

SWANTON TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING MINUTES

February 10, 2026 – 7:30 p.m.

The Swanton Township Board of Trustees met in Regular Session on Tuesday, February 10, 2026 at 7:30 p.m. at the Swanton Township Hall.

1. Call to Order

The meeting was called to order at 7:31 p.m. by the Chair.

2. Pledge of Allegiance & Moment of Silence

All in attendance participated in the Pledge of Allegiance followed by a moment of silence.

3. Roll Call

- Bill Anderson – Present
- Matt Beil – Present
- Mike Nowicki – Present
- Mindy Curry, Fiscal Officer – Present

A quorum was established.

4. Fiscal Officer's Report (Mindy)

A. Minutes

Motion: To waive the reading and approve the January 13, 2026 Organizational and Regular Meeting Minutes.

Motion by: Bill Second by: Mike Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

B. Payroll, Warrants, and Approvals (Combined Motion)

Motion:

- To ratify payroll issued on 1/15/2026 and 1/29/2026
- To ratify warrants and vouchers paid 1/14/2026–2/9/2026
- To approve current warrants and vouchers, sign payment report
- To approve the December 31, 2025, Bank Reconciliation and sign Reconciliation
- To approve the January 31, 2026, Bank Reconciliation and sign Reconciliation
- To approve & sign warrants/payment report, payroll for week ending 2/8/2026 with pay date 2/12/2026
- To approve release of the hold on warrants #8406 and #8407
- To acknowledge and approve the Board's review of the monthly township credit card statements

Motion by: Mike Second by: Matt Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

C. Updates, Discussions, and Motions

1. Purchase Order Corrections

The Fiscal Officer reported corrections to purchase orders due to incorrect fund assignments. It was discovered that previous fiscal officers had recorded these purchase orders in the wrong accounts and funds. They have now been corrected, and the correct fund classification will be used moving forward.

- Shumaker, Loop & Kendrick • BC-01-2026 was originally recorded in 1000-110-141-000 (Salary-Legal) was corrected and reissued as BC-32-2026 under 1000-110-311-000 (Legal Fees)
- Stevens Disposal & Recycling Services • BC-30-2026 was originally recorded in 2031-330-322-0000 (Roads & Bridges) was removed from the Roads & Bridges Fund and reissued as BC-31-2026 under the General Fund – 1000-330-322-000 (Garbage & Trash Removal)

The incorrect purchase orders were closed, 2026 payments were reallocated to the proper accounts and funds, the corrections ensure accurate financial reporting in 2026 going forward.

Motion: To acknowledge the corrections, closure of incorrect POs, issuance of corrected POs, and reallocation of payments.

Motion by: Bill Second by: Matt Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

2. Dental Insurance

Two options were reviewed:

- The Standard (Renewal) rate increases or Delta Dental (New Plan) lower rates, with effective 3/1/2026 recommended

Option 1 — The Standard (Renewal)

- Employee: \$36.43 → \$38.25
- Employee + 1: \$81.03 → \$85.08
- Family: \$128.43 → \$134.85

Option 2 — Delta Dental (New Plan)

- * Employee: \$32.50
- * Employee + 1: \$62.50
- * Family: \$112.00

- Delta Dental (New Plan) – lower rates; effective 3/1/2026 recommended

Motion: To approve switching to Delta Dental effective March 1, 2026 and authorize the Fiscal Officer to complete enrollment and cancel The Standard policy.

Motion by: Bill Second by: Mike Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

3. Positive Pay Enrollment

Motion: To authorize enrollment in Fifth Third Bank Positive Pay services for checks and ACH transactions and authorize the Fiscal Officer to complete all documentation. By doing this it will add an extra layer of protection to the funds in the Townships checking account.

Motion by: Bill Second by: Matt Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

4. State Audit Exit Interview

The Board acknowledged completion of the 2023–2024 State Audit Exit Interview on 2/2/2026. Finding was \$30,500 posted to the wrong fund in 2024 and an adjustment required.

