



## **Village of Milan**

### **Regular Council Meeting**

### **March 28, 2018**

The March 28, 2018 Regular Meeting was called to order with the Pledge of Allegiance by Mayor Steven Rockwell.

Roll call: Barber – yes, Crosby - yes, Jenkins - yes, Maloney - yes, Rospert – yes, Smith - yes. Also present: Mayor Steven Rockwell, Fiscal Officer Scott Palmer, Administrator Brian Rospert, and attorney Jim Barney.

Motion by Barber, seconded by Jenkins to approve the Minutes of the February 28, 2018 Council Meeting. Vote – all in favor, motion carried.

Motion by Barber, seconded by Maloney to approve the Council bills for the period of February 24<sup>th</sup> – March 23<sup>rd</sup>, 2018. Vote – all in favor, motion carried.

Motion by Maloney, seconded by Crosby to approve the Utility bills for the period of February 24<sup>th</sup> – March 23<sup>rd</sup>, 2018. Vote – all in favor, motion carried.

#### **CITIZEN PARTICIPATION**

Melissa Stallkamp from the Salvation Army discussed the results from the community garden from last year and the plans for the garden for 2018. Melissa thanked the council for the use of the land for the garden. She thanked the Boy and Girl Scouts, Edison High School Drama Club, and the Edison High School Leadership Group for help with constructing, planting, maintenance, and harvesting the produce. All of the produce was distributed at the food pantry for local families.

#### **OLD BUSINESS**

**Streets, Sidewalks and Storm Sewers** – There will be a third reading of the Ordinance to change the name of Shaw Mill Road to Plank Road within the Village Limits under Legislation.

**Safety** – The Safe Routes to School Infrastructure project is currently underway. Richland Engineering recently mailed out a letter letting the affected residents in the project area know that they will be obtaining field studies and data needed in connection with the improvements.

**Finance** - None

**Regional Planning, Building Codes & Inspection** – Update on the property located at 76 Edison Drive on the pending Notice of Violation and Property Maintenance Code. A certified letter was sent to Mr. Zemke and Mr. Ross on the remaining Property Maintenance issues still remaining at the property. Mr. Ross, Mr. Zemke and the Village are in agreeance that the remaining issues will be addressed and will be in compliance by June 26, 2018. If the property owners fail to come into compliance by this date Judge Tone has a hearing set for June 26<sup>th</sup> at 9:30 AM.

The Planning Commission met on March 20<sup>th</sup> to discuss the Design Review Language for the C-1 Business District. Carla Rospert the newly appointed Chairperson of the Commission gave an update from the meeting. The commission decided to accept the new language as presented and bring before Council. In order to apply for the Downtown Revitalization Grant (DRG) the language must be changed.

On Thursday March 22<sup>nd</sup> at 5pm a Business Owners meeting for the Central Business District was held to gauge the interest that the owner's had in the DRG. The meeting was very well attended and the owners supported moving forward with the grant and showed a willingness to participate.

Carla made the recommendation to the council to move forward with the Design Review Language change. A public meeting will be scheduled for Wednesday May 2<sup>nd</sup> at 6pm.

The Milan Township Trustees voted to participate with the Village in the cost of hiring a consultant up to \$3,500 of the \$7,000 fees for the Downtown Revitalization Grant for the C-1 Business District. Application is due by June 15, 2018 and the Grant Awards will be announced on September 1, 2018. The Maximum Grant Award is \$300,000, \$30,000 of which will be used for Administration of the Grant.

At the February Council meeting council Pam Crosby, who is also a downtown business owner, voted in favor of the Downtown Revitalization Grant. Solicitor Jim Barney wrote an opinion letter for Carla and Pam stating he was comfortable with their votes however Pam was not as comfortable so Jim recommended that council reconsider the motion to hire a consultant from the February 28<sup>th</sup> meeting to give Pam an opportunity to abstain.

