

Village of Milan

Council Meeting

April 26, 2023

April 26, 2023 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 McIlrath, to approve the Minutes of the March 22nd Regular Council Meeting. Roll Call: Bickley – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes.

Motion by McManus, seconded by Shafer, to approve the Minutes of the March 29th Special Council Meeting. Roll Call: Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes, Bickley –yes.

Motion by Rospert, seconded by Taylor, to approve the Minutes of the April 10th Special Council Meeting. Roll Call: Shafer – yes, McManus – yes, Bickley –yes, McIlrath – yes, Rospert – yes, Taylor – yes.

Motion by McManus, seconded by Rospert, to approve the Minutes of the April 13th Work Session Meeting. Roll Call: McManus – yes, McIlrath – yes, Bickley –yes, Rospert – yes, Taylor – yes, Shafer – yes.

Motion by Bickley, seconded by Taylor, to approve the Minutes of the April 13th Special Council Meeting. Roll Call: McIlrath – yes, Taylor – yes, Shafer – yes, McManus – yes, Bickley –yes, Rospert – yes.

CITIZEN PARTICIPATION

Mayor Pam Crosby, on behalf of the Chamber of Commerce to request the use of the Village Square and the closure of Park Street on the Square each Tuesday night from the hours of 5:00 pm to 8:00 pm for Cruisin' on the Square, May through September.

Motion by McIlrath, seconded by McManus, to approve of the Chamber of Commerce request to have the Car Show. Roll Call: Rospert – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath –yes, Bickley – yes.

Mayor Pam Crosby, on behalf of the Erie County Farm Bureau to request the use of the Village Square and the closure of Park Street on the Square during the hours of 1:00 P.M.- 4:30 P.M. Sunday, August 27th for their Tractor Cruisin'.

Motion by Taylor, seconded by McManus, to approve of the Farm Bureau's request. Roll Call: Bickley – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes.

Mayor Pam Crosby, on behalf of the Edison Music Department to requests the use of the parking lot behind Jim's Pizza Box during the Melon Festival this year.

Motion by Shafer, seconded by McManus, to approve of the Edison Music Department request. Roll Call: Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes, Bickley – yes.

Mayor Pam Crosby, on behalf of Vacation Bible School to request the use of the Village Square on June 16th during the hours of 9:00 a.m. – 12:00 p.m.

Motion by Rospert, seconded by Taylor, to approve Vacation Bible School request the use of the Village Square on June 16th during the hours of 9:00 a.m. – 12:00 p.m.

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

OLD COMMITTEE BUSINESS

Streets, Sidewalks and Storm Sewers – RMH Concrete began replacing curbs and catch basins the week of April 17th should be completed the week of April 24th.

The ODOT 601 Repaving Project is set to begin the first week of May. The project is from State Route 18 to State Route 113 East. They anticipate being in Milan at the end of May.

Safety – Mayor Crosby and Village employees attended the AMP Safety/OSHA Compliance Training on April 12th; the topic was Ladder Safety.

Finance – None

Regional Planning, Building Codes & Inspection – Jeff Stopar continues to work on the Village of Milan Zoning Code review.

OLD COMMITTEE BUSINESS – cont.

Utilities – Buckeye Pump is scheduled to be in on May 8th for the Influent Project at the Wastewater Treatment Plant.

A bid opening was held on Friday April 21st for the North Edison Drive Water Line Replacement Project. This project was made possible with funding provided by the Ohio Department of Development Water and Wastewater Infrastructure Program Grant Agreement. The Village received two bids for this project, R.A. Bores in the amount of \$67,055.60 and Hula Construction in the amount of \$77,110.00. Discussion will need to take place for this project at more length, due to being \$33,678.00 over budget.

A bid opening was also held Friday April 21st to replace the backup generator at the Wastewater Treatment Plant. This project was made possible with using the American Recovery Act Funds. No bids were received for this project. Administrator Rospert will reach out to the contractors to see why they were not interested in the project and then rebid the project.

On April 13th at the Council Work Session, John Courtney was in to go over his Rate Review of the Sewer Rates. It was discussed that since the last sewer rates increase was six years ago, revenue at current rates is not sufficient to meet the projected 2026 revenue requirements. The council stated that they would like to factor in a 25% surcharge for outside sewer users. Under legislation there will be an Ordinance to increase the sewer rates by approximately 6% each year over the next four years and an increase of 25% surcharge for outside sewer users.

Civic Contacts and Historical Preservation –Village of Milan was awarded the Jenkins Warehouse property and structure through Erie Metro Parks. They will be submitting a Quick Claim Deed to Erie County Court Judge McGooney, once completed the property will be owned by the Village.

Parks and Trees – Erie County Regional Planning notified the Village that the Sidewalk Project on the west side of the Village Square will be bid out in the fall 2023 at the earliest. They were hoping to have the project ready for bid by spring but due to staffing was unable to do so.

