

**Village of Milan  
Council Meeting  
March 27, 2024**

March 27, 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 at the Work Session 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 Naufel, seconded by McIlrath, to approve the Minutes of the February 28<sup>th</sup> Regular Council Meeting. Roll Call: Naufel – yes, Taylor – yes, Shafer – yes, McManus – absent, McIlrath – yes, Rospert – yes.

Motion by Rospert, seconded by Shafer, to approve the Minutes of the March 21<sup>st</sup> Work Session Council Meeting. Roll Call: Shafer – yes, McManus – absent, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – abstain.

**CITIZEN PARTICIPATION**

Village Administrator Rospert presented on behalf of Chad Huhra with Southern Care Hospice, permission to hang Yellow Ribbons again this year on the lamp posts in the square, to honor Vietnam Veterans Day. Southern Care Hospice would like to hang the ribbons at noon on Friday March 29<sup>th</sup> and removing them Friday April 12<sup>th</sup>.

Motion by McIlrath, seconded by Shafer, to approve the request.

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

Christy Sholes with the Milan Public Library requested permission to close Merry Street for their Annual Touch-a-Truck event that will be held on June 22<sup>nd</sup> from 9:30 A.M. – 1:30 P.M.

Motion by McIlrath, seconded by Naufel, to approve the request.

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

**CITIZEN PARTICIPATION- cont.**

Village Administrator Rospert presented on behalf of Roberta Gfell, she would like Merry Street to be closed from Main Street heading west to the alleyway that runs behind the Police Station for a public auction that will be held alongside of the Sights and Sounds building on June 1<sup>st</sup>. The Gfell's are expecting a large crowd for this auction, and she is concerned about pedestrian safety. The road will be closed for most of the day.

Motion by Rospert, seconded by McIlrath, to approve the request.

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

Mayor Crosby presented on behalf of Greg Cumston with the Milan Chamber of Commerce, permission to have Cruisin' on the Square to begin the first Tuesday of May after Election Tuesday and continue each Tuesday evening, with the exception of the Tuesday after Labor Day, and end the last Tuesday in September during the hours 4:30 P.M. to 8:00 P.M. He is also requesting the closure of Park Street on the Square during each event during the hours of 5:00 P.M. to 8:00 P.M.

Motion by Taylor, seconded by Shafer, to approve the request.

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

Mayor Crosby presented on behalf of Greg Cumston with the Erie County Farm Bureau, permission to have the Classic Tractor Cruisin' on the Square on Sunday August 25<sup>th</sup> during the hours of 2:00 P.M. to 4:00 P.M. He is also requesting the closure of Park Street on the Square during the event during the hours of 1:00 P.M. to 4:30 P.M.

McManus arrived at 7:07 P.M.

Motion by McIlrath, seconded by Naufel, to approve the request.

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

James Tolbert with Milan Public Library discussed vacating the alleyway to the west of the library. The Village Council had no issues with this, and Village Solicitor Barney will draw up an Ordinance for the April meeting. Mr. Tolbert stated that they are in no big hurry, and they don't have to pass it as an emergency. Mr. Tolbert will double check with his Library Board and let the Village Administrator know if they need it sooner.

## **OLD COMMITTEE BUSINESS**

**Streets, Sidewalks and Storm Sewers** – None

**Safety** – None

**Finance** – None

**Regional Planning, Building Codes & Inspection** – Administrator Rospert and Zoning Inspector Fridrich met on March 7<sup>th</sup> with Jeff Stopar on the Village Zoning Code review. There are eight items to complete.

**Utilities** – The Design and Construction Loan Application was submitted to the Ohio EPA for the Water Tower Rehabilitation Project. Also submitted was an Ohio Department of Development WWIG Grant for the complete rehabilitation project. The Village should hear from the EPA on the Design Loan on or around May 1, 2024, and the Construction Loan in June or July 2024. The Village will also be applying for the Ohio Public Works Commission for a grant with this project, which opens in the fall of this year.

The Water Department met with Columbia Gas for the new 2" gas line that is scheduled to be installed on March 26<sup>th</sup> has now been moved back to April 23<sup>rd</sup>. The new gas line will service the new backup generator once installed.

