

**Village of Milan  
Council Meeting  
December 20, 2023**

December 20, 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, Naufel – yes.

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

Erie County Municipal Court Judge C.J. Kamm administrated the Oath of Office for Mayor Pamela Crosby, Councilpersons Nate Shafer and Tori Naufel.

Motion by McManus, seconded by McIlrath, to approve the Minutes of the November 15<sup>th</sup> Regular Council Meeting. Roll Call: Naufel – yes, Taylor-yes, Shafer-yes, McManus – yes, McIlrath – yes, Rospert – yes.

Motion by Shafer, seconded by Taylor, to approve the Minutes of the December 14<sup>th</sup> Work Session Meeting. Roll Call: Taylor-yes, Shafer-yes, McManus – yes, McIlrath – yes, Rospert – abstain, Naufel – yes.

**CITIZEN PARTICIPATION**

James Tolbert with the Milan Public Library was in to discuss vacating the southern alleyway next to the library.

**OLD COMMITTEE BUSINESS**

**Streets, Sidewalks and Storm Sewers** – Employees finished picking up leaves on November 30<sup>th</sup>.

The Safe Routes to School Infrastructure Grant Funding closed out at the end of October with ODOT. \$26,271.52 was allocated out of the funds for this \$539,235.16 project. This project came in under budget in the amount of \$7,786.15, which the Village received this amount back.

Loris printing completed the wrap of our Chevy 6500 dump truck.

Custom Metals completed the undercarriage work on the Ford F-550 dump truck and cab guard.

## **OLD COMMITTEE BUSINESS**

**Safety** – Employees attended the AMP Safety/OSHA Compliance Training on December 13<sup>th</sup> and the topic was Why So Serious, which was an overview of this year's safety trainings.

ODOT changed the speed limit signs on November 30<sup>th</sup> on South Main Street.

**Finance** – None

**Regional Planning, Building Codes & Inspection** – Jeff Stopar with Semro, Henry and Barga out of Toledo, continues work on the Zoning Code review. A follow up meeting is being scheduled.

**Utilities** – The Village received two Request for Qualifications, one from Richland Engineering and one from Environmental Design Group for the Water Tower Rehabilitation Project.

After review, the Village selected Environmental Design Group. Under legislation tonight there is a Resolution to hire them for engineering services.

The Ohio Department of Development notified the Village that the grant reimbursement for the North Edison Drive Waterline Project has been approved and should see the reimbursement of \$38,983.00 sometime by the end of the year.

Motion by Taylor, seconded by McManus, to rescind the motion from November 30, 2022, meeting to purchase a 2023 Chevrolet Silverado 3500HD, four-wheel drive, utility work truck chassis from Foster Chevrolet in Sandusky, OH.

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

Motion by Taylor, seconded by McManus, to purchase a 2024 Chevrolet 2500 HD four-wheel drive, utility work truck with boxes from Dave White Chevrolet and allocate up to \$63,515.00 for this purchase.

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

**Civic Contracts and Historical Preservation** – The Village of Milan Beautification Lighting Ceremony was held on Friday November 24<sup>th</sup>, went very well, and was attended by many!

**Parks and Trees** – Hinman Tree Service removed a large oak tree on Edison Drive and a large Maple on S. Main Street.

**Records Commission** – The next Records Commission Meeting will be held on March 12, 2024. Time to be determined.

**Citizen Property Maintenance** – None.

## **NEW COMMITTEE BUSINESS**

**Streets, Sidewalks and Storm Sewers** – The Departments prepped the equipment for snowplowing season along with repairing several hydraulic hoses and spinner pump on the F-550.

Administrator Rospert submitted for a Erie County Solid Waste District Recycling Grant in the amount of \$804.00. This was for the yard waste dumpster rental used during this year's four pickup events.

**Safety** – McManus informed Council that at the November 29<sup>th</sup> Safety Meeting they discussed the purchase of a new police cruiser and No Parking at intersections on Center Street, all east side of the roadway since there is already No Parking on the west side of the roadway. Church Street and Center Street (southeast side)-No parking here to corner 125', this would be from the crosswalk down to the Methodist Church parking area. Merry Street and Center Street-no proposed changes to the current yellow curb. Williams Street and Center Street-no proposed changes to the current yellow curb. Wilcoxson Street and Center Street (southeast side)-no parking here to corner 80', this would be from the handicap ramp heading south. Judson Street and Center Street (southeast side)- no parking here to corner 68', this would be from the crosswalk to Rich Shafer's driveway. Broad Street and Center Street – presently there is a yellow curb on both sides of the roadway from Broad Street 160 Center Street, for the school buses. There shall be No parking on all of Center Street during Labor Day weekend, Thursday evening through Monday.