Records Commission – Next Records Commission Meeting will be held on September 12, 2023.

Citizen Property Maintenance – None

NEW COMMITTEE BUSINESS

Streets, Sidewalks and Storm Sewers – Millers Landscaping treated the grass areas in the Village Square and Administration Office with weed control and fertilizer.

April 13th Council Work Session discussion took place to use Capital Improvement Funds to pay for a new roof coating on the Street Barn and to replace guardrails in select areas of the Village. Under legislation tonight will be the Ordinance to expend from the Capital Improvement Fund the amount of \$19,959.00 for the roof coating and \$13,310.00 for the guardrail project.

NEW COMMITTEE BUSINESS – cont.

Safety – Councilperson McManus read Part-time Officer Derek Nelson’s resignation letter. Motion by McManus, seconded by Rospert, to accept Police Officer Derick Nelson’s resignation from the Police Department effective March 27, 2023. Roll Call: Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes, Bickley – yes.

Motion by Taylor, seconded by Shafer, to accept Chief Meister’s recommendation to hire Joe Davidson as a part-time officer with a starting wage of \$15.00 per hour with a six-month probationary period. Roll Call: Shafer – yes, McManus – yes, Bickley – yes, McIlrath – yes, Rospert – yes, Taylor – yes.

Motion by McManus, seconded by McIlrath, to accept Chief Meister’s recommendation to hire John Chime Jr. as a part-time officer with a starting wage of \$15.00 per hour with a six-month probationary period. Roll Call: McManus – yes, McIlrath – yes, Bickley – yes, Rospert – yes, Taylor – yes, Shafer – yes.

Motion by McIlrath, seconded by Rospert, to approve Chief Meister’s recommendation to promote Justina Demarchi to permanent full-time officer and receive a \$1.00 per hour raise, effective May 1, 2023. Roll Call: McIlrath – yes, Taylor – yes, Shafer – yes, McManus – yes, Bickley – yes, Rospert – yes.

Motion by Bickley, seconded by Taylor, to approve Chief Meister’s recommendation to promote Jim Blevins to permanent full-time Sergeant’s position. Roll Call: Bickley – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes.

Finance – Fiscal Officer Ramey discussed her financial month to date reports, Statement of Cash, Revenue and Expense reports, noting that the Bank Rec is in balance.

Motion by Rospert, seconded by McIlrath, to approve the Council Bills for the period of March 22nd – April 26th. Roll Call: Shafer – yes, McManus – yes, Bickley – yes, McIlrath – yes, Rospert – yes, Taylor – yes.

Motion by Bickley, seconded by McManus, to approve the Utility Bills for the period of March 22nd – April 26th. Roll Call: McIlrath – yes, Taylor – yes, Shafer – yes, McManus – yes, Bickley – yes, Rospert – yes.

Motion by McManus, seconded by Taylor, to approve the Financial Reports as presented for the month. Roll Call: Rospert – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Bickley – yes.

Regional Planning, Building Code, and Inspection – Zoning Inspector issued Zoning Permits for an Accessory Building at 41 E. Front Street, an Addition for 67 Elm Street, three six-foot privacy fence permits, and one roof permit at 49 Lockwood Road.

NEW COMMITTEE BUSINESS – cont.

Utilities – The Water/Wastewater wrote up a new valve exercising program, and cleaned and painted the control building at the WWTP.

EPA was in on February 13th to perform a Sanitary Survey of the water distribution system; this is done every three years. As discussed at last month's meeting, during their inspection they issued 11 Notice of Violations and 14 recommendations. Most of the Notice of Violations are for clerical documentation that is easily corrected using the prescribed EPA forms.

Superintendent Simon submitted their corrective action plan to the EPA on March 31st and is under review.

The Electric Department worked on new cat5 lines at the administration office and police department, repaired power connections at 300 S. Main Street, they had their man door at the electric building replaced and painted, assisted Monroeville Electric with rewiring of secondary power, rebuilt one of the final tanks power panels at the sewer plant, installed two new poles and transferred all the electrical hardware, and trimmed trees.

Superintendent Metz and Joe Hamilton began collecting data of the meters in the system and put their findings in an Excel Spreadsheet. The data they compiled includes account number, address, meter number, date installed, whether the meter is digital or mechanical, electrical power that is feeding the resident, house service amperage and which substation feeds the resident. This information is great to have readily available, especially with changing over to our new 4160 system.

Under Legislation tonight will be the third reading of an Ordinance to amend the rates to be charged for the electric system and repealing any and all ordinances or parts thereof inconsistent herewith. The only change to this Ordinance will be to include language for the new 4160 voltage phase to phase Wye System.

Joe Hamilton will be attending Lineworkers Training from July 17th through the 20th at the AMP Lineworkers Apprentice Training site in Columbus.

