

**Village of Milan**  
**Council Work Session Meeting**  
**September 14, 2023**

A Work Session for the Village of Milan Council was called to order by Mayor Pam Crosby on Thursday, September 14, 2023, at 6:30 PM in the Council room at 11 S. Main Street, Milan, OH.

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

Administrator Rospert informed the Council that Taylor would be arriving later in the meeting.

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

Motion by Rospert, seconded by McIlrath, to excuse McManus. Roll Call: Bickley – yes, Taylor – absent, Shafer – yes, McManus – absent, McIlrath – yes, Rospert – yes.

**NEW BUSINESS**

**Meeting notifications changes to take effect in early October** – Fiscal Officer Clapp informed Council that in July when the Governor signed the State Budget Bill that Sub. House Bill 33 would allow municipalities to publish certain items using new options rather than only using a newspaper. The language of Sub. HB33 as to municipalities only applies to ORC 731.21 and requires summaries of municipal ordinances or resolutions and all statements orders, proclamations, notices, and reports required by law to be published by one of three methods: Newspaper of general circulation in municipality; On the official public notice’s website at PublicNoticesOhio.com; on the municipality’s website and social media account. Solicitor Barney informed the Council that included in the signed State Budget Bill that the bidding requirements were raised to \$75,000. Council stated to see if we have a meeting notifications policy and if not we should create one.

**Bank depository** – Fiscal Officer Clapp informed the Council that the Village’s current depository contract with Civista Bank has expired, and she would like to compare what Civista Bank is currently offering us to other banks located in the area. Council was Ok proceeding on comparing banks.

**SSI Software** – Fiscal Officer Clapp explained to Council the problems with our current software and the cost. She stated that the annual service contract is costing the Village \$16,567.89. State UAN software would cost the Village approximately \$5,000 per year and they provide the Village with a computer and printer, and then currently approximately every four to five years the State provides new computer and printer, and they give the old items to the Village to keep

and use. The problem she is having with making the request to the Council to make a change to UAN is the amount they spent on the current system. She told the Council that she has a meeting scheduled with SSI representative tomorrow.

**Truck for the Street Department** – Administrator Rospert explained to Council that we have spent \$3,365 to repair the front suspension on the Yr. 2012 F550 and the truck is going to require additional transmission dipstick repair which will be costly because the motor and transmission will need to be removed to make the repair. The cost of a new dump truck (F550) would cost approximately \$124,000. Council directed the Administrator to see what the cost would be to rehab the current truck, cost of a new truck with a plow and consider keeping the Sterling dump truck through winters as a backup.

**Budget** – Fiscal Officer Clapp will be meeting with the Administrator and Department heads next month to start the budget for next year.

**October Work Session** – Administrator Rospert inquired from Council if they would like to move the October 12<sup>th</sup> Work Session to October 19<sup>th</sup> because he would be on vacation. The Council decided not to have a work session in October.

Councilperson Taylor arrived.

**Codified Ordinances Review** – Administrator Rospert and Solicitor Barney reviewed and explained the changes to the Codified Code Book, Part One, Title One, Title Three and Title Five as indicated below.

- 1) Section 101.03 Rules of Construction – (c) (3) C. Repeal/Remove (in Personnel Policy).
- 2) Section 101.99 General Penalty – Amend the fine amount to be \$500 from \$100.
- 3) Section 137.02 Powers and Duties – Amend the word contract to contact.
- 4) Section 139.03 Expense Reimbursement – Repeal/Remove (in Personnel Policy).
- 5) Chapter 145 Light, Water and Sewer Department – Repeal/Remove the word Light in the title.
- 6) Section 145.01 Composition – Repeal/Remove the word Light.
- 7) Section 145.02 Superintendent; Powers - Repeal/Remove the word Light in the first sentence and remove the words light/power in the last sentence.
- 8) Section 145.03 Assistant Superintendents – Repeal/Remove the word Light from the first sentence.
- 9) Section 145.04 Cashier and Assistant Cashier – Repeal/Remove the word Light in the first sentence and replace it with the word Electric. Change the salary percentages to the following: thirty-four percent (34%) and change the word from Light to Electric, thirty-three percent (33%) to the Water Fund, and thirty-three percent (33%) to the Sewer Fund.
- 10) Section 147.05 Charging Salaries – Repeal/Remove this Section in its entirety.
- 11) Section 151.06 Records of Vacation, Holidays, and Sick Leave - shall be rewritten to read as follows: For the purpose of keeping complete and accurate records, the Fiscal Officer shall set up and maintain complete data and records of vacations, holidays and sick leave.

- 12) Section 151.11 Department Superintendent as Assistant Village Administrator – Repeal/Remove this section in its entirety.
- 13) Section 151.21 Payments in Lieu of Health Insurance – Repeal/Remove this section in its entirety. Will add this to our Personnel Policy with amendments.
- 14) Section 151.22 Reimbursement to Employees who use Personal Cell Phones for Village Business – Repeal/Remove this section in its entirety. Will add this to our Personnel Policy.

**Records Commission Meeting** – Administrator Rospert explained during the Records Commission meeting a question arose if the Village has a Procurement Policy. It is suggested that if we don't have one in place to adopt a Policy close to Oak Harbors.

**Mosquitos** – Councilperson Rospert brought up for discussion about the mosquito situation within the Village and if the Village would be interested in spraying. Their recommendation is to leave it up to the individual on spraying their own property.

**New Street Department Truck Wrap** – Councilperson Taylor requested their opinion on spending about \$2,000 - \$2,800 to have the new truck wrap. Councils' opinion was they are Ok with doing it.

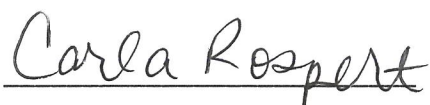
**OLD COMMITTEE BUSINESS**- None

**Questions for Next Meeting** – None

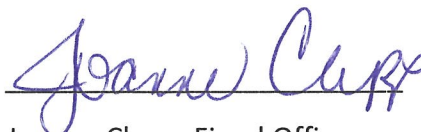
**Adjournment**

Motion by Shafer, seconded by Taylor, to adjourn tonight's meeting at 7:45PM.

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



Carla Rospert, Council President



Joanne Clapp, Fiscal Officer