



**Village of Milan  
Council Work Session Meeting  
March 16, 2023**

A Work Session for the Village of Milan Council was called to order by Mayor Pam Crosby on Thursday March 16, 2023 at 6:30 p.m. in the Council Room at 11 S. Main Street, Milan, Ohio.

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

Motion by McIlrath, seconded by Rospert, to excuse Erin McManus from tonight’s Work Session. Roll Call: Bickley – yes, Rospert – yes, Taylor – yes, Shafer – yes, McIlrath – yes.

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

**New Business**

- a. **KWH Tax** – With the ongoing audit, Fiscal Officer Ramey spoke on the KWH Tax. This KWH Tax is a monthly utility electric closeout which the SSI utility program prints out and is given to her at end of each month. Officer Ramey said the State is clear on how you are to do it, 80% coming from the inside village and 20% from outside village. The 80% is to be recorded in the General Fund and 20% stays in the Utility Fund. It is then when Council has the option once in the General Fund, to transfer all or any amount of the 80%. They can choose to keep it there or move it. Fiscal Officer Ramey then researched and went back to 2013 forward and found that this has been done incorrectly all along. Since this finding, Fiscal Officer Ramey has since been putting the 80% in the General Fund and the 20% in the Utility Fund. She then addressed the auditors on this finding and going forward and at this point since Council has the option where they can take and transfer so much back into the Electric Fund if that is what they choose. Fiscal Officer Ramey did say the General Fund and the Electric Fund are doing very well and she can run reports to give dollar amounts on what has been going into the General Fund and Council can decide what they would like to do.
- b. **Regional Income Tax Allocation** – Fiscal Officer Ramey then spoke on the R.I.T.A. Income Tax and the 80/20 split. The Village Ordinance needs to clarify the allocation of funds and add the 80/20 to the current Ordinance.
- c. **Vacation Accrual** – Fiscal Officer Ramey also discussed vacation accrual and mentioned that Council may want to consider a payout of vacation or reconsider more of a carryover.

Council discussed policy changes in vacation carryover from 80 hours to 160 hours and to add a buyout cap of two weeks each year. Policy changes for police department vacation carryover from 85.50 hours to 171 hours and to add a buyout cap of two weeks each year.

Fiscal Officer Ramey was asked to look into the formal finding of recovery from the fiscal officer. Fiscal Officer Ramey said the Village did receive a check this past week for \$264.00 and since the paperwork did not inform the Village if this was going to be received weekly, monthly or one and done, Fiscal Officer Ramey called and spoke to the Attorney General's Office and was informed that any village or municipality that has a finding for recovery can take it from the State. Discussion continued on the topic.

Fiscal Officer Ramey was asked if the Village audit for 2020-2021 has been completed and she responded she is notified weekly on the progress and is hopeful it will be soon. Council President Rospert asked when it was to be completed and Fiscal Officer Ramey responded it was to be October 31, 2022. It is still not known if the Village will have extra added costs on this audit due to the extending months.

**d. Water and Wastewater Projects** – Administrator Rospert spoke on an Ordinance that was on the table but not read, to use \$54,000.00 out of the Capital Improvements to pay for a TTHM Mixer for the water tower. It was suggested to borrow monies from the Capital Improvement Fund and have the Water Fund or Water Capital Improvement Fund reimburse with interest. Administrator Rospert had discussions with John Courtney and the State Auditors about borrowing from one fund to pay another. Administrator Rospert then said he had a discussion with Fiscal Officer Ramey and Water/Wastewater Superintendent Simon and noted Water/Wastewater Superintendent Simon has two major projects this year, one in the wastewater and one in the water. In the wastewater, a need to replace the backup generator at the plant due to age and not being able to get parts and the TTHM Mixer for the water tower. Administrator Rospert then discussed with Council the following fund balances.

Water Fund Balance as of 3/14/23	\$ 84,403.26
Water Capital Fund Balance as of 3/14/23	\$ 55,780.75
Sewer Fund Balance as of 3/14/23	\$ 208,385.86
Sewer Capital Fund Balance as of 3/14/23	\$ 74,091.51
American Rescue Plan Act (ARPA) Bal. as of 3/14/23	\$ 88,867.77
Capital Improvement Balance as of 3/14/23 overall	\$ 567,736.33 <u>\$110,721.46 remaining in 2023 budget</u>

Village Council elected to go with Option 2 of the listed five options, which is the following:

**Option 2:**

Utilize an Advance Loan from the Capital Improvement Fund to pay for the TTHM Mixer and have the Water Capital Fund reimburse over a two-year period.

Utilize the American Rescue Plan Act funds to pay for the backup generator at the WWTP.

**e. Annexation** – Village Council directed the Solicitor and Administrator to look into annexing outside users of our utilities into the Village. Solicitor Barney stated that he has done some research on this subject and has found that other communities in Ohio have done this.

**f. Anything that comes before Council** – Administrator Rospert brought up streaming and recording of the Village’s Regular Council Meeting’s. Council discussed this and they felt that they are streaming the meetings for the residents who can not attend the meetings in person. They will not be recording these meetings because the videos of the meeting will be considered a public record and the Village would have to buy a large server to save these videos as a record.

**Unfinished Business**

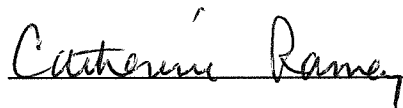
**Questions for Next Meeting**

**Adjournment**

Motion by McIlrath, seconded by Taylor, to adjourn tonight’s Work Session Meeting.  
Roll call: Bickley – yes, McIlrath - yes, Rospert – yes, Taylor – yes, Shafer – yes.



Carla Rospert, Council President



Catherine Ramey, Fiscal Officer

