

VILLAGE OF SWANTON

Council Meeting Minutes

January 13th, 2025

6:00 p.m.

Prayer

Pledge of Allegiance

Roll Call: Samantha Disbrow

Noah Kreuz

Derek Kania

Patrick Messenger

John Schmidt

Dianne Westhoven

Councilman Kania moved to amend the agenda. Seconded by Councilman Messenger. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Messenger moved to approve the minutes from the December 09th, 2024

Council Meeting. Seconded by Councilwoman Westhoven. No Discussion. Roll Call. ALL YES. Motion Passed 6-0.

Finance Report

The November Reconciliation has been completed with no major complications. There is an inflation in the numbers on both the payment and receipts side that was removed from calculation due to a 1.6 million dollar wire transfer from our 5/3rd Account to our F&M Account. The December Reconciliation has also been completed without issue, however it is not being posted yet while I work both in 2024 and 2025 simultaneously to clean things up for year close-out. I will likely bring both forward at the next meeting. After re-scheduling, I went to the Village of Metamora at their request to help them with UAN management, general practice questions, and for process comparisons. We discussed a wide array of topics from Insurance management, how best to generate interest on account balances, budgets, hiring and disciplinary policies, UAN Year-End processes, and others. In total I was there for three hours. Since then they've contacted us a couple of times with further questions. Performed a brief surface-level audit of our pay-line allocations and codes. An error was located that was causing a Council Member to be withholding out of an Administrative Office line. It is anticipated to have been that way since January of 2022, but has been corrected. The difference was a "715 - (Council)" code being miswritten as "710 - (Admin Office)" I have created a supplemental report detailing our investment changes over the past four years. Some issues with the budget activation have been identified. I cleared as many of them as I could without altering the budget itself but some issues still remain. (See Appropriation Changes) I've spoken with the State Auditor on the topic of Fund 2101 {Permissive Motor Vehicle Tax}. The fund currently holds about \$247,000 of our resources in it, but has not been heavily utilized since 2019. It receives about \$40,000 a year, primarily from its namesake tax. Since it has been under-utilized, its balance has built up. Per my discussion with the State Auditor, we should be allowed to utilize those funds towards some of the projects we have slated. While I don't intend to change my stance on our project's timelines, I do think this will take some weight off of the Streets fund for as long as

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its balance lasts. To be clear, this is not “additional” money, it is just a separate balance I didn’t know we were allowed to use for this purpose that I think would serve the projects better.

Requested Appropriation Changes

The following alterations will be necessary. There was an error in my creation of the revenues side of Fund 2902 (EMS Operating). The Revenue Line 2902-931-0000 {Transfers-In}, was set for \$200,000. This line should match the {Transfers-Out: EMS} line In the General Fund of \$450,000. Request an increase of \$250,000 to the revenue line to correct. To be effective 1/1/2025. The General Fund expended about \$150,000 of its expected million dollars towards the WRRF Project during 2024. This should be reduced out of appropriation line:

5702-800-560-1205 {Screen/Headworks} | \$1,000,000 → \$850,000 This will then be amended again when the Permanent Budget is created to adjust for recording the OWDA Loan volumes. However, that will be a 0-sum change ultimately since it will be matched with a revenue change.

Councilman Kania moved to approve the above 2902-931-0000 Revenue change to be effective 1/1/2025.

Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve the above 5702-800-560-1205 Appropriation change effective 1/1/2025. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 6-0.

Public Safety Report

Swanton Police: December of 2024, we began preparing to utilize OHLEG Swift RMS program for reporting purposes, along with creating a plan for the new office network. Also, I received approval for all submitted training completed in 2024 from OPOTA. Training for 2024 ended at 476.5 hours. A 106 hour increase from 2023. On January 1, 2025, we began using Swift RMS, which allows Hilary and officers to create their calls for service. From those calls, we can create an incident report or crash report as needed. Officers can log patrol activities, such as daily mileage, equipment signed out for use, and fuel fill-ups. All these reports are submitted to supervisors for approval. These calls consist of complaints called in and self-initiated calls for service. Like any new program, we are working some bugs out and customizing the system to fit the needs of the department. As of noon today, we are at 137 calls for service. SRO position has been going well. Officer Stewart has been submitting his hours of work and a weekly activity sheet. Officer Stewart has a steady flow of daily activity at all three schools. Some of the activities include investigating incidents concerning the schools, student behavioral issues, classroom discussions, parental issues, and traffic concerns on or around school property. Officer Stewart also participated in the School Vulnerability Assessment conducted by the Ohio School Safety Center. I’ve had numerous discussions with IT regarding the system upgrade which will be taking place in the next several weeks over a selected weekend.

