



Village of Milan

Regular Council Meeting

May 23, 2018

The May 23, 2018 Regular Meeting was called to order with the Pledge of Allegiance by Mayor Richard Maloney.

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

Nomination of Council Present:

Motion by Jenkins, seconded by Crosby, to nominate Ben Smith as Council President for a term ending on December 31, 2018. Roll call: Barber - No, Crosby - Yes, Jenkins - Yes, Rospert – Yes, Smith - Yes. Motion carried.

Motion by Barber, seconded by Crosby to approve the Minutes of the April 25, 2018 Council Meeting. Vote – all in favor, motion carried.

Motion by Rospert, seconded by Smith to approve the Council bills for the period of April 24th – May 23rd, 2018. Vote – all in favor, motion carried.

Motion by Barber, seconded by Crosby to approve the Utility bills for the period of April 24th – May 23rd, 2018. Vote – all in favor, motion carried.

CITIZEN PARTICIPATION

Brian Rospert read a letter from Denise Reilly the director of the Edison High School Band requesting the use of the Sickinger parking lot behind Jim's Pizza Box during the Melon Festival to raise funds for their music programs and also to help provide new instruments for students.

Motion by Barber, seconded by Rospert, to allow The Edison High School Band to use the Sickinger parking during the Melon Festival. Vote – all in favor, motion carried.

Rex Stanforth with the Milan Community Vacation Bible School is asking for the use of the Village Square on June 29th for a picnic and get together.

Motion by Rospert, seconded by Smith, to allow the Milan Community Bible School to use the Village Square on June 29th. Vote – all in favor, motion carried.

Erie County Commissioner Matt Old wanted to let the Village know that if they needed anything from the county to call him. He also introduced Tiffini McNeely the new Erie County Solid Waste Outreach Coordinator. He discussed the Community Cleanup Grant which will award \$2,500 to communities participating in the clean-up program. There is also a \$1,000 credit at the Erie County Landfill for the disposal of old tires. This money is available on an annual basis. The county received over \$1 million from the Chip Program which provides people with low income access to home repairs. If any of the village residents are interested please get in touch with Tim King the Erie County Regional Planner.

OLD BUSINESS

Streets, Sidewalks and Storm Sewers – The Erie County Commissioners held a Public Hearing on May 17th, 9:45 AM at the Milan Township Town Hall for the name change of Shaw Mill Road to Old Plank Road. After a brief discussion the Commissioners voted and approved changing the name to Old Plank Road. Milan Township road crew will install the new signs in the near future.

Erie Blacktop began the Old State Road pavement project the week of May 7th and they began paving the roadway the week of May 14th.

The Church Street project is ninety percent complete and ODOT opened the road on May 16th. They will do the remaining work at a later date where they still need to complete the asphalt work at the end of Church Street at the U.S. 250 intersection. During the course of this closure we allowed ODOT to use Williams Street as a local detour route and we have seen some damage to this road near U.S. 250. Brian met with ODOT officials on May 17th and the Village received a verbal commitment from ODOT to repair the damage to the road by milling out 1.5” of asphalt and repave an additional 130’ of the roadway to make the necessary repairs.

Safety – None

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 agreement 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 26th, 2018 at 9:30am.

Update on 1 E. Front Street on the Notice of Violation and Property Maintenance Code. Specifically the condition of the front porch and the much needed repairs. We received the court judgment payment from the defendant and he stated that he will comply with the court

order to have all necessary repairs done by July 1, 2018. I did receive notice from a contractor who signed a contract with the property owner to perform the necessary repairs.

We continue to work with Erie County Regional Planning and CT Consultants on the Downtown Revitalization Grant for the C-1 Business District. The application for the grant is due by June 15, 2018 and the Grant Awards will be announced on September 1, 2018.

Utilities – Erie County Water Department started the installation of a twelve inch water line connection. They have completed the section between the water tower and Lockwood Road. They installed the valve and meter pit on U.S. 250 the week of the 14th and they have the bi-directional bore scheduled for the week of May 25th.

Richland Engineering has the preliminary design completed for Phase II of the Wastewater Treatment Plant Improvements. A meeting is scheduled with Richland this week to review the design and ready the documents for this project to go out for bid.

On April 17th a meeting was held with Don Leto of Appraisal Service, Inc. out of Norwalk for an appraisal of the Water Treatment Plant. He estimates the market value with no improvements from the Village at \$67,500 for the five acre parcel. The EPA has indicated that we can sell the property as is without any danger of repercussion.