### **Finance –**

Motion by Rospert, seconded by McIlrath, to approve the Council Bills for the period of November 16<sup>th</sup> – December 20<sup>th</sup>. Roll Call: Schafer-yes, McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor-yes.

Motion by Rospert, seconded by Taylor, to approve the Utility Bills for the period of November 16<sup>th</sup> – December 20<sup>th</sup>. Roll Call: McIlrath-yes, Taylor-yes, Shafer-yes, McManus – yes, Naufel – yes, Rospert – yes.

Motion by McIlrath, seconded by Shafer, to approve the November Financial Reports as presented. Roll Call: Rospert – yes, Taylor-yes, Shafer-ye, McManus – yes, McIlrath – yes, Naufel – yes.

Discussion on wages will be discussed later tonight during the Executive Session. Eliminate below.

Fiscal Officer Clapp informed Council the Village has not received a payment from Mary Bruno for her finding for recovery of \$2,979.00.

Fiscal Officer Clapp stated that in March 2022, Council allowed Village Administrator Rospert a clothing allowance as full-time Village Administrator retroactive to March of 2021, when he became full-time Village Administrator. Years 2014-2020 he was considered part-time Street Superintendent and received a clothing allowance. Did the Council mean for him to get that clothing allowance during this period?

**NEW COMMITTEE BUSINESS – cont.**

Motion by McIlrath, seconded by Taylor, to allow Administrator Rospert clothing allowance for years 2014-2020. Roll Call: Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes, Naufel – yes.

Fiscal Officer Clapp informed the Council that she completed her own internal audit on employees sick and vacation hours balances due to the SSI program was not recording them correctly since last September when the change was made to SSI-VIP system. A spreadsheet was emailed to Council stating the employees sick and vacation hours balance as of the employee paycheck dated 12/22/23 which is for pay period (12/4-12/17/23). Fiscal Officer Clapp informed Council that she has two employees receiving more vacations hours for their prior years of service, however, no records were found where Council approved this. One employee was a part-time employee that left our Village and again returned to the Village at a late date, the other employee was given service credit when he worked for another entity. These employees were given these additional vacations hours by former Fiscal Officer Bruno because she used employees State Pension Service credit reports to determine how many vacations days to be given to an employee. In the Village Employee Personnel Policies section 5.2 (H) "Service with another public employer shall not be counted for the purpose of vacation accrual, unless otherwise approved by Village Council."

Motion by Taylor, seconded by McIlrath, to approve retroactive service credit hours for Jim Blevins and Tyson Metz to count towards their vacation years. Roll Call: McIlrath – yes, Taylor – yes, Shafer – yes, McManus – yes, Naufel – yes, Rospert – yes.

Motion by McManus, seconded by McIlrath, to allow Chief Meister to carry over above the allowed 171 vacation hours into year 2024 only. Roll Call: Schafer – yes, McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – yes.

Council will have a work session next year to discuss having a cap on the amount of vacation hours employees may accrual.

**Regional Planning, Building Code, and Inspection** – In the process of scheduling a Design Review Board meeting for 15 S. Main Street to paint the exterior of the building, and for 9 N. Edison Drive for a Solar Array.

Administrator Rospert read Dan Frederick's resignation letter from BZA, effective December 20<sup>th</sup>.

Motion by Shafer, seconded by Taylor, to accept Dan Frederick's resignation from the Board of Zoning Appeals effective December 20, 2023.

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

**NEW COMMITTEE BUSINESS – cont.**

**Utilities –Water/Wastewater** –Along with their normal maintenance duties and testing requirements for the EPA, they read meters, assisted other departments, and prepped equipment for winter.

While reading meters in November they noticed that a resident had high water usage and found a water leak in the residents front yard. They worked with the contractor during the repairs.

They noticed a meter pit was leaking while reading meters on S. Edison Drive and made the necessary repairs.

They were called out to the Indian Acres Lift Station for a low-level alarm and made the necessary repairs.

Tim Heim completed his online courses for the Water 1 license, passed his final and will be taking his state test after the first of the year.

