

**Village of Milan
Council Meeting
May 22, 2024**

May 22, 2024, Council Meeting was called to order with the Pledge of Allegiance by Mayor Pam Crosby at 6:30 P.M.

Roll call: Rospert – yes, Taylor – arrived at 6:55PM, Shafer – yes, McManus – yes, McIlrath – yes, Naufel – yes.

Also, present – Mayor Pam Crosby, Administrative Supervisor Julie Stelzer reported on behalf of Village Administrator Rospert, Fiscal Officer Joanne Clapp and Solicitor James Barney.

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

Motion by Rospert, seconded by McManus, to approve the Minutes of the May 9th Special Council Meeting. Roll Call: Shafer – yes, McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – absent.

CITIZEN PARTICIPATION

Megan Titus with the Milan Chamber of Commerce asked permission for the use of the square for pop up events on Saturday June 8th and Saturday June 22nd beginning at 4:00 PM – 8:00 PM.

Motion by McIlrath, seconded by Naufel, to approve the request to use the Village Square for pop up events June 8th 11:00 AM – 3:00 PM and June 22nd 4:00 PM -8:00 PM.

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

Motion by Rospert, seconded by McIlrath, to approve the request for the Community VBS to use the town square on the morning of June 28th for their final day's celebration.

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

OLD COMMITTEE BUSINESS

Streets, Sidewalks and Storm Sewers – RMH Concrete has completed Phase I of the sidewalks in the square.

Erie County Regional Planning accepted bids for the west side of the Village Square Sidewalk/Curb Project on April 26th. A total of 3 bids were submitted for this project. The bids will be reviewed for accuracy by Richland Engineering and once approved, the bid will be awarded in late May or early June. This project was made possible through a CDBG Grant.

Safety – None

Finance – None

Regional Planning, Building Codes & Inspection – Administrator Rospert and Zoning Inspector Fridrich continue to work with Jeff Stopar on the Village Zoning Code review. They met on Wednesday May 15th and are nearing completion. They hope to have everything wrapped up by the end of June to present the update to the Planning Commission and to Council.

The Design Review Board reconvened their Continuance Meeting regarding window replacement in the Kelley Block Building, second floor. After hearing comments from the contractor, the Board approved the window replacement.

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 installed by Great Lakes Electric on May 15th.

The Water Tower Rehabilitation Project, the Design and Construction Loan Application was submitted to the Ohio EPA, also submitted for an Ohio Department of Development WWIG Grant for the complete rehabilitation project. The Village should hear back from the EPA on the Design Loan in June.

Civic Contracts and Historical Preservation – None

Parks and Trees – The Arbor Day tree was planted at 48 Pawnee Drive on April 26th, an additional eight trees throughout the Village were planted with two additional trees planted in early May.

Records Commission – None

COMMITTEE BUSINESS - cont.

Citizen Property Maintenance – Village Administrator spoke with the homeowner of 1 East Front Street last week, after the homeowner received a letter from Jim Barney’s office. The homeowner is required to have a letter to the Village by Friday May 24, 2024 regarding the timeline that he will have the Property Maintenance items corrected.

NEW COMMITTEE BUSINESS:

Streets, Sidewalks and Storm Sewers – The Street Department completed the following tasks: Continued mowing parks and roadsides, worked on the sidewalk and street projects, sprayed weeds, swept streets, patched holes in the roadways, put down stone and dirt along East Front Street hill, and began putting down mulch, held the monthly brush pick up and the second yard waste pick up for the year and took the backhoe to American Diesel for service.

Safety – Mayor Crosby and Village employees attended AMP Safety Training on May 8th; topic was flagger/work zone safety.

Finance – Fiscal Officer Clapp stated the Village received \$23,399.50 in interest for April.

Fiscal Officer Clapp informed the Council that the April 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 and she is following their directive. The adjustment of \$95.69 is a result of a resident return ACH utility bill payment.

Fiscal Officer Clapp informed the Council that per ORC section 5705.30 a Public Hearing for Year 2025 Proposed Tax Budget needs to be held prior to their June 26th Council meeting because she is required to have this submitted to the county auditor on or before July 20th and the Council meeting is July 24th. If we do not meet this deadline it may result in loss of an apportionment from the undivided local government fund distribution for the next calendar year. The county auditor presents the tax budget, along with information on any State levy, school levy, or other information requested, to the county budget commission, of which the county auditor is a member. The county budget commission ascertains the total amount proposed to be raised in the county for each subdivision and other taxing units, and must review and approve certain authorized tax levies before they can be enacted by the Village council.

Motion by Rospert, seconded by McIlrath, to approve the Council Bills for the period of April 25th – May 22nd. Roll Call: Shafer – yes, McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – absent.

Motion by McManus, seconded by Shafer, to approve the Utility Bills for the period of April 25th – May 22nd. Roll Call: McIlrath – yes, Taylor – absent, Shafer – yes, McManus – yes, Naufel – yes, Rospert – yes.

