

**Village of Milan
Council Meeting
April 24, 2024**

April 24, 2024, Council Meeting was called to order with the Pledge of Allegiance by Mayor Pam Crosby at 7:00 P.M.

Roll call: Rospert – yes, Taylor – yes, Shafer – yes, McManus – arrived at 7:07 P.M., McIlrath – yes, Naufel – yes.

Village Administrator reminded Council that McManus stated that she would be a few minutes late.

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

Motion by Rospert, seconded by McIlrath, to approve the Minutes of the March 27th Regular Council Meeting. Roll Call: Naufel – yes, Taylor – yes, Shafer – yes, McManus – absent, McIlrath – yes, Rospert – yes.

Motion by McIlrath, seconded by Naufel, to approve the Minutes of the April 11th Work Session Council Meeting. Roll Call: Shafer – abstain, McManus – absent, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – abstain.

Mayor Crosby read the Arbor Day Proclamation.

CITIZEN PARTICIPATION

Tara Struve requested approval from Council permission to use the Village Square for Zumba, Strong Nation and Yoga classes during the summer months.

Motion by Naufel, seconded by McManus, to approve the request to use the Village Square for Zumba, Strong Nation and Yoga classes during the summer months.

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

OLD COMMITTEE BUSINESS

Streets, Sidewalks and Storm Sewers – Administrator Rospert reported RMH Concrete has begun this week replacing the sidewalks in the square.

Erie County Regional Planning has placed out for bid the west side of the Village Square Sidewalk/Curb Project and bids are due on April 26th. This project was made possible through a CDBG Grant. Tim King, director, estimates that the bid will be awarded in late May.

OLD COMMITTEE BUSINESS- cont.

The 2008 John Deere X534 sold on GovDeals for \$2,185.00, and the 2015 John Deere X530 sold for \$2,325.00. The pressure washer unit at this time will be kept.

Delivery of the Kubota Side/Side was taken on April 16th.

Safety – None

Finance – Motion by McIlrath, seconded by Rospert, to accept the Great American Transperra with FMP employee health care as presented. The employee will pay the first \$2,500.00/\$5,000.00 out of pocket deductible, with the Village reimbursing the employee back the \$2,500.00/\$5,000.00. Employees will pay a monthly premium of 14% for a portion of their insurance. Uninsured full-time employees non-Medicare/Medicaid eligible not taking the plan will be 36% of a single rate.

Roll Call: Taylor – yes, McManus – no, Shafer – yes, McIlrath – yes, Rospert – yes, Naufel – yes.

Motion by Taylor, seconded by McIlrath, to offer Full-time employees Medicare/Medicaid eligible not taking the plan will be 25% of a single rate.

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

Regional Planning, Building Codes & Inspection – Administrator Rospert and Zoning Inspector Fridrich continue to work with Jeff Stopar on the Village Zoning Code review.

Utilities – Columbia Gas completed on April 23rd the installation of the new 2” gas line that will service the Wastewater Plant and the new backup generator. The new Generac generator was delivered on April 17th. The Village is coordinating with Great Lakes Electric for the installation of the generator.

Civic Contracts and Historical Preservation – None

Parks and Trees – The Arbor Day tree will be planted at 48 Pawnee Drive on or around April 26th.

Rick Bobel with Growers Mineral Solution applied fertilizer on the square last week and plans to apply high calcium limestone. He plans on treating the square every two to three weeks.

Records Commission – On March 29th, Village employees took obsolete records over to Christy Lane Industries (CLI) to be destroyed. A total of 3,101 pounds of records were shredded at a cost of \$650.25.

NEW COMMITTEE BUSINESS:

Citizen Property Maintenance – None

Streets, Sidewalks and Storm Sewers – The Street Department completed the following tasks: Began mowing parks and roadsides, worked on the sidewalk and street projects, helped the Electric Department remove a dead tree on Judson Street and one in the Village Square.