Motion by Barber, seconded by Crosby, to advertise for bid in the paper to sell the property “as is” where the water treatment plant is located with the minimum bid at 60% of appraised value. Jim Barney stated that we can advertise for bid before passing an ordinance to actually sell the property but an ordinance is required to sell. Roll call: Crosby - Yes, Jenkins - Yes, Rospert – Yes, Smith – Yes, Barber – Yes. Motion carried.

North Bay Construction completed Phase I of the Wastewater Treatment Plant repairing the damage done to the lawn during construction.

GPD Group continues to work on the design for the Orion Project. The bid package will be ready to go out for bid on June 25th and the bid opening will be on July 17th. Construction of this project is slated to begin on July 30th with a completion date of November 30th.

The Village received notice from the Ohio EPA that the Asset Management Plan was approved for a Water Supply Revolving Loan Account. This is for a \$20,170 agreement through the WSRLA and the Village was awarded \$10,000 in Principle Forgiveness for a total loan amount of \$10,170. The paperwork with the signed agreement was sent to the EPA on May 11th.

Civic Contacts - Discussions continue with the Garden Club on the Veterans Monument in the town square by the flag pole. The dedication is tentatively scheduled for October 2018.

Parks and Tree – The Arbor Day Tree Planting Celebration was held on April 27th where we planted a Sunset Maple at 10 Front Street.

Records Commission – The next scheduled meeting for the Records Commission will be on June 26, 2018, time to be determined.

Nancy Justice and Brian Rospert attended a Certified Public Records Training on May 14th at the Perkins Township Service Facility which was instructed by the State of Ohio Auditor’s Office.

NEW BUSINESS

Streets, Sidewalks and Storm Sewer – Council Member Ben Smith gave a report on street projects. The Shawnee and Pawnee Drive projects have continued on from 2017. The work was slated for the fall of 2017 but with inclement weather last year this was delayed until 2018. Precision Paving was awarded the work in the amount of \$38,500. In addition there has been an adjustment to a catch basin in the amount of \$1,200.

Street projects slated for 2018 will be Old State Road which is currently in process through the Huron County Engineers Office and partially funded with an Ohio Public Works Grant. The cost to the Village for our portion of roadway are estimated to be \$33,500 which will be paid out of the 2018 appropriations.

Chippewa Drive will be milled out at 2" and finished with a .5" leveling course and a 1.5" surface course. Precision paving has given us a quote of \$27,950 and we are waiting on a quote from Erie Blacktop.

Center Street will have existing roadway repairs in three areas totaling 2,425 sq. ft. Damaged areas will be milled out and paved with 1.5" of surface coat. Precision paving has given us a quote of \$3,750 and we are waiting on a quote from Erie Blacktop.

Depending on actual costs for these projects, Judson Street between Main Street and Edison Drive will be considered as an additional project. The road will be widened by 3' to 4' on the south side placing a .5" leveling course and a 1.25" surface course. Precision paving has given us a quote of \$22,350 and we are waiting on a quote from Erie Blacktop.

The 2018 Street Levy Repair and Maintenance was budgeted at \$75,000. Using estimated costs for Old State Road at \$33,500, Pawnee Drive at \$1,200, Chippewa Drive at \$27,950, and Center Street Repairs at \$3,750, the remaining balance is estimated to be \$8,600.

The Village also has the Huron County Municipal Road Fund available for use of roadway repairs. The balance of the fund is currently \$15,413. Proposed repairs are:

Perrin Road will have existing road repairs. Wedge coat two areas totaling an area of 1,300 sq. ft., clean and paved with a 2" average of surface coat. Precision paving has given us a quote of \$1,995 and we are waiting on a quote from Erie Blacktop.

Milan Manor Drive will have existing road repairs. Wedge coat and area of 3,300 sq. ft. and full depth repair of 150 sq. ft. It will be milled where required and paved with a 2" average of surface coat. Precision paving has given us a quote of \$5,295 and we are waiting on a quote from Erie Blacktop.

The balance in the Municipal Road Fund as of May 21st was \$15,413. Using estimated costs for Perrin Road at \$1,995 and Milan Manor Drive at \$5,295, the remaining balance is estimated at \$8,123.

The 2018 appropriation for Sidewalk and Curb Maintenance is \$25,000. The proposed Sidewalk repairs are on Berlin Street, Liberty Street, North Center Street, Park Street on the Square,

Front Street and other select areas. There are several sections of sidewalk that need repaired in front of the Presbyterian Church and the Milan Museum that I can add to this year's projects if the funds are available. There are also curb repairs to be done on Park Street on the Square. RMH Concrete has given us a quote of \$17,507 and Smith Paving a quote of \$20,370.