**Civic Contracts and Historical Preservation** – None

**Parks and Trees** – The Tree Commission met on March 12, 2024, to discuss their 2024 Plan. The Tree Commission decided that they would plant 12 trees in select locations in the Village where older trees were removed in the past. The Arbor Day tree will be planted at 48 Pawnee Drive on or around April 26<sup>th</sup>. Several trees were discussed to be removed and three trees on Center Street will be removed. The trees are on the west side between Wilcoxson Street and Williams Street. Presently there are five Locust trees in the boulevard that have outgrown their space. The Village will look at removing the remaining two trees next year.

**Records Commission** – The Records Commission met on March 12, 2024. The Commission reviewed several department's request to have records removed/purged per their Retention Schedule and approval was granted for the records presented to be destroyed. On March 29<sup>th</sup>, Village employees will take the records over to Christy Lane Industries (CLI) to be destroyed. On this day CLI offers the first five hundred pounds free and twenty-five cents per pound after that.

**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, plowed and salted the roadways, assisted other departments, prepped, changed the oil and filters in the chipper and zero turn mower.

**Safety** – Mayor Crosby and Village employees attended AMP Safety Training on March 13<sup>th</sup>, CPR/AED training.

**Finance** – Fiscal Officer Clapp stated the Village received \$20,536.57 in interest for February.

Fiscal Officer Clapp informed Council that the February 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.

Fiscal Officer Clapp informed the Council that the following prior monthly financial reports will be placed on the Village website after the Council has reviewed and approved them: The Fund Summary, Appropriation Summary, and Revenue Summary.

Fiscal Officer Clapp explained to the Council how to read the Fund Summary Report. The first column is the fund number, second column is the fund name, third column reads starting fund balance from the prior month ending fund balance report, fourth column is the month to date revenue which is the total revenue we collected to the month, fifth column is the year to date revenue which is the total revenue we collected since the beginning for this year, sixth column is the month to date expenditures which is the total expenditures we paid out for the month, seventh column is the year to date expenditures which is the total expenditures we paid out since the beginning of this year, eighth column is the ending fund balance which is the funds we have available to spend, ninth column is the current reserve for encumbrance is the balance of our current outstanding – open purchase orders. When we have outstanding/open purchase order we will use the purchase order to pay an invoice and after all invoices have been paid there could be outstanding balance in which after verifying with the Department head or Village Administrator I can either adjust that open purchase order down or close it out, tenth column unencumbered fund balance if we paid all the outstanding/open purchase orders. In the UAN system it will not allow the Ending Fund Balance to go negative.

Fiscal Officer Clapp informed the Council that she has reached out to other Health Insurance Agencies, and they are working on getting us quotes.

**NEW COMMITTEE BUSINESS – cont.**

Motion by Rospert, seconded by Shafer, to approve the Council Bills for the period of February 29<sup>th</sup> – March 27<sup>th</sup>. Roll Call: Shafer – yes, McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – yes.

Motion by McIlrath, seconded by Taylor, to approve the Utility Bills for the period of February 29<sup>th</sup> – March 27<sup>th</sup>. Roll Call: McIlrath – yes, Taylor – yes, Shafer – yes, McManus – yes, Naufel – yes, Rospert – yes.

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

**Regional Planning, Building Code, and Inspection** – This past month the Zoning Inspector issued a Fence Permit and a Sidewalk Use Permit for outdoor Dining.

**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. Began their valve turning program on Front Street and started a new spreadsheet listing which valves have been turned, this is a new EPA requirement, created a new spreadsheet for the Backflow and Cross-Connection program to document all backflows in the system that must be tested annually, installed new led strobe lights on their new truck and replaced a pressure transducer at the Indian Acres Lift Station.

**Utility Office** – The Utility Department welcomed four new residents to the Village this month. New residents are given forms to fill out for utility service along with the opportunity to sign up for extra services offered, referring to the One Call Now and ACH services.

**Electric Department** performed the following tasks: Along with their normal duties they read meters, assisted other departments, trimmed several trees away from power lines, installed two poles and transferred the power to the new poles. Continue to work on the Electrical Upgrade Project by switching over 16 more residents over on to the new system. This work was done on Bank Street and West Front Street and installed new LED strobe lights on the new Digger Derrick truck. Contracted with AJB Engineering, to consult with the Electric Department for a Time/Current Coordination Study in the amount of \$13,250.00. One of the major aspects of the study is to determine if the right fusing and switching is in place throughout the distribution system.

