

**SWANTON TOWNSHIP**  
**BOARD OF TRUSTEES**  
**ORGANIZATIONAL & REGULAR MEETING MINUTES**

**January 13, 2026 – 7:30 p.m.**

The Swanton Township Board of Trustees met in Organizational and Regular Session on Tuesday, January 13, 2026 at 7:30 p.m. at the Swanton Township Hall.

## **1. Call to Order**

The meeting was called to order at **7:30 p.m.** by Fiscal Officer **Mindy Curry**.

## **2. Pledge of Allegiance & Moment of Silence**

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

## **3. Acknowledgment of Swearing-In Ceremony**

The Board acknowledged that the Swearing-In Ceremony was conducted on **January 2, 2026** by Trustee **Michael Nowicki**, who administered the Oath of Office to:

- **William Anderson, Trustee**
- **J. Matthew Beil, Trustee**

All bonds and oath paperwork were properly executed prior to the commencement of duties.

## **4. Roll Call**

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

A quorum was established.

## **5. Election of Officers**

### **A. Chairman**

**Motion:** To elect **Mike Nowicki** as Chairman for 2026.

**Motion by:** Matt **Second by:** Bill **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes

**Motion Passed Assigned:** Mike

## **B. Vice Chairman**

**Motion:** To elect **Matt Beil** as Vice Chairman for 2026.

**Motion by:** Bill **Second by:** Mike **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes

**Motion Passed Assigned:** Matt

Meeting is now turned over to Chairman Mike Nowicki to run

## **6. Assignment of Trustee Responsibilities**

### **Zoning Oversight**

**Motion:** To elect **Mike Nowicki** as trustee oversight for Zoning for 2026.

**Motion by:** Bill **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes

**Motion Passed Assigned:** Mike

### **Roads Oversight**

**Motion:** To elect **Bill Anderson** as trustee oversight for Roads for 2026.

**Motion by:** Mike **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes

**Motion Passed Assigned:** Bill

### **Cemetery Oversight**

**Motion:** To elect **Bill Anderson** as trustee oversight for Cemetery for 2026.

**Motion by:** Mike **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes

**Motion Passed Assigned:** Bill

## **7. Committee & Board Appointments**

Appointments were made as follows:

- **Toledo-Lucas County Health District Advisory Council:** Mike
- **Lucas County 911 Regional COG TAC:** Mike
- **Northwest Ohio Advanced Energy Board:** Matt
- **Toledo Express Airport JEDD:** Matt
- **Internal Financial/Audit:** Mike
- **Lucas County Boards (Various):** As determined or discovered at a later date

**Motion to appoint all as posted above by:** Bill **Second by:** Matt

**Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes

**Motion Passed Assigned above**

## 8. 2026 Holiday Schedule

Discussion held regarding ORC 511.10 holiday requirements.

- New Year's Day
- Martin Luther King Jr. Day
- Washington–Lincoln Day (Presidents' Day) – (Use this for the Friday after Thanksgiving)
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus Day – (Use this for Christmas Eve)
- Veterans Day
- Thanksgiving Day
- Christmas Day

**Motion:** To adopt the Swanton Township Holiday Schedule for 2026 as noted with the 2 changes above.

**Motion by:** Bill **Second by:** Matt

**Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes

**Motion Passed**

**Motion:** To approve the Swanton Township Holiday Schedule for 2026

**Motion by:** Bill **Second by:** Matt

**Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes

**Motion Passed**

## 9. Organizational Resolutions & Motions

### Resolution 2026-01-13-01 — Organizational Financial Authority

Motion for Resolution No. 2026-01-13-01 to make all Township monies on hand available for current expenses.

**Motion by:** Bill **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes **Resolution Passed**

### Resolution 2026-01-13-02 — Elected Officials Compensation & Reimbursement for 2026

Motion for 6 items as follows on Resolution No. 2026-01-13-02

- Motion to pay Trustees and Fiscal Officer monthly in 2026
- Motion to compensate Trustees and Fiscal Officer at rates authorized by ORC 505.24 & 507.09
- Motion to approve Fiscal Officer training expenses required by ORC 507.12
- Motion to reimburse all reasonable Trustee & Fiscal Officer expenses per Township Expense Policy
- Motion to reimburse mileage for Trustees and Fiscal Officer at the IRS standard 2026 mileage rate

- Motion to approve meal reimbursement for Trustees and the Fiscal Officer up to \$70 per day with itemized receipts; alcohol is not eligible for reimbursement. The meal reimbursement amount may be adjusted annually to align with updated federal per-diem guidance.

**Motion by: Bill Second by: Matt Roll Call: Bill – Yes; Matt – Yes; Mike – Yes Resolution Passed**

**Note:** Previously adopted to compensate the Trustees and Fiscal Officer at the rate authorized by O.R.C. Section 505.24 and 507.09, Resolution 2025-12-09-03, dated 12/09/2025

### **Resolution 2026-01-13-03 — Check Signing Authorization**

Motion to establish Resolution No. 2026-01-13-03 that all Township checks shall require two signatures: the Fiscal Officer and any one Trustee. No check shall be issued without the signature of the Fiscal Officer and at least one Trustee.