In the past we have hired summer help in the Street Department. We have paid this individual \$12 per hour and hired them for the months of June through November. Job duties are to assist with mowing, general maintenance, brush and yard waste, and during leaf pickup season. This individual would not be entitled to benefits offered to Village of Milan Employees which include, but are not limited to health insurance, unemployment compensation and overtime. This employee would work for a maximum of 30 hour per week. With Council approval we would like fill this position this year and to begin advertising for this position.

Motion by Smith, seconded by Barber, for the 2018 Street Projects discussed contingent upon receiving additional bids and selecting the lowest bid. Roll call: Jenkins - Yes, Rospert – Yes, Smith – Yes, Barber – Yes, Crosby – Yes. Motion carried.

Motion by Smith, seconded by Barber, RMH Concrete to complete the sidewalk and curb repairs. Vote – all in favor, motion carried.

Motion by Smith, seconded by Barber, to hire a person for summer help at a rate of \$12 per hour and a maximum of 30 hours per week. Roll call: Rospert – No, Smith – Yes, Barber – Yes, Crosby – Yes, Jenkins – Yes. Motion carried.

The Street Department has been busy with picking up trash, performing general maintenance on the equipment, cold patching holes in the roadway. This past month we held our second brush and yard waste pickups of the season and we began sweeping the streets.

Recently we submitted a proposal for a Community Development Block Grant through Erie County Regional Planning for road repairs and an asphalt overlay of Sleepy Hollow Road. The Opinion of Probable Construction Cost from Richland Engineering is \$83,004.00. The grant application will be submitted to the state in June and the grant will be awarded in the fall. Funding will become available in the spring of 2019.

The Regional Planning Committee met on May 15th and reviewed all the applications received. The committee will be presenting their recommendations to the Erie County Commissioners at the end of May.

The Village received information on the Erie County Salt Contract for 2019 Calendar Year. In the past we requested 400 tons and I would like to recommend that we continue with this amount and enter into the county contract this year. Presently we have approximately 175 tons in storage and we have approximately 150 tons remaining on the 2018 contract.

Motion by Barber, seconded by Rospert, to enter into a contract with Erie County to purchase 400 tons of salt. Vote – all in favor, motion carried.

Safety – Village employee's attended a safety training on Thursday May 17th which covered Emergency Management for Business through the Huron County Emergency Management Director Mr. Art Meade.

On June 4th the Village of Milan Police Department and Administration will be assisting Edison Elementary with their Third Annual Bike Rodeo. Students will learn bike safety tips including starts and stops, rock dodge, exiting a driveway and other important safety tips. We will also be assisting with Safety Town June 5th through the June 8th.

Todd Barber discussed the request by Police Chief Meister to fill a part time officer position with Hunter Harbach. Motion by Barber, seconded by Jenkins, to hire Hunter Harbach as a part time officer with a starting salary of \$12.00 per hour and with the first year under probation. Vote – all in favor, motion carried.

Mayor Richard Maloney read a letter from himself to Chief Robert Meister and his fellow officers commending them on a job well done while a portion of Rt. 113 was under construction and closed in the Village.

Finance – Scott Palmer delivered a memo to the council members stating that the previous fiscal officer's allocation of funds received from RITA were calculated incorrectly. The amount for the Capital Improvement Fund was calculated at 25% instead of 20% and dates back to the year 2000. Starting with the next payment from RITA to be received on June 1, 2018, the proper allocation of 20% will be used.

Regional Planning, Building Codes & Inspection – The Zoning Inspector has continued to work with the owner of 30 Broad Street. The owner has submitted plans for a new structure where he plans to build a duplex. The plans have been approved.

A Building Permit has been issued for 34 East Church Street where the owner is adding an addition to the second story of the house.

Utilities – The Village partnering with EHOVE Adult Education again this year to have an electrical intern train with our electric department. This year Mr. Bryce Jackson out of Port Clinton will be our intern and he will train for a total of sixty-four hours.

The Electric Department spent time reviewing drawing documents for the north substation in preparation of the upgrade to this facility, they met with AJB Engineering to discuss the upgrade, they stabilized an electric pole during the installation of the new water line, trimmed trees around our electric lines, met with Frontier and GPD Engineers on the Orion project and they adjusted hangers on the primary lines on Bank Street and Bond Street.

The Electric Department was called out twice where they were called to Vista Center for a blown fuse on our primary line feeding the nursing home and to County Line Tax Service where they found two bad connections near the transformer.

Dan Hipp attended a Water Meter seminar in Huron on April 24th, where he learned the newest technology on how a meter works. They mailed out reminders to residents with backflow preventers to have them tested and certified. They also pressure tested the new 12" line from the water tower to Lockwood Road and that section is now in service.

Civic Contacts – The Village of Milan was selected by the Ohio Humanities to host the 2019 Chautauqua. We have not received the exact date the event but it will be in June. The Village hosted this event in 2017 and had the best overall attendance of the other four destinations.

On May 28th, there will be a dedication ceremony for the new Thomas Edison Statue in front of the Milan Town Hall. Approximate time will be at 12:00 PM on Memorial Day after the parade. This statue was provided to Milan by sculpture Alan Cottrill at no cost. Village employees assisted with the preparation of the grounds and pouring the concrete footer for the statue. Our Electric Department removed the old light and pole at the intersection and installed a new (in stock) decorative lamp post in the tree lawn near the statue for aesthetics.

Motion by Rospert, seconded by Crosby, to close Park Street for the Statue dedication on May 28th. Vote – all in favor, motion carried.

Parks and Trees – After the water line installation is complete we will be planting five Autumn Blaze Maples along U.S. 250 to continue with the row of trees that we planted in the past in the same area.

Records Commission – None

Citizens Property Maintenance Commission – None

Communications – Julie Stelzer attended the Association of Mayor's Court Clerks of Ohio 2018 Ashland Seminar on April 18, 19 and 20th held at the Nationwide Hotel and Conference Center in Lewis Center, Ohio. With completion of this seminar and two years of Spring and Fall conferences along with the attendance of the 2016 Ashland seminar, earning points and hours towards her re-certification. Julie received her re-certification as a certified Mayor's Court Clerk of Ohio on April 20th.

UNFINISHED BUSINESS

Carla Rospert brought up in discussion the Design Review Application Fee. To cover expenses council was in agreement to set the fee at \$25 per application.

Mayor Maloney mentioned that he will be announcing the new committee assignments at the next council meeting on June 27, 2018.

Carla Rospert brought up in discussion the possibility to increasing the number of council meetings per month. It was decided to table until the next meeting.

Nomination of New Council Member:

Motion by Smith, seconded by Barber, to nominate Nate Shafer as a member of the Village of Milan Council for a term ending on December 31, 2019. Roll call: Smith – Yes, Barber - Yes, Crosby - Yes, Jenkins - Yes, Rospert – Yes. Motion carried.

LEGISLATION

Ordinance – Next number will be 736-05-18

Resolution – Next number will be 597-05-18

AN ORDINANCE AMENDING THE VILLAGE OF MILAN ZONING ORDINANCE TO ADD DESIGN REVIEW REGULATIONS TO THE C-1 CENTRAL BUSINESS DISTRICT AND DECLARING AN EMERGENCY

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

Motion by Barber, seconded by Rospert to adopt by title only as an emergency. Roll call: Jenkins-Yes, Rospert-Yes, Smith-Yes, Barber-Yes, Crosby-Yes. Motion carried. Ordinance No. 736-05-18.

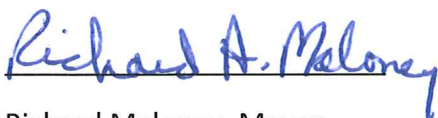
A RESOLUTION OF NECESSITY PURSUANT TO SECTION 5705.03 OF THE REVISED CODE REQUESTING THE ERIE COUNTY AUDITOR TO CERTIFY TO THE COUNCIL OF THE VILLAGE OF MILAN, ERIE AND HURON COUNTIES, OHIO, THE TOTAL CURRENT TAX VALUATION OF THE VILLAGE OF MILAN, OHIO AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THE RENEWAL OF A FOUR (4) MILL TAX LEVY FOR GENERAL CONSTRUCTION, RECONSTRUCTION, RESURFACING, AND REPAIR OF STREETS, ROADS AND BRIDGES AND DECLARING AN EMERGENCY

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

Motion by Barber, seconded by Smith to adopt by title only as an emergency. Roll call: Barber-Yes, Crosby-Yes, Jenkins-Yes, Rospert-Yes, Smith-Yes. Motion carried. Resolution No. 597-05-18.

ADJOURNMENT

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



Richard Maloney, Mayor



Scott Palmer, Fiscal Officer