R.A. Bores was in on April 18th to replace a catch basin on Merry Street that began to collapse earlier this month and Franklin Sanitation was in to jet out a storm sewer line in the Sleepy Hollow subdivision.

The street sweeper had the oil & filters changed at B&N Automotive and the first brush pick up and yard waste collection began.

Motion by McIlrath, seconded by McManus to approve the contract from A.J. Riley to repave Lockwood Road from Johns Manville to Main Street in the amount of \$60,137.00.

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

Safety – Mayor Crosby and Village employees attended AMP Safety Training on April 10th; topic was trenching safety.

Village Administrator and Administrative Supervisor Julie attended a Huron County Safety Council training on April 18th, topic of discussion was Office Ergonomics.

Motion by McIlrath, seconded by Naufel to approve Chief Meister’s recommendation to take Shaun Taylor off his six-month probationary period full-time police officer retroactive back to April 2, 2024, and appoint as a permanent full-time police officer.

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

Finance – Fiscal Officer Clapp stated the Village received \$22,564.86 in interest for March.

Fiscal Officer Clapp informed Council that the March Bank Reconciliation other adjusting note is a result of converting from the old software system (SSI) to new software system (UAN). The Fiscal Officer has been in contact with the State Auditor about this.

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.

NEW COMMITTEE BUSINESS – cont.

Fiscal Officer Clapp explained to the Council the additional cost for the State Audit as follows: The Audit started in August of 2022 and went on until March of 2024, this Audit took an additional 1 year – 4 months longer than projected for our audit period of Year 2020-2021. During the Audit, the auditors went through all paystubs and timesheets of several employees during the Year 2020-2021 along with other financials. Because of this it cost the Village an additional \$9,245.50 in additional time to address several complaints the Auditors Special Investigations Unit received against the Village from mainly two village residents. After the audit was completed, they found discrepancies with employee timesheets and paystubs resulting in a total \$846.00 findings for recovery in which the employees repaid back to Village prior to the Audit being released. Typically, during a two-year audit period, the auditors will perform a spot check of payroll, timesheets, and financials not for every employee. February 2023 the Village hired a part-time Records Coordinator due to the numerous records requests the Village was receiving from two residents prior to the Audit as well as the State Auditor request. The original estimated audit cost was \$14,186.60. However, because of the additional work they had the Audit cost the Village \$23,431.50 (additional \$9,245.50). The breakdown for hiring the part-time Records Coordinator with cross training in the Utility and Finance Department from February until December 2023 is \$17,623.30, we feel that this employee spent 80% (\$14,098.64) of their time directly working on records request. We could say that our Village paid in the additional cost of \$23,343.64 because of mostly two residents.

Motion by Rospert, seconded by McIlrath, to approve the Council Bills for the period of March 28th–April 24th. Roll Call: Shafer – yes, McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – yes.

Motion by McManus, seconded by Taylor, to approve the Utility Bills for the period of March 28th – April 24th. Roll Call: McIlrath – yes, Taylor – yes, Shafer – yes, McManus – yes, Naufel – yes, Rospert – yes.

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

Regional Planning, Building Code, and Inspection – A Design Review Board Meeting was held on April 24th at 6:00 P.M. to review the proposed window replacement at the second-floor level at the Kelley Building and more information is required prior the Design Review Board deciding. A continuance meeting will be scheduled once the contractor obtains additional information requested by the Board.

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. Controlled Associates were in to rebuild the chlorine system, per the EPA requirements, continued with the valve turning program on Front Street, Bank Street and South Main Street, information was then entered into a spreadsheet, worked with Wilkes

NEW COMMITTEE BUSINESS – cont.

Plumbing on a water leak at the Milan Athletic Field, Top of the Line Construction was in to repair the garage doors at WWTP and they replaced weather stripping and wrapped new metal around the inside of three doors.