**Motion by: Bill Second by: Matt Roll Call: Bill – Yes; Matt – Yes; Mike – Yes Resolution Passed**

### **Resolution 2026-01-13-04 — Essential Recurring Payments**

Motion to adopt Resolution No. 2026-01-13-04 That Authorizes the Fiscal Officer to pay recurring obligations (taxes, utilities, insurance, leases, software, etc.) without prior monthly approval.

**Motion by: Bill Second by: Matt Roll Call: Bill – Yes; Matt – Yes; Mike – Yes Resolution Passed**

### **Resolution 2026-01-13-05 — Adoption of Public Records Policy & Records Retention Schedule**

Consider a motion to adopt the Swanton Township Public Records Policy and approve the Records Retention Policy and Records Retention Schedule (RC-2), as recommended by the Records Commission, and authorize the Fiscal Officer to submit all required RC-2 and RC-3 forms to the Ohio History Connection.

**Motion by: Bill Second by: Matt Roll Call: Bill – Yes; Matt – Yes; Mike – Yes Resolution Passed**

### **Resolution 2026-01-13-06 — Cemetery Rules & Fee Schedule Update**

Motion to adopt Resolution No. 2026-01-13-06 updating the Swanton Township Cemetery Rules and Fee Schedule, including residency clarification for individuals in nursing or family care, authorization for grave transfers to resident family members, reinstated child and cremation opening fees, and adjustments to burial and footer fees to reflect increased costs.

**Motion by: Bill Second by: Matt Roll Call: Bill – Yes; Matt – Yes; Mike – Yes Resolution Passed**

### **Resolution 2026-01-13-10 — Township Fee Schedules (Unchanged)**

Motion to affirm Resolution 2026-01-13-10 that zoning fees and all other township service fees remain unchanged for calendar year 2026.

**Motion by: Bill Second by: Matt Roll Call: Bill – Yes; Matt – Yes; Mike – Yes Resolution Passed**

## **10. Fiscal Officer Business— Reported by Mindy**

### **A. Minutes**

**Motion:** To waive the reading and approve the December 9, 2025 minutes.

**Motion by:** Bill **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes

**Motion Passed**

**Motion:** To acknowledge cancellation of the December 23, 2025 meeting.

**Motion by:** Bill **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes

**Motion Passed**

### **B. Payroll & Warrants**

All payroll and warrant motions were approved as recorded:

- Ratify payroll issued 12/23/2025
- Ratify warrants paid 12/17–12/31/2025
- Approve current warrants (TRUSTEES HELD WARRANT 8406 & 8407 TO GO OVER WITH VENDOR)
- Approve payroll for 1/13/2026

**One Motion for all items by:** Bill **Second by:** Matt

**Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes

**Motion Passed**

### **C. Stevens Disposal Contract - Informational**

Fiscal Officer reported two years remain on the contract; no action required. Emailed the contract to the trustees

### **D. Fire/EMS Contracts -- Informational**

The Board acknowledges that the 2026 Fire/EMS rates for Whitehouse and Springfield Township reflect the scheduled increases already included in the existing multi-year contracts. No action is required at this time. Please note that the Village of Whitehouse contract is set to expire at the end of 2026.

### **E. Training**

Trustees and Fiscal Officer registered for OTA Winter Conference (Feb 4–6, 2026). Will take Public Records Training Requirement and attend many classes.

## **F. 2025 ODOT Mileage Certification**

- Presentation of the 2025 ODOT Mileage Certification

**Motion:** To acknowledge receipt.

**Motion by:** Bill **Second by:** Matt

**Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes

**Motion Passed**

**Motion:** To approve and authorize Trustee signatures.

**Motion by:** Bill **Second by:** Matt

**Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes

**Motion Passed**

- Certification to be returned to ODOT upon execution, no later than 3/1/2026 (emailed on 01/13/2026)

## **G. 2026 Temporary Budget Adjustment Notification**

Fiscal Officer reported required adjustments due to lower-than-expected revenue. The adjustments were required to the previously approved Temporary Budget due to revenue amounts being lower than originally anticipated. The following appropriations were revised to reflect actual funds received:

- Fire Protection Fund (2191-220-599-000 – Other – Other Expenses)
  - Adjusted from \$297,173.51 to \$295,044.78
- Permissive Motor Vehicle License Tax Fund (2231-330-599-0000 – Other – Other Expenses)
  - Adjusted from \$86,323.11 to \$71,150.47

This was informational only and for record keeping purposes.

# **11. Adoption of Required Policies**

## **Resolution 2026-01-13-08 — Credit Card Account Policy (ORC 505.64)**

Motion to approve Resolution 2026-01-13-08 Credit Card Account Policy (ORC 505.64)

**Motion by:** Bill **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes **Resolution Passed**

## **Bank Signature Card Update**

Motion to approve Fifth Third Bank update to Master Signature Card adding Trustees Anderson & Beil.

Note: Confirmed removal of outgoing trustees with 5/3 Account Manager.

