

SWANTON TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING MINUTES

March 10, 2026 – 7:30 p.m.

The Swanton Township Board of Trustees met in Regular Session on Tuesday, March 10, 2026 at 7:30 p.m. at the Swanton Township Hall, 13410 Airport Highway, Swanton, Ohio.

1. Call to Order

The meeting was called to order at 7:30 p.m. by Trustee Chair Nowicki.

2. Pledge of Allegiance & Moment of Silence

The Board and visitors participated in the Pledge of Allegiance and a moment of silence.

3. Roll Call

- Anderson – Present
- Beil – Present
- Nowicki – Present
- Fiscal Officer Curry – Present

A quorum was established.

4. Executive Session with Shoemaker, Loop & Kendrick law firm

Motion to enter Executive Session pursuant to:

- ORC 121.22(G)(3) – pending or imminent court action
- ORC 121.22(G)(1) – compensation of a public employee and hiring of a new employee
- ORC 121.22(G)(7) – security arrangements and potential purchase of security camera equipment

Motion by: Anderson Second by: Beil Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

5. Executive Session began at 7:31 p.m.

6. Return to Regular Session

Motion to return to Regular Session at 8:07 p.m. No action was taken during Executive Session.

Motion by: Anderson Second by: Beil Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

7. Guests / Scheduled Visitors

Laurie Manning of the Hylant Group presented information regarding the Township's property and vehicle insurance policy through Ohio Plan Risk Management. Laurie also informed the Board that the Township currently issues individual surety bonds for the Fiscal Officer, the three Trustees, and the Zoning Inspector. She explained that the Township may instead elect to use an employee dishonesty and faithful performance of duty policy through the Ohio Plan in place of individual bonds. Laurie will follow up with the Township and provide rates and additional information regarding this option

8. Fiscal Officer Business

A. Minutes

Motion to waive the reading and approve the February 10, 2026 Regular Meeting minutes.

Motion by: Nowicki Second by: Anderson Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

B. Payroll / Warrants / Approvals

The Fiscal Officer presented payroll, warrants, vouchers, the bank reconciliation, purchase orders, and monthly financial reviews for Board approval. Warrant number 8448 was held by Trustee Anderson, who stated he would like to speak with the Village of Swanton regarding the invoice, as the reported usage increased to 18,000 gallons for the month.

Combined Motion: Motion to ratify payroll issued on February 26, 2026; to ratify warrants and vouchers paid from February 11, 2026 through March 9, 2026; to approve all current warrants and vouchers; to approve the February 28, 2026 Bank Reconciliation; to approve payroll for the week ending March 8, 2026 and for the month of March with a March 10 and March 12, 2026 pay date; to approve the March 10, 2026 warrants; to acknowledge and approve the Board's review of the monthly township credit card statements; to approve BC Purchase Order #33-2026 for Professional & Technical Services dated March 10, 2026 in the amount of \$5,000 to document the expense properly in fund 1000-110-319-0000; to approve BC Purchase Order #35-2026 for Contracted Services dated March 10, 2026 in the amount of \$5,000 to document the expense properly in fund 1000-110-360-0000; to approve BC Purchase Order #36-2026 for Travel & Meeting Expenses dated March 10, 2026 in the amount of \$6,000 to document the expense properly in fund 1000-110-330-0000; to acknowledge the closure of Purchase Order 02-2026 and approval of new Purchase Order 17-2026 due to the original PO being issued under incorrect account 2041-410-420-0000, with the corrected PO issued under account 2041-410-351-0000 for electricity and 2026 expenditures reallocated accordingly; to acknowledge the closure of Purchase Order 04-2026 and approval of new Purchase Order 15-2026 due to the original PO being issued under incorrect account 2041-410-420-0000, with the corrected PO issued under account 2041-410-352-0000 for water services and 2026 expenditures reallocated accordingly; to acknowledge that new Purchase Order 16-2026 was issued and will be used only for January water charges; to approve BC Purchase Order #38-2026 in the amount of \$3,003.17 to cover the remaining balance of Morton Salt Invoices #5404074766 and #5404074767 after BC Purchase Order #25-2026 was fully expended; and to acknowledge that Trustees received all February month-end reports via email.