Swanton Fire & Rescue: In December, the Fire Division responded to 97 EMS Incidents and 14 Fire Incidents for a total of 111 incident responses.

- In 2024, we responded to a total of 1,343 incidents with 1,116 EMS Incidents and 226 Fire incidents. This was a 14% increase over 2023 and 21% increase over the 10-year average.

With training being a topic of interest this year, I wanted to take a moment to share that currently our report indicates that the Fire Division completed over 1400 hours of continuing education training in 2024. It is expected that as we continue to close out 2024 we will see this number increase slightly. The 2024 Annual report is underway and is expected to be completed by the end of January. We have scheduled with Verisk for an ISO Evaluation that will take place in late April. This evaluation is completed every 5-10 years and is a comprehensive evaluation of the fire services that a community provides. Our last evaluation was completed in 2017.

Councilman Kania moved to Increase the wages of Fire Chief Cuyler Kepling to \$85,000 per year. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to Increase the wages of Police Chief John Trejo to \$85,000 per year. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve a proposal by the Fire Chief to match Part-Time Fire Fighter wages to the base-rate of Full-Time Fire Fighters. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

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, and RITA. Attended the Economic Development Commission Meeting The Village Administrator and I met with the newly appointed council member, Noah Kreuz. Conversations with Lt. Husted's office and the Ohio Department of Development regarding the Elks Building. Several communications with the Village solicitor regarding legal matters. Met with parties regarding potential economic development project. Discussions with the Public Service Shop Foreman. Visited the WRRF to see progress of the Headworks Project. Attended the staff meeting. Attended the Ribbon Cutting ceremony for CareRX.

Administrator Report

Callie Kozakiewicz started as a the Part-Time on 01/06/2025 at an hourly rate of \$20.00 contingent upon the passing of a drug screen and background check.

Attended:

FEMA Training for Public Information Officer.

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Fulton County Economic Development networking event.
Swanton Middle School Table Manners Luncheon
Swanton Economic Development Commission Meeting
Headworks Project Update Meeting
Planning Commission Meeting

Met with:

Councilman Kreuz

Thomas Hartzell from Alternative Energy for the Village Electric Aggregate program, not the one offered to the residents that is not up for renewal until 2026, I misspoke at the last meeting.

Sherman Excavating regarding the closure of Hallett Ave. for Swissaire Estates to connect to the Storm Sewer Line.

Discussions regarding the Elks Building continue to be ongoing as we work to develop a plan and solution for the cost of demolition.

Annual Mayor Report

Annually the mayor is to provide a report to the Council on the village performance for the past year. While the council approves the budget and enacts ordinances and resolutions it is the responsibility of the mayor and the administration for the day-to-day operations and the public safety of the village.

We operate a Water Treatment Plant on Waterville Swanton Road, A Wastewater treatment plant on Main Street, a public service department that is responsible for street maintenance, brush removal, waterline breaks and so much more. We have an administrative team in the municipal building and a Finance Department. All these departments are overseen by the Village Administrator. We have a 26-member Fire Department that is at full strength and a Police Department that is also at full strength. Reporting to the mayor are the Administrator, Police and Fire Chiefs. The Fiscal officer, while reporting directly to the Administrator, also works closely with the mayor.

All these departments provide regular reports to the Village Council. It is the responsibility of the Administration to carry out the ordinances enacted by council and to operate within the budget approved by council.

This year we had a very aggressive schedule to improve many of the operations of the various departments.

My hat is off to the men and women employees who do such an outstanding job. And a hearty Thank You to a very forward-thinking Village Council who approves a sound

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budget and continues to challenge the administration to ever improve services for the residents.

