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*Administrator*  
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August 8, 2024

Mr. Westerhold,

First, I must express my disappointment with your reporting. When I asked you for the dates of the allegations made against the Village Administrator, you admitted that you had no idea and Ms. Bruno had the time sheets and she would know. It is incomprehensible that you would publish a “news” article with absolutely no substantiation or investigation.

Now, to answer your questions, from an email received on August 7, 2024, at or around 8:34 AM, I offer the following statement.

Per the allegations that our Administrator charged time and a half for attending council meetings, our Personnel Policy is outlined in Section 4.1 C Workweek, in Section 4.3 Overtime Compensation A.1 and 3.6 Hours of Work Section D.3.. Our Administrator is entitled to time and a half hour per our Personnel Policy, which I attached to this writing and highlighted those Sections. We also attached the Compensation of the Village Employees Ordinance dated March 24, 2021, where you will see that the Village Administrator is entitled to overtime.

On or around May 21, 2024, Administrator Rospert requested that our Fiscal Officer and Records Coordinator perform a self-audit of his time sheets regarding using breaks for fire calls during the years 2020, 2021 and 2022. This research shows that there were five occasions that this occurred resulting in the amount of \$76.58. On May 21, 2024, Administrator Rospert repaid this amount using his compensation time earned.

On or around July 18, 2024, our Fiscal Officer and Records Coordinator performed a self-audit on all Village Employees for the 2022 and 2023 years. They found several time sheet-related errors during their audit and all employees have made the Village whole.

As for Administrator Rospert attending a funeral. We found one record from January 11, 2022, where he attended a funeral visitation for 20 minutes using his break time to attend. As you will note in Section 3.6 C.4, Employees are entitled to two (2) fifteen (15) minute paid breaks in an 8-hour work period. Administrator Rospert was entitled to a thirty-minute break on this said date and only used 20 minutes and documented this on his time sheet. The funeral visitation he attended was not a family member as outlined in our bereavement Section 5.4 O. He was being transparent in case

one or two Village Residents were watching him while he attended the visitation. Nowhere in our Policy does it state that Administrator Rospert cannot use his entitled break in this fashion.

Sincerely,

  
Mayor, Pamela Crosby