

**Village of Milan
Council Meeting
February 28, 2024**

February 28, 2024, Council Meeting was called to order with the Pledge of Allegiance by Mayor Pam Crosby.

Roll call: Rospert – yes, Taylor – yes, Shafer – yes, McManus – arrived at 7:03, McIlrath – yes, Naufel – yes.

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

Motion by McIlrath, seconded by Naufel, to approve the Minutes of the January 24th Regular Council Meeting. Roll Call: Naufel – yes, Taylor-yes, Shafer-yes, McManus – absent, McIlrath – yes, Rospert – yes.

CITIZEN PARTICIPATION

Village Administrator Rospert explained that the Milan Girl Scout Troop #50064 requested permission to hang pinecone bird feeders with peanut butter on the square. The Council decided that they will wait until they come in the future before deciding if they want to grant them permission or not.

Village Administrator Rospert read a letter from Edison Birthplace Association requesting to place a dumpster in the parking area on N. Edison Drive in front of the Birthplace Office.

Motion by Taylor, seconded Shafer, to allow the Edison Birthplace Association to place a dumpster in the parking area on N. Edison Drive in front of the Birthplace Office for two weeks. Roll Call: Naufel – yes, Taylor – yes, Shafer – yes, McManus – absent, McIlrath – yes, Rospert – yes.

OLD COMMITTEE BUSINESS

Streets, Sidewalks and Storm Sewers – Motion by McIlrath, seconded by Naufel, to remove Bob Cumston off his six-month probationary period and make him a permanent employee with the Village of Milan’s Street Department as a Laborer, retroactive to February 8, 2024. Roll Call: McManus – absent, McIlrath – yes, Naufel – yes, Rospert – yes, Taylor – yes, Shafer – yes.

The 2008 Sterling Dump Truck was sold on GovDeals on February 12th. The final bid amount came in at \$32,500.00, exceeding expectations. The buyer picked up the truck on February 21st.

OLD COMMITTEE BUSINESS - cont.

The Community Development Block Grant (CDBG) received, for the west side of the Village Square, for new curb and 5' sidewalks is set to go out for bid this year through Erie County Regional Planning. The project is expected to be completed prior to Labor Day or shortly thereafter. Administrator Rospert asked Council if they would consider replacing the remaining sidewalks around the square. It was suggested to remove all the perimeter 4' sidewalks and make them 5' wide and remove and replace the remaining sidewalks as they currently are. It would also be suggested that a depth of 5" be poured instead of the typical 4" depth due to the food trailer traffic during Labor Day weekend. Administrator Rospert estimates the cost to perform the additional work, be less than \$70,000.00. Council was ok with proceeding in getting quotes.

Safety – None

Finance – Motion by Rospert, seconded by McIlrath, to remove Joanne Clapp off her six-month probationary period and make her a permanent employee with the Village of Milan as Fiscal Officer, retroactive to February 1, 2024.

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

Regional Planning, Building Codes & Inspection – Jeff Stopar continues working on the Village Zoning Code review. A follow up meeting is scheduled March 7th at 9:30 am.

Utilities – The Water Tower Rehabilitation Project, the Design Loan Application was submitted to the Ohio EPA in the amount of \$16,992.08, with a request to begin drawing from the loan on July 1, 2024. The first payment will be due in May of 2025. An Ohio Department of Development WWIG Grant was also submitted for the complete rehabilitation project. On February 14th, Joanne Clapp, Brad Simon, Julie Stelzer, the Ohio RCAP, and Brian Rospert held a Screening Meeting with the Ohio EPA on this funding and everything is in line to proceed with the loan request.

Motion by Naufel, seconded by Rospert, to remove Tim Heim off his six-month probationary period and make him a permanent employee with the Village of Milan Water/Wastewater as a Class B Worker, retroactive to February 8, 2024.

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

Civic Contracts and Historical Preservation – None

Parks and Trees – None

Records Commission – 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 Street Department completed the following tasks: cold patched roadways where needed, cleaned out the barns, scrapped metal for recycling, bermed several areas with stone and restored several tree stump areas that were recently ground out. Bob Cumston was trained on how to operate the street sweeper and they swept streets early in February.