Motion by: Bill Second by: Mike Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

5. Fiscal Officer Updates

- 2025 Year-End completed; W-2, 1099, and taxes filed.
- Required newspaper notice will be published in the Toledo Blade News Paper.
- 2025 ODOT Mileage Certification submitted 1/13/2026.
- 2026 Permanent Budget due next month.
- Hylant will assist with township policy updates since none have been found.
- Annual PO Authorization up to \$500,000 – table per Anderson, Beil, Nowicki, needs further discussion

6. Ohio Plan Risk Management Renewal

Motion: To approve renewal of the Township’s property and vehicle insurance for 2026–2027 at \$12,512 and authorize the Fiscal Officer to process documents and payments.

Motion by: Bill Second by: Mike Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

7. Amazon Business Account

Motion: To authorize the Fiscal Officer to administer the Amazon Business account and utilize the credit card as preferred payment method.

Motion by: Mike Second by: Bill Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

8. Tax Advance Request

Motion: To authorize the Fiscal Officer to request and receive tax advances from the Lucas County Auditor as collected, effective January 1, 2026.

Motion by: Mike Second by: Bill Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

9. Printer Purchase

Recommendation to purchase Epson EcoTank ET-15000 for \$449.99. This will save money as the toner for the printer we currently have is \$357.56, have unopened toner that can be returned. The Epson also is a scanner so no need to purchase a separate scanner.

Motion: To approve the purchase of the Epson EcoTank ET-15000.

Motion by: Matt Second by: Bill Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

5. Committee Reports (Matt/Mike)

- Health District Advisory Council – update received
- Lucas County 911 COG TAC – email received
- NW Ohio Advanced Energy Board – update
- Toledo Express Airport JEDD – meeting held 2/2/2026
- Internal Financial/Audit – audit exit interview completed
- Lucas County Engineers – annual meeting 3/5/2026
- OTA Conference – trustees attended and reported training updates
- Elected Officials attending the Annual Township Meeting with Lucas County Township Association on 2/12/2026

6. Zoning Report (Mike)

- Temporary sign/banner request for new business opening Spring 2026
- Reed Road boat complaint
- Multiple zoning calls received
- One permit issued for new structure building
- ADA accommodation request received

Motion: To acknowledge of receipt of an ADA accommodation request was submitted, following review and discussion, the Board approved the request and authorized preparation of a formal response letter. Trustee Mike Nowicki will prepare and issue the approval letter.

Motion by: Bill Second by: Matt Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

7. Cemetery Report (Bill)

- One burial at end of January
- Genealogy inquiries received
- Snow-related plowing issue resolved
- Additional notes recorded in meeting

8. Roads & Bridges Report (Bill/Mike/Matt)

- Annexation discussion
- Scott Road resident concerns - Village of Swanton not plowing the road, with the amount of snow received recently the Township took care of plowing the road
- County Road D & County Road 1 (Fulton, Lucas Rd) traffic issues, multi-agency meeting held by Swan Creek (Swan Creek, Fulton Co, Lucas Co. & Swanton TWP in attendance) Can trim or remove trees at line of site (Fulton) Fulton & Lucas County looking into options, roundabout and 4 way stop discussed
- Girdham Road - 44 No parking signs removed - several emails, phone calls and people expressing appreciation for the removal of the signs
- Girdham Road - Discussions with the Metro Parks to put in gravel roadside lots for parking, working with Metro Parks on parking solutions – maybe put parking area by the spot and one near the cemetery plots to keep people off the roads
- Wilkins Road has 5 No parking signs that will be removed, time & weather permitting
- Deer activity noted in multiple areas, be cautious and alert

9. Old Business (Mike/Matt/Bill)

- OTA Winter Conference updates

- Arrowhead Park – Mike talked to John in Legal and no reply from the other party was received – Mike will reach back out to legal this week
- Swan Creek Watershed Tax clarification – Prior Township administration stated that all residents would not be assessed taxes for the project – this information is not true based on conversations Matt had with property owners and the Lucas County Engineers, informend Non occupied parcels will still be assed the Swan Creek Ditch Tax.