NEW COMMITTEE BUSINESS – cont.

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

Motion by McIlrath, seconded by McManus, to appoint Joanne Clapp as the Delegate to the Regional Council of Government for RITA and Brian Rospert as the Alternate.

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

Regional Planning, Building Code, and Inspection – The Zoning Inspector issued a Zoning Permit to 11 E. Front Street for repairs/reconstruction of the fire damaged house. Also issued sidewalk use permits to 12 Main Street and 29 E. Church Street, and a Building permit to 63 S. Edison Drive for a solar energy system. (The Village is still waiting for the contractor to pay his portion).

Received a letter requesting a zoning use change for 22 W. Church Street. After review, it was his opinion that a revision would need to be made to the Zoning District. He contacted the owner to begin the process of scheduling a Planning Commission Hearing.

Utilities – Water/Wastewater performed the following tasks: Along with their normal maintenance duties and testing requirements for the EPA, they read meters, assisted other departments, and hydrant flushing on S. Edison Drive, Seminary Road, and Elm Street.

On May 14th, the Water Department had a water main break on Seminary Road, on the hill. The 6” cast iron pipe located four feet off the edge of the roadway and five feet deep ruptured. The water was shut off to make the repairs. All effected residents were notified and put on a twenty-four-hour boil alert. Residents were notified that the boil alert was lifted the following day, after samples from Erie County Health Department came back negative. All departments assisted with this repair along with two employees from Erie County Water.

The Utility Office welcomed three new residents to the Village this month. On the utility bill five-liner this month, the Consumer Confidence Report.

The Electric Department performed the following tasks: Along with their normal duties they read meters, assisted other departments, continued with the Electrical Upgrade Project by installing three spans of neutral and three spans of primary wire on Bank Street alley from Church Street to Front Street, switched seven residential customers over to the new system along with the traffic lights at US 250 and Church Street, trimmed trees away from the electrical lines in select areas of the Village, had the traffic light inspected, replaced a pole at 300 S. Main Street that was infested with Carpenter Bees.

NEW COMMITTEE BUSINESS – cont.

The Village was notified that Frontier Communications will begin installing fiberoptics within the Village, sometime in the near future.

Civic Contacts and Historical Preservation – None.

Parks and Trees – Two trees are under review with the Tree Commission to consider removing. One is located at 102 Center Street and the other is at 34 Huron Street.

Records Commission – Records Coordinator Mesenburg reported that there were six requests for records this past month and all are closed.

Citizens Property Maintenance Commission – None

Communications – Mayor Crosby read the following which was written by Village Administrator Rospert.

In view of the recent articles written in the Sandusky Register regarding me using break time for fire calls, I had Amanda Mesenburg perform an audit of my time sheets for 2020, 2021 and 2022. During this audit, Amanda found five instances where I used my break time to attend fire calls. This totaled 2.5 hours of time away from the Village, amounting to \$76.58. On May 21st, I submitted a letter to our Fiscal Officer Joanne Clapp requesting this amount be removed from my compensation time earned bank, to make the Village whole, which she did on May 21st.

Councilmember Rospert reported Mary Bruno Finding for Recovery as of May 13th is still unresolved and not paid. The updated total amount due with interest is \$3,324.94.

UNFINISHED BUSINESS

Motion by McManus, seconded by Naufel, to enter into Executive Session for disputes which are the subject of imminent court action in the conference with our attorney at 6:55 PM.

Roll Call: Taylor – arrived at 6:55pm, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes, Naufel – yes.

Motion by McIlrath, seconded by Naufel, to return to Regular Session at 7:16pm.

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

Due to technical difficulty, we were unable to resume livestreaming after the executive session.

LEGISLATION

Ordinance – Next Number will be 889-5-24

Resolution – Next Number will be 643-5-24

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

Motion by McManus, seconded by Naufel, 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.

AN ORDINANCE PROHIBITING ADULT USE CANNABIS OPERATORS AND DECLARING AN EMERGENCY

Motion by Rospert, seconded by none, to bring this Ordinance to the first reading by title only. Ordinance died due to lack of second on motion.

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 Taylor, seconded by McIlrath, 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.

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

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

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

Questions for Next Meeting -

Motion by Taylor, seconded by Naufel to reserve the town square on June 10th (5:30 – 9:00) for Small Town Summer Events night’s.

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

Motion by McManus, seconded by Naufel to stop live streaming of the Village Council Meetings, due to result of low viewers watching.

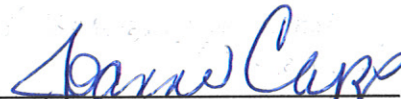
Roll Call: McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – yes, Shafer – yes.

Adjournment

Motion by McIlrath, seconded by Naufel, to adjourn tonight’s meeting at 7:35P.M.

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


Carla Rospert, Council President


Joanne Clapp, Fiscal Officer