



**Village of Milan**  
**Regular Council Meeting**  
**November 20, 2019**

The November 20, 2019 Regular Meeting was called to order with the Pledge of Allegiance by Mayor Richard Maloney

Mayor Maloney congratulated the new incoming mayor Ben Smith and council members Pam Crosby and Nate Shafer for their wins in the November 5<sup>th</sup> Election.

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

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

Motion by Barber, seconded by Smith to approve the Minutes of the October 23, 2019 Council Meeting. Vote – all in favor, motion carried.

Motion by Rospert, seconded by Crosby to approve the Financial Report/Bank Reconciliation for the period Ending October 31, 2019. Vote – all in favor, motion carried.

Motion by Barber, seconded by Shafer to approve the Council bills for the period of October 24<sup>th</sup> – November 20<sup>th</sup>. Vote – all in favor, motion carried.

Motion by Barber, seconded by Rospert to approve the Utility bills for the period of October 24<sup>th</sup> – November 20<sup>th</sup>. Vote – all in favor, motion carried.

**CITIZEN PARTICIPATION**

Bill Harris from the Melon Festival Committee addressed council to have food vendors open on the Friday night of the Melon Festival Weekend from 6pm to 10pm.

Motion by Barber, seconded by Rospert to allow food vendors to be open from 6pm to 10pm the Friday night of the Melon Festival Weekend. Vote – all in favor, motion carried.

Sharon Robinson from the Milan Garden Club discussed the Blue Star Memorial. She presented 2 framed letters the Club received to council. The first was from the State of Ohio Senate honoring the Club for outstanding achievement and the second was from Ohio State Representative Steven M. Arndt as a special recognition to the Club. Sharon also asked the council if the Club could officially name the area where the Blue Star Memorial stands as Veterans Plaza.

Motion by Smith, seconded by Barber to name the area where the Blue Star Memorial stands as Veterans Plaza. Vote – all in favor, motion carried.

Cindy Rospert from the Milan Bicentennial Committee addressed council regarding excess funds from the time capsule project. The committee would like to transfer the excess funds to the Village of Milan to be used in the maintenance and care of the time capsule. The amount of the excess funds is \$2,299.03. Fiscal Officer Palmer said he would research to make sure we could accept the funds but he did not foresee any issues. He also explained that we could not create a separate fund to track the balance but he would create a spreadsheet to track manually.

## **OLD BUSINESS**

**Streets, Sidewalks and Storm Sewers** – The new leaf machine was delivered on October 28<sup>th</sup> and the machine is exceeding expectations. Early in the season leaf pick up was completed with two employees, before the new machine three to four employees were needed. Dinkmar also offered a 2% discount in the amount of \$999 if they received payment in full within two weeks of receiving the invoice. Payment was mailed out immediately. Leaf pick up was suspended for the week of November 11<sup>th</sup> due to the heavy snowfall and resumed the following week.

**Safety** – Due to inclement weather forecasted for October 31<sup>st</sup> and November 1<sup>st</sup>, Chief Meister decided to reschedule Trick or Treat to October 30<sup>th</sup> from 5pm – 6pm.

**Finance** - None

**Regional Planning, Building Codes & Inspection** – Administrator Rospert gave an update on the dispute with the driveway located at 30 Broad Street/180 Center Street. Zoning Inspector Metz issued an order to have the driveway moved so it is 3 feet off of the property line and to regrade the driveway to prevent drainage onto his neighbor's property. The owner of the driveway gave notice to the Village that he was going to have this property surveyed. Solicitor

Barney wrote him a letter stating that he has thirty (30) days to obtain the survey and report his findings to the Zoning Inspector. The thirty (30) days will expired on October 26<sup>th</sup>. The owner of 180 S. Center Street had his property surveyed and submitted this to the Village several days late. The survey shows that the property is 3' closer to his neighbors than the initial estimation. The driveway is impeding the 3' setback by 6-10 inches and is draining surface water to his neighbor's property. The property owner does not intend to lower the grade or make any changes. Building Inspector John Zimmerman had the opinion that the driveway is draining surface water onto the neighbor's property. Solicitor Barney filed a Complaint in the Erie County Court of Common Pleas against the owner of 180 S. Center Street.

Solicitor Barney gave an update to Council on the fence located at 103 S. Main Street. The attorney for the property owner contacted Solicitor Barney requesting a continuance on the fence hearing and that they wanted to re-apply for a variance. Mr. Barney told him he would not offer a continuance on the hearing that was already established but the property owners could re-apply for a variance.