10. New Business

A. Tornado Siren

Bill stated that a resident reported the siren not working on 295 near campground, resident stated they contacted county and said it was a township issue. Bill will follow up with the County

B. Phone & Internet Service

Discussion regarding no phone or internet service, in contact with Spectrum. Spectrum need to come out for pictures and survey. No need to have 2 phones for everyone, looking into VOIP over internet, app on your existing phone that is a separate number.

D. Security & Door Locks

Discussion held, previous Trustee never returned keys, no idea who has keys, looking into costs involved.

E. Website Discussion

Discussion held, we have one year to be ADA compliant, Cyber Security deadline is later this year. Our current Website contract is paid thru September 2026, we received a quote from a company for new business and while at the OTA Winter conference earlier this month learned that they have a new benefit that involves designing and implementing websites for townships. Matt will have information on our options at the next regular meeting

F. Springfield Township Fire Chief Presentation

Run numbers and department updates provided by Springfield Fire Chief along with updates on training and new equipment, like to be the leaders in technology to provide the best service possible. Runs in 2025 increased by 35%. They cover the northern half of the township and airport, Whitehouse covers the south side. We also received the annual report from the Village of Whitehouse and all the information is posted on our website from both Fire Departments.

G. Direct Deposit Implementation

Motion: To approve direct deposit implementation per policy dated February 10, 2026.

Motion by: Mike Second by: Matt Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

H. AutoZone Account

Motion: To approve establishing a charge account with AutoZone in Swanton.

Motion by: Mike Second by: Matt Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

I. Laptops for Elected Officials

Discussion held, Bill will look into the cost.

J. Zoning Inspector & Commission Vacancies

Discussion held, candidates mentioned, several residents talked about interest in the vacant commission seat, no action taken. Received a few emails about interest in Zoning Inspector.

11. Adoption of Policies & Resolutions

All resolutions below were adopted unless otherwise noted.

- 2026-02-10-01 – Zoning Board Compensation Policy

Motion by: Matt Second by: Bill Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

- 2026-02-10-02 – Cell Phone & Internet Reimbursement Policy

Motion by: Mike Second by: Matt Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

- 2026-02-10-03 – Purchasing & Spending Authority Policy

Motion by: Bill Second by: Matt Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

- 2026-02-10-04 – Direct Deposit Payroll Policy

Motion by: Bill Second by: Matt Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

- 2026-02-10-05 – Dental Insurance Policy

Motion by: Matt Second by: Bill Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

- 2026-02-10-06 – Ohio Plan Risk Management Renewal

Motion by: Bill Second by: Matt Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

- 2026-02-10-07 – Annual PO Authorization (Held)
- 2026-02-10-08 – Tax Advance Authorization

Motion by: Matt Second by: Bill Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

12. Public Comments

- Kevin, Business owner from The Greens at Oak Openings provided updates on Spring 2026 opening, amenities, and development progress.

13. Executive Session

Motion: To enter Executive Session at 8:56 p.m. under ORC 121.22(G)(1), (2), (3), and (7).

ORC 121.22(G)(3) for the purpose of conferring with legal counsel concerning disputes that are the subject of pending or imminent court action.

ORC 121.22(G)(1) to discuss the compensation of a public employee and the hiring of a new employee.

ORC 121.22(G)(7) to discuss security arrangements and the potential purchase of security camera equipment

Motion by: Bill Second by: Matt Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

Motion: To return to regular session at 9:40 p.m.

Motion by: Mike Second by: Bill Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

14. Adjournment

Motion: To adjourn at 9:41 p.m.

Motion by: Mike Second by: Bill Roll Call: Anderson – Yes; Beil – Yes; Nowicki – Yes Motion carried.

Visitors Present: 19

Visitors Signed In: 14

Melinda S. Curry, Fiscal Officer

Trustee