Motion by: Anderson Second by: Beil Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

C. Updates / Discussions / Motions

Toledo Edison Payment Method

The Board discussed payment methods for the Township's four Toledo Edison utility accounts. Two options were presented:

- Option 1 – Township-Initiated Online Payments The Fiscal Officer would make monthly online payments at a cost of \$0.50 per account (\$2.00 total per month). This option maintains full control of payments and avoids delays caused by mail delivery. A recent mailed payment took over two weeks to reach Toledo Edison, resulting in late fees that were later waived.
- Option 2 – Vendor-Initiated ACH Automatic Withdrawal Toledo Edison would automatically withdraw monthly payments directly from the Township's checking account at no cost. This option requires ACH authorization and grants the vendor direct access to the Township's bank account.

Option 1 was selected.

Motion to approve the Fiscal Officer's use of township-initiated online payments for the four Toledo Edison utility accounts at a cost of \$0.50 per account per month (\$2.00 total per month). This method keeps full control of payments with the Township and avoids delays caused by mail delivery.

Motion by: Anderson Second by: Nowicki Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

Administrative Updates

The Fiscal Officer provided updates on previously approved administrative items, including:

- Enrollment in Delta Dental effective March 1, 2026
- Positive Pay for checks and ACH expected to be fully implemented this month
- Direct Deposit implementation expected to be completed this month and active next month
- Amazon Business Account established and active
- Ongoing work with Hylant to update and finalize Township policies
- Township printer purchased and placed into service
- Speakers and microphones purchased for Town Hall meetings
- Confirmation from OPERS that the Township's Zoning Compensation Policy was received and is compliant
- Public records requests processed for:
 - Justin Wenig – warrant information (1/1/2020–2/7/2026)
 - Alex Bracken, Toledo Blade – nondisclosure/confidentiality agreements (2/12/2026)
 - Karen Gerhardinger, Toledo Free Press – Fire/EMS service call statistics (2/12/2026)
- Availability of Traveling Fiscal Officer assistance and/or training at a rate of \$45 per hour

Motion to acknowledge updates on previously approved administrative items, including Delta Dental enrollment, Positive Pay implementation, Direct Deposit implementation, Amazon Business Account setup, ongoing work with Hylant on Township policies, the purchase of the Township printer, the purchase of speakers and microphones for Town Hall meetings, confirmation from OPERS that the Township's Zoning Compensation Policy is compliant, and acknowledgment that public records requests were processed for Justin Wenig, Alex Bracken of the Toledo Blade, and Karen Gerhardinger of the Toledo Free Press. Further, to approve the use of a Traveling Fiscal Officer for assistance and training needs at a rate of \$45 per hour.

Motion by: Beil Second by: Anderson Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

Charles E. Harris & Associates Contract

The Board reviewed the proposed 3-year and 5-year contracts with Charles E. Harris & Associates, Inc. for annual year-end financial statement assistance. The firm will compile the Township's 2026 year-end Notes for submission into the Hinkle System, ensuring accuracy, compliance with Auditor of State requirements, and proper presentation of all financial disclosures.

Motion for the Fiscal Officer to enter into a 3-year contract, starting with 2026, with Charles E. Harris & Associates, Inc. for professional services to compile the Township's annual year-end Notes for Hinkle System filing.

Motion by: Nowicki Second by: Anderson Roll Call: Anderson Yes, Nowicki Yes Motion carried.

Special Meeting Scheduling

Motion to schedule a Special Meeting in March 2026 to approve the 2026 Permanent Appropriation Budget. Date to be determined and will be posted on the bulletin Board at Townhall and on a local Facebook page

Motion by: Anderson Second by: Beil Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

9. Committee Updates

Committee reports were provided on:

- Health District Advisory Council
- Lucas County 911 Regional COG TAC - Beil gave update that we needed to determine if the calls were in our area, 4 year rolling average, only 5 were outside of township boundaries
- Internal Financial/Audit
- Northwest Ohio Advanced Energy Board
- Toledo Express Airport JEDD
- Lucas County Engineer Meetings Attended the Annual Meeting on 3/5
- Metroparks volunteer monitoring program
- Lucas County Boards (Various)

No motions were required.

10. Zoning Report

Updates provided on:

- Arrowhead Mobile Home Park concerns in legal review
- Resident complaints- replies sent
- Permit activity – one sign permit and one accessory building permit issued
- T-Mobile project inquiry

No motions were required.