Zoning Inspector Metz called a Board of Zoning Appeals meeting for November 14<sup>th</sup> at 6:30pm. Discussed at the meeting were the Fence Ordinance, Set-Back Ordinance, and Fence Definition. The BZA discussed these issues in Executive Session and concluded in Open Session that the "Board of Zoning Appeals recommends to Village Council that they direct the Planning Commission to review and recommend any potential changes to the Zoning regulations as described in the Ordinance."

**Utilities** – The Orion Space Capsule transport through the Village is expected to take place on November 22<sup>nd</sup> with a 1 or 2 day adjustment factor. As this date approaches there will be a press release announcing the estimated time it will be traveling through the Village.

The Village continues to work with the Criteria Engineer and BCU Electric on developing the design and the Guaranteed Maximum Price for the North Electrical Substation project.

**Civic Contacts and Historical Preservation** – The Village of Milan Beautification Commission is having the "Light up Milan's Square for Christmas" ceremony on November 29<sup>th</sup> at 6:30pm in the Village Square. There will be a special appearance by Santa with cookies and hot chocolate.

**Parks and Tree** – The Village of Milan was awarded the 2019 Erie County Solid Waste District's "Community Clean Up" Grant in the amount of \$2,500.

**Records Commission** – The next Records Commission Meeting will be held on December 4<sup>th</sup> at 3:00pm in Council Chambers.

## **NEW BUSINESS**

**Streets, Sidewalks and Storm Sewer** – The Street Department has been busy picking up trash, performing general maintenance on equipment, and installed the sleeves for the Christmas Lighting. The annual leaf pick-up program started the week of October 21<sup>st</sup> and will continue through Thanksgiving. The first snowfall of the season occurred on November 11<sup>th</sup> and 12<sup>th</sup>. Roadways had to be plowed and salted.

The 2020 Erie County Salt Contract was awarded to Morton Salt at \$80.37/ton delivered and \$75/ton picked up at the dock in Sandusky. The delivery price and pick-up price is \$3.50/ton higher than our current contract which expires December 31, 2019.

**Safety** – Council member Todd Barber read a letter from Police Chief Meister regarding the hiring of part-time officer Josh Smith and the purchase of a laptop for cruiser 516 and the purchase of a new laser radar unit.

Motion by Barber, seconded by Jenkins to hire Josh Smith as a part time police officer at a pay of \$13.00 per hour with a one-year probationary period. Vote – all in favor, motion carried.

Lew Kalin and Brad Simon attended an AMP Safety Training regarding Job Hazard Analysis.

**Finance** – Fiscal Officer Palmer reviewed the monthly Finance Report ending on October 31<sup>st</sup> for Council which covered overall Fund cash position, interest earned, and the revenues and expenses for the general fund, water fund, sewer fund, and electric fund.

Council member Carla Rospert reviewed the Finance Committee meetings that were held on November 6<sup>th</sup> and November 12<sup>th</sup>. Employee health insurance was discussed at both meetings. The current Village contract with Anthem is increasing 30.84% so Fiscal Officer Palmer contacted the Ashley Group to work on options to avoid such a large increase. At the November 6<sup>th</sup> meeting Employee Benefits Advisor Adam Holmes presented detailed options and recommendations to the Finance Committee with all options being discussed in depth. Mr. Holmes along with Fiscal Officer Palmer recommended to the committee to select UnitedHealthcare to be our new healthcare provider. This would lower the premium increase to only .28% and save the Village approximately \$54k. Reimbursement of deductibles to employees was also discussed and it is required that a third-party company administer any reimbursements to employees to avoid and HIPAA violations.

Another Finance meeting was held on November 12<sup>th</sup> with the only item on the agenda the Employee Health Insurance. The health insurance was discussed extensively and the Finance committee made the decision to recommend to council at the November 20<sup>th</sup> council meeting to select UnitedHealthcare for the Village healthcare plan. It was also decided to use UnitedHealthcare for vision, dental, and group life insurance. The last item discussed was increasing the portion that the employee pays for their health insurance from 10% to 12% of the premium cost for that employee. The committee was in agreement to increase the employee portion to 12%.

Mayor Maloney thanked Fiscal Officer Palmer for his hard work on the new healthcare plan and for saving the Village money.

Motion by Rospert, seconded by Barber to accept the Health Insurance Plan from United Healthcare OHO35/BG98 including Vision, Dental, and Basic Life/AD&D and keeping the employee deductible reimbursement at \$3,500 for a single plan and \$7,000 for a family plan as recommended by the Finance Committee. Vote – all in favor, motion carried.

