

Village of Milan
Council Meeting
December 17, 2025

December 17, 2025, Council Meeting was called to order with the Pledge of Allegiance by Mayor Pam Crosby.

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

Motion by Shafer, seconded by McManus to excuse McIlrath from tonight's meeting.
Roll Call: Shafer – yes, Naufel – yes, Rospert – yes, McManus – yes, Taylor – yes.

Also present – Mayor Pam Crosby, Administrator Brian Rospert, Solicitor Jim Barney and Fiscal Officer Cathy Ramey.

Motion by McManus, seconded by Rospert, to approve the Minutes of the November 19th Regular Council Meeting. Roll Call: Taylor - yes, Shafer - yes, McManus-yes, Rospert – yes, Naufel - yes.

It was discussed to table the December 2nd Work Session Minutes until several amendments are made to the Minutes.

Citizen Participation – Pamela Crosby, on behalf of the Chamber of Commerce, requested the use of the square for the Annual Antique Show in July.

Motion by Naufel, seconded by Shafer, to allow the use of the square for the Annual Antique Show on Saturday July 11th and Sunday July 12th. Roll Call: Shafer – yes, Naufel – yes, Rospert – yes, McManus – yes, Taylor – yes.

OLD COMMITTEE BUSINESS

Streets, Sidewalks and Storm Sewers – Administrator Rospert stated the Village hired ADR & Associates for engineering, construction plans, surveying, cost estimating and construction support in the amount of \$41,868.00 for Milan Manor Drive Slope Failure Project, surveying should begin next month. The hope is to have this project ready to be placed out for bid in March.

Safety – None

Finance – None

Regional Planning, Building Codes & Inspection – None

OLD COMMITTEE BUSINESS cont.

Utilities – The application for the Ohio Public Works Commission was outside the scoring for funding the Water Tower Rehabilitation Project, the Village was not approved.

The Village received the inspection report for the water tower, per the Ohio EPA Notice of Violation in October and submitted it to the OEPA. Administrator Rospert also mentioned that they have a meeting set up with Ohio RCAP on January 22nd and with Midwest Tank Management on January 23rd to discuss options.

Civic Contacts and Historical Preservation – None

Parks and Trees – Administrator Rospert stated that the Christmas Lighting Ceremony held on November 28th was a great success. He also stated that the Moravian Star was damaged due to high winds the day prior and that Randy and Carla Rospert allowed the use of their star until one was ordered. Bill Stelzer was able to glue the damaged one back together for the Beautification Commission.

Hinman Tree Service removed a large Oak Tree on Bond Street December 15th.

Records Commission – None

Citizen Property Maintenance - None

NEW COMMITTEE BUSINESS

Streets, Sidewalks and Storm Sewers – The annual leaf pickup this year ended on November 25th, a total of 880 cubic yards of leaves were picked up. They performed maintenance on the Kubota, Chevy 6500's, prepped equipment for winter season and received 100 tons of road salt.

Safety – Chief Bob Meister discussed selling the 2021 Chevy Tahoe, he would like Council to consider selling this vehicle by placing it out for bid in the newspaper and our website. There is an Ordinance to sell the vehicle in legislation tonight.

Chief Meister asked Council to consider accepting Steven Pozniak resignation from the Police Department effective December 11th. Motion by Naufel, seconded by McManus to accept Police Officer Steven Pozniak resignation, effective December 11, 2025.

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

Chief Meister stated that with Pozniak resignation he was forced to cancel his vacation the last week of the year. He asked Council to consider allowing him to cash out an additional five days of vacation due to the cancelation of vacation. Motion by Naufel, seconded by McManus to allow the five-day vacation payout.

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

NEW COMMITTEE BUSINESS cont.

Safety cont. – Chief Meister and Administrator Rospert discussed installing a four-way stop at the intersection of West Williams Street and Liberty Street, to help slow vehicles down in this stretch of roadway. Motion by Rospert, seconded by McManus to install a four-way stop at the intersection of West Williams and Liberty Street.

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

Finance – Fiscal Officer Ramey discussed the following to Council; 2025 Ordinance that is in tonight's meeting under legislation for changes to the current appropriations, 2026 Appropriations, Transfer from the General Fund to the Street Fund, KWI to Electric, Employee raises, Fiscal Officer Ramey stated the closeout for November was not completed by this meeting but she is working on Bank rec's for November and will have November, December closeouts and January reports ready for Council at the January regular Council meeting.

Motion by Rospert, seconded by Taylor, to approve the Council Bills for the period of November 20th – December 17th.

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

Motion by Taylor, seconded by McManus, to approve the Utility Bills for the period of November 20th – December 17th.

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

Motion by Rospert, seconded by McManus to approve the Financials as presented.

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

Discussion was held to amend the Personnel Policy under Section 3.6 Hours of Work (A) Regular Hours to include the following language, All salaried employees are required to work eighty (80) hours in a two-week pay period. Along with amending Section 5.2 (D) to add the following language to the end of this section: at 3.07 hours per pay period. By adding this language, it will clear up on how an employee can accrue vacation after their first year of employment.

Motion by Rospert, seconded by Naufel, to amend the Personnel Policy, Section 3.6 Hours of Work (A) Regular Hours to include the following language; All salaried employees are required to work eighty (80) hours in a two-week pay period.

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

Motion by Taylor, seconded by Shafer, to amend the Personnel Policy, Section 5.2 (D) to read as follows: All new hired full-time employees after completion of their six (6) month probationary period shall be granted one (1) calendar week of vacation. Upon the employees one (1) year anniversary date of hire, the employee will be granted an additional one (1) calendar week of vacation and will start accruing vacation hours after the first year of employment, at 3.07 hours per pay period.

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

NEW COMMITTEE BUSINESS – cont.

After discussion about employee raises, it was discussed to give employees a 3% raise and to have a third party perform a rate study for all Village classifications. After the rate review, Village Council stated they will review the study and adjust wages accordingly.

Motion by Taylor, seconded by Shafer, to approve a 3% raise to all full-time employees. Roll Call: Naufel – yes, Taylor – yes, Shafer – yes, McManus – yes, Naufel – yes.

Motion by Taylor, seconded by Shafer, to accept the Great American Transperra employee Health Care as presented. The employee will pay the first \$2,500/\$5,000 out of pocket deductible, with the Village reimbursing the employee back the \$2,500/\$5,000. Employees will pay a monthly premium of 14% for a portion of their insurance. Uninsured full-time employees non-Medicare/Medicaid eligible not taking the plan will be 36% of a single rate.

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

Regional Planning, Building Code, and Inspection – The Zoning Inspector issued two Zoning Permits for accessory buildings, 19 E. Church Street and 1999 Main Street and issued an interior Building Permit to 11 W. Front Street. The Board of Zoning Appeals Hearing for 311 S. Main Street for an accessory building variance that was scheduled for December 9th was rescheduled for December 16th at 6:30 p.m. At this meeting, the Board granted both variances for maximum height and square footage.

Motion by Taylor, seconded by Naufel, to accept Mayor Crosby's recommendation to re-appoint Alex Ross to the Planning Commission for a six-year term expiring on December 31, 2031.

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

Motion by McManus, seconded by Taylor, to accept Mayor Crosby's recommendation to re-appoint Kevin Riddle to the Planning Commission for a six-year term expiring on December 31, 2031.

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

Motion by Naufel, seconded by McManus, to accept Mayor Crosby's recommendation to re-appoint Andrew LaVine to the Board of Zoning Appeals for a four-year term expiring on December 31, 2029.

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

Utilities – Water/Wastewater performed all testing and submitted necessary reports to the EPA, changed out a water meter that wasn't functioning properly, and helped the Electric Department on several occasions. Met with Groff Funeral Home to locate a water leak within their facility and found that their hot water heater was leaking at the relief valve. Contracted with Franklin Sanitation to start cleaning the wastewater collection system. This is the recommendation of the Ohio EPA. It is planned to have them come in each year over a five-year period to do a portion of the Village, troubled areas will still be cleaned each year.

NEW COMMITTEE BUSINESS – cont.

Utilities cont. – Water/Wastewater Brad Simon, Tim Heim, Tyson Metz and Joe Hamilton attended a pumping and electrical training at Gorman-Rupp in Mansfield the week of December 8th.

