

BOARD OF TRUSTEES

Daniel Frederick
Gerald Nickoli
Mike Shover

FISCAL OFFICER

Zachary Rospert



MILAN TOWNSHIP

www.milantwp.org

MILAN TOWNSHIP

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Milan, Ohio 44846
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ZONING INSPECTOR

Colleen Arthur

The Milan Township Board of Trustees met on January 2, 2019 at 7:00 p.m. in the Community Room of the Milan Township Hall for the organization of the Board for 2019 and the first regular meeting of the month.

Present at the meeting were Trustees Daniel Frederick, Gerald Nickoli and Mike Shover, Fiscal Officer Zachary Rospert, Road Supervisor Dave Fox, Maintenance crewman Matt Hudson, Fire Chief Brian Rospert, Zoning Inspector/Township Secretary Colleen Arthur, Chairman of the Zoning Commission Bill Muthig, Mr. Sparky Weilnau and Mr. Joe Schell.

2019 ORGANIZATION MEETING

Mr. Frederick called the Organization meeting to order at 7:01 p.m. and passed the gavel to Fiscal Officer Zachary Rospert.

Mr. Rospert asked for nominations for the position of Chairman of the Board of Trustees. Mr. Nickoli nominated Mr. Frederick. Mr. Shover gave second to the nomination. Mr. Frederick accepted the nomination and was appointed by unanimous vote.

Mr. Rospert asked for nominations for the position of Vice-Chairman of the Board of Trustees. Mr. Frederick nominated Mr. Nickoli. Mr. Shover seconded the nomination. Mr. Nickoli accepted the nomination and was appointed by unanimous vote.

Mr. Rospert turned the meeting over to Mr. Frederick.

REGULAR MEETING

ROLL: Mr. Rospert called the roll. Mr. Frederick, present. Mr. Nickoli, present. Mr. Shover, present.

MINUTES: Mr. Nickoli moved to approve the minutes of the December 19, 2018 meeting noting corrections to the amount of salt that was ordered and total tonnage on hand. Mr. Rospert had also made some corrections. With those corrections noted. Mr. Frederick seconded the motion to approve the minutes. (Mr. Shover had not been in attendance at the 12-19-18 meeting.)

EXPENSES: Mr. Shover moved and Mr. Nickoli seconded a motion to pay expenses as presented by the Fiscal Officer. Approved electronic payments 244 (2018) and 2-11 (2019) and warrants 18685-18723 in the amount of \$116,509.90.

AUDIENCE COMMENTS

Mr. Joe Schell of 15317 Walnut Street addressed the Board concerning his desire for the Township to place stone on the public portion of Walnut Street from his existing home to property that he purchase from his aunt. Dirt has covered the existing stone base, making it difficult to traverse. Mr. Schell's wife is

in a wheelchair and would like to be able to use the street for access to both properties. Mr. Schell presented diagram of the area, approximately 190 feet in length where he would like the stone applied.

Mr. Frederick asked if the Schells are moving to the new house. Mr. Schell said that they intended to do so. Mr. Fox explained to the Board where the Township plows to. Mr. Schell stated that he preferred the Township not plow the road; that he would take care of it with a snow blower. He just wants to make sure that an ambulance can easily gain access to the property for his wife's care. Mr. Schell gave a brief history of what part of the road had been vacated. It was noted that his father, Mr. Larry Schell is opposed to having the stone brought in, however, it is still a public road. He asks only that the length of about 200 feet be stoned the width of one lane.

Mr. Frederick noted that since it is public the Township could stone both lanes. Mr. Schell said he was okay with that.

Mr. Nickoli noted that as long as it is a dedicated road it is the Township's responsibility to maintain it within the legal right-of-way.

Mr. Shover asked about Perrin Road, which is in a similar condition. That too is a legal road.

Mr. Frederick suggested having the County Engineers Office stake out the legal right-of-way for the area in question.

Mr. Nickoli moved and Mr. Shover seconded a motion to place stone (size 411's or 57's) on a portion of Walnut Street from the intersection of St. Charles and Oak Streets to Mr. Schell's property a distance of approximately 250 feet by eight feet wide according to the County Engineers' survey of the area. Mr. Schell prefers that the Township forego plowing and has agreed to assume the responsibility of snow removal. The motion passed unanimously.