Utility Office – The Village was notified that Palmer Energy, working through AMP Ohio, secured a new gas price for Village residents through IGS for the Gas Aggregation Program. The term of this agreement is December 2024 through November 2026. The current rate is \$8.09 per MCF, and the new two-year rate will be \$5.75 per MCF, \$2.34 per MCF cheaper.

The Utility Office has been updating their new resident forms along with ACH and new R.I.T.A. forms.

Electric Department performed the following tasks: Along with their normal duties they read meters, assisted other departments, replaced a pole at 74 Lockwood and transferred all the power, set a pole at 10 W. Front Street, and transferred all the power and replaced house meters that are over 30 or more years old. Tyson Metz attended an AMP Technical Services Conference and Mutual Aid Workshop on April 23rd and 24th. This Conference will increase technical understanding and capabilities, learn about new products, strengthen relationships with other members as well as AMP staff. He will also be part of a mock disaster drill facilitated by AMP. The exercise is designed to evaluate our community’s storm readiness should a wide-scale event impact multiple AMP member utilities. JM Testing was in earlier this month for the annual test of all line goods and trucks, all equipment passed.

Civic Contacts and Historical Preservation – None.

Parks and Trees – Ohio Tree removed three Elm trees on S. Center Street, just south of Wilcoxson on the west side of the road.

The Street Department purchased nine new trees to be planted this week in select areas of the Village.

Village employees removed a Maple tree in the Village Square prior to RMH Concrete beginning the sidewalk project.

Records Commission – Records Coordinator Mesenburg reported that there were five requests for records this past month. Four record requests have been completed and one is open. The open one is from a resident who put in a request for April financials.

Citizens Property Maintenance Commission – Council member Rospert inquired about the Front St. and Center St. properties. Administrator Rospert stated that he has sent numerous Property Maintenance Violations to 1 E. Front Street and has received very little response from the owner of the resident. He stated that he will be sending all the information to Village Solicitor Barney to begin legal filings. For 73 S. Center Street Administrator Rospert stated that Village Solicitor Barney has been talking to the property owner’s attorney. Village Solicitor Barney stated that he would follow up with his attorney.

Communications – None

UNFINISHED BUSINESS – Mayor Crosby inquired about this year’s Small-Town Summer Nights. Taylor indicated that the committee needs to schedule a meeting.

LEGISLATION

Ordinance – Next Number will be 888-4-24

Resolution – Next Number will be 642-4-24

AN ORDINANCE DECLARING THE 2019 CHEVROLET POLICE PURSUIT VEHICLE NOT NEEDED FOR VILLAGE PURPOSES AND DECLARING AN EMERGENCY

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

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

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

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

McIlrath – yes.

AN ORDINANCE VACATING AN ALLEY OFF MERRY STREET IN THE VILLAGE OF MILAN

Motion by Rospert, seconded by Naufel, to bring this Ordinance to the first reading by title only.

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

A RESOLUTION BY THE COUNCIL OF THE VILLAGE OF MILAN DECLARING THE AMOUNT OF TAXES THAT MAY BE RAISED BY LEVY AT THE MAXIMUM RATES AUTHORIZED BY LAW WITHOUT THE VOTE OF THE ELECTORS TO BE INSUFFICIENT AND DECLARING THE NECESSITY OF A RENEWAL LEVY IN EXCESS OF SUCH RATES.

Motion by McIlrath, seconded by McManus, to bring this Ordinance to the first reading by title only.

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

A RESOLUTION APPROVING THE PROPOSED TAX BUDGET IN THE FORM ATTACHED HERETO FOR THE VILLAGE OF MILAN, OHIO FOR FISCAL YEAR 2025.

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

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

Questions for Next Meeting - None

Adjournment

Motion by McIlrath, seconded by Naufel, to adjourn tonight's meeting at 8:29 P.M.

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



Carla Rospert, Council President



Joanne Clapp, Fiscal Officer