This was free training and held over a four-day period. Tyson and Tim went Monday and Tuesday and Brad and Joe went Wednesday and Thursday. Changed an LMI Chemical feed pump in the Ferric Chloride room at the Wastewater Treatment Plant. (The Ferric Chloride is fed to the wastewater at the beginning of the plant and helps with the phosphorus reduction within the treatment system). Since finding the water leak on Lockwood Road, the average daily flows have decreased around 30,000 gallons per day, and 980,000 gallons per month from October to November.

Water/Wastewater – Tim Heim passed the Water Distribution State Certification on December 15th, and Administrator Rospert recommended a \$1.00 increase to Tim for this certification and make it retroactive to December 15th.

Motion by Taylor, seconded by McManus, to give Tim Heim an additional \$1.00 for passing the Water Distribution State Certification retroactive to December 15, 2025.

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

Electric Department – Assisted the Street Department on several occasions, performed their weekly substations and truck checks, and replaced street lighting where needed. Set up the Christmas lights in the square and put wreaths on the Town Hall, attended to an electrical issue on Winkel Road replacing a transformer and made repairs on a power issue on W. Williams Street.

Civic Contacts – Motion by Rospert, seconded by Naufel, to accept Mayor Crosby's recommendation to re-appoint Alex Ross to the Jenkins Warehouse for a three-year term expiring on December 31, 2028.

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

Motion by Naufel, seconded by Taylor, to accept Mayor Crosby's recommendation to re-appoint Bob O'Dell to the Design Review Board for a three-year term expiring on December 31, 2028.

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

Motion by Naufel, seconded by Taylor, to accept Mayor Crosby's recommendation to re-appoint Fritz Berckmueller to the Design Review Board for a three-year term expiring on December 31, 2028.

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

Parks and Trees – Motion by Rospert, seconded by Naufel, to accept Mayor Crosby's recommendation to re-appoint Brock Busdicker to the Tree Commission for a three-year term expiring on December 31, 2028.

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

NEW COMMITTEE BUSINESS – cont.

Parks and Trees cont. – Motion by Shafer, seconded by Naufel, to accept Mayor Crosby's recommendation to re-appoint Randy Rospert to the Beautification Commission for a three-year term expiring on December 31, 2028.

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

Motion by Naufel, seconded by Shafer, to accept Mayor Crosby's recommendation to re-appoint Al Buggele to the Beautification Commission for a three-year term expiring on December 31, 2028.

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

Motion by McManus, seconded by Rospert, to accept Mayor Crosby's recommendation to re-appoint Trudy Riddle to the Beautification Commission for a three-year term expiring on December 31, 2028.

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

Motion by McManus, seconded by Naufel, to accept Mayor Crosby's recommendation to re-appoint Hailee Taylor to the Parks and Activities Commission for a three-year term expiring on December 31, 2028.

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

Records Commission - The next Records Commission Meeting will be held on the second Tuesday in March, time to be determined.

Citizens Property Maintenance Commission - None

Communications – None

UNFINISHED BUSINESS – None

LEGISLATION

Ordinance – Next Number will be 930-12-25

Resolution – Next Number will be 657-12-25

AN ORDINANCE TO MAKE PERMANENT APPROPRIATIONS FOR CALENDAR YEAR 2026 FOR THE VILLAGE OF MILAN, OHIO

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

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

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

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

**AN ORDINANCE DECLARING THE 2021 CHEVROLET POLICE PURSUIT VEHICLE NOT NEEDED
FOR VILLAGE PURPOSES AND DECLARING AN EMERGENCY**

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

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

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

Roll Call: Rospert - yes, Taylor - yes, Shafer - yes, McManus - 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 Naufel, seconded by Rospert, to suspend the rules.

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

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

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

Questions for Next Meeting

Councilperson Naufel discussed her concerns with children being in the area of a shooting range that is in the Township, that is right next to the Village limits on South Main Street. She asked if it is possible to annex that address from the Township into the Village.

Swearing in Oath of Office

Mayor Pam Crosby swore in the re-elected Councilperson's Carla Rospert, Erin McManus and Stefan Taylor.

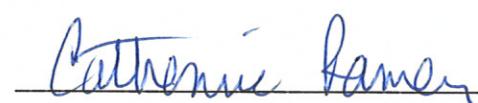
Adjournment

Motion by Taylor, seconded by McManus, to adjourn tonight's meeting.

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



Carla Rospert, Council President



Catherine Ramey, Fiscal Officer