Mr. Nickoli asked if the Township crew could accomplish the job with the Township's trucks. Mr. Fox said they could but not very easily. Mr. Weilnau pointed out that when Mesenburg Bros. deliver stones they distribute it evenly in one pass.

MAINTENANCE

SALT: Mr. Fox noted that the salt shed is full to capacity and both salt trucks are also full.

STORAGE: Ed Smialowski has offered to store the Township's crack seal machine in his red barn across the street from the Township Garage. The machine is currently sitting in the parking lot as there is no room in the garages. It used to be stored in the Village's barn on Merry Street, but they have no room either. Mr. Smialowski no longer works in his barn and is offering the space free of charge. The Township will be using the equipment in the spring. Mr. Fox noted that he will be contacting Dave Kelley when ordering the crack seal compound, as by adding to Mr. Kelley's order, the Township can save the shipping cost.

KELLEY ROAD SIGNS: Mr. Fox reported that he has the County Engineer's report on signage for the Kelley Road railroad overpass height. The County suggested several cautionary yellow signs. The Township has requested approval of the County Commissioners to post the black and white NO THRU TRUCK signs that would be enforceable by law. This is also preferred by the Sheriff.

ANNUAL ROAD INVENTORY: It was noted that the road inventory report. Mr. Fox will complete the report.

FIRE

CALLS: Chief Rospert reported that there were five (5) fire calls in December and a total of 107 calls in 2018.

WASHER/BWC GRANT: Caylie Shover has sent paid invoices for the new washer and fire hoods to the Bureau of Workers Compensation for reimbursement from the BWC grant. The Chief thanked Dave Fox and Matt Hudson for installing the washer.

EQUIPMENT: The Department received 1200 feet of new hose. They are still awaiting ten (10) MSA bottles, gated wye and wildland fire brooms.

RESIGNATION Storm Weimer submitted a letter of resignation from the Department due to work requirements and starting a new family. Mr. Nickoli moved and Mr. Shover seconded a motion to accept Mr. Weiner's resignation.

ROSTER: Chief Rospert noted that this brings the roster down to 31. The officers will be interviewing Jason Wolfkill to fill a position.

TRAINING: The Chief noted that all of the current firefighters have fulfilled their 18 hours of required training.

ZONING

Mrs. Arthur reported that due to the holidays there is nothing to report at this time.

OLD BUSINESS

Mr. Frederick asked for a change order concerning the handrail on the outside ramp to the new elevator. Weld Tech, a company in Berlin Heights who also does fabricating work for Cedar Point, has been asked to fabricate and install the handrail. Studer-Obringer has no objection to using Weld Tech. This was originally quoted in Studer-Obringer's bid. The change would result in a credit in the Township's favor of \$920. Mr. Frederick moved for the approval of Change Order No. 2 in the construction agreement with Studer- Obringer to hire Weld Tech to fabricate and install the handrail on the outside ramp of the new elevator addition. Mr. Shover seconded the motion. The motion carried unanimously.

Mr. Frederick noted that the Board must decide to either paint the woodwork in the Trustees Room or remove the paint and stain it to match the bead board. Mr. Dave Mesenburg has offered to paint the trim for free. The Board will look at the trim after the meeting.

Mr. Frederick explained that the elevator will arrive any day. In order to install it will be necessary to have a storage unit truck on-site. He contacted Don Blatnik at Wikel Trucking and they are willing to donate a truck box for this purpose. The Village has been contacted and approved the location of the box on Park Street. The installation will take 7-10 days.

Hanks Hardwood flooring said they could refinish the floor in the Trustees' Room on January 21st. The cost is \$4.00/foot. Mr. Frederick moved to hire Hanks Hardwood Flooring to refinish the Trustees' Room floor at a cost not to exceed \$2000. Mr. Shover seconded the motion. The motion carried unanimously.

Mr. Frederick remarked that he would hope the entire project will be finished by February 11th for the Chamber of Commerce dinner. He also noted that he will put together a final cost sheet including in-kind donations.

NEW BUSINESS

ANNUAL ADMINISTRATIVE DECISIONS OF THE BOARD OF TRUSTEