

BOARD OF TRUSTEES

Daniel Frederick
Gerald Nickoli
Mike Shover

FISCAL OFFICER

Zachary Rospert



MILAN TOWNSHIP

www.milantwp.org

MILAN TOWNSHIP

1518 State Route 113 E
Milan, Ohio 44846
419-499-2354

ZONING INSPECTOR

Colleen Arthur

The Milan Township Board of Trustees met for the first regular meeting of the month on Wednesday, September 5, 2018, at 7:00 p.m. Present at the meeting were Trustees Jerry Nickoli, Mike Shover and Dan Frederick; Fire Chief Brian Rospert, F.O. Zachary Rospert, Sec./Z.I. Colleen Arthur, Bill Muthig, Richard Pitsinger, Frank Lytle and Don Kriedler.

Chairman Dan Frederick called the meeting to order at 7:00 and ask that all stand for the Pledge of Allegiance.

ROLL: The roll was called as follows: Mr. Frederick- present, Mr. Nickoli-present, Mr. Shover-present.

MINUTES: August 15, 2018: Mr. Nickoli moved and Mr. Shover seconded a motion to approve the minutes of the August 15, 2018 meeting. The motion unanimously carried.

July 23, 2018 Work Session: The Trustees reviewed the minutes as presented by Mr. Frederick Mr. Frederick moved and Mr. Shover seconded a motion to approve the minutes of the July 23, 2018 Work Session. The motion unanimously carried.

August 13, 2018 Special Meeting: A special meeting was held to conduct interviews for the hiring of a new employee. Mr. Nickoli moved and Mr. Shover seconded the motion to approve the minutes of the August 13, 2018 meeting. The motion unanimously carried.

August 20, 2018 Special Meeting: A special meeting was held to confirm a new employee and to update the Personnel Manual. Mr. Nickoli moved and Mr. Shover seconded the motion to approve the minutes of the August 20, 2018 meeting. The motion unanimously carried.

August 1, 2018 Regular Meeting: The minutes of the August 1, 2018 meeting had been postponed until Mr. Shover was available for approval since Mr. Nickoli had not been in attendance. Mr. Shover moved and Mr. Frederick seconded the motion to approve the minutes of the August 1, 2018 meeting. The motion carried. Mr. Nickoli abstained.

EXPENSES: Mr. Shover moved and Mr. Nickoli seconded a motion to approve expenses as presented by the Fiscal Officer. The motion unanimously carried.

Approved Warrant Numbers 18404-18455 and Electronic Vouchers 156-165 in the amount of \$114,983.85

MAINTENANCE

RILEY ROAD: Mr. Fox relayed a complaint received about logs being placed in the road right-of-way on Andy Houser's property near the intersection of Riley Road and State Route. 113. Brian Crosby called and came into the Township Office stating that the presence of the logs prevents people from using the right-of-way to wait while dropping off or picking up their children from the bus on Route 113. Mr. Fox

stated that he had moved the logs out of the right-of-way. Mr. Nickoli received a call from the property owner, Andy Houser, about moving the barriers. Andy Houser is upset because the logs were moved without talking to him. Mr. Nickoli thought it would be best if Mr. Houser would be given the opportunity to explain.

Mr. Houser disputes the location of the edge of the right-of-way. Mr. Fox consulted with the County Map showing the right-of-way to be well beyond the location of the logs.

Mr. Nickoli spoke to the School Board about having bus go down Riley Road to pick up children, rather than have them walk to the end of Riley Road. The difficulty is finding a place for the bus to turn around at the end of Riley Road and then having safe sight distance when pulling back out onto Route 113.

It was thought the Township could improve the turnaround situation. Mr. Dan Coles was contacted and said he would be amicable to the use of his property at the end of Riley Road to develop turnaround for the bus, stating he would do anything for safety of the kids.

Mr. Frederick also spoke with the County Engineers Office to determine the location of the end of the right-of-way. Tim Lloyd will establish where the right-of-way is and the County will mark the location. For the record it was noted that it is the Township's responsibility to remove obstruction within the road right-of-way.

SIGNS: Mr. Fox noted that a sign is up on Shaw Mill Road denoting the boundary of Milan Township. Also, the *No Engine Brake* signs have been posted on Route 13.

ILLEGAL DUMPING: Mr. Fox reported that on Saturday, someone dumped bunch of tires on Old Mason Road. He contacted the Erie County Landfill, who will give the Township credit for a certain amount of tire brought to the Landfill. Upon hearing of the story, Mrs. Arthur noted that during the course of some inspections, she may have witnessed who dumped the tires on Old Mason Road.

KELLY ROAD: Mr. Fox noted that Kelly Road will be closed by the Railroad on Sept. 10, 2018 to inspect the overpass.

TREES: Mr. Fox noted that he and Mr. Hudson had to cut up some trees that fell onto the cemetery behind Zemke's on Route 113 E.

TOWNSHIP ATTIRE: Mr. Fox requested that he be allowed to order florescent colored t-shirts with Milan Township logo for the Road Department crew. Mr. Frederick noted that the Trustees are considering a regular uniform and had previously discussed a Cintas-type contract. Mr. Fox stated that the Village had problems with sizes and damaged clothing coming back. Mr. Nickoli said that he knew of another company that seemed to be better.

"PIZZA BOX" COMMUNICATION EQUIPMENT: Mr. Frederick explained that communications companies are installing repeater receivers mounted on utility poles within road right-of-ways. The Ohio Township Association has enacted legislation that allows townships to charge a \$50 fee for such installations. The Board may choose to do so at a later date.

HVAC FOR THE TOWNSHIP HALL: Mr. Frederick stated that he will draw up a new HVAC system for the Township Hall at no cost to the Township and prepare to put the project up for competitive bid. He noted that the old boiler system is no longer operational and that it would be prudent to install a unit

for air conditioning and heat, as well as, update the electric service at the same time. Mr. Fox noted that the State Inspector red tagged the system at its last inspection.

FIRE

CALLS: The Chief reported 9 calls in August; 74 for the year.

TRAINING: The Chief reported that Nick Tucker is enrolled in Firefighter Level I at EHOVE. Class begins in October and costs will be covered by the State Fire Marshall's Grant.

MELON FESTIVAL: The BBQ chicken meals were sold out by 3:30 p.m. and all raffle tickets were sold. The Department assisted with several heat related illnesses during the Festival. The Department also helped with the events such as Touch-A-Truck, Kiddie Tractor Pull and the Annual 5K Race.

Mr. Frederick thanked the Fire Department for their participation at the Melon Festival.

PERSONNEL: Chief Rospert noted that the Department is seeking two new members to fill the roster.

ACCIDENT: Chief Rospert discussed an accident that took place that day at the intersection of Mason Road and Route 250. He noted that it is one of the worst intersections for accidents and believes there should be a left turn light for drivers coming off of Mason Road, particularly due to traffic from EHOVE.

A.C.: Chief Rospert requested that an air conditioning unit be installed in Fire Station #No. 1 meeting room. Mr. Frederick noted that as part of the Township Hall renovations, an outdoors condenser will be providing air conditioning to the Trustees Room and could probably be utilized to also provide air conditioning to Fire Station No. 1.

THANK YOU: Mr. Frederick read a letter from Chef Gardens thanking the Fire Department for the automatic mutual aid agreement which will help protect their buildings.

ZONING

PERMITS: Recently issued permits were available for review.

ZONING CHANGES: Mr. Frederick moved and Mr. Nickoli seconded a motion to hold a public hearing on October 3, 2018, at 6:30 p.m. to consider the recommendation of the Zoning Commission for corrections and clarifications to Article 10 (Schedule of Regulation) of the Zoning Resolution. The motion unanimously passed.

FEES FOR LAKE ERIE ARMS: The Board discussed various reasons for fees and options for determining fees for large projects. They will consider alterations to the zoning fees in the future. For the Lake Erie Arms project which requires very large parking area, Mr. Frederick moved to waive the square footage fee for the parking lot. Only the building first floor square footage fee would be applied, plus \$150 base fee on parking. Mr. Nickoli seconded the motion. The motion passed unanimously.

DAVE'S FOOD MART: Mrs. Arthur reported that she has received an application for a permit for Dave's Food Mart on Tuesday. She has reviewed the permit and has been in contact with Mr. Feick, the project's architect, concerning needed variances and possible conditional use issues. .

VIOLATIONS:

Wikel Road car sales/service: Clayton Howard has responded. He explained that none of the cars are his except for one that he was restoring. The remaining vehicles belong to three Gede brothers who have an easement to use the driveway and he was allowing use of the property as a favor. He stated he will have all the cars removed and no further cars brought in or business conducted on his property by August 31st. Mrs. Arthur inspected this property last week and reported that most cars are gone. There remain four or five cars along the barn. One car had the hood up. No cars were being advertised for sale.

Cheryll Adams/River Road: trailer removal. Previously Mrs. Arthur had reported that Ms. Adams had stated she would not be cooperating with the removal of the trailer. Last week's inspection found that no changes to the condition of the property had been made. Mrs. Arthur will send a second violation notice.

Charles Grose/Landsdown. Mrs. Arthur had determined that no violation had been found on Mr. Grose's property concerning the location of bushes and/or a wooden statue. However, the complainant, Linda Horne, contacted the Erie County Sheriff with her concerns. Sheriff Sigsworth visited Mrs. Arthur at her home on Saturday. She explained that Mrs. Horne's concerns had been addressed and the issue had already been laid to rest. Sheriff Sigsworth requested that Mrs. Arthur write a letter to him and copy it to Mrs. Horne explaining the resolution of the issue. Mrs. Arthur has done so.

Lehmann/ 1912 Warwick: After receiving a complaint concerning unmown grass, Mrs. Arthur has sent a violation notice to the property owner concern unkempt state of the property.

