



## Village of Milan

### Regular Council Meeting

December 20, 2017

The December 20, 2017 Regular Meeting was called to order with the Pledge of Allegiance by Mayor Steven Rockwell.

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

Motion by Brown, seconded by Glovinski to approve the Minutes of the November 15, 2017 Council Meeting. Vote – all in favor, motion carried.

Motion by Maloney, seconded by Brown to approve the Council bills for the period of November 16th – December 20th, 2017. Vote – all in favor, motion carried.

Motion by Brown, seconded by Maloney to approve the Utility bills for the period of November 16th – December 20th, 2017. Vote – all in favor, motion carried.

#### **CITIZEN PARTICIPATION**

Village resident Bill LaVine discussed concerns about Williams Street in regards to speeding and the intersection. Mayor Rockwell explained that the police do extra patrols and do what they can to patrol. Mr. LaVine requested to close the street to Rt. 250 traffic. The Mayor explained that this would not be possible due to safety and emergency concerns.

#### **OLD BUSINESS**

**Streets, Sidewalks and Storm Sewers** – The Street Department finished the annual leaf program last month. A total of 64 loads were picked up. Administrator Rospert commended all the departments for assisting with this detail.

**Safety** – The Safe Routes to School Advertisement for Consultant release for Letter of Interest (LOI) was submitted to ODOT for posting on their site and we have received a total of nine LOI. Their services will include preparation of construction contract plans for the installation of sidewalk and traffic control improvements for the village. After scoring the LOI, Richland Engineering was selected for their services.

**Finance** - None

**Regional Planning, Building Codes & Inspection** – An update was given on the property located at 76 Edison Drive on the pending Notice of Violation and Property Maintenance Code. Randy Strickler filed a continuance and Mr. Ross submitted a letter with an answer to the complaint. New solicitor Jim Barney and Administrator Rospert reviewed the case to make sure the Village

was following the proper procedures. Mr. Barney submitted a substation of council to the court. Mr. Ross has continued to work on the items listed in the Notice of Violation.

An update was given 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. Our previous solicitor filed for a motion of default judgement with Magistrate Bechtel.

**Utilities** – North Bay Construction has continued with the Wastewater Treatment Plant improvements. They completed final tank #2 by grout flooring, started working on the influent tank chamber piping replacement and replaced the scum baffles on final tank #2. A change order for final tank #2 floor was submitted. The thickness of the grouted bottom was engineered to be 2" and the average thickness was 3". The net increase of this change order is \$1,525.18. The original contract stated North Bay had 150 days to complete the project however, the two sludge pumps are on back order and with an expected delivery date of mid-January, the change order was agreed upon to extend the contract time by 30 days. North Bay is expected to complete this project on February 9<sup>th</sup>.

Work continues with Erie County Water on 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. We received our permit from ODOT to perform a bi-directional bore under U.S. 250, just south of the Lockwood Road intersection and we are awaiting the EPA approval of our plans before we move forward with the installation of the twelve inch connection.

Work continues with the EPA on the beginning stages of the decommissioning at the Water Plant. Site plans have been submitted for their approval of removing thirty seven feet of distribution line past our high service pumps. This is a requirement from the EPA to create a gap from our old water system to the current distribution system. The work will entail installing two new water valves, removing a six inch and a twelve inch distribution line, installing a new residential service line and install an interconnection from the six inch distribution to the twelve inch distribution to create a continuous loop in our distribution system. The estimated cost from R.A. Bores to perform this work is \$14,500.00.

Earlier this year we were notified by the Ohio EPA that all public water systems will be required to have an asset management program in place by October 1, 2018. Ohio RCAP submitted our nomination application to the EPA and we learned that the EPA accepted our application for consideration and we should hear from them in January on the award. We also met with our EPA servicing rep, Janis D'Amico and Asset Management Coordinator from our District, Bridget Stefan on December 13<sup>th</sup> to discuss the CAP (Capability Assurance Plan) Screening process. We submitted the necessary documents to them which will allow us to move forward on submitting our final application for the Asset Management program.

Recently we learned that we were not accepted for this year's OPWC funding for the Waste Water Treatment Plant improvements. If you recall we applied for a \$300,000 grant for an estimated \$500,000 in construction upgrade projects at the WWTP.

**Civic Contacts** - None

**Parks and Tree** - None



**Records Commission** – The bi-annual Records Commission meeting was held on November 28, 2017 in the Council Chambers. We welcomed our new Solicitor Jim Barney to our Commission. Nancy Justice gave an update on the records of our previous Solicitor Vicki Ruffing files that she has been going through, to date she has gone through 6 boxes and she is categorizing the records that that will be destroyed. Scott Palmer also discussed several records request that he has recently received.

