



Village of Milan

Regular Council Meeting

March 27, 2019

March 27, 2019 Regular Meeting was called to order with the Pledge of Allegiance by Mayor Richard Maloney.

Roll call: Barber – absent, Crosby - yes, Jenkins – yes, Rospert – yes, Smith – yes, Shafer - absent. Also present: Mayor Richard Maloney, Fiscal Officer Scott Palmer, Administrator Brian Rospert, and Attorney Jim Barney.

Motion by Smith, seconded by Rospert to excuse Todd Barber from the Council Meeting. Vote – all in favor, motion carried.

Motion by Jenkins, seconded by Crosby to approve the Minutes of the February 27, 2019 Council Meeting. Vote – all in favor, motion carried.

Motion by Rospert, seconded by Smith to approve the Council bills for the period of February 27th – March 26th. Vote – all in favor, motion carried.

Motion by Rospert, seconded by Crosby to approve the Utility bills for the period of February 27th – March 26th. Vote – all in favor, motion carried.

Ben Smith asked for a moment of silence for Betty Maloney.

Mayor Maloney paused the meeting to mention that Nate Shafer arrived at the meeting at 7:07pm.

CITIZEN PARTICIPATION

Christine Sholes and Marci Reikowski from the Milan Berlin Library District to ask permission to the annual Touch-A-Truck Event on June 22nd from 11:00am to 1:00pm.

Motion by Rospert, seconded by Smith, to allow the Milan Berlin Library District to close Merry Street between Main St. and Center St. from 10:00am to 1:30pm for their Touch-A-Truck event to be held on June 22nd from 11:00am to 1:00pm. Vote – all in favor, motion carried.

Pam Crosby read a letter on behalf of Greg Cumston and the 2019 Chamber of Commerce hosted Cruisin on the Square car show around the Village Square. The show is to begin on Tuesday May 14th and will be held each Tuesday until the last show on September 24th. Music will start at 4:30pm and end at 8:00pm. Park street will be closed from 5:00pm to 8:00pm.

Motion by Jenkins, seconded by Smith, to allow Cruisin on the Square car show to begin on Tuesday May 14th and will be held each Tuesday until the last show on September 24th. Music will start at 4:30pm and end at 8:00pm. Park street will be closed from 5:00pm to 8:00pm. Roll call: Rospert – yes, Smith – yes, Shafer – yes, Crosby - abstain, Jenkins – yes.

Pam Crosby read a letter on behalf of the Greg Cumston of the Erie County Farm Bureau to ask permission to hold the Classic Tractor Cruisin on the Square on Sunday August 25th from 2:00pm to 4:00pm and also to close Park Street from 1:00pm to 4:30pm for the event. They will have live music from 2:00pm to 4:00pm.

Motion by Rospert, seconded by Smith, to allow the Erie County Farm Bureau to hold the Classic Tractor Cruisin on the Square on Sunday August 25th from 2:00pm to 4:00pm and also to close Park Street from 1:00pm to 4:30pm for the event. Roll call: Crosby - yes, Jenkins – yes, Rospert – yes, Smith – yes, Shafer – yes.

Jeff Wittacre who is running for Erie County Municipal Court Judge mentioned that he was attending area Village and City council meetings to get up to date on issues affecting their municipalities.

OLD BUSINESS

Streets, Sidewalks and Storm Sewers – None

Safety – Work continues with Richland Engineering on our Safe Routes to School Project for the design portion. On March 20th we held our quarterly meeting at ODOT District 3 in Ashland. To date we have the preliminary design completed, the Scope of Services, and we learned that there is no need for right-of-way acquisition. We are in the process of working with Richland Engineering on the Detailed Design Agreement. We are anticipating to post this job out for bid in the early part of the first quarter in 2021 with construction beginning in the spring of 2021.

An Emergency Preparedness meeting was held on March 26th at 9:00am in the Council Chambers. The focus of the meeting was to identify Hazards/Risk Assessment, review the Erie & Huron County Hazard Mitigation Plans, Emergency Response, Disaster Recovery and Risk Mitigation.

OLD BUSINESS CONT.

Finance - None

Regional Planning, Building Codes & Inspection – None

Utilities – Kelstin, Inc. began Phase II of the Wastewater Treatment Project this past month. To date they have completed the beach, weirs, and skimmer arm on Final Tank 1 and 2. They completed the replacement of beach, weirs and skimmer arms on Primary Tank 1 and 2. The only remaining item is the replacement of the trickling arm filter which should be completed on March 27th. The contract agreement was extended from a completion date of March 10th to March 31st due to the inclement weather this year.