**Civic Contacts and Historical Preservation** – None.

**NEW COMMITTEE BUSINESS – cont.**

**Parks and Trees** – The Village of Milan was selected by the Arbor Day Foundation as 2023 Tree City USA.

Rick Bobel with Growers Mineral Solution has offered to fertilize the Village Square this year with their product. They will be in to apply their product sometime soon.

Bobby Cumston with the Street Department replaced the flags in the square and put them up this past month.

The Village will apply for the Erie MetroParks Local Park Capital Improvement Grant for the Village Square Sidewalk Project in the amount of \$10,000.00 for the \$50,000.00 Project. Under legislation is the Resolution to participate in this grant.

**Records Commission** – Records Coordinator Mesenburg reported that there were three record requests in March. All three are still open, with two waiting on Council approval of the financial reports and the other is waiting on a legal advice.

**Citizens Property Maintenance Commission** – None

**Communications** – None

**UNFINISHED BUSINESS** – None

**LEGISLATION**

Ordinance – Next Number will be 880-3-24

Resolution – Next Number will be 639-3-24

**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 Taylor, to bring this Ordinance to the third reading by title only.

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

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

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

**LEGISLATION – cont.**

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

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

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

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

Roll Call: Taylor – yes, Shafer – yes, McManus – yes, Naufel – yes, Rospert – yes, McIlrath – 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 Rospert, seconded by McIlrath, to bring this Resolution to the third reading by title only.

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

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

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

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

Motion by McManus, seconded by McIlrath, to bring this Resolution to the third reading by title only.

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

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

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

**AN ORDINANCE AUTHORIZING AND DIRECTING THE FISCAL OFFICER TRANSFER THE INSIDE KWH TAX MONTHLY FROM THE GENERAL FUND (1000) TO THE ELECTRIC CAPITAL & REPLACEMENT FUND (5302) OF THE VILLAGE OF MILAN, OHIO, AND DECLARING AND EMERGENCY.**

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

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

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

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

**LEGISLATION – cont.**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE FISCAL OFFICER TRANSFER OF SIXTY THOUSAND FOUR HUNDRED TEN DOLLARS (\$60,410.00) FROM THE GENERAL FUND (1000) TO THE BUDGET STABILIZATION FUND (4902) OF THE VILLAGE OF MILAN, OHIO, AND DECLARING AND EMERGENCY.**

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

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

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

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

**AN ORDINANCE AUTHORIZING AND DIRECTING THE TRANSFER OF THIRTY-FIVE THOUSAND (\$35,000.00) FROM THE GENERAL FUND (1000) TO THE POLICE PENSION FUND (2131) OF THE VILLAGE OF MILAN, OHIO, AND DECLARING AND EMERGENCY.**

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

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

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

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

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

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

**AN ORDINANCE AUTHORIZING AND DIRECTING THE FISCAL OFFICER TO EXPEND NOT MORE THAN \$85,382.56 FROM THE CAPITAL IMPROVEMENT FUND TO PAY FOR THE VILLAGE SIDEWALK PROGRAM, REPLACING SIDEWALKS IN THE VILLAGE SQUARE AND PURCHASING A NEW KUBOTA AND DECLARING AN EMERGENCY.**

Motion by McIlrath, seconded by Shafer, 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: McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – yes, Shafer – yes.



**LEGISLATION – cont.**

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

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

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

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

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

**VILLAGE OF MILAN RESOLUTION ALLOWING THE VILLAGE ADMINISTRATOR TO APPLY FOR THE 2024 METROPARKS LOCAL PARK CAPITAL IMPROVEMENT GRANT PROGRAM AND DECLARING AN EMERGENCY**

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

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

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

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

**Questions for Next Meeting - None**

**Adjournment**

Motion by McIlrath, seconded by Naufel, to adjourn tonight’s meeting at 7:43 P.M.

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

  
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Carla Rospert, Council President

  
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Joanne Clapp, Fiscal Officer