

**Village of Milan  
Council Meeting  
April 23, 2025**

April 23, 2025, the Council Meeting was called to order with the Pledge of Allegiance by Mayor Pam Crosby at 6:30 P.M.

Roll call: Shafer-yes, McManus-yes, McIlrath-yes, Rospert-yes, Naufel-absent, Taylor-arrived at 7:00 PM.

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

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

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

Motion by Rospert, seconded by McIlrath, to approve the Minutes of the March 26<sup>th</sup> Regular Council Meeting.

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

Motion by McIlrath, seconded by Rospert, to approve the Minutes of the April 10<sup>th</sup> Council Work Session Meeting as amended McManus comment in reference that the increase amount should go to the employees McManus meant she would like us to do a wage study.

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

**CITIZEN PARTICIPATION**

None

**OLD COMMITTEE BUSINESS**

**Streets, Sidewalks and Storm Sewers** – An estimate was received from one vendor for material and design in the amount of \$74,920.00 and waiting for estimate from another contractor for the Milan Manor Hillside Slope Failure Analysis.

The Street Department 2015 F-250 pickup truck was sold on GovDeals for \$13,000.00.

**Safety** – None

**Finance** – None

**Regional Planning, Building Codes & Inspection** – Seven letters were mailed to Short-Term Rentals Property owners informing them of the new Ordinance that takes effect on April 27<sup>th</sup> and to submit their permits prior to that date. One Village resident purchased two short-term rentals permits for future use.

### **OLD COMMITTEE BUSINESS cont.**

The Zoning Inspector issued five "Temporary Sidewalk Use Permits" to businesses around the square; mailed three Property Maintenance violations letters; and met with Jeff Stopar to review the Zoning Code.

**Utilities** – J.W. Didado Electric completed the 80' pole replacement project on the 69Kv line between the North Metering Station and North Substation, near the Huron River due to the erosion of the bank.

BCU Electric completed the underground primary wires replacement project at the South Substation. The Electric Department recycled two thirds of the old primary wire from the South Substation for \$2,188.50.

Great Lakes installed the new backup generator at the Administration Office and installed the old unit at the Electric Barn.

**Civic Contracts and Historical Preservation** – None

**Parks and Trees** – None

**Records Commission** – None

**Citizen Property Maintenance** – None

### **NEW COMMITTEE BUSINESS**

**Streets, Sidewalks and Storm Sewers** – The Street Department began the mowing season, performed truck maintenance on the equipment, patched potholes, sprayed weeds, held the first yard waste and brush pickup, assisted the Interact Club with installing the flags around the Village Square, put weed and feed down at Lockwood Road Park, grass areas near the parking lots and in the Village Square. Growers Mineral Solutions will be fertilizing the square again this year.

Bobby Cumston and Village Administrator met with Sarah Kitson from the Western Reserve Land Conservancy and walked on the Village's land that is in the conservation near the Huron River.

Village Administrator informed the Council that he is waiting on getting estimates for the Annual Sidewalk Project because of the current Columbia Gas Project happening within the Village.

R.A. Bores replaced a catch basin on South Main Street and repaired a storm sewer line on Winkle Road.

**NEW COMMITTEE BUSINESS cont.**

Motion by McIlrath, seconded by McManus, to approve up to \$50,000.00 to repave Winkle Road, Pilgrim Circle and put down a wedge coat on the west side of S. Edison Drive between Judson Street and Berlin Street.

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

**Safety** – The Employees of Electric, Street, Water, Administrative Office and the Mayor attended the monthly AMP Safety Training where the topic was Confined Space Review.

Motion by McIlrath, seconded by Rospert, to accept Chief Meister's recommendation to hire Scott Overhold as a part-time officer at a rate of \$20.00 per hour and a six-month probationary period contingent on the successful completion of background checks.

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

Motion by Rospert, seconded by McManus, to accept Chief Meister's recommendation to hire Randal Tucker as a part-time officer at a rate of \$20.00 per hour and a six-month probationary period contingent on the successful completion of background checks.

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

**Finance** – Fiscal Officer Clapp stated the Village received \$11,715.34 in interest for March.

Fiscal Officer Clapp inquired from the Council which date they would prefer to hold the Public Hearing for the Year 2026 Alternative Tax Budget must be submitted to the County by July 18<sup>th</sup> (per ORC 5705.30) prior to their May 28<sup>th</sup> or June 25<sup>th</sup> Council Meeting. After discussion with the Council, the Public Hearing is to be held on June 25<sup>th</sup> at the start of the Council Meeting.