**Utility Office** – The Utility office prints out approximately 735 utility bills each month for electric, water and sewer customers located inside and outside the Village limits, typically 35-40 shut off notices per month are issued. To date a total of 157 customers, utilize the ACH (Automated Clearing House) method for payment of their utility bills.

**Electric Department** – Along with their normal duties they read meters, cleaned, and organized the North Substation, assisted other departments, continued working on the Electrical Upgrade Project on West Front Street by setting two new poles and transferred the electrical equipment.

Set up the Christmas lights in the square and put up the wreaths at the Milan Town Hall with the help of the Township employees.

Retrofit the lights at the Wastewater Treatment barn to LED, where the converted 6 250-watt lights to 80-watt LED bulbs.

Replaced a bad crossarm at Perrin and Willow roads.

**Civic Contacts and Historical Preservation** – The Jenkins Warehouse Commission was notified by the Mylander Foundation that they are the recipients of a \$4,000.00 grant to be used for cleaning out the warehouse. Administrator Rospert thanked Judi Horchler for her work in securing this funding.

The Jenkins Warehouse Commission submitted a grant application to Boeckling Charitable Trust in the amount of \$10,000.00, requesting assistance in paying for an architect.

### **NEW COMMITTEE BUSINESS – cont.**

Motion by McIlrath, seconded by Naufel, to appoint Cindi Rospert to the Jenkins Warehouse Commission for a three-year term.

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

**Parks and Trees** – None

**Records Commission** – The Records Coordinator reported for the month of November that there were six record requests. The requests tallied thirty-five documents, which thirty of the documents being ordinances, resolutions, and minute books for one request.

**Citizens Property Maintenance Commission** – None

**Communications** – After reviewing the Employee Personnel Policy, Joanne and Brian suggest changing Section 5.2 Vacation, subsection D, for clarification purposes for new hires on their anniversary date to read as follows: All new hired full-time employees after completion of their six (6) month probationary period shall be granted one (1) calendar week of vacation. Upon the employees one (1) year anniversary date of hire, the employee will be granted an additional one (1) calendar week of vacation **and will start accruing vacation hours after the first year of employment.**

Motion by McManus, seconded by Naufel, to amend the Employee Personnel Policy Section 5.2 Vacation, subsection D. to read as follows: All new hired full-time employees after completion of their six (6) month probationary period shall be granted one (1) calendar week of vacation. Upon the employees one (1) year anniversary date of hire, the employee will be granted an additional one (1) calendar week of vacation **and will start accruing vacation hours after the first year of employment.**

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

Administrator Rospert wishes everyone a Merry Christmas and Happy New Year!

### **UNFINISHED BUSINESS**

Mayor Crosby wishes everyone Happy Holiday's!

Mayor Crosby mentioned what a good job the employees do and she would like to give them a half day on December 22 and December 29 for Christmas and New Years.

Rospert mentioned that she remembers Council asking this for prior years and that it should be the mayor's decision.

Motion by McIlrath, seconded by Taylor, to approve and authorize Mayor Crosby to give employees 4 hours off paid on December 22 and 4 hours off paid December 29 for Christmas Eve Day and New Year's Eve Day for the year 2023.

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

**UNFINISHED BUSINESS – cont.**

Mayor Crosby brought up that giving employees 4 hours off paid for Christmas Eve Day and New Year’s Eve Day has been a long tradition in the Village and that every Mayor has done this for the employees and now this practice is being questioned, saying the Mayor does not have the authority to do it. The Mayor asked Council if they would be willing to show all the doubters that indeed Council does support the Mayor and Village employees on this issue.

Motion by McIlrath, second by Shafer, to approve retro back to Year 2020 with the Mayor giving employees 4 hours off paid for Christmas Eve Day and New Year Eve Day.

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

Rospert extended a Thank you to Mayor Crosby and the Milan Chamber of Commerce for doing “Deck the Halls” at the Township Hall and ACC Health for sponsoring Santa and his sleigh.

**LEGISLATION**

Ordinance – Next Number will be 869-12-23

Resolution – Next Number will be 636-12-23

**AN ORDINANCE AUTHORIZING AND DIRECTING THE FISCAL OFFICER TO CHANGE THE VILLAGE’S ACCOUNTING AND PAYROLL SOFTWARE FROM SSI TO UAN AND DECLARING AN EMERGENCY**

Motion by McIlrath, seconded by Naufel, to bring this Ordinance to its second reading by title only.

