

**Village of Milan  
Council Meeting  
December 18, 2024**

December 18, 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 – yes, Shafer – yes, McManus – yes, McIlrath – absent, Naufel – absent.

Motion by McManus, seconded Taylor by to excuse Tim McIlrath and Tori Naufel from tonight's meeting.

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

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

Motion by Rospert, seconded by Shafer, to approve the Minutes of the November 20<sup>th</sup> Council Work Session Meeting. Roll Call: Taylor – yes, Shafer – yes, Naufel –absent, McManus – abstain, McIlrath – absent, Rospert – yes.

Motion by Taylor, seconded by Rospert, to approve the Minutes of the November 20<sup>th</sup> Regular Council Meeting. Roll Call: Taylor – yes, Shafer – yes, Naufel –absent, McManus – abstain, McIlrath – absent, Rospert – yes.

Motion by Rospert, seconded by Taylor, to approve the Minutes of the December 12<sup>th</sup> Council Work Session Meeting. Roll Call: Taylor – yes, Shafer – yes, Naufel -absent, McManus – abstain, McIlrath – absent, Rospert – yes.

**CITIZEN PARTICIPATION**

Pam Crosby requested permission for the Chamber of Commerce to use the Village Square on July 12<sup>th</sup> and 13<sup>th</sup> for the 31<sup>st</sup> Annual Antique Festival and close Main Street (Church to Front St.) and Park Street (Church to Front Street) if necessary.

Motion by Rospert, seconded by McManus, to give permission to the Chamber of Commerce to use the Village Square on July 12<sup>th</sup> and 13<sup>th</sup> for the 31<sup>st</sup> Annual Antique Festival and to close Main Street and Bank Street from Church Street to Front Street if necessary.

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

**CITIZEN PARTICIPATION – cont.**

Ben Cutler from Columbia Gas explained the gas pipeline replacement project that will take place in the Village along the downtown area, including Main St., E. Front St., N. Edison Dr., E. Church St., E. Merry St., E. Williams St., and E. Wilcoxson St. in year 2025.

**OLD COMMITTEE BUSINESS**

**Streets, Sidewalks and Storm Sewers** – RMH Concrete completed the 2024 Sidewalk Replacement Project on Center Street and other areas around the Village including a curb repair in front of the post office.

The new Chevy 6500 dump truck and snowplow was placed in service on December 10<sup>th</sup> and the 2012 Ford F-550 has been placed on GovDeals to be sold with the auction ending on December 30<sup>th</sup> at 8:00 P.M.

A total of 904 cubic yards or fifty-seven total loads for this year’s annual leaf pick-up program.

A quote was received for \$13,000.00 from ECS Midwest, to bore Milan Manor Hillside for a Slope Failure Analysis base services plus any optional services authorized. The contract has been signed after the Village’s Legal reviewed the contract.

**Safety** – None

**Finance** – None

**Regional Planning, Building Codes & Inspection** – A Public Hearing is scheduled for January 9<sup>th</sup> at 6:00 P.M. for Transient Short Term Rental Regulations.

**Utilities** – The Electric Department new bucket truck that was on order since December of 2022 was delivered on December 13<sup>th</sup>. The 1999 bucket truck has been placed on GovDeals with the auction closing on January 6<sup>th</sup>.

**Civic Contracts and Historical Preservation** – None

**Parks and Trees** – The Village of Milan’s Beautification Commission Christmas Lighting Ceremony was held on Friday, November 29<sup>th</sup> at 6:00 P.M.

The Edison High School Interact Club donated \$502.92 for 36 American Flags for in the Square.

**Records Commission** – None

**Citizen Property Maintenance** – House at 73 Center Street has recently sold.

**NEW COMMITTEE BUSINESS**

**Streets, Sidewalks and Storm Sewers** – The Street Department completed the leaf program, prepped the equipment for snow plowing season, mowed for the final time this year and plowed/salted the roads on several occasions.

**NEW COMMITTEE BUSINESS – cont.**

**Safety** – Mayor Crosby and Village employees attended AMP Safety Training topic was “Leading Indicators to Accidents.”

Motion by Taylor, seconded by Rospert, to approve and authorize the Mayor to sign the Erie County Sheriff's Department 2-year Dispatching service contract (calendar year 2025-2026).

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

Motion by McManus, seconded by Shafer, to accept James Fulton's resignation as a part-time police officer effective immediately.

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

**Finance** – Fiscal Officer Clapp stated the Village received \$19,871.62 in interest for November and moved \$2,000,000 from Star Ohio to Wells Fargo Investments Advisors.

Motion by Rospert, seconded by Taylor, to approve the Council Bills for the period of November 20<sup>th</sup> – December 18<sup>th</sup>. Roll Call: Shafer – yes, McManus – yes, Naufel – absent, McIlrath – absent, Rospert – yes, Taylor – yes.

Motion by Taylor, seconded by Shafer, to approve the Utility Bills for the period of November 20<sup>th</sup> – December 18<sup>th</sup>. Roll Call: McIlrath – absent, Taylor – yes, Shafer – yes, McManus – yes, Naufel – absent, Rospert – yes.

