

# VILLAGE OF SWANTON

Council Meeting Minutes

September 9<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 Disbrow. No Discussion. Roll Call. ALL YES. Motion Passed 4-0.*

*Councilman Kania moved to approve the minutes as amended from the August 26<sup>th</sup>, 2024 Council Meeting. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 4-0.*

## Finance Report

I mentioned last time that the June reconciliation was going to be ready for this meeting. I am going to put a pause on that due to the biennial audit beginning. They have supplied me with their requested documentation and are hoping to begin sometime within the weeks of 9/16 and 9/23. I will be putting all non-priority items on pause while the audit goes through to make myself as available as possible for them. On 8/28 the Village Administrator and I went to a presentation put on at the Fulton County Administrative Building on the topic of TIF's, how to utilize them, their requirements and regulations, and an example using the TIF that Wauseon just recently established. Departmentalization is complete with Paychex to the best of our knowledge. We should be ready to begin utilizing the time-clock system. I will be sending out emails to the department heads soon with initial log-in information for employees. On 8/27 I worked in conjunction with UAN and Pugsley Audio to work on upgrading the digital infrastructure for the UAN-Server host computer. Adjusted existing employees to be in-line with updated Public Service Pay Structure as per current agreements as established by the Village Administrator. Answered questions posed by council members over email in relation to Police & Fire funding sources, payroll budgeting, and revenue management. Discussed several issues with the

**Minutes 09.09.2024**

Village Administrator covering topics of the upcoming audit requirements, personnel issues, implementation of a training day, adjustment of the new public service pay structure, and other items of interest. Discussed with the Mayor covering topics of the upcoming audit, economic development planning, payroll budgeting, inter-village analyses both in fund volumes and payroll budgeting, and other items of interest. Created a list of all achievements that the Fiscal Office has had during my tenure at the request of the Mayor and Village Administrator.

### Public Safety

**Swanton Police Department:** Continuing to meet with Swanton School officials regarding the safety assessment and regarding the placement of an SRO in the schools.

Awaiting a response from the State of Ohio regarding the JAG grant we applied for several months ago. This grant was requested to assist in upgrading the police department's computer needs in the office and patrol vehicles. Recently met with the regional advisor for the Ohio Collaborative for our periodic review. We are on track with progress and in good standing for compliance with the state. Finally settling into the new Aladtec scheduling system. We discontinued use of the handwritten form, and we are utilizing the printouts available through the system. Officers are continuing to stay proactive in the field. We continue to monitor traffic issues with the construction zone and enforce violations, including traffic on Garfield and Elton Pkwy. Continue to review the needs of the department while preparing a temporary budget for 2025. Continue to work with Administrator Shulters regarding fund raising for the K9 Unit.

**Swanton Fire & Rescue:** August yielded 123 calls for service: 102 EMS & 16 Fire Calls. Year to Date Total 884 Calls. Received Ohio EMS Grant in the amount of \$4,157.24. This is a reimbursement grant that we are looking to use to purchase Rescue Task Force equipment with. The new truck is at Sensible Products in Richfield, OH for equipment mounting and we should bring it back in the station on Friday. Once the truck returns from Sensible, we will be working to complete operator check offs to place the truck in service mid-October. Fulton County Fair is complete. Crews spent several nights at the fairgrounds working on numerous events and covered the fairgrounds for emergency services on Thursday. We will be hosting a Public Safety Open House on October 19th; we are working to finalize the details soon. Deputy Chief Dorner has completed his first few weeks with our agency. DC Dorner is doing well and meshing well with the crews.

### 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 I attended a reception for State Representative Hoops and networked with Fulton County mayors Huner and Grime and County Commissioner Rupp Monitored the progress of The Airport Highway construction. Attended the Staff Meeting. Additional meetings regarding the Public Service Department. Completing annual Evaluations for the Administrator, Police Chief, and Fire Chief.

### Administrator Report

Motion to approve an annual wage increase for Fiscal Officer Holden Benfield to \$70,008.52 effective pay period ending 09/14/2024.

*Councilman Kania moved to approve the wage increase for Fiscal Officer Holden Benfield to an annual rate of \$70,008.52. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 4-0.*


On Monday, August 26<sup>th</sup>, Chief Trejo and I held a meeting with Chris Lake and Tony Menna to address parking concerns along Ashberry Street. The discussion focused on the safety implications of current parking practices for both school buses and student drivers. We are in the process of exploring and implementing potential solutions to enhance safety and ensure smooth traffic flow in the area. Including an increase in "No Parking This Side" street signs. The fire hydrant located on Dogwood was awaiting parts for repair. I assume the necessary parts arrived on 09/06 and the hydrant to be fully operational by the end of this week. This repair is crucial for maintaining adequate fire protection in the vicinity.

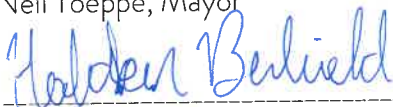
### **Project Updates:**

I want to provide you with an important update regarding the ongoing closure of Airport Hwy and the associated delays affecting the Hallett Ave project. **Project 3, 11 & 12 Airport Hwy Closure:** I acknowledge the significant inconvenience caused by the extended closure of Airport Highway. This situation is impacting not only daily commutes but also the operations of local businesses. I understand the frustration and I am actively addressing the issues to minimize disruptions by stressing to the construction company the importance of staying on the project

until the Airport Highway is complete and/or can be re-opened. There was talk last week of them pulling off the project for a week to a week and a half and I want to assure you that I made it clear that this was unacceptable. An extension of time for these scheduling failures is not justified, and I demanded that proper measures be taken to expedite the resolution of these issues. **Hallett Ave Project Delays:** The delays in the Hallett Ave project, which is partially funded by the Ohio Department of Transportation (ODOT), are particularly concerning. The progress is being hindered by the current situation on Airport Highway, along with just accepting a letter of interest for DGL Consulting Engineers to be the CA&I (Construction Administration & Inspection). We are working with all the parties involved to get a pre-construction meeting scheduled as soon as possible for the construction company to begin work. If anyone has concerns or issues related to the Airport Highway closure, I have been encouraging residents and businesses alike to contact Hillabrand directly. **Pickleball Courts and Park Projects:** A meeting was held with Lou Luce to discuss the conditions of the Pickleball Courts. This discussion expanded to include a review of all park projects and the Memorial Park Master Plan. I will be evaluating whether the priorities outlined in the Master Plan need revisiting. Additionally, we are assessing the sources of funding for the ongoing list of park projects to ensure alignment with our financial strategies and project goals. **TIF Presentation:** I attended a Tax Increment Financing (TIF) presentation with Fiscal Officer Benfield. During the presentation, I was called away to address urgent issues related to Projects 3, 11, and 12. **Chamber Director Meeting:** A meeting was conducted with Chamber Director Delray Busch to discuss various community events and the enhancement of the Village website. The meeting aimed to strengthen our partnership with the Chamber and improve/simplify our website to better serve the community.

*Councilman Kania moved to adjourn. Seconded by Councilman Schmidt. No Discussion. Roll Call. ALL YES. Motion Passed 4-0.*

  
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Neil Toeppe, Mayor

Attest:   
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Holden Benfield, Fiscal Officer