Motion by Barber, seconded by Rospert to hire Consumer Driven Administrators CDA to administer the employee deduction reimbursement plan. Vote – all in favor, motion carried.

Motion by Barber, seconded by Smith to increase the Employee Deduction for Health Insurance from 10% to 12% of the employee premium cost. Also, to reduce the amount that employees who do not receive healthcare from 40% of the single rate to 38% of the single rate. Vote – all in favor, motion carried.

Fiscal Officer Palmer thanked the Finance Committee for all of their hard work in selecting a new employee healthcare plan.

**Regional Planning, Building Codes & Inspection** – Due to Zoning Inspector Metz being off on medical leave, Julie Stelzer is serving in this capacity in his absence.

The Zoning Inspector issued a fence permit at 2015 S. Main Street and 83 Huron Street, an electrical permit for 22 Broad Street, and a shed permit for 21 W. Church Street.

Zoning Inspector Tyson Metz submitted his resignation as Zoning Inspector via letter effective December 31, 2019.

Motion by Barber, seconded by Shafer to accept the resignation by Zoning Inspector Tyson Metz. Vote – all in favor, motion carried.

**Utilities** – The contract with Finnegan Construction for the Phase III of the Wastewater Treatment Plant was signed by both the Village and Finnegan Construction.

The Water/Wastewater department performed their various EPA testing, performed general maintenance on equipment, cut down brush at the WWTP, replaced a water meter at 17 W. Williams Street, and assisted the Street Department with leaves and snow removal. There was a water leak in an 8" water main at the intersection of Perrin Road and Willow Drive on November 12th. Due to the conditions and the limited amount of manpower R.A. Bores was called in to make the necessary repairs. Dan prepared and submitted to the EPA our Disruption of Service report.

The Electric Department ordered supplies for the Christmas lighting, reconnected a service to 33 Bank Street following a basement fire, replaced the exhaust fan motor for the grit room at the WWTP, removed several branches from primary lines, repaired street lighting, and worked on Christmas lighting preparation.

**Civic Contacts – None**

**Parks and Trees – None**

**Records Commission – None**

**Citizens Property Maintenance Commission – None**

**Communications** – The Village of Milan Employees wished the Mayor and Council a Happy Thanksgiving.

**UNFINISHED BUSINESS**

None

**LEGISLATION**

Ordinance – Next Number will be 765-11-19

Resolution - Next Number will be 602-11-19

**RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR OF THE VILLAGE OF MILAN TO ENTER INTO A CONTRACT TO APPOINT KOCHER & GILLUM AS SOLICITORS FOR THE VILLAGE OF MILAN, OHIO AND DECLARING AN EMERGENCY  
RES #602-11-19**

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

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

**AN ORDINANCE AUTHORIZING AND DIRECTING THE TRANSFER OF \$10,000.00 FROM THE WATER FUND TO THE WATER REPLACEMENT FUND OF THE VILLAGE OF MILAN, OHIO  
ORD #765-11-19**

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

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

**AN ORDINANCE AUTHORIZING AND DIRECTING THE TRANSFER OF \$20,000.00 FROM THE SEWER FUND TO THE SEWER REPLACEMENT FUND OF THE VILLAGE OF MILAN, OHIO  
ORD #766-11-19**

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

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

**AN ORDINANCE AUTHORIZING AND DIRECTING THE TRANSFER OF \$35,000.00 FROM THE ELECTRIC FUND TO THE ELECTRIC REPLACEMENT FUND OF THE VILLAGE OF MILAN, OHIO  
ORD #767-11-19**

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

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

**AN ORDINANCE AUTHORIZING AND DIRECTING THE TRANSFER OF \$15,000.00 FROM THE TRANSFER POLICE PENSION FUND TO THE POLICE PENSION FUND OF THE VILLAGE OF MILAN, OHIO  
ORD #768-11-19**

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

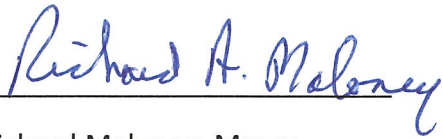
Motion by Barber, seconded by Rospert, to adopt by title only as an emergency. Roll call: Barber - yes, Crosby - yes, Jenkins - yes, Rospert - yes, Smith - yes, Shafer - yes.

**QUESTIONS FOR THE NEXT MEETING**

None

**ADJOURNMENT**

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



Richard Maloney, Mayor



Scott Palmer, Fiscal Officer