ZONING FEE COMPARISONS: As noted earlier, the Board will look at revising the Zoning Fee Schedule at a later date.

IWorq SOFTWARE: Mrs. Arthur reported that she took part in a webinar software demonstration that would replace the old Zone Pro software with a more user friendly and update version of IWorq. The Erie County Auditor's Office is recommending the use of this software. Mrs. Arthur noted that she could see the value by means of record keeping, ease of use, and the expedited preparation of letters and notices. She found that the IWorq, located in Utah, could easily update records from the County, as everything is done online. All records would be remotely stored a physical locations on the east and west coast. All service issues are dealt with through webinar tutorials, rather than waiting for weeks to get a visit from a service person. The company states that 99% of issues are solved in about 10 minutes and that having any issues at all is very rare.

Mrs. Arthur presented a purchase agreement from the company that would cover a first year set up fee and annual fee that will never be increased. The costs include all updates and services. She noted that she was told that costs could be negotiated. The Trustees said to go back and see if IWorq would come down some on the price. The price is based on population and the population that Mrs. Arthur gave the company included the Village, which would be a separate agreement.

OLD BUSINESS

The new Personnel/Policy Manual were distributed.

NEW BUSINESS

OHIO CHAUTAUQUA: The Ohio Humanities sent a Partnership Agreement to hold Ohio Chautauqua in Milan on June 11-15 2019. There will be an organization meeting headed by Milan Township for all the committee people involved on October 26, 2018 at the Milan Public Library from 10:30 a.m. to 3:00 p.m.

LAKE ERIE SHORES & ISLANDS 2019 TRAVEL GUIDE AGREEMENT: Lake Erie Shores and Islands is asking for the Townships participation by sponsoring a half-page ad in the 2019 Travel Guide. The Milan Chamber of Commerce and Milan area businesses will also be sponsoring ads. The hotel tax pays for this to promote tourism. The Trustees reviewed the actual pages in the brochure. Mr. Frederick noted that LES&I have agreed to advertise Ohio Chautauqua in the brochure free of charge. The Township's portion of the agreement is \$3000. Mr. Nickoli moved and Mr. Shover gave second to renew the contract with LES & I. The motion passed unanimously.

INDIGENT BURIAL: Mr. Frederick noted that the Township is responsible for indigent burials should the need arise. The Trustees will need to compile a policy for indigent burials in the future.

BWC MATCHING GRANT: Mr. Frederick noted that the Bureau of Workmen's Compensation offers a grant program for body armor which requires a 25% local match. The Board should keep in mind for the future.

TOWNSHIP HALL REQUEST: Jim and Lisa Teed have requested permission to serve alcohol at their New Year's Eve party which is scheduled in the Township Hall on December 31, 2018. Mr. Frederick noted that this is to be a somewhat of a formal affair. Mrs. Arthur noted that proof of insurance from the Teed's homeowner's policy would be required. The matter was tabled until Mr. Shover can speak with the Teeds.

FINANCIAL

OHIO PUBLIC WORKS GRANT: The Township is applying for a public works grant through the State Capital Improvement Program for road repairs under the small community category. Last year an application was made for repairs to the hill on Shaw Mill Road, but was denied due to a paperwork issue. The Erie County Engineers Office has suggested applying for the grant to help pay for guardrail. The Engineer's Office estimates the cost of the project to be about \$20,000. The application is due on Friday and Mr. Rospert is asking the Trustees to assist him with areas of the application. It was decided that the application would score higher if the Township would agree to match a greater percentage. It was agreed to provide 50% matching funds from the Township. Mr. Nickoli said he would be available to meet with Mr. Nickoli. Mr. Frederick moved the adoption of the following resolution.

Resolution 2018 -21

A RESOLUTION AUTHORIZING ZACHARY ROSPERT, FISCAL OFFICER, TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND LOCAL TRANSPORTATION IMPROVEMENT PROGRAMS AND TO EXECUTE CONTRACTS AS REQUIRED.

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, Milan Township is planning to make capital improvements to the guardrail at Shaw Mill Road, and

WHEREAS, the infrastructure improvement herein above described in is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by Milan Township Trustees:

Section1: Fiscal Officer Zachary Rospert is hereby authorized to apply to the OPWC for funds as described above

Section 2: Dan Frederick, the chief executive officer, is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

Mr. Nickoli gave a second to the motion.

The roll being called resulted as follows: Mr. Frederick-yes. Mr. Nickoli-yes. Mr. Shover-yes.

RESOLUTION – 2018-21 ADOPTED THIS FIFTH DAY OF SEPTEMBER, TWO THOUSAND-EIGHTEEN.

Mr. Shover asked about how the new employee is working out. Mr. Fox said he is doing well. As there was no further business brought before the Board Mr. Frederick declared the meeting adjourned at 8: 25 p.m.

Mr. Daniel Frederick, Chairman

Mr. Zachary Rospert, Fiscal Officer