11. Cemetery Report

- One burial

- Lot transfers in progress
- Headstone repairs underway by Township workers Anthony and Mike
- Research ongoing for cemetery record-keeping program

12. Roads & Bridges Report

Updates provided on:

- Reed Road speed limit study discussion
- Crack sealing on Girdham Road
- Sign removal of speed limit sign as requested by Lucas County Engineers
- Road maintenance continues

13. New Business

Approval of March 9, 2026 Special Meeting Minutes

Motion to waive reading and approve the March 9, 2026 Special Meeting minutes.

Motion by: Anderson Second by: Nowicki Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

Zoning Inspector Hiring

The Board reviewed the action taken at the Special Meeting held on March 9, 2026. At that meeting, a motion was made by Nowicki, seconded by Beil, to offer Zach Mikolajczyk the position of Swanton Township Zoning Inspector, at a rate of \$25 per hour, with mileage reimbursement at the current IRS rate, and \$50 monthly phone compensation.

The Board confirmed the March 9 motion offering the Zoning Inspector position to Zach Mikolajczyk, but has not been accepted yet and discovered a conflict of interest.

Zoning Commission Appointment

The Board confirmed the March 9 motion appointing Bruce Wholf to the Zoning Commission, term ending April 30, 2026.

Cybersecurity Services Agreement

Motion to approve the agreement with FalconForgeAI, LLC and authorize Chairman Nowicki to sign contract.

Motion by: Anderson Second by: Beil Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

Phone & Internet Services

The Fiscal Officer provided an update on Township phone and internet services:

- Internet Service: Spectrum 500 Mbps plan at \$170 per month under a 3-year contract.
- Phone Service: Four RingCentral VoIP lines at \$80 per month.

- Office Phone Line (419-826-9730): \$20 per month.
- One-Time Installation Costs:
 - \$100 for internet installation
 - \$250 for RingCentral setup (reduced from \$500)
- Wi-Fi Infrastructure: The Township will install and manage its own Wi-Fi network for the Township Hall and Maintenance Building at an estimated one-time cost of \$200–\$300.

Motion to approve Spectrum internet, RingCentral phone service, installation costs, and Wi-Fi infrastructure as presented.

Motion by: Anderson Second by: Beil Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

Locks and Alarm Systems

The Board discussed security concerns related to Township facilities. The outgoing Trustee has not returned Township keys, and a service call was required to reset the alarm systems at the Manore Road and Wilkins/Airport Highway locations. Due to these issues, authorization is needed to proceed with looking into the changing of locks and adding alarm system to the other 2 buildings. Monthly cost is \$300 per year per building and it's battery operated, if power goes out it has a Starlink system.

Motion to acknowledge that the previous Trustee has not returned Township keys, that a service call was required to reset the alarm systems at the Manore Road and Wilkins/Airport locations, and to authorize moving forward with building security.

Motion by: Anderson Second by: Nowicki Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

Cameras

Motion to approve purchase of cameras was tabled.

14. Adoption of Resolutions

Resolution 2026-03-10-01

A Resolution Authorizing the Township to Enter into a Contract with Spectrum for Internet and Communication Services.

Motion by: Anderson Second by: Beil Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

Resolution 2026-03-10-02

A Resolution Authorizing a Contract with Charles E. Harris & Associates, Inc. for Year-End Financial Statement Assistance. The Board selected the 3-year term, and the Fiscal Officer was authorized to execute all necessary documents

Motion by: Beil Second by: Anderson Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

Resolution 2026-03-10-03

A Resolution authorizing the Fiscal Officer to enter into a Consulting Agreement with Anthony B. Pranger, UAN Visiting Clerk, for UAN training and support services at a rate of \$45 per hour for an estimated 20 hours of remote assistance in 2026.

Motion by: Anderson Second by: Beil Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

15. Public Comments

Residents provided comments regarding:

- James Stewart, 12613 Airport Hwy – zoning concerns, truck traffic, diesel fumes, noise, and semis parking near residences
- Arrowhead Mobile Home Park issues
- Patti Z., Waterville-Swanton Rd – cybersecurity notifications and HB96; request for draft minutes availability
- Mike Tye, Jeffers Rd – budget and fund reallocation questions
- Fire/EMS levy concerns and anticipated increases

16. Adjournment

Motion to adjourn at 9:46 p.m. Motion by: Beil Second by: Anderson Roll Call: Anderson Yes, Beil Yes, Nowicki Yes Motion carried.

Visitors Present: 20 Visitors Signed In: 12

Melinda S. Curry, Fiscal Officer

Trustee

These minutes are a draft and will not be official until approved by the Board of Trustees.