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

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

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

**ORDINANCE AUTHORIZING THE EXECUTION OF THE 2023 MEMBER POWER POOL SCHEDULE WITH AMERICAN MUNICIPAL POWER, INC. (“AMP”)**

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

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

Motion by McManus, seconded by Naufel, to adopt by title only.

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

**LEGISLATION - CONT.**

**AN ORDINANCE AMENDING THE VILLAGE OF MILAN INCOME TAX ORDINANCE TO COMPLY WITH HOUSE BILL 33**

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

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

Motion by McManus, seconded Shafer, by to adopt by title only.

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

**AN ORDINANCE VACATING AN ALLEY ON EAST MERRY STREET AND SOUTH ELM STREET IN THE VILLAGE OF MILAN AND DECLARING AN EMERGENCY**

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

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

Motion by Shafer, seconded by Rospert, to adopt by title only as an emergency.

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

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH ERIE COUNTY, OHIO FOR THE SHERIFF OF ERIE COUNTY TO PROVIDE DISPATCH SERVICES TO THE VILLAGE AND DECLARING AN EMERGENCY**

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

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

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

Roll Call: Naufel – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – 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 McIlrath, seconded by Rospert, to suspend the rules.

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

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

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



**LEGISLATION - CONT.**

**AN ORDINANCE REPEALING ORDINANCE 838-12-22 AND ENACTING THIS ORDINANCE RELATIVE TO THE COMPENSATION OF THE VILLAGE EMPLOYEES TO ADJUST THE COMPENSATION RANGE OF CERTAIN VILLAGE EMPLOYEES AND DECLARING AN EMERGENCY**

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

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

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

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

**AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR AND FISCAL OFFICER TO ENTER INTO A CONTRACT WITH JOHN JONES CDJRF STELLANTIS DEALER FOR THE PURCHASE OF ONE 2024 DODGE DURANGO POLICE VEHICLE FOR THE VILLAGE OF MILAN POLICE DEPARTMENT AND DECLARING AN EMERGENCY**

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

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

Motion by McIlrath, seconded by Naufel, to adopt by title only as an emergency.

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

**AN ORDINANCE TO MAKE PERMANENT APPROPRIATIONS FOR CALENDAR YEAR 2024 FOR THE VILLAGE OF MILAN, OHIO**

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

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

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

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

**AN ORDINANCE DECLARING VARIOUS VEHICLES NOT NEEDED FOR VILLAGE PURPOSES AND DECLARING AN EMERGENCY**

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

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

Motion by McIlrath, seconded by Naufel, to adopt by title only as an emergency.

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

**LEGISLATION - CONT.**

**A RESOLUTION AUTHORIZING MAYOR TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER SUPPLY REVOLVING LOAN ACCOUNT (WSRLA) AGREEMENT ON BEHALF OF THE VILLAGE OF MILAN FOR PLANNING, DESIGN AND/OR CONSTRUCTION OF WATER FACILITIES; AND DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN AND DECLARING AN EMERGENCY**

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

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

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

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

**RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR OF THE VILLAGE OF MILAN THE EXECUTION OF A CONTRACT WITH ENVIROMENTAL DESIGN GROUP TO PROVIDE ENGINEERING SERVICES FOR THE COMPLETION OF THE WATER TOWER IMPROVEMENTS AND DECLARING AN EMERGENCY**

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

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

Motion by Taylor, seconded by Naufel, to adopt by title only as an emergency.

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

**Questions for Next Meeting:**

None

**EXECUTIVE SESSION:**

Motion by Rospert, seconded by Taylor, to enter executive session to discuss employee compensation and invite in Mayor and Village Solicitor with action being taken afterwards.

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

Motion by Taylor, seconded by McIlrath, to resume Regular Council meeting.

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

Motion by Taylor, seconded by McIlrath, to give all full-time and part-time employees a 3.5% raise starting on January 1, 2024, and all full-time a one-time \$1,000.00 bonus and Records Coordinator \$500.00 bonus.

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

**Adjournment**

Motion by Taylor, seconded by Shafer, to adjourn tonight's meeting at 8:45 PM.

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

Carla Rospert

Carla Rospert, Council President

Joanne Clapp

Joanne Clapp, Fiscal Officer

