



**Village of Milan  
Council Work Session Meeting  
September 9, 2021**

A work session for the Village of Milan Council was called to order with the Pledge of Allegiance by Mayor Pam Crosby on Thursday September 9, 2021 at 6:00 p.m. in the Council room at 11 S. Main Street, Milan, Ohio.

Roll call: McIlrath – yes, Bickley – yes, Rospert – yes, Shafer – yes, DeLand – yes, Taylor – absent.

Motion by Bickley, seconded by McIlrath, to excuse Taylor from tonight’s Council work session meeting. Vote-all yeas, motion carried.

Also, present: Mayor Pam Crosby, Fiscal Officer Cathy Ramey, Administrator Brian Rospert, and Attorney Jim Barney.

**Agenda**

Continued review and discussion of Personnel Policies.

**Chapter 8 EMPLOYEE CONDUCT – Section 8.3 Outside Employment** – using Monroeville policy layout for this section.

**Section 8.4 – DEPARTMENT EQUIPMENT AND VEHICLES**

**A. EQUIPMENT**

Under #2 and #4 these were previously approved so eliminate here.

Addition to this section and eliminating Village of Milan wording.

- Each employee is responsible for all keys and equipment assigned to him/her and must return them upon termination of employment. Misuse, neglect, theft and abuse of the Village’s equipment will be cause for disciplinary action. An employee may be required to pay for lost or damaged equipment.
- Lost keys must be reported immediately to the individual’s Superintendent.
- Each employee is responsible for reporting malfunctioning, damaged or defective equipment to his/her Superintendent or the Administrator.

- Each supervisor is responsible for keeping inspection records to ensure safe operability of department equipment. Each vehicle or other piece of equipment shall have a prescribed inspection schedule. Vehicles shall be briefly inspected prior to each use with a comprehensive inspection completed monthly.

**B. VEHICLES – blending Milan and Monroeville policy**

1. Employees who are required to use either their privately owned vehicles or the Village’s vehicles for work purposes are required to have a valid State of Ohio driver’s license and carry the state minimum liability insurance.
  
2. Employees must adhere to safe and courteous driving practices while driving on work time or on official Village business. Vehicle damage, safety concerns, and/or operating difficulties are to be reported immediately to the Superintendent or the Administrator.
  
3. No employee shall use or permit the use of a Village vehicle at any time for any purpose other than Village business.
  
4. Traffic fines or arrests for illegal or improper use of vehicles are the responsibility of the employee. An employee who must drive as an integral part of the job and who is involved in any traffic incident on work time, either moving or stationary, must immediately notify his/her Superintendent or the Administrator and submit a detailed account of the incident.
  
5. An employee who cannot properly perform the duties of the employee’s position due to loss of driving privileges or insurability of the employee under the Villages liability insurance plan shall be subject to disciplinary action up to and including termination.
  
6. Operation of Village vehicles while under the influence of alcohol or drugs is strictly prohibited. If an employee pleads guilty to or is convicted of driving a Village vehicle under the influence the employee shall be subject to disciplinary action up to and including termination.

C. This section is in a different area in the policy handbook.

**Section 8.5 – COMPUTERS, INTERNET AND E-MAIL POLICY**

Suggest using Monroeville’s policy in this section.

**Section 8.6 – USE OF TELEPHONES AND RADIOS**

Using Monroeville’s policy and eliminating Milan’s.

Eliminating ORD. 151.22 Reimbursements to employees who use personal cell phones for business.

Add:

## 2. Policy

Each Department Supervisor shall be responsible for educating and managing all employees assigned to his or her department in the effective and efficient use of all Village issued cellular phones and radios as outlined in this policy.

## 3. Service Provider

a. At its option, the Village will contract out for cellular phone service. The type of service, area of coverage, number of phones issued, type of equipment, and the service provider, shall be determined by the Village Administrator or the Mayor. Fiscal Officer is in charge of Cellular phone service contract.

b. The determination of the service provider may change from time to time as needed. At the request of the Village Administrator, each department Supervisor, shall provide information in writing as to what is required.

Village business, and put in to policy.

## 4. Use

a. Except in emergency situations, no person other than a Village employee, shall use, or have use of, a Village supplied cellular phone.

b. The operation of Village owned equipment and/or vehicles while using a cellular phone is prohibited except in the case of extreme emergencies.

c. The responsibility for the protection and care of the cellular phone and its related equipment shall belong to the employee assigned that equipment. In the event that the cellular equipment is lost, damaged, or destroyed as a result of a negligent or careless act of the employee assigned said equipment, the employee will be responsible for the full cost of the replacement of the damaged equipment.

## 5. Penalties

a. Violation of any part of this policy including but not limited to the loss or damage of equipment or the use of said equipment for personal reasons may result in the employee reimbursing the Village for all charges incurred at the rate determined by the Village and disciplinary action in accordance with the progressive discipline policy.

**Questions for Next Meeting**

None

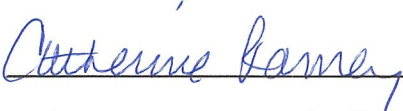
**Adjournment**

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

Roll call: Bickley - yes, McIlrath - yes, Rospert – yes, Shafer – yes, DeLand – yes.



Carla Rospert, Council President



Catherine Ramey, Fiscal Officer