### **NEW BUSINESS**

**Streets, Sidewalks and Storm Sewer** – Over the past month the Street Department has been busy with picking up trash, picking up leaves, removed a fallen tree on Milan Manor Drive, prepping the equipment for the winter season, assisting the electric department with traffic control, plowing and salting the roadways. We have approximately 60 tons of salt in reserve at the Street Barn as of December 13<sup>th</sup>.

Recently we were approached by Milan Township Trustee's about a petition they received about changing the name of Shaw Mill Road just west of U.S. 250 (top of the hill) to Plank Road and Shaw Mill Road intersection back to Old Plank Road. The Township has done extensive research on this, they reached out to the Milan Museum and local historian Henry Timman who both supported this proposed name change. The Township will be discussing this topic at their meeting tonight and possibly voting on this name change. If they move forward on this name change their vote will be contingent on our decision since this is a shared road. It is recommended that if our Council is in favor of this name change that we should take a vote to have our Solicitor prepare an Ordinance for this change and have it ready for our January meeting.

Bill Eastman notified the Village that he is retiring effective January 12, 2018 from the Village Street Department. Bill started with the Village on October 28, 1987 as a part-time employee and went to full time status on February 27, 1989. Bill has committed over 30 years to our Village. Administrator Rospert commended Bill for his tenure and work ethics that he displayed over his time here at the Village. Mayor Rockwell commended Bill for the work that he has done for the Village.

**Safety** – We were notified by ODOT District 3 that we were approved for an additional \$8,600 for the purchase and installation of a RRFB (Rectangular Rapid Flashing Beacon) for the crosswalk on Main Street by the Elementary School. They are attaching this additional money to the \$400,000 grant that the village received earlier this year.

**Finance** – A motion was made by Brown, seconded by Glovinski to cancel the existing Phone Service Agreement with Advanced Computer Connections. Roll call: Maloney - yes, Brown - yes, Crosby - yes, Gilliam - yes, Glovinsky - yes. Motion carried.

A motion was made by Brown, seconded by Glovinski to accept a 12 month Phone Services Agreement with Broadvoice. Roll call: Maloney - yes, Brown - yes, Crosby - yes, Gilliam - yes, Glovinsky - yes. Motion carried.

Administrator Rospert recommended that due to the retirement of Bill Eastman that Tim Heim be moved into this position as of January 12<sup>th</sup>. Bill's current salary is at \$20.05 per hour and Tim's current salary is at \$16.40 per hour. Mr. Rospert recommended that we increase Tim's salary by \$2.00 per hour to \$18.40 per hour and to waive any probationary requirements since Tim has been working for the street department on a continuous basis since April of 2017.

Mayor Rockwell spoke on behalf of Tim and stated that Tim has been a great asset to the Village, he is a great mechanic who has saved the Village money with regards to equipment maintenance, and is a heavy equipment operator.

A motion was made by Brown, seconded by Gilliam to increase Tim Heim's wages from \$16.40 per hour to \$18.40 per hour. Roll call: Maloney - yes, Brown - yes, Crosby - yes, Gilliam - yes, Glovinsky - yes. Motion carried.

A motion was made by Brown, seconded by Gilliam to increase employee wages .5% for meeting training requirements along with a 1.5% raise for a total of a 2% raise. Roll call: Maloney - yes, Brown - yes, Crosby - yes, Gilliam - yes, Glovinsky - yes. Motion carried.

**Regional Planning, Building Codes & Inspection** - The Zoning Inspector issued a building permit for 15 Milan Manor Drive for a new porch and a building permit was issued for 87 Elm Street for a garage addition, exterior remodel and electrical upgrade.

**Utilities** – The Wastewater Department had Franklin Sanitation in to clean out digester #1, repainted the meter pit markers on the roadways, replaced the floats on the Electric Departments sanitary lift station and worked on the CAP Screening information.

On December 1<sup>st</sup> R.A. Bores was in to assist with a water main leak on North Edison Drive. They replaced a section of six inch pipe and used two couplings for the repair. Mayor Rockwell stated there is an issue with the pipe thickness and we might have continuing problems with eventual replacement.

The Electric Department has been busy over the past month hanging the Christmas lights around the square and at the Administration office, connected an new service at 2001 S. Main Street, repaired street lights on Sleepy Hollow Road, Edison Drive and Merry Street, removed an old pole at 96 Main Street, replaced a light and repaired the trickling filter pump circuit at the WWTP.

On December 6<sup>th</sup> the Electric Department was called out for repairs to a pole that was struck by a vehicle. They spent a total of two days making the necessary repairs and working with Frontier Communications. All labor and material costs used for this repair were submitted to the insurance company of the at fault driver for reimbursement.

Work continues with NASA for the transportation of the Orion space capsule through the village. We received our engineered estimated construction cost to allow for twenty five foot of clearance through the corridor from the GPD Group which is \$300,000.

**Civic Contacts** – The Village received a thank you note from the Piggyback Foundation for all our help and efforts with their Piggyback Run held in November, which was a great success.

**Parks and Trees** - None

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

**Citizens Property Maintenance Commission** – None

**Communications** – None

**Unfinished Business** – None



## Legislation

Ordinance – Next number will be 724-12-17

Resolution – Next number will be 591-12-17

**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.**

Motioned by Brown, seconded by Gilliam to suspend the rules. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried.

Motion by Brown, seconded by Gilliam to adopt by title only as an emergency. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried. Resolution No. 591-12-17.

**RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR OF THE VILLAGE OF MILAN TO ENTER INTO AND EXECUTE CONTRACTS WITH THE ODOT DIRECTOR OF TRANSPORTATION TO COMPLETE THE SAFE ROUTES TO SCHOOL INFRASTRUCTURE PROJECT AND DECLARING AN EMERGENCY.**

Motioned by Brown, seconded by Glovinski to suspend the rules. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried.

Motion by Brown, seconded by Glovinski to adopt by title only as an emergency. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried. Resolution No. 592-12-17.

**A RESOLUTION OF NECESSITY PURSUANT TO SECTION 5705.03 OF THE REVISED CODE REQUESTING THE ERIE AND HURON COUNTY AUDITORS 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 THREE AND ONE-HALF (3.5) MILL TAX LEVY FOR CURRENT OPERATING EXPENSES AND DECLARING AN EMERGENCY.**

Motioned by Brown, seconded by Gilliam to suspend the rules. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried.

Motion by Brown, seconded by Glovinski to adopt by title only as an emergency. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried. Resolution No. 593-12-17.

**AN ORDINANCE AMENDING THE 2017 APPROPRIATION  
ORDINANCE TO AUTHORIZE AND DIRECT THE FISCAL  
OFFICER TO TRANSFER ADDITIONAL MONIES BETWEEN  
LINE ITEMS IN THE ELECTRIC FUND OF THE VILLAGE OF MILAN, OHIO.**

Motioned by Brown, seconded by Gilliam to suspend the rules. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried.

Motion by Brown, seconded by Crosby to adopt by title only as an emergency. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried.  
Ordinance No. 724-12-17.

**AN ORDINANCE AUTHORIZING AND DIRECTING THE TRANSFER  
OF \$20,000.00 FROM THE WATER FUND TO THE WATER  
REPLACEMENT FUND OF THE VILLAGE OF MILAN, OHIO.**

Motioned by Brown, seconded by Gilliam to suspend the rules. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried.

Motion by Brown, seconded by Gilliam to adopt by title only as an emergency. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried.  
Ordinance No. 725-12-17.

**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.**

Motioned by Brown, seconded by Gilliam to suspend the rules. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried.

Motion by Brown, seconded by Gilliam to adopt by title only as an emergency. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried.  
Ordinance No. 726-12-17.

**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.**

Motioned by Brown, seconded by Gilliam to suspend the rules. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried.

Motion by Brown, seconded by Gilliam to adopt by title only as an emergency. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried.  
Ordinance No. 727-12-17.

**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.**

Motioned by Brown, seconded by Glovinski to suspend the rules. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried.

Motion by Brown, seconded by Gilliam to adopt by title only as an emergency. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried. Ordinance No. 728-12-17.

**AN ORDINANCE TO MAKE TEMPORARY APPROPRIATIONS FOR EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF MILAN, OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2018 AND DECLARING AN EMERGENCY.**

Motioned by Brown, seconded by Gilliam to suspend the rules. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried.

Motion by Brown, seconded by Gilliam to adopt by title only as an emergency. Roll call: Maloney-yes, Brown-yes, Crosby-yes, Gilliam-yes, Glovinsky-yes. Motion carried. Ordinance No. 729-12-17.

Mayor Rockwell thanked Jim Brown, Chris Gilliam, and Randy Glovinski for the Village of Milan, Ohio for their service.

Motion by Gilliam, seconded by Glovinski to adjourn tonight's meeting. All in favor, motion carried.



Steven Rockwell, Mayor



Scott Palmer, Fiscal Officer