Council members Pam Crosby, Ben Smith, the Electric Department and Administrator Brian Rospert met with AMP and PowerSecure on a Peaking Project behind the meter diesel generation on February 28th. This project appears to be promising for the Village with helping our customer's utility costs during the peaking periods. This project also has the potential to use this generation for emergency backup power to the Edison Elementary School, which we are making as an emergency shelter area. Presently we are waiting for their proposal to be submitted and reviewed by AMP.

Columbia Gas will be working in the road right-of-way on Main Street over the next several months replacing the gas line from Chippewa Drive to Old State Road. They have the distribution line and service lines installed to the residents and they plan to have the final lawn restorations completed and seeded by March 29th. They are hiring a contractor to make the necessary repairs to all effected driveways.

Notice was received from the Ohio Public Works Commission that our application for a matching grant has been approved. This is a \$50,000 grant award for a \$100,000 project to install a grit classifier extruder at the Wastewater Treatment Plant.

Civic Contacts and Historical Preservation – None

Parks and Tree – None

Records Commission – Records Commission Meeting will be scheduled in June 2019, date and time to be determined.

NEW BUSINESS

Streets, Sidewalks and Storm Sewer – The Street Department has been picking up trash, performing general maintenance on equipment, cold patching holes in the roadway, repairing yards damaged by snow plowing, we picked up brush the week of March 18th and assisted the other departments on several occasions.

Safety – Village employees of the Electric, Water, and Street Departments attended an Active Shooter Training that was put on by the Huron County Safety Council. Norwalk Police Chief Mike Conney gave instructions on what to do if there is an active shooter in the workplace.

Administrator Rospert attended a Bicycle and Pedestrian Advisory Committee meeting at Erie County Regional Planning on March 12th. The topic of discussion was current Metropolitan Planning Organization (MPO) projects, work plans, and recently awarded projects in Erie County.

Finance – Finance Committee Chairperson Carla Rospert gave a report on the March 14th Finance meeting. The first item of business was the purchase of a new leaf collection machine. The committee recommended purchasing a new Dinkmar 16 Yard Self-Contained Leaf Vacuum System for \$50k with \$25k coming from the Capital Improvement Fund and \$25k from the General Fund.

The second order of business was the selling of used equipment that is no longer needed from the Water/Wastewater Department. The committee recommended to sell these items on GovDeals.net.

The third order of business was hiring a Criteria Engineer for the North Substation Improvement Project. Estimated costs for the project are \$500k with Mayor Maloney suggesting using \$250k from the Electric Fund and \$250k from the Electric Replacement Fund. Two statements of qualifications were received. The committee recommended hiring AJB Engineering Consultants, LLC. As the Criteria Engineer.

Motion by Rospert, seconded by Jenkins, to hire AJB Engineering Consultants, LLC. as the Criteria Engineer. Vote – all in favor, motion carried.

The fourth order of business was related to the ordinance related to wages and new classifications. Police Chief Meister requested to change the classification of Police Sergeant to Police Corporal. He also requested to clarify the pay that the part-time officer receive for working the overnight shifts. All part-time officers will receive an additional \$2 per hour premium pay for working the midnight shift on any day of the week. This will be stated in the Ordinance for the compensation of employees.

The fifth order of business was to amend the Ordinance that pertains to the division of wages between the Water and the Wastewater Departments. It will change the split from 60% Water Fund/40% Sewer Fund to 40% Water Fund/60% Sewer Fund.

The sixth order of business was the permanent appropriations for 2019. Several changes were made to the temporary appropriations including the purchase of a new leaf vacuum machine and the allocation for the costs of the North Substation Improvement Project. The committee recommended to approve the permanent appropriations.

The seventh order business was a discussion on a new copier lease. The new lease will save the Village money while getting a new and better machine.

Jim Barney discussed the new credit card policy that is required by the State of Ohio. The policy is very comprehensive. The finance committee decided to appoint Carla Rospert as credit card compliance officer whose responsibilities will be to review credit card statements and receipts and to make sure all policies are being followed.

Motion by Rospert, seconded by Smith, to adopt the new Village of Milan Credit Card Policy and appoint Carla Rospert as the credit card compliance officer. Vote – all in favor, motion carried.

Regional Planning, Building Codes & Inspection – Carla Rospert attended the Erie Regional Planning Commission on February 28th which covered the 2020 U.S. Census. Starting April 1st of 2020 there will be an online response option. The Census is extremely important because it effects money that comes into our community.

The Temporary Encroachment of Public Right-of-Way for the purpose of 2019 Sidewalk Dining/Outdoor Alcohol Consumption was discussed. The agreement covers the outdoor consumption of alcoholic beverages and non-alcoholic beverages from April 1, 2019 through November 1, 2019.

Motion by Rospert, seconded by Crosby, to allow sidewalk dining and outdoor alcohol consumption from April 1st through November 1st and to approve the 2019 Agreement. Vote – all in favor, motion carried.

The Zoning Inspector sent out three Notice of Violation letters to residents located on Melanie Drive in the Sleepy Hollow sub-division. All the notices pertain to Property Maintenance of structures, debris, and fencing.

The Erie County Regional Planning contacted the Village regarding boundaries that were recently questioned for the 2020 US Census. Discussions were held with the Erie County Auditors and Milan Township Officials. Milan Township and the Village believe that the previous map was the correct the map for our boundaries. Supporting documents for several of the parcels were discovered through Council and Township Minutes from 1978. This information was provided to the auditor’s office for review. County Auditor Rick Jefferies stated that he has the County Engineers office looking into the challenge(s) of the boundaries. He also stated that nothing will be done with the boundaries until their review is completed and they ask us for guidance.

Motion by Rospert, seconded by Smith, to send Erie County Auditor Rock Jeffries a letter on behalf of the Village of Milan and Milan Township to contest the changes to the boundaries between the Township and the Village. Vote – all in favor, motion carried.

Utilities – The Water/Wastewater Department assisted Kelstin, Inc. with the Phase II Wastewater Treatment Plant Improvements, performed necessary EPA mandated testing of water and wastewater, performed maintenance on equipment, shut off the water at a residents for a leak inside their home, worked on water and wastewater state reports for March, worked with Mid-Ohio Pipeline throughout the month locating water lines, cut down brush/weeds at the wastewater plant dike area, repaired floats at the Lockwood Road Lift Station that were sticking and causing two pumps to run together, and perform maintenance on the other two lift stations.

The Electric Department tied in a new secondary line off of Audrey Lane where they are now ready to transfer homes over to this new line, removed an old open three wire secondary system which was failing, re-lamped several lights on the square, replaced street lights on Seminary Road & behind the Wine Post, cleaned up from the Orion Project at the Electric Department building, took old copper wire in for recycling receiving a little over \$7,000, repaired a service drop on Center Street that came loose during the high winds, made routine inspections of both substations, replaced two street lights on Huron Street by the ODOT garage with the new LED style lighting, and were notified by Frontier Communications of their intent to replace two poles on S. Edison Drive and one on Center Street.

Columbia Gas will be starting a new gas line replacement project in our Village in April. They will be working on several roads within the Village. There is a meeting scheduled with them and their contractor Meade Construction on April 4th at 9:30am in the Council Chambers. They will also have a meeting at Milan Public Library for the residents of the affected areas on April 10th at 6:00pm. Residents will be notified through mailings from Columbia Gas.

Civic Contacts – None

Parks and Trees – The Village of Milan was recognized by the Arbor Day Foundation in achieving 2018 Tree City USA award. Milan is one of only 3,500 Tree City USA members in the nation and this marks the 16th consecutive year that Milan received this distinction.

The Village Tree Commission met on March 26th to discuss a complaint received from a resident who feels her neighbor's trees are unsafe and she fears that they may fall. Several tree lawn trees that need to be removed on Huron Street, Edison Drive, and on Main Street were also discussed.

Records Commission – None

Citizens Property Maintenance Commission – None

Communications – Julie Stelzer attended the Erie County Health Department 2019 District Advisory Council (DAC) meeting on March 18th. The required meeting consisted of the discussion and approval of the DAC meeting minutes from March of 2018 and the nomination of Officers and appointments of the DAC Board members. The Health Commissioner went over the Program/Service Report and the 2018 Annual Report.

Nancy Justice attended a New Clerks Training that gives an insight of the knowledge and education of court personnel and the high standards in the conduct of court duties as well as how to report and when to report to the proper departments such as the Supreme Court, Columbus Bureau of Motor Vehicles, County Courts, etc.

UNFINISHED BUSINESS

Carla Rospert was approached by a community member concerned about stray cats and inquiring what could be done about the problem. The issue has been discussed multiple times and it was determined that the Village cannot do anything about the problem.

LEGISLATION

Ordinance – Next Number will be 754-03-19

Resolution - Next Number will be 600-03-19

AN ORDINANCE ESTABLISHING A VILLAGE OF MILAN BEAUTIFICATION COMMISSION

Motion by Rospert, seconded by Smith, to bring this ordinance to its second reading by title only. Roll call: Jenkins - yes, Rospert - yes, Smith – yes, Shafer - yes, Crosby - yes.

AN ORDINANCE ESTABLISHING THE PERCENTAGE THAT COMES FROM THE WATER FUND AND SEWER FUND FOR THE PAYMENT OF EMPLOYEES WHO WORK FOR THE WATER AND SEWER DEPARTMENT OF THE VILLAGE OF MILAN AND REPEALING §145.06 OF THE MILAN CODIFIED ORDINANCES AND DECLARING AN EMERGENCY ORD #754-03-19

Motion by Jenkins, seconded by Smith, to suspend the rules. Roll call: Jenkins - yes, Rospert - yes, Smith – yes, Shafer - yes, Crosby - yes.

Motion by Jenkins, seconded by Smith, to adopt by title only as an emergency. Roll call: Rospert - yes, Smith - yes, Shafer - yes, Crosby - yes, Jenkins - yes.

AN ORDINANCE DECLARING THAT ONE 1986 GMC DIESEL FIELD GYMMY SLUDGE APPLICATOR, TWO SCALETRON DIGITAL DRUM CYLINDER SCALES, A TROJAN MODEL BX-200 (HYDRAULIC POWER) PIPE PUSHER AND ONE ACTUATOR CONTROL VALVE OWNED BY THE VILLAGE OF MILAN, OHIO ARE NO LONGER NEEDED FOR MUNICIPAL PURPOSES, AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR TO DISPOSE OF THE SAME AND DECLARING AN EMERGENCY ORD #755-03-19

Motion by Smith, seconded by Rospert, to suspend the rules. Roll call: Rospert - yes, Smith - yes, Shafer - yes, Crosby - yes, Jenkins - yes.

Motion by Rospert, seconded by Crosby, to adopt by title only as an emergency. Roll call: Rospert - yes, Smith - yes, Shafer - yes, Jenkins - yes, Crosby - yes.

AN ORDINANCE AUTHORIZING AND DIRECTING THE FISCAL OFFICER TO EXPEND NOT MORE THAN \$25,000.00 FROM THE CAPITAL IMPROVEMENT FUND AND NOT MORE THAN \$25,000.00 FROM THE GENERAL FUND TO PURCHASE A DINKMAR 16 YARD SELF-CONTAINED LEAF VACUUM SYSTEM AND DECLARING AN EMERGENCY.

ORD #756-03-19

Motion by Smith, seconded by Jenkins, to suspend the rules. Roll call: Jenkins - yes, Rospert - yes, Smith - yes, Shafer - yes, Crosby - yes.

Motion by Rospert, seconded by Crosby, to adopt by title only as an emergency. Roll call: Crosby - yes, Rospert - yes, Smith - yes, Shafer - yes, Jenkins - yes.

AN ORDINANCE ESTABLISHING THE POSITION OF CORPORAL FOR THE VILLAGE OF MILAN POLICE DEPARTMENT AND REPEALING §139.01 OF THE MILAN CODIFIED ORDINANCES

Motion by Smith, seconded by Shafer, to bring this ordinance to its first reading by title only. Roll call: Jenkins - yes, Rospert - yes, Smith – yes, Shafer - yes, Crosby - yes.

AN ORDINANCE TO MAKE PERMANENT APPROPRIATIONS FOR CALENDAR YEAR 2019 FOR THE VILLAGE OF MILAN, OHIO

ORD #757-03-19

Motion by Jenkins, seconded by Smith, to suspend the rules. Roll call: Jenkins - yes, Rospert - yes, Smith – yes, Shafer - yes, Crosby - yes.

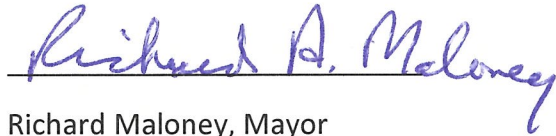
Motion by Jenkins, seconded by Rospert, to adopt by title only as an emergency. Roll call: Rospert - yes, Smith - yes, Shafer - yes, Crosby - yes, Jenkins - yes.

QUESTIONS FOR THE NEXT MEETING

Carla requested that the meeting agenda and meeting minutes be emailed out prior to the Council Meeting.

ADJOURNMENT

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


Richard Maloney, Mayor


Scott Palmer, Fiscal Officer