2023. Year end processes should be much more efficient this year than last. I will be processing sick time payouts soon for the 2024 year end. Out of 36 potential Full-Timers that could take part, 10 opted in for a total of \$14,407.92 in reclaimed sick-time benefits.

***Requested Appropriation Changes***

All of the following changes requested are relevant to finishing out payroll and benefits for the end of the year. I have carried out an analysis to assess the final 2 payrolls and believe these changes are necessary for lines that will be too low to close out the year:

- 2011-620-190-0000 – Personal Services (Payroll) - +\$4,000
- 2902-160-221-0000 – Medical / Hospitalization (Health Insurance) - +\$6,000
- 5102-539-190-0000 – Personal Services (Payroll) - +\$3,000
- 6901-532-190-0000 - Personal Services (Payroll) - +\$2,000
- Reallocations:
- 2901-120-190-0000 – Personal Services (Payroll) - +\$11,000
- 2901-120-215-0000 – Ohio Police & Fire (Pension) - -\$11,000
- 5101-535-190-0000 – Personal Services (Payroll) - +\$9,000
- 5101-930-930-0000 – Contingencies - -\$9,000
- 5102-539-190-0000 – Personal Services (Payroll) - +\$4,000
- 5102-930-930-0000 – Contingencies - -\$4,000

***Councilwoman Westhoven moved to approve the above appropriation changes and reallocations. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 4-0.***

### 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. Did a "walk through" of the tree streets with the engineer and construction manager. Assisted Councilman Kania with research on establishing a Railroad Right of Way in the village. Councilman Kania has done significant research and asked me for traffic study info. Worked with ODOT and accessed their database to determine traffic counts at the crossings on Munson and Main Streets. The studies are done every 3 years – the most current was August 2023 3160 on Main at the tracks, 3676 south of the tracks 9957 on Airport west of Main St, 13867 east of Main Street 708 on Munson Rd. Councilman Kania continues with research. At the January Council Meeting village council will reestablish the Rules of Council for 2025

### Administrator Report

Met with Fishbeck & Peterson Construction for a Headworks project update. All seems to be back on track and continuing to move forward after the manufacturing misshape. Finalized the 2025 Employee Handbook for Council review. Rang the bell at Kroger for the Salvation Army. Attended the Christmas in Swanton Parade and the Swanton American Legion's Kids Christmas. Attended meeting with WODA Cooper. Will be attending an all-day FEMA training in Sylvania "Welcome to Information Officer Awareness." Will be attending Fulton County Economic Developments Jingle & Mingle. Will be attending Swanton Middle School's Table Manners Luncheon. Will be meeting with Thomas Hertzfeld from Alternative Energy Source to discuss the Electric Aggregation Program options starting in 2025. Michael Disbrow starting with Public Service as a Full-Time Operator in Training on 12/09/2024 at an hourly rate of \$21.00 contingent upon the passing of a drug screen and background check.

***Councilwoman Westhoven moved to approve the final 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 4-0.***

Councilman Messenger moved to declare an emergency regarding Ordinance 2024-17 for the Temporary Budget. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 4-0.

Councilman Schmidt moved to approve Ordinance 2024-17 for the Temporary Budget. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 4-0.

Councilman Schmidt moved to approve resolution 2024-41 Authorizing the Village Administrator to enter into an agreement with Swanton Local School District and the Village of Swanton Police Department for the purpose of a School Resource Officer (SRO). As part of this approval, Police Patrolman Troy Stewart to be reclassified as SRO, at a rate of \$66,500 per year effective the first payroll period of 2025. Seconded by Councilwoman Disbrow. Roll Call. ALL YES. Motion Passed 4-0.

Councilman Messenger moved to approve the 2025 edition of the Employee Handbook. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 4-0.

Councilman Schmidt moved to enter executive session for the purpose of discussions surrounding a Public Official and Public Employee Compensation. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 4-0.

Councilman Schmidt moved to resume post Executive Session. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 4-0.

Councilwoman Westhoven moved to appoint Noah Kreuz to the vacant Council position. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 4-0.

Councilwoman Westhoven moved to approve additional compensation structure for the Public Service department relevant to the following, effective after the first payroll of 2025:

Commercial Driver's License - \$0.50/hour

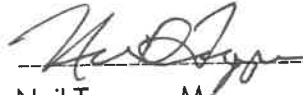
Welding Certification - \$0.25/hour

Heavy Equipment Certification - \$0.25/hour

Seconded by Councilman Schmidt. Roll Call. Motion Passed 3-0. Councilwoman Disbrow Abstained.

Councilman Schmidt moved to approve a rate increase for the Village Administrator to \$91,000 per year effective immediately. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 4-0.

Councilwoman Westhoven moved to adjourne. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 4-0.



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer