



Village of Milan

Regular Council Meeting

June 24, 2020

The June 24, 2020 Regular Meeting was called to order with the Pledge of Allegiance by Mayor Ben Smith

Roll call: Barber – absent, Crosby - yes, Jenkins – yes, Rospert – yes, Taylor – yes, Shafer - yes.

Also, present: Mayor Ben Smith, Fiscal Officer Scott Palmer, Administrator Brian Rospert, and Attorney Jim Barney.

Mayor Smith read a resignation letter from Todd Barber to the members of Council.

Motion by Schafer, seconded by Crosby to accept Todd Barber’s resignation from the Village of Milan Council to take effect June 30, 2020. Roll Call: Jenkins-yes, Rospert-yes, Shafer-yes, Taylor-yes, Crosby-yes. Motion passes.

Motion by Rospert, seconded by Shafer to approve the Minutes of the May 27, 2020 Council Meeting. Roll Call: Crosby-yes, Jenkins-yes, Rospert-yes, Shafer-yes, Taylor-yes. Motion passes.

Fiscal Officer Palmer gave a financial report which included a Financial Summary, Check Payment Summary, ACH Payment Summary, Financial Performance Report, Bank Reconciliation Summary, Changes in Net Position 2019 vs. 2020, Utility Revenue Comparisons 2019 vs 2020, RITA Revenue Comparisons 2019 vs 2020, and a review of CIVISTA Bank Regular Checking Bank Reconciliation as of May 31, 2020.

Motion by Rospert, seconded by Crosby to approve the Financial Report/Bank Reconciliation for the period Ending May 31, 2020. Roll Call: Taylor-yes, Crosby-yes, Jenkins-yes, Rospert-yes, Shafer-yes. Motion passes.

Motion by Rospert, seconded by Shafer to approve the Council bills for the period of May 28th – June 24th. Roll Call: Jenkins-yes, Rospert-yes, Shafer-yes, Taylor-yes, Crosby-yes. Motion passes.

Motion by Crosby, seconded by Taylor to approve the Utility bills for the period of May 28th – June 24th. Roll Call: Rospert-yes, Shafer-yes, Taylor-yes, Crosby-yes, Jenkins-yes. Motion passes.

CITIZEN PARTICIPATION

Mayor Smith will ask for a motion to suspend the rule to not allow Public Participation due to the current COVID-19 Virus.

Motion by Rospert, seconded by Crosby, to suspend the rule. Roll call: Crosby - yes, Jenkins - yes, Rospert - yes, Taylor - yes, Shafer - yes. Motion passes.

MOTIONS

Motion by Jenkins, seconded by Rospert, to extend the Temporary Utility Payment Policy for an additional month ending on July 31, 2020. Roll Call: Rospert - yes, Taylor - yes, Shafer - yes, Crosby - yes, Jenkins - yes.

OLD BUSINESS

Streets, Sidewalks and Storm Sewers – None

Safety – None

Finance – Dave Jenkins discussed the Finance Committee meeting that was held June 17th. The first item is the North Substation Improvement Project changes and estimated cost increases due to the delay in the project. The committee recommended moving forward with the project and accepting the changes with a new estimated total cost of \$526,473.

Motion by Jenkins, seconded by Rospert, to accept the recommendations by the Finance Committee for the North Substation Improvement Project. Roll Call: Crosby - yes, Jenkins – yes, Rospert - yes, Taylor - yes, Shafer – yes.

The second item discussed was the Phase III Waste Water Treatment upgrades. The Finance Committee made the recommendation to move forward with the project.

Motion by Crosby, seconded by Shafer, to accept the recommendations by the Finance Committee and move forward with the Phase III Waste Water Treatment upgrades. Roll Call: Rospert - yes, Taylor - yes, Shafer – yes, Crosby - yes, Jenkins – yes.

Regional Planning, Building Codes & Inspection – Administrator Rospert has been in contact with the home owner at 32 Wilcoxson Street (on the corner of Edison Drive) and the owner plans to begin construction on the house in early July. There will be a Board of Zoning Appeals meeting on July 9, 2020 at 6:30pm in the Council Chambers where the homeowner is requesting a 1.5-foot rear yard setback and an 8-foot front yard (corner lot) variance for an addition to the existing house.

The Planning Commission met on June 18th to consider amendments and to make recommendations to Council, regarding the Zoning Ordinance – Chapter 1185.03: Animals Prohibited; Exceptions. Planning Commission member Carla Rospert will discuss the Commission's recommendation to Council. Council Rospert reviewed the meeting. Solicitor Barney said they were going to send it back to the Planning Commission for review and recommendations.

Utilities – None

Civic Contacts and Historical Preservation – None

Parks and Tree – Sleepy Hollow playground was reopened when the Governor removed the Order to keep them closed.

Records Commission – The next Records Commission will be scheduled in July 2020.

NEW BUSINESS

Streets, Sidewalks and Storm Sewer – The Street Department replaced our push mower due to maintenance issues, mowed all parks and roadsides, sprayed weeds, purchased top soil and repaired areas that were damaged over the winter and spring, replaced a leaking yard hydrant at the Street Barn, cleaned catch basins on Broad Street and Indian Acres, trimmed trees and shrubs that were impeding on the sidewalks and roadways, performed an extra brush pickup after a storm this past month, met with ODOT and a contractor to discuss full depth repairs on Main Street, mowed the lawn at 1995 Sleepy Hollow Road (An attempt to contact the homeowner was unsuccessful and the grass had not been cut all year), a lien will be placed on the property taxes for this parcel with the Huron County Auditor's Office.

- The Erie County Engineers Office is soliciting bids for highway rock salt to be used for snow and ice control for 2021. They would like to know if our Village would like to participate in the program again this year. They need our reply by June 26, 2020. In the past we have requested 400 tons of salt each year and the Administrator recommended to do the same this year.

Motion by Taylor, seconded by Crosby, to enter into the program offered by the Erie County's Engineers Office. Roll Call: Taylor - yes, Shafer – yes, Crosby - yes, Jenkins – yes, Rospert – yes.

Safety – Administrator Rospert attended an Erie County Emergency Operations Center General Meeting on Tuesday, June 23 at 10:00am. The meeting updated attendees on the COVID-19 response in the county.

Council Jenkins read a letter from Chief Meister to hire Theodore Frumkin as a part-time officer.

Motion by Jenkins, seconded by Crosby, to hire Mr. Frumkin as a part-time officer pending successful passing of his state exam. Hire with a one-year probation at a starting rate of \$13 per hour. Roll Call: Shafer – yes, Crosby - yes, Jenkins – yes, Rospert – yes, Taylor – yes.

Finance – Dave Jenkins the Finance Committee Chair discussed the past Finance Committee meeting that was held on June 17th. The first item addressed is the Village's Business Liability Insurance. Pat Hickey attended the meeting and reviewed the new policy proposal with the committee. The policy has increased from \$25,703 to \$27,626 for an increase of \$1,923 or 7.5%. It is the recommendation of the committee to accept the new proposal.

Motion by Jenkins, seconded by Crosby, to hire Mr. Frumkin as a part-time officer pending successful passing of his state exam. Hire with a one-year probation at a starting rate of \$13 per hour. Roll Call: Shafer – yes, Crosby - yes, Jenkins – yes, Rospert – yes, Taylor – yes.

Dan Hipp will be retiring on July 31, 2020. It is the recommendation of the Finance Committee to rehire Mr. Hipp after his 2 months of required non-work by OPERS.

Motion by Jenkins, seconded by Crosby, to rehire Mr. Hipp as the assistant superintendent after his 2 months of required non-work by OPERS at a rate of \$22 per hour and promote Brad Simon to superintendent with a \$1.00 per hour increase for a 6 month probationary period and an additional \$1.00 per hour after the probationary period. Roll Call: Crosby - yes, Jenkins – yes, Rospert – yes, Taylor – yes, Shafer – yes.

Motion by Rospert, seconded by Taylor, to accept Gregg Mehling's resignation effective June 30, 2020. Roll Call: Shafer – yes, Crosby - yes, Jenkins – abstain, Rospert – yes, Taylor – yes.

Motion by Rospert, seconded by Crosby, to increase the Zoning Inspector's salary from \$1,500 to \$2,500 pending the amendment in the official pay range. Roll Call: Shafer – yes, Crosby - yes, Jenkins – yes, Rospert – yes, Taylor – yes.

Regional Planning, Building Codes & Inspection – The following zoning permits were approved for 80 Willow Drive, deck and zoning permit, 20 Landsdown Drive, deck and zoning permit, and rejected a zoning permit for 32 Wilcoxson Street.

Investigated a complaint about high grass and trash accumulation at a residence on Liberty Street, the resident was spoken to and the property was cleaned.

The Zoning Inspectors job was posted in the Norwalk and Sandusky papers along with our social media sites. Three candidates were interviewed for the position and Mayor Smith and Administrator Rospert recommend Mr. Larry Fridrich of Huron, OH for the position. Larry currently works for Shirmer Construction where he serves as a Project Manager and he would like this position for when he retires in a few years. His education includes a graduate from the Ohio State University where he earned a BS in Civil Engineering and is a registered Ohio Professional Engineer.

Motion by Shafer, seconded by Taylor, to hire Larry Fridrich as the Zoning Inspector at an annual salary of \$2,500 pending the amendment in the official pay range. Roll Call: Crosby - yes, Jenkins - yes, Rospert - yes, Taylor - yes, Shafer - yes.

Utilities – The Water/Wastewater performed daily and weekly testing required by the EPA, performed general maintenance on equipment and auto dialers, updated the MSDS book, completed the Hazardous Communication Plan read meters and performed numerous OUPS ticket locations, turned residential valves and cleaned valve boxes at select areas in town, Collected Trihalomethanes (TTHM) and Haloacetic acid samples for the quarterly EPA requirements and we learned that both tests came back good, worked with the Erie County Health Department and Milan Township at a Seminary Road residence concerning ground water that was collecting in the yard.

The Electric Department performed their weekly substation check list and sprayed weeds at both locations, replaced a transformer at 58 Lockwood Road that failed after a recent storm, installed a new LED light in front of the Thomas Edison Statue in the square, installed a new anchor point at the Milan Township Town Hall for the 3 phase service and reattached at a higher location, performed tree trimming on Bank Street, Center Street and some on Main Street, answered a call for flickering light at 51 Bond Street, they found a bad connection at the transformer and made the necessary repairs, installed a new pole and new wire was strung to provide a new service at 73 Center Street that is slated to undergo renovations in the near future, answered two separate call outs on Saturday the 13th after a storm (Both call outs were from tree limbs landing on wires at 2000 Winkle Road and the other at 27 Church Street), extended the 2400 primary line on Swan Street behind Johns Manville.

Civic Contacts – On July 7th Mayor Smith, Chief Bob Meister and Administrator Rospert have a meeting scheduled with the Melon Festival Committee to evaluate having the festival on Labor Day Weekend.

The Milan Area Salvation Army would like to utilize the space behind the electric department again this year for a garden. They have submitted to the Village the proper insurance whereas the Village is additionally insured.

Motion by Crosby, seconded by Rospert, to allow The Milan Area Salvation Army to utilize space behind the electric department for a garden. Roll Call: Crosby - yes, Jenkins – yes, Rospert – yes, Taylor – yes, Shafer – yes.

Parks and Trees – None

Records Commission – None

Citizens Property Maintenance Commission – None

Communications – None

UNFINISHED BUSINESS

Mayor will schedule a work session before the council meeting in July.

LEGISLATION

Ordinance – Next Number will be 775-06-20

Resolution - Next Number will be 606-06-20

CONSIDERATION WILL BE GIVEN TO TABLE THE ORDINANCE AMENDING THE RATES TO BE CHARGED FOR MUNICIPAL WATER SERVICES FURNISHED BY THE VILLAGE OF MILAN

Motion by Rospert, seconded by Crosby, to table the Ordinance Amending the Rates to be Charged for Municipal Water Services Provided by the Village of Milan. Roll call: Shafer - yes, Jenkins - yes, Rospert - yes, Taylor - yes, Crosby - yes.

A RESOLUTION ESTABLISHING A BUDGET STABILIZATION FUND FOR THE VILLAGE OF MILAN

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

**A RESOLUTION AFFIRMING HOW FUNDS FROM THE COUNTY
CORONAVIRUS RELIEF DISTRIBUTION FUND MAY BE SPENT AND
DECLARING AN EMERGENCY
RES # 606-06-20**

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

Motion by Jenkins, seconded by Crosby, to adopt by title only. Roll call: Jenkins - yes, Rospert - yes, Taylor - yes, Shafer - yes, Crosby - yes.

QUESTIONS FOR THE NEXT MEETING

None

ADJOURNMENT

Motion by Shafer, seconded by Taylor to adjourn tonight's meeting.

Roll Call: Jenkins=yes, Rospert=yes, Shafer=yes. Taylor=yes, Crosby=yes. Motion passes.



Dave Jenkins, Council President



Scott Palmer, Fiscal Officer