

# Village of Milan

## Council Work Session Meeting

January 18, 2024

A Work Session for the Village of Milan Council was called to order by Mayor Pam Crosby on Thursday, January 18, 2024, at 6:30 PM in the Council room at 11 S. Main Street, Milan, OH.

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

Also, present – Mayor Pam Crosby, Administrator Brian Rospert, Fiscal Officer Joanne Clapp Solicitor James Barney, Chief Bob Meister, and Electric Superintendent Tyson Metz.

### **NEW BUSINESS**

**Golf Cart Ordinance**– Chief Meister explained his pros and cons about allowing under-speed vehicles (golf carts) and utility vehicles on certain roads/streets within the Village. Chief Meister provided the Council with a copy of a draft Golf Cart inspection form from the Ohio Department of Safety website. Chief Meister explained the inspection form is a one-time inspection. Chief Meister suggested the idea of charging a fee for the inspections and that do three readings on the Ordinance.

**Electric Upgrade Project- Milan Library and Edison Elementary-** Administrator Rospert and Electric Superintendent Metz explained to Council the Electric Upgrade Project of changing the 2400 Delta transformers to the new 4160 Wye transformers, the Library and Edison Elementary own the current transformers. The Village proposed the following offer to both entities: The Village will order the suggested transformer by January 31, 2024 (to avoid a price increase); The Village and each entity will equally share in the cost of the new transformer; The Village and each entity will equally share any recycling credit allocated with the old transformer; The Village Electrical Department will assist with the removal of the old transformer and the installation of the new transformer.

**Health Care Insurance for full-time employees-** Fiscal Officer Clapp informed Council that Employee Health Care Insurance is schedule for renewal in May. Council member Rospert indicated that she would like to see more wellness benefits being offered to employees and would like our Insurance Representative to attend an upcoming Work Session.

**Holiday/Vacation-** Fiscal Officer Clapp and Administrator Rospert discussed with Council about the current Vacation Time accrued and carry over hours and that they felt the current policy is ok and no change is necessary.

Fiscal Officer Clapp explained to Council the problem with Holiday hours and how they are records for the Police Department. Section 5.3 (a) In addition to any leave of absence, each employee working on a full-time basis shall be entitled to the following holidays as they occur during the period of his or her employment with full pay or equivalent of such holiday if his or her work does not permit such time to be taken chronologically, with any such holiday time to be taken within 365 days of its accrual. The Police Department has a handwritten paper in which they write down their holiday hours if they work so they may take the holiday off later within 365 days. Later when they submit their timesheet the Police Department employees write down which holiday, they are taking. The problem is the Fiscal Officer must create an excel worksheet to ensure they have not taken the holiday prior to paying the employee. Fiscal Officer suggests changing the time limit in which the Police Department can use their holiday to “within 3 months of when the holiday accrued.” The council requested the Fiscal Officer reach other to other entities to see how they manage Police Department holidays and the Safety Committee to meet and discuss them in more detail.

**Street Levy Renewal-** Fiscal Officer Clapp informed Council that the 4-mill property tax levy for the general construction, reconstruction, resurfacing, and repair of streets, roads and bridges is expiring this year. Solicitor Barney is to write legislation for the renewal of the 4-mill property tax levy.

**Earned Benefit Fund** – Fiscal Officer Clapp explained to Council on creating an Earned Benefit Fund for when employees cash out earned vacation or comp time or upon their retirement by using a percentage of interest received each month or they may transfer money into from the General Fund. Solicitor Barney is to write legislation creating a new fund.

**OPERS Annual Conversion Plan-** Fiscal Officer Clapp explained OPERS offers an Annual Conversion Plan. An annual conversion plan allows employees to convert used vacation, sick or personal leave into cash. OPERS must approve Annual Conversion Plans for earnable salary purposes prior to the issuance of such payments. Each calendar year, by March 31 employers are required remitting to OPERS all active conversion plans which they intend to report as earnable salary. If conversion payments are not intended to be reported to OPERS an earnable salary, then no approval would be necessary. After discussion, the Council was not interested in creating an Annual Conversion Plan.

**No Parking on Liberty Street curve intersection with Swan Street- Administrator** Rospert suggested to Council to add No Parking on Liberty Street curve intersection with Swan Street.

**Sidewalk Maintenance-** Administrator Rospert recommended to Council that we take the reimbursement amount of \$7,786.15 from ODOT for the Safe routes to School Infrastructure Project and add this to the Street Fund line- Sidewalks (2011-670-555-0000) for this year sidewalks and/or curbs.

**Unfinished Business-** None

**Questions for Next Meeting** – None

**Adjournment**

Motion by McIlrath seconded by Taylor, to adjourn tonight's meeting at 8:25PM.

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

Carla Rospert  
Carla Rospert, Council President

Joanne Clapp  
Joanne Clapp, Fiscal Officer

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