

Village of Milan

Council Meeting

October 26, 2022

October 26, 2022 Council Meeting was called to order with the Pledge of Allegiance by Mayor Pam Crosby.

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

Also present – Mayor Pam Crosby, Administrator Brian Rospert, Fiscal Officer Catherine Ramey and Solicitor James Barney.

Motion by Bickley, seconded by Taylor, to approve the Minutes of the October 5th Regular Council Meeting. Council President Rospert noted that Monica Klarer was not in attendance. Roll Call: Bickley – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes.

Motion by Bickley, seconded by Taylor, to approve the Minutes of the October 12th Council Work Session. Roll Call: Bickley – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes.

CITIZEN PARTICIPATION – None

OLD COMMITTEE BUSINESS

Streets, Sidewalks and Storm Sewers – None

Safety – On October 12th employees attended the AMP Safety/OSHA Compliance Training, topic was Safe Vehicle Operations.

ODOT District 3 informed the Village that they cannot issue a Purchase Order for the Radar Feedback Speed Limit Signs and installation so the Village will issue the Purchase Order. Presently the Administrator is working with ODOT to see how the Village will receive this funding, in order to move forward with this project.

Finance – None

Regional Planning, Building Codes & Inspection – Village Council will hold a Public Hearing on November 9, 2022, at 6:00 P.M. for proposed amendments to the text of the Zoning Regulations, Chapter 1121.01 (44) Lot Corner, Chapter 1185.04 (c)(4) Fences and Chapter 1177.02 Nonconforming Uses (a) Alterations.

Utilities – None

OLD COMMITTEE BUSINESS – cont.

Civic Contacts and Historical Preservation

Civic Contacts and Historical Preservation – Councilperson Bickley gave an update on the Jenkins Warehouse; everything is on track for the end of the year which includes the internal stabilization of the building, contracts for the roof being put on and foundation are in place and the study with the engineer is completed. In the Gazebo during the Halloween parade, flyers will be distributed with information on donations and work that needs to be done with the Jenkins Warehouse, with fundraising to begin with a minimum target of 1.3 million dollars. Grants have been received for the building as well from local sources and the commission also thanks different associations for these grants which will be formally announced later and the support of many individuals who have contributed. A Friends of the Warehouse group is going to be developed and this group will handle the fundraising and they will come up with the purpose of the building, what it will be used for and the rehab of the building of what will need done for the operation of it, who will run it and who will be responsible for it. Village residents are needed on this commission.

Parks and Trees – None

Records Commission – Next Records Commission meeting will be scheduled in December 2022.

Citizen Property Maintenance – Zoning Inspector is following up on property maintenance letters he sent out.

NEW COMMITTEE BUSINESS

Streets, Sidewalks and Storm Sewers – last brush and yard waste pickup for the season has been done. The leaf machine has been serviced and leaf pickup began Monday October 17th and continue through November 23rd. The Street Department also assisted the Electric Department with pole replacements and with primary service transfers on Front Street.

Administrator Rospert asked for Council's permission to submit the minimum bid specifications for a new Street Department dump truck to the newspaper and to vendors, with a bid opening date of November 14, 2022.

Motion by McManus, seconded by McIlrath, to have the Village Administrator solicit bid specifications for a new dump truck chassis for the Street Department.

Roll Call: Shafer – yes, McManus – yes, Bickley – yes, McIlrath – yes, Rospert – yes, Taylor – yes.

NEW COMMITTEE BUSINESS – cont.

Safety – Chief Meister started out by thanking Sergeant Pat Fox for his close to 22 years of service to the Village. Sergeant Fox has accepted the Chief’s position with Greenwich Police Department. Chief Meister recommended to Council to appoint Corporal Jim Blevins to the open Sergeant position with a beginning hourly rate of \$25.20, effective November 1, 2022 with a six-month probation period.

Motion by McManus, seconded by Shafer, to accept Chief Meister’s recommendation to appoint Corporal Jim Blevins to Sergeant of the Milan Police Department at a beginning hourly rate of \$25.20, effective November 1, 2022 with a six-month probation period.

Roll Call: Rospert – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Bickley – yes. Chief Meister recommended to Council to appoint Officer Justina DeMarchi to the open full-time position with the Milan Police Department with a beginning hourly rate of \$20.00, effective November 1, 2022, with a six-month probationary period.

Motion by Rospert, seconded by McIlrath, to accept Chief Meister’s recommendation to hire Officer Justina DeMarchi as a new full-time Police Officer with the Milan Police Department at a beginning hourly rate of \$20.00, effective November 1, 2022 with a six-month probation period.

Roll Call: McManus – yes, Taylor – yes, Shafer – yes, Rospert – yes, McIlrath – yes, Bickley – yes.

Mayor Crosby then did the honors of swearing in newly full-time Milan Police Department Officer Justina DeMarchi.

Chief Meister spoke on with the low hourly range for newly hired officers, it is getting difficult to recruit them. Chief Meister recommended to Council to raise part-time Officers’ salaries from \$12.00 per hour to \$15.00 per hour and keep the \$1.00 per hour shift premium stay in place.

Motion by McManus, seconded by Rospert, to accept Chief Meister’s recommendation to increase the wages of the part-time officers to \$15.00 per hour, effective November 1, 2022.

Roll Call: Bickley – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes.

Motion by McIlrath, seconded by Taylor, to accept part-time Police Officer Steven Zolnowski resignation from the Milan Police Department effective November 1, 2022.

Roll Call: McIlrath – yes, Taylor – yes, Shafer – yes, McManus – yes, Bickley – yes, Rospert – yes.

Finance – Fiscal Officer Ramey is working with SSI (Software Solution Inc.) in the new software upgrade, the conversion has a few more tweaks that need to be adjusted so she is not closed and balanced out for September reconciliation, and she will not move forward until this is done but is catching October up. Fiscal Officer Ramey did note that a benefit with the new software is multiple months can be open. Everyone can work in October while September is still open, it will not affect any other month.

NEW COMMITTEE BUSINESS – cont.

Finance cont. – Motion by Bickley, seconded by Shafer, to approve the Council Bills for the period of September 28th – October 26th. Roll Call: Shafer – yes, McManus – yes, Bickley – yes, McIlrath – yes, Rospert – yes, Taylor – yes.

Motion by Rospert, seconded by Taylor, to approve the Utility Bills for the period of September 28th – October 26th. Roll Call: McIlrath – yes, Taylor – yes, Shafer – yes, McManus – yes, Bickley – yes, Rospert – yes.

Fiscal Officer Ramey has finished the accrual update as far as vacation and sick time with the new policy and with that there would need to be a motion since there is not enough time this year for employees to be within the 80-hour carry-over.

Motion by McManus, seconded by Taylor, to allow for unlimited vacation carry-over this year, with the option of a payout. Roll Call: Taylor – yes, Shafer – yes, McManus – yes, Bickley – yes, Rospert – yes, McIlrath – yes.

Regional Planning, Building Code, and Inspection – Councilperson McIlrath read a recommendation from the Planning Commission meeting that was held on Tuesday October 25, 2022, regarding a request to change the Zoning District of Parcel Number 53-00186.000 with an address of 11 W. Front Street from a C-1 District to an R-3 Residential District, Multi-Family Use.

Motion by Rospert, seconded by Bickley, to accept the Planning Commission recommendation and to move forward and set a Public Hearing, 30 days from today. Roll Call: Taylor – yes, Shafer – yes, McManus – yes, Bickley – yes, Rospert – yes, McIlrath – yes.

Councilperson McIlrath also read a recommendation from the Planning Commission from the above meeting regarding a request for a Conditional Zoning Permit for Boat Manufacturing, Repair and Maintenance use at 21 N. Main Street. In Chapter 1165 “I” Industrial District, the proposed use is not listed as a Permitted Use or Conditional Permitted Use. It is the Planning Commission recommendation to allow this use as a Conditional Permitted Use for the “I” Industrial District.

The Planning Commission made a motion to take this request to a Public Hearing, which is scheduled for November 15, 2022 at 6:00 p.m. in the Council Chambers.

Administrator Rospert and Solicitor Barney spoke on Jeff Stopar, who is with Semro, Henry and Barga out of Toledo and is currently reviewing Oak Harbor Zoning Codes. It was mentioned to Council that they review the Village Zoning Codes to make them more modern and clear up the ambiguous language throughout the codes. It was then suggested to hire Jeff Stopar to review and propose his recommendations to the Village of Milan Zoning Codes. Council was given his quote.

Motion by McIlrath, seconded by Rospert, to hire Jeff Stopar with Semro, Henry and Barga, for a budgeted amount of \$3,000 - \$5,000, to look over our Zoning Code and update to current applicable laws. Roll Call: McManus – yes, Taylor – yes, Shafer – yes, Rospert – yes, McIlrath – yes, Bickley – yes.

NEW COMMITTEE BUSINESS – cont.

Utilities – The Water/Wastewater Department was called out on low level water alarms in the water tower. This issue was determined to be on Erie County Water where they were having communication issues with their SCADA system.

They were also called out to 16 E. Church Street for a water service line break. This line was hit by the construction to install the fiber optics for First Energy. Our employees repaired the damaged line and Edgar Trent Company performed the lawn restoration.

American Diesel serviced the generator at the Wastewater Treatment Plant, installed new fuel supply lines and a new engine block heater. On October 25th approximately fifty-five feet of four-foot sidewalk was torn out and dug out an area to extend their pad mount transformer to repour with concrete. During our last Work Session, discussion on purchasing a new truck for the Water/Wastewater Department. This new truck would be replacing a 2012 F-350 Utility Truck. Administrator Rospert recommended to Council that they spend up to \$43,000.00 on a new F-350 gas motored chassis from Mathew's Ford in Sandusky. Exact cost will be in tomorrow October 27th when Ford Motor Company opens pricing and ordering. As mentioned at the meeting they will use the Water and Sewer Capital & Replacement Fund equally to make this purchase. If approved, they will budget for the utility box installation, along with the strobe lights and trailer hitch, in next year's budget. Contracted with R.A. Bores to replace a fire hydrant on Perrin Road that was found to be leaking while Leak Seekers were in last month.

Motion by Shafer, seconded by McManus, to purchase a Ford F-350 gasoline utility work truck chassis from Mathew's Ford in Sandusky, OH and allocate up to \$43,000 for this purchase.

Roll Call: Rospert – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Bickley – yes.

The Electric Department trimmed trees in select areas of the electrical distribution lines, removed an old telephone pole, repaired street lighting, continued working on switching customers over to the new transformer, installed new poles on Front Street and Lockwood Road, switched over the electrical services, recycled old wire, and performed community service by assisting the Edison Birthplace with hanging 12 new Thomas Edison banners on poles. This month's Power Supply Cost Adjuster is (0.003003) down from last month's PSCA at 0.010212.

Civic Contacts and Historical Preservation – None

Parks and Trees – During the last Work Session, a discussion was over a complaint that was received from property owner at 309 S. Main Street, involving a pine tree near the new sidewalk and his driveway. It was recommended to Council from Administrator that we have this tree removed and the property owner and the Village split the cost of removal at \$225.00 each with Ohio Tree & Excavation to remove nine trees and stump grinding.

NEW COMMITTEE BUSINESS – cont.

Parks and Trees cont.– Council request to have the resident put in writing that he agrees to split the cost of the pine tree removal at 309 S. Main Street with the village, in the amount of \$225.00 each.

Motion by Taylor, seconded by McIlrath, to remove a pine tree that is causing a safety issue at 309 S. Main Street and split the cost of the tree removal with the resident in the amount of \$225.00 each.

Roll Call: McIlrath – yes, Taylor – yes, Shafer – yes, McManus – yes, Bickley – yes, Rospert – yes.

Mayor Crosby read Justina DeMarchi-Rollings resignation letter from her Utility Clerk/Records Retention part-time position effective November 1, 2022 due to accepting a full-time position with the Milan Police Department.

Motion by Taylor, seconded by Rospert, to accept Justina DeMarchi-Rollings resignation from Utility Clerk/Records Retention part-time position effective November 1, 2022.

Roll Call: Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes, Bickley – yes.

Council regrets the resignation of Justina DeMarchi-Rollings from the Utility Clerk/Records Retention position. Justina has done a remarkable job. Administrator Rospert noted to Council that at the last work session it was discussed if Justina was to leave the position of part-time Utility Clerk/Records Retention it would be his recommendation, Council consider hiring a full-time Records/Assistant, possibly a Deputy Fiscal Officer to Fiscal Officer Ramey due to the impact of the number of records request coming in. Mayor Crosby and Fiscal Officer Ramey agreed. Fiscal Officer Ramey said no one has been in the basement to organize, in which she was originally hired for because of the ongoing records request. Justina has made a records log with all requests and was asked if this was public record as well, it was answered that it was. Councilperson Bickley asked for the number of records requests within the past six (6) months and the number of hours spent on them. Mayor Crosby said there are hundreds. Councilperson Bickley stated that if Council is making a motion on hiring full-time and the public asks why they are hiring full-time, the numbers and hours can be shown. Council President Rospert request this number and hours be discussed in a public meeting, while Administrator Rospert agreed, he also stated that the hours may be difficult due to the fact other employees have been working on them as well since some records Justina cannot fulfill since she doesn't have access to them. All records requests go to the Records Department and then what records need to be accessed that Justina doesn't have, then gets sent to the appropriate department. This takes time taken away from the regular daily work force of that job, putting that department behind. Administrator Rospert and Fiscal Officer Ramey will get the requested numbers and bring this information to a Work Session.

Councilperson Bickley suggest that every Work Session and Council meetings that there is a section on the agenda for Council Comments. If anyone on Council has something that they feel they would like to discuss they could then tell Administrator Rospert ahead of time so it could be put on the agenda and they could formalize that procedure and whoever sits around the table could discuss and comment on their thoughts.

NEW COMMITTEE BUSINESS – cont.

Council President Rospert agrees this would be a good procedure.

Records Commission – None

Citizen Property Maintenance – None

Communications – Rescheduling of the Regular Meetings for November and December was discussed due to the Thanksgiving and Christmas Holidays.

Motion by Rospert, seconded by McIlrath, to reschedule the November Regular Council Meeting to November 30, 2022, at 6:00 p.m. Roll Call: Shafer – yes, McManus – yes, Bickley – yes, McIlrath – yes, Rospert – yes, Taylor – yes.

Fiscal Officer Ramey mentioned the R.I.T.A. delinquency program, 70 people that filed and there is a total of 225 Office Subpoenas that are going out today. Solicitor Barney mentioned that if there are people who do not file, it is a criminal offense and can be charged.

Motion by Bickley, seconded by Taylor, to enter Executive Session to discuss hiring personnel. Roll Call: McManus – yes, Taylor – yes, Shafer – yes, Rospert – yes, McIlrath – yes, Bickley – yes.

Motion by Taylor, seconded by McManus, to return to Regular Council Meeting. Roll Call: Taylor – yes, Shafer – yes, Rospert – yes, McIlrath – yes, Bickley – yes, McManus – yes.

Councilperson coming out of Executive Session no action was taken.

UNFINISHED BUSINESS - None

LEGISLATION

Ordinance – Next Number will be 836-10-22

Resolution – Next Number will be 629-10-22

Questions for Next Meeting

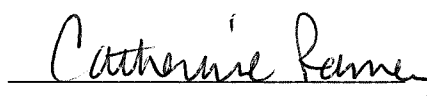
Adjournment

Motion by McIlrath, seconded by Taylor, to adjourn tonight’s meeting.

Roll Call: McManus – yes, Taylor – yes, Shafer – yes, Rospert – yes, McIlrath – yes, Bickley – yes.



Carla Rospert, Council President



Catherine Ramey, Fiscal Officer