Civic Contacts and Historical Preservation – None

Parks and Trees – Councilperson Taylor, on behalf of the Parks & Activities Commission spoke on the first park event called "Small Town Summer Night" and request the use of the Village Square on Monday June 12th during the hours of 3:00 p.m. – 9:00 p.m. along with no parking on Kelly Block West side at 4:00 p.m. There will be food trucks including Grub Brothers LLC, Kona Ice, and Waffle Locos on Wheels, Live music by Mind Canaries and family friendly yard games throughout the square and Cornhole Boards sponsored by him and his wife.

Motion by Taylor, seconded by McIlrath, to approve Parks & Activities Commission use of the Village Square on Monday June 12th from 3:00 p.m. – 9:00 p.m. with no parking at 4:00 p.m. on Kelly Block West side.

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

NEW COMMITTEE BUSINESS – cont.

Ohio Tree was in on April 20th to remove two dead Maple trees on Huron Street. The Village contracted with Hinman Tree Service to take down a large Oak tree on Huron Street by the apartments. This will be a shared cost between the Village and the owner of the apartments. The owner approached the Village in March to ask if the tree could be removed due to parking limitations at the apartment complex and the tree is dropping acorns on the vehicles and structure. The Tree Commission gave their approval to remove the tree.

Arbor Day is on April 28th, to commemorate this day a Redpointe Maple at 63 Huron Street will be planted. The ceremony is scheduled for 9:00 A.M. A Lilac tree will also be planted at 80 S. Main Street.

Records Commission – None

Citizens Property Maintenance Commission – None

Communications – At the Special Council meeting held on March 29th, a Village resident asked if the Village could put all public record requests and our responses on our website, each time we complete one. Discussion took place with Solicitor Barney and he does not have a problem with this and it would be the Council’s decision if they elect to have us start doing this.

It was determined that the Council did not repeal the old Employee Handbook last year when they adopted the new Employee Handbook. It was also found that they did not enter a social media policy in the new Employee Handbook. However, since they did not repeal the old Employee Handbook, the social media policy that was in the Employee Handbook is still considered the policy. It would be the Council’s choice if they wanted to officially adopt it and repeal the old Employee Handbook.

The Village Council will review this and make recommendations at a later date.

UNFINISHED BUSINESS - None

LEGISLATION

Ordinance – Next Number will be 852-4-23

Resolution – Next Number will be 631-4-23

AN ORDINANCE AMENDING THE VILLAGE OF MILAN INCOME TAX ORDINANCE TO PROVIDE FOR THE ALLOCATION OF COLLECTED INCOME TAX FUND.

Motion by Rospert, seconded by McManus, to bring this Ordinance to its second reading by title only.

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

AN ORDINANCE AMENDING THE RATES TO BE CHARGED FOR MUNICIPAL SEWER SERVICES FURNISHED BY THE VILLAGE OF MILAN, OHIO REPEALING ALL ORDINANCES OR PARTS THEREOF INCONSISTENT HEREWITH

Motion by Bickley, seconded by McManus, to bring this Ordinance to its first reading by title only.

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

AN ORDINANCE AUTHORIZING AND DIRECTING THE FISCAL OFFICER TO EXPEND NOT MORE THAN \$33,269.00 FROM THE CAPITAL IMPROVEMENT FUND TO PAY FOR THE REPAIR THE ROOF OF THE STREET DEPARTMENT BUILDING AND REPLACE GUARDRAILS AND DECLARING AN EMERGENCY

Motion by Shafer, seconded by McIlrath, to suspend the rules.

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

Motion by Bickley, seconded by McManus, to adopt by title only as an emergency.

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

AN ORDINANCE AMENDING ORDINANCE 712-03-17 THE RATES TO BE CHARGED BY THE ELECTRIC SYSTEM OF THE VILLAGE OF MILAN, OHIO, AND REPEALING ANY AND ALL ORDINANCES OR PARTS THEREOF INCONSISTENT HEREWITH

Motion by McIlrath, seconded by Shafer, to bring this Ordinance to its third reading by title only.

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

Motion by McIlrath, seconded by Rospert, to adopt by title only.

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

AN ORDINANCE TO PROVIDE FOR ADDITIONAL APPROPRIATIONS FROM THE GENERAL FUND AND OTHER FUNDING SOURCES AND AN INCREASE IN ESTIMATED RESOURCES

AND FURTHER APPROVING CASH TRANSFERS BETWEEN FUNDS, AND DECLARING AN EMERGENCY

Motion by Rospert, seconded by McIlrath, to suspend the rules.

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

Motion by Bickley, seconded by Shafer, to adopt by title only as an Emergency.

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

Questions for Next Meeting – None

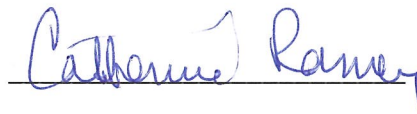
Adjournment

Motion by Taylor, seconded by McManus, 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