While changes are incremental it is worthwhile to look at and some of the accomplishments that come to mind in the past year:

Fire Department

- New ladder truck
- Full staffing
- Improved retention and recruitment
- Deputy Chief hired
- Significantly increased training hours
- Applied for and received several Grants
- Professional training for the chief

Police Department

- Full staffing
- Increased training
- Professional training for the Chief
- Special Response Team
- School Resource Officer
- Pursuing K9
- Working with WRRF for impound lot
- Updating technology
- Cleaned and updated storage in the old EMS building

Finance

- Improved financial reporting
- Improved investment position for >\$200K annual increase.
- Developed pay structure for Public Service
- Reviewed and improved Employee Handbook
- Established an improved budgeting process
- Conducted an internal audit, found and corrected errors

Administrator

- **Public Service Department**
 - Restructured Department
 - Improved operational efficiencies
 - Updated equipment
 - Improved storage (in progress)
 - Improved Inventory Control
 - Eliminated the need to purchase property for a new building
- **WRRF**
 - Hired new Superintendent

- Headworks project nearing completion
- Co-operation with Public Service and Police Departments
- Hosts students from Owens College
- Building up a supply line for potential employees
- Improving the image of the Swanton WRRF within the Wastewater community
- **Water**
 - Completed the RO and membrane project
 - Hosts students from Owens College
 - Building up a supply line for potential employees
 - Improving the image of the Swanton WRRF within the water treatment community
 - Worked with construction company on the Airport and Main Street projects
- **Administration**
 - The Administrator is the quarterback for all of the departments
 - Manages the Administrative team
 - Established Customer Service training for all departments
 - Works closely with the Fiscal Officer
 - Coordinates the efforts of all departments
 - Manages all construction projects
 - Interacts with the public
 - Concerns
 - Complaints
 - Variance requests
 - Legal matters
 - Etc.
 - Provides Council information packets for Council Meetings
 - Advises Tree and Plan Commissions

We have an incredibly strong administrative and management team in place that works together to improve operations within the village.

I look forward to a very strong 2025 with guidance from the Village Council.
Councilwoman Westhoven moved and nominated for appointment Derek Kania as Council President for the year of 2025. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 6-0.
Councilman Kania moved to appoint Councilman Noah Kreuz to the Tree Commission. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to declare an emergency regarding Ordinance 2025-1 supporting the Ohio Municipal League's challenge of AT&T's Tariff Application at the Public Utilities Commission of Ohio. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Ordinance 2025-1 supporting the Ohio Municipal League's challenge of AT&T's Tariff Application at the Public Utilities Commission of Ohio. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Resolution 2025-1 authorizing the Village Administrator to approve the selling of property as outlined in the Ohio Revised Code (Subsection 721.15) by internet auction for 2025. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Messenger moved to approve Resolution 2025-2 authorizing the submission and support of an application to Ohio Department of Natural Resources, Volunteer Fire Assistance Grant Program. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Resolution 2025-3 authorizing the submission and support of an application to State of Ohio Fire Marshal – Fire Equipment Grant Program. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Resolution 2025-4 Approving the rules of council for 2025. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Resolution 2025-5 authorizing the submission and support of an application to FEMA for the Assistance to Firefighters Grant Program. Seconded by Councilman Messenger. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Resolution 2025-4 authorizing the submission and support of an application to Walmart & Sam's Club Local Community Grant Program. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to approve Resolution 2025-7 authorizing the submission and support of an application to Firehouse Subs Public Safety Foundation for Grant Funding. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to enter executive session for the purpose of discussions surrounding Confidential Economic Development Plans and Public Employee Compensation. Seconded by Councilwoman Westhoven. Roll Call. ALL YES. Motion Passed 6-0.

Councilman Kania moved to resume post executive session for the purpose of discussions surrounding Confidential Economic Development Plans and Public Employee Compensation. Seconded by Councilman Schmidt. Roll Call. ALL YES. Motion Passed 6-0.

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



Neil Toeppe, Mayor

Attest: 

Holden Benfield, Fiscal Officer