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

Motion by Rospert, seconded by McManus, to give Tim Heim a merit increase of \$1.00 for earning his Wastewater I Certification, retroactive back to November 25, 2024.

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

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

Motion by McManus, seconded by Shafer, to promote Joe Hamilton to Class A Line worker status along with a merit increase of \$2.00 for earning this promotion, effective December 30, 2024.

Motion by Taylor, seconded by Rospert, to approve a 2.5% employee pay raise and \$1,000 one-time bonus for non-probationary full-time employees as provided on excel spread sheet page 1 effective December 30, 2024, and 2.5% employee pay raise for part-time employees including zoning.

**NEW COMMITTEE BUSINESS – cont.**

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

**Regional Planning, Building Code, and Inspection** – The Zoning Inspector issued three permits.

**Utilities** – Water/Wastewater assisted the Electric Department on several occasions, Franklin Sanitation was in to run the root-cutter through the sanitary line on Elm Street and run their sewer jet on South Edison Drive and prepped equipment for winter.

R.A. Bores was in to repair a waterline break in Milan Manor that was leaking. The effected property owners were notified about a boil alert which lifted the alert the following day.

The Council discussed with the Village Administrator and Village Solicitor Barney, Clarissa Burns' letter about the appeal under section 925.55(a) of 25% sewer surcharge. The Village Administrator provided a copy of his letter responding back to Mrs. Burns explaining the appeal process; how the Council created the user class of outside Village users; improvements cost in which we used the Capital Improvement Fund and American Rescue Act Funds for the wastewater operation and maintenance, in which Township residents users do no pay taxes to the Village and they do not contribute to the Capital Improvement Fund. The Village Solicitor explained they could annexation into the Village providing the contiguous to the Village. This would be done by requiring the users to annex as a condition of receiving utilities. The Village Administrator mentioned that a contract was signed in year 1997 between the Village and the subdivision on Riley Road for Village water and sewer services. The Solicitor stated that if there is a current contract for services that did not include a requirement to annex, annexation would not be possible.

Motion by McManus, seconded by Shafer, to have the Village Administrator send the response letter to Mrs. Burns regarding her appeal of the outside sewer rates and approve his decision. Roll Call: McManus – yes, Naufel – absent, Rospert – yes, McIlrath – absent, Taylor – yes, Shafer – yes.

The Electric Department read meters, replaced the flagpole light in the square with a new LED light, replaced a triplex house service line at 169 S. Main Street, removed a triplex house service at 1608 Seminary after a house fire, replaced two streetlights in the Indian Acre Subdivision with new LED lights, and began working on the camera upgrade for the police department. Continued with their Electric Upgrade Project where they installed a new pad mount transformer at Edison Elementary. Hung up the Christmas lights in the square and wreaths at the town hall.

On Saturday December 7<sup>th</sup> an electrical outage on Seminary Road. This outage affected five houses due to an old porcelain cutout that burnt out. The electric department made the necessary repairs and restored power.

**NEW COMMITTEE BUSINESS – cont.**

**Civic Contacts and Historical Preservation** – Motion by McManus, seconded by Rospert, to accept Mayor Crosby’s recommendation to re-appoint Judi Horchler to the Jenkins Warehouse Commission for a three-year term expiring on December 31, 2027.

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

Motion by Rospert, seconded by McManus, to accept Mayor Crosby’s recommendation to re-appoint the Milan Garden Club representative Marsha Scott to the Beautification Commission for a three-year term expiring on May 31, 2027.

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

**Parks and Trees** – Motion by McManus, seconded by Taylor, to accept Mayor Crosby’s recommendation to re-appoint Martha Berckmueller to the Tree Commission for a three-year term expiring on December 31, 2027.

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

Motion by Rospert, seconded by McManus, to accept Mayor Crosby’s recommendation to re-appoint Fritz Berckmueller to the Tree Commission for a three-year term expiring on December 31, 2027.

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

Motion by McManus, seconded by Taylor, to accept Mayor Crosby’s recommendation to re-appoint Cody McCoy to the Tree Commission for a three-year term expiring on December 31, 2027.

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

Motion by McManus, seconded by Taylor, to accept Mayor Crosby’s recommendation to re-appoint Tori Naufel to the Parks & Activities Commission for a three-year term expiring on December 31, 2027.

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

**Records Commission** – Fiscal Officer Clapp informed the Council that two public records were received in the month of December and have been complete. The prior large public records received in October will be completed by the end of this week.

**Commission** – None

**Communications** – Village Administrator wishes everyone “A Merry Christmas and Happy New Year”

**UNFINISHED BUSINESS** – None

**LEGISLATION** - None

Ordinance – Next Number will be 905-12-24

Resolution – Next Number will be 649-12-24

**Questions for Next Meeting**

None

**Adjournment**

Motion by Taylor, seconded by McManus, to adjourn tonight's meeting at 7:38 P.M.

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



Carla Rospert, Council President



Joanne Clapp, Fiscal Officer