Safety – None

Finance – Fiscal Officer Clapp stated the Village received \$20,516.00 in interest for January.

Fiscal Officer Clapp indicated that a Work Session is needed to discuss the health insurance renewal and the amount to transfer from the General Fund to the Budget Stabilization Fund.

Fiscal Officer Clapp informed Council that the January Bank Reconciliation other adjusting factors is from the bank charging a fee which was reversed in February and converting from the old software system to new software system.

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

Fiscal Officer Clapp informed the Council that the State Auditors are in their final stages of completing Year 2020 and 2021 of the Village audit and they will request to schedule an existing audit review with Council.

Fiscal Officer Clapp suggested she would like to place on the Village website the following monthly financial reports: The Fund Summary, Appropriation Summary, and Revenue Summary. The Council would like to see the financials listed online for more transparency.

Motion by Rospert, seconded by McIlrath, to approve the Council Bills for the period of January 25th – February 28th. Roll Call: Shafer – yes, McManus – Absent, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – yes.

Motion by Shafer, seconded by Naufel, to approve the Utility Bills for the period of January 25th – February 28th. Roll Call: McIlrath – yes, Taylor – yes, Shafer – yes, McManus – absent, Naufel – yes, Rospert – yes.

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

NEW COMMITTEE BUSINESS – cont.

Regional Planning, Building Code, and Inspection – The Design Review Board continuance meeting was held on February 26th at 6:30 P.M. for 9 N. Edison Drive for a Solar Array. At the meeting, the Board elected to approve the Solar Array.

Utilities – Water/Wastewater performed the following tasks: Along with their normal maintenance duties and testing requirements for the EPA, they read meters, and assisted other departments where needed.

Installed a Supervisory Control and Data Acquisition (SCADA) System at the Wastewater Treatment Plant for monitoring activity at the three lift stations. This system is beneficial for the operators to be able to see “real-time” operations of the facilities.

In 2023 the Wastewater Department did not have to transfer any liquid sludge to the City of Norwalk, as done in previous years. With the reconditioning of the drying beds several years ago, and the constant monitoring of the digestors, and decanting of water they were able to avoid having to haul to Norwalk. In doing so they saved anywhere from \$6,000 - \$8,000 by not having to pay Franklin Sanitation to haul it and the cost Norwalk charges for accepting the liquid sludge.

Utility Office- On January 2nd, the Village switched from Civista Bank to Croghan Bank. During this switch, the utility department received a check scanner for the office. Since using the check scanner, it has been essential in saving time and money. The office can now remotely scan in utility payment checks straight to Croghan Bank, saving the Village personnel time, of the once required deposit run to the branch each day, the cost of deposit slips, bags and the ease of instant support.

The Electric Department performed the following tasks: Along with their normal duties they read meters, assisted other departments, replaced several streetlights, replaced a bad crossarm on Perrin Road and continued working on the Electrical Upgrade Project.

Attended an AMP Safety Training where the topic was Electrical Grounding and Grounding Procedures.

Rebuilt and replaced the disconnect box for the Landsdown and Indian Acres Lift Stations.

Installed a new pole on Center Street, one on East Street and transferred all the electrical hardware over to the new poles.

Civic Contacts and Historical Preservation – The Milan Chamber of Commerce Annual Awards Banquet was held on Monday February 12th at the Milan Township Town Hall. This year award winners were the following: Business of the Year – D’Vine Design & Co Home & Gifts, Youth Service Award – Milan-Berlin Public Library District, Community Service Award – The Salvation Army Milan Service Unit Backpack Program and Citizen of the Year Award – Marsha Scott.

NEW COMMITTEE BUSINESS – cont.

Parks and Trees – The Tree Commission is working on a Plan for this year’s trees. It is the hope of the Commission to plant up to 12 new trees this year and to prune the younger trees.

Motion by Taylor, seconded by Naufel, to approve the Temporary Encroachment of the Public Right-of-Way for the purpose of the 2024 Sidewalk Dining/Outdoor Consumption Permit, effective April 1st through November 1st, 2024.

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

Records Commission – Records Coordinator reports, there were three record requests in January that are now closed. Currently there are two requests for February that she is waiting for the report to be completed. Amanda Mesenburg organized all the financial records in the basement and has them ready to go to the Records Commission for disposal approval.

All departments have been working on their retention schedules and getting obsolete records ready to go to the Records Commission for disposal approval.

Motion by Rospert, seconded by Naufel, to accept Nancy Justice resignation letter from the Records Commission effective February 6, 2024.

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

Motion by McManus, seconded by Naufel, to accept Mayor Crosby’s recommendation to appoint Amanda Mesenburg to the Records Commission as a lifetime member.

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

Citizens Property Maintenance Commission – None

Communications – The Solar Eclipse on April 8th, Chief Meister is preparing to have additional police personnel on during this event. It is suggested that the Village keep the office open on the 8th but with the doors locked to the public. Erie County is reducing the amount of people expected to come to the area. Closer to the event will determine if a need to keep additional personnel over on overtime will be needed.

UNFINISHED BUSINESS

Amend the Rules of Council Section II, subsection B – Spokesperson for Council Matters to the following and remove the old language:

- A. Whenever an employee is contacted directly to be interviewed by the media on a subject within his/her particular area of expertise, the Administrator or Mayor should be made aware and given the opportunity to lend guidance as needed.
- B. Employee generated press releases must be approved by the Administrator, Mayor, or Police Chief (for Police Department Personnel) prior to distribution.

UNFINISHED BUSINESS-cont.

- C. Non-Administrative employees must seek approval before speaking with or releasing information to members of the media.

- D. The Village Public Information Officer shall be as follow: Mayor, then President of Council, and then to the Village Administrator or Police Chief.

Motion by Rospert, seconded by Shafer, to amend the Rules of Council, Section II, subsection B – Spokesperson for Council Matters to the above presented language.

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

Council President Rospert inquired if residents are allowed to plant trees in the tree lawn. Administrator Rospert stated that he would look into the Ordinance to verify and discuss this with the Tree Commission.

LEGISLATION

Ordinance – Next Number will be 880-2-24

Resolution – Next Number will be 639-2-24

AN ORDINANCE ALLOWING UNDER-SPEED VEHICLES (GOLF CARTS) AND UTILITY VEHICLES ON CERTAIN ROADS AND STREETS IN THE VILLAGE OF MILAN.

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

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

AN ORDINANCE CREATING PARKING RESTRICTIONS FOR CENTER STREET AND LIBERTY STREET IN THE VILLAGE OF MILAN.

Motion by McIlrath, seconded by Rospert, to bring this Ordinance to the second reading by title only.

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

A RESOLUTION OF NECESSITY PURSUANT TO SECTION 5705.03 OF THE REVISED CODE REQUESTING THE ERIE COUNTY AUDITOR TO CERTIFY TO THE COUNCIL OF THE VILLAGE OF MILAN, ERIE AND HURON COUNTIES, OHIO, THE TOTAL CURRENT TAX VALUATION OF THE VILLAGE OF MILAN, OHIO AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THE RENEWAL OF A FOUR (4) MILL TAX LEVY FOR GENERAL CONSTRUCTION, RECONSTRUCTION, RESURFACING, AND REPAIR OF STREETS, ROADS AND BRIDGES.

Motion by Taylor, seconded by McManus, to bring this Resolution to the second reading by title only.

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

A RESOLUTION ESTABLISHING AN EARNED BENEFIT FUND FOR THE VILLAGE OF MILAN.

Motion by Rospert, seconded by McIlrath, to bring this Resolution to the second reading by title only.

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

Questions for Next Meeting

Adjournment

Motion by Taylor, seconded by Naufel, to adjourn tonight’s meeting at 7:23 PM.

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


Carla Rospert, Council President


Joanne Clapp, Fiscal Officer