**Motion by:** Bill **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes **Motion Passed**

## **Medical Insurance Update**

Aetna medical insurance effective 1/1/2026. Allstate canceled 12/31/2025. Finalized December 2025.

**Motion by: Bill Second by: Matt Roll Call: Bill – Yes; Matt – Yes; Mike – Yes Motion Passed**

## **Outstanding Warrants & Purchase Orders**

Motion to approve warrants.

**Motion by: Bill Second by: Matt Roll Call: Bill – Yes; Matt – Yes; Mike – Yes Motion Passed**

Motion to approve Regular Purchase Orders numbered 1-2026 through 14-2026.

**Motion by: Bill Second by: Matt Roll Call: Bill – Yes; Matt – Yes; Mike – Yes Motion Passed**

Motion to approve Super Blanket Certificate Purchase Orders numbered 1-2026 through 30-2026.

**Motion by: Bill Second by: Matt Roll Call: Bill – Yes; Matt – Yes; Mike – Yes Motion Passed**

## **12. Zoning Report – Given by Mike**

- Outstanding complaint regarding trailer park
- Waiting on responses

## **13. Cemetery Report – Given by Bill**

Burials occurred on:

- 12/20/2025
- 1/8/2026
- Scheduled for 1/20/2026

## **14. Roads & Bridges Report – Given by Mike**

- 2025 ODOT Bridge Inspection Report filed
  - Soul Rd #376 – Good
  - Scott Rd #384 – Very Good
  - Scott Rd #393 – Very Good
  - Reed Rd #396 – Very Good
- Gave snow removal updates – weather kept them busy through the holidays
- Dead animal removal

## 15. Old Business - None

## 16. New Business

### A. 2026 Regular Meeting Schedule

**Motion:** To hold meetings on the **2nd Tuesday** of each month.

**Motion by:** Bill **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes **Motion Passed**

### B. 2026 Meeting Start Time

**Motion:** To set meeting start time at **7:30 p.m.**

**Motion by:** Bill **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes **Motion Passed**

### C. 2026 Zoning Meeting Schedule

**Motion:** To set Zoning Commission meetings quarterly on the 2nd Tuesday of the month at 6:45 p.m.

**Motion by:** Bill **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes **Motion Passed**

### D. Add Comment Section to Agenda

Discussion resulted in setting a limit of 3 minutes per person, questions directed to the board members only, must state name and address prior to comments.

**Motion by:** Bill **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes **Motion Passed**

### E. Resignations

- Roger Thompson – Zoning Commission (term ends 4/10/2026)
- Kim Middleton – Zoning Inspector (effective 12/31/2025)

Board will seek replacements, more information to follow

### F. Updated Payroll Policy

Fiscal Officer presents the updated Swanton Township Payroll Policy, including provisions for holiday pay, vacation leave, sick leave, overtime, double time, compensatory time, payroll processing, and a change to a bi-weekly pay period.

**Resolution 2026-01-13-09 — Updated Payroll Policy** Motion to adopt updated Payroll Policy including transition to biweekly pay.

**Motion by:** Bill **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes **Motion Passed**

# Comment section added to agenda

Kim Middleton 2120 S Berkey Southern

Wants Trustees to know that a zoning violation letter was mailed to Arrowhead Lake Park on 12/19/25 with 3 violations, the letter shows received on 12/23/2025 and they have 30 days to reply which will be by 1/20/2026. Please stay on top of this to make a difference. 12/28/25 & 12/29/25 trees fell on gas lines and through a home. 11/10/2025 EPA is involved. Then she mentioned another township working on a resolution to hold commercial property owners accountable. Why isn't Arrowhead Lake included in the Townships free trash pickup? We pay \$22 a month for every week pick up. Trustee Mike said he will look into this.

Patti Zalewski Waterville Swanton Road

1<sup>st</sup> Can we see the organizational items that were approved, records retention, zoning, polices – Mike said Yes. 2<sup>nd</sup> The Village of Swanton announced that they were contacting Toledo Edison about all the power outages. Can the township do that and make a statement. Trustee Bill asked if residents could help also and email your representatives, this would help. 3<sup>rd</sup> Wants to know about only meeting one time a month. Mike commented that we would meet 2 times a month to sign payroll checks, we will be switching to direct deposit and that surrounding townships only meet once a month as well. We can have special meetings and if we do, we will post notices and work on social media but account will be informational only and not open discussions.

Mona Weis Sherman White Road – Wanted to know if time restrictions are noted in the Meal reimbursement policy. Suggests that they be added.

Collene Baird Sherman White Rd – Warrant 8406 & 8407 that you said were on hold why and who are they for? Trustees wanted to ask a few questions prior to signing them to see if the cases are still ongoing, etc.. Discussion regarding signage to notify people of changes like they use to do, can you do that again so we know what's going on with zoning changes?

## 17. Adjournment

**Motion:** To adjourn at **8:30 p.m.**

**Motion by:** Bill **Second by:** Matt **Roll Call:** Bill – Yes; Matt – Yes; Mike – Yes **Motion Passed**

## Visitors Present

27 visitors

## Visitors Signed In

20 visitors signed in

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Melinda S. Curry, Fiscal Officer

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Trustee