Motion by McIlrath, seconded by Taylor, to approve the Council Bills for the period of March 26<sup>th</sup>-April 23<sup>rd</sup>.

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

Motion by Rospert, seconded by McIlrath, to approve the Utility Bills for the period of March 26<sup>th</sup>-April 23<sup>rd</sup>.

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

Motion by McManus, seconded by Shafer, to approve the March Financial Reports as presented.

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

Motion by McIlrath, seconded by Taylor, to approve the employee Health Insurance policy with Advisory Health Administrators Transperra with FMP Level Funded plan #3 until December 31, 2025.

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



### **NEW COMMITTEE BUSINESS – cont.**

Motion by McIlrath, seconded by McManus, to authorize the Fiscal Officer to move the following stale checks to the Unclaimed Money Fund: Larry Woodman \$49.05 Ck # 156-2025 dated 1/29/25; Carolyn Richards \$62.51 Ck #1371-2024 dated 12/5/24; Loren Hernandez \$250.00 Ck #1372-2024 dated 12/5/24 and Milan Coffee Station \$100.00 Ck#59030 dated 1/17/2024.

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

**Regional Planning, Building Code, and Inspection** – One zoning permits for an accessory building was issued this month.

**Utilities** – Water/Wastewater Department performed the following tasks: completed reports to the Ohio EPA, performed daily locates for the Columbia Gas Project for their water and sewer lines, assisted the Street Department with the sewer jet to clean out several storm sewers, attended the Erie County Blue Ribbon Committee meeting and rehabbed the Sodium Bisulfite room at the Wastewater Treatment Plant.

The Electric Department performed the following tasks: assisted Columbia Gas on locating underground electric wires, relamped the lights in the square and the uptown areas, assisted the Street Department with brush and yard waste pickup, replaced a transformer that went bad on Edison Drive that affected five homes, and replaced the secondary power line to the USGS Monitoring Station near the Huron River.

**Civic Contacts and Historical Preservation** – None

**Parks and Trees** – Village Administrator informed the Council that the Village is in a contract with Ohio Tree to trim several trees and to remove two trees in the amount of \$7,400.00 and to trim a tree at Lockwood Park in the amount of \$400.00; The Arbor Day Foundation notified that Village has received Tree City USA recognition for 2024; Arbor Day is Friday April 25<sup>th</sup>, and will commemorate this day by planting the Arbor Day Tree at 170 South Center Street, Village resident Ann Russell's house. Weather permitting, the street department will begin the tree planting at 10:00 a.m. and throughout the week an additional five trees will be planted. Contracted with Cassel Contriving to tuck point the drinking fountain in the square and the five columns in front of the Administration Office.

Mayor Crosby read the Arbor Day Proclamation.

**Records Commission** – None

**Citizen Property Maintenance** – None

**Communications** – Julie Stelzer will be attending the Ohio Spring Mayor's Court Conference and making sure that the new House Bill 29 is being implemented properly here at the Village.

### **UNFINISHED BUSINESS –**

The Council requested the Village Solicitor to draft an Ordinance for Mayor and Council salaries increase.

Motion McManus, seconded by McIlrath, to approve the Small-Town Summer Night's dates of June 16<sup>th</sup>, July 21<sup>st</sup> and August 18<sup>th</sup> (hours 5:00 PM-8:00 PM) on the Village Square.

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

Mayor Crosby noted that the Chamber is planning their Pop-Up events on the square beginning in June, one Sunday a month, and that she will have dates for Council's approval at the next Council meeting.

### **LEGISLATION**

Ordinance – Next Number will be 918-4-25

Resolution – Next Number will be 651-4-25

**AN ORDINANCE AUTHORIZING AND DIRECTING THE FISCAL OFFICER TO MAKE A FUND BALANCE ADJUSTMENT OF EIGHT HUNDRED EIGHTY-FOUR DOLLARS AND ZERO CENTER (\$884.00) FROM THE GENERAL FUND (1000) TO THE PARKS AND ACTIVITIES FUND (2041) OF THE VILLAGE OF MILAN, OHIO AND DECLARING AN EMERGENCY.**

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

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

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

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

**Questions for the Next Meeting-** None

### **Adjournment**

Motion by Taylor, seconded by McManus, to adjourn tonight's meeting at 7:43P.M.

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

  
Carla Rospert, Council President

  
Joanne Clapp, Fiscal Officer