Motion by Barber, seconded by Smith, to hire a consultant for the Downtown Revitalization Grant for the C-1 Business District at a cost of up to \$3,500. Roll call: Barber-Yes, Crosby-Abstain, Jenkins-Yes, Maloney-Yes, Rospert-Yes, Smith-Yes, motion carried.

Mayor Rockwell would like the record to show that Pam abstained from discussion and voting on the motion.

**Utilities** – The installation of a twelve inch water line to our existing six inch connection on the west side of U.S. 250 by Lockwood Road to the water tower has been scheduled for the second week of April.

Ohio RCAP submitted the final application to the EPA for the Asset Management Grant Funding and Loan on March 27, 2018.

Work continues with NASA AND R.P.T.S. Express for the transportation of the Orion Space Capsule through the Village. Presently, we are awaiting on R.P.T.S. Express to sign the Memorandum of Understanding (MOU) to cover the costs associated with this project. Once



we receive the signed (MOU) we will sign the Master Professional Service Agreement with the GPD Group to begin the Engineering and Design plans.

**Civic Contacts** - None

**Parks and Tree** - None

**Records Commission** – The next scheduled meeting for the Records Commission will be on June 26th, 2018. Time to be announced.

## **NEW BUSINESS**

**Streets, Sidewalks and Storm Sewer** – The Street Department has been busy with picking up trash, performing general maintenance on the equipment, finished cleaning and prepping the street sweeper, plowing, salting and cold patching holes in the roadway.

The Electric Department was assisted with the removal of poles around the square, assisted Fire Safety Equipment with our annual fire extinguisher certification at all facilities, met with Spectrum Cable and assisted with changing all the internet modems out, changed the oil and filter on the Jeep Patriot, needle scaled the bed of the Ford F-550 dump truck, repainted the bed and repaired several park bench slats from Sleepy Hollow park.

Brian and Tim attended a preconstruction conference at ODOT District 3 in Ashland for the upcoming U.S. 250 and SR 113 East (from U.S. 250 to SR 601) resurfacing project. The project is estimated to be completed by Memorial Day.

**Safety** – The Village of Milan was recently recognized for receiving 100% in our efforts in preventing accidents and injuries in the workplace for 2017 at the Annual Safety Awards Ceremony hosted by Huron County Safety Council.

**Finance** – Pam Crosby gave a report on the Finance Meeting held on March 15<sup>th</sup>. Scott Palmer presented the 2018 appropriations budget. He reviewed each department and compared to 2017 actual expenses. There was a discussion regarding employees doing work outside of their normal departments in particular electric and water employees helping with snowplowing and brush pickup etc. Time spent working outside of their normal departments will be indicated on their timesheets and allocated appropriately.

**Regional Planning, Building Codes & Inspection** – The Temporary Encroachment of Public Right-of-Way for the purpose of 2018 Sidewalk Dining/Outdoor Alcohol Consumption, effective dates of May 1 through November 1<sup>st</sup> for outdoor consumption of alcoholic beverages and effective dates of April 1<sup>st</sup> through November 1<sup>st</sup> for outdoor consumption of non-alcoholic beverages. Carla questioned the reasoning for having different dates for alcoholic and non-alcoholic beverages. Dick Maloney recommended making the dates for both April 1<sup>st</sup> through November 1<sup>st</sup>.

Motion by Maloney, seconded by Crosby to make the Temporary Encroachment of Public Right-of-Way for the purpose of 2018 Sidewalk Dining/Outdoor Alcohol Consumption, effective from April 1<sup>st</sup> through November 1<sup>st</sup> for outdoor consumption of alcoholic beverages. Roll call: Barber-Yes, Crosby-Yes, Jenkins-Yes, Maloney-Yes, Rospert-Yes, Smith-Yes, motion carried.

The Zoning Inspector has been working with the property owner of 30 Broad Street with information on what he can do with his property since the recent structure fire. The owner is still working with his insurance company and has been getting quotes on razing the structure.

**Utilities** – Todd Barber gave a report on the utility meeting held on March 15<sup>th</sup>. The Waste Water Treatment Plant's 2018 Phase II upgrades were discussed. The Water Treatment Plant was also discussed and the options to decommission the wells per EPA standards. The sale of the land "as is" was also discussed.

The Electric Department relocated a street light feed at the corner of Huron St. and Merry St. This was done as a preventative measure and will also allow for Frontier Communications to have better access to their pole line to install fiber optics to Tenneco.

The 2013 Dodge bucket truck was taken to a Dodge dealer for a recall for a possible water pump failure, a new pump was installed at no charge. They also took the bucket truck to American Diesel for repairs to a hydraulic leak and the necessary repairs were made. They assisted the Water Department with troubleshooting and repairing a problem with the clarifier motor drive unit. JM Testing Services was in to perform the annual testing of the two bucket trucks, the digger truck and several pieces of equipment. They replaced six residential meters that were older and hard to read, replaced two street lights to LED at the intersection of U.S. 250 and Williams Street and begun to replace the street lights on Broad Street around the school with new LED lights.

Recently the Water and Wastewater Department took a tour of Johns Manville and Tenneco to see the areas where process water is used. This was done so they could determine if either facility was in need of a permit to discharge, no permits needed.

The Ohio EPA requested information on our plans with the four wells at the Water Treatment Plant. They stated that we are required to maintain them in operational condition or properly abandoned in accordance with the Ohio Administrative Code. We believe that there could be some potential for this property with the wells. Recently, we supplied to the EPA our monthly Well Maintenance Procedure in which they approved. We are looking at two potential options for the plant moving forward. 1) Sell the plant "as is" or 2) speak with a consultant on the possible use of the wells as a source to generate electricity. Brian is scheduled to meet with a consultant the second week of April.

Brad Simon recently attended a training on water flow reducer valves in Huron.

The Water Department assisted the Township with pumping a manhole on Warwick Drive and locating a storm sewer line and outlet for them. Over the past month they replaced a water meter on Park Street on the Square and changed the oil and filters in the lawn mower, sewer jet, 2" pump, 3" pump, 4" pump and the backup generator.

The Water Department met with Bergren Associates to discuss transferring the Autocon (water tower level display) from the Water Plant to the Wastewater Treatment Plant. They are planning on updating the system with a wireless monitor to indicate the water tower levels.

**Civic Contacts** – None

**Parks and Trees** - None



**Records Commission** – On March 8<sup>th</sup> and 9<sup>th</sup> Julie Stelzer attended a new clerks training in Hilliard, Ohio. This seminar covers the basic information for court clerks along with updated changes in Ohio Law including new legislation in traffic, criminal citations, public record retention, accounting and audits.

Nancy Justice and Brian Rospert are scheduled to attend a Certified Public Records Training on May 14<sup>th</sup> at the Perkins Township Service Facility, this training will be instructed by the State Auditor's Office.

**Citizens Property Maintenance Commission** – None

**Communications** – The Ohio Municipal League is offering a Newly Elected Council Training Program. New council members are encouraged to attend along with the Fiscal Officer.

The new rate for the Village of Milan natural gas aggregation participants will be the fixed rate of \$0.429 per CCF for the period of April 2018 through September of 2018. The Village is not a provider for natural gas, we research the cost of natural gas to get the best available fixed rate at the time of each contract. All residents of the Village will qualify for this rate, however, they are not obligated in any way to participate in this program. The previous rate was \$0.515 per CCF.

**UNFINISHED BUSINESS** – None

## **LEGISLATION**

Ordinance – Next number will be 730-03-18

Resolution – Next number will be 597-03-18

### **AN ORDINANCE CHANGING THE NAME OF SHAW MILL ROAD WEST OF STATE ROUTE 250 TO PLANK ROAD TO OLD PLANK ROAD IN THE VILLAGE OF MILAN, OHIO**

Motioned by Maloney, seconded by Crosby to bring this reading to its third and final reading. Roll call: Barber-Yes, Crosby-Yes, Jenkins-Yes, Maloney-Yes, Rospert-Yes, Smith-Yes, motion carried.

Motion by Barber, seconded by Smith to adopt. Roll call: Barber-Yes, Crosby-Yes, Jenkins-Yes, Maloney-Yes, Rospert-Yes, Smith-Yes, motion carried. Ordinance No. 730-03-18.

### **AN ORDINANCE TO MAKE PERMANENT APPROPRIATIONS FOR CALENDAR YEAR 2018 FOR THE VILLAGE OF MILAN, OHIO AND DECLARING AN EMERGENCY**

Motioned by Barber, seconded by Jenkins to suspend the rules. Roll call: Barber-Yes, Crosby-Yes, Jenkins-Yes, Maloney-Yes, Rospert-Yes, Smith-Yes, motion carried.

Motion by Barber, seconded by Rospert to adopt by title only as an emergency. Roll call: Barber-Yes, Crosby-Yes, Jenkins-Yes, Maloney-Yes, Rospert-Yes, Smith-Yes, motion carried. Ordinance No. 731-03-18.

**AN ORDINANCE AUTHORIZING AND DIRECTING THE FISCAL OFFICER TO EXPEND NOT MORE THAN \$150,000.00 FROM THE CAPITAL IMPROVEMENT FUND AND NOT MORE THAN \$50,000.00 FROM THE SEWER REPLACEMENT FUND TO PAY FOR PHASE II OF THE UPGRADES AND REPAIRS TO THE WASTEWATER TREATMENT PLANT AND DECLARING AN EMERGENCY**

Motioned by Barber, seconded by Maloney to suspend the rules. Roll call: Barber-Yes, Crosby-Yes, Jenkins-Yes, Maloney-Yes, Rospert-Yes, Smith-Yes, motion carried.

Motion by Barber, seconded by Maloney to adopt by title only as an emergency. Roll call: Barber-Yes, Crosby-Yes, Jenkins-Yes, Maloney-Yes, Rospert-Yes, Smith-Yes, motion carried. Ordinance No. 732-03-18.

**AN ORDINANCE AUTHORIZING THE OHIO DEPARTMENT OF TRANSPORTATION TO PERFORM TRAFFIC SIGNAL UPGRADES (INSTALL TWO (2) ADVANCED RADAR DETECTION UNITS AND INSTALL SUPPLEMENTAL TRAFFIC LIGHTS) ON US ROUTE 250 SLM 11.75 AT SHAW MILL ROAD IN THE VILLAGE OF MILAN IN ERIE COUNTY**

Motioned by Barber, seconded by Crosby to suspend the rules. Roll call: Barber-Yes, Crosby-Yes, Jenkins-Yes, Maloney-Yes, Rospert-Yes, Smith-Yes, motion carried.

Motion by Barber, seconded by Rospert to adopt by title only as an emergency. Roll call: Barber-Yes, Crosby-Yes, Jenkins-Yes, Maloney-Yes, Rospert-Yes, Smith-Yes, motion carried. Ordinance No. 733-03-18.

**EXECUTIVE SESSION**

Motion by Maloney, seconded by Barber to enter into Executive Session to discuss personnel and employee discipline. Unknown action to be taken. Roll call: Barber-Yes, Crosby-Yes, Jenkins-Yes, Maloney-Yes, Rospert-Yes, Smith-Yes, motion carried.

Motion by Barber, seconded by Maloney to close Executive Session and return to Regular Session. Roll call: Barber-Yes, Crosby-Yes, Jenkins-Yes, Maloney-Yes, Rospert-Yes, Smith-Yes, motion carried.

## ADJOURNMENT

Motion by Barber, seconded by Maloney to adjourn tonight's meeting. Vote - all in favor.  
Motion carried.

A handwritten signature in blue ink, reading "Steven Rockwell", written over a horizontal line.

Steven Rockwell, Mayor

A handwritten signature in blue ink, reading "Scott Palmer", written over a horizontal line.

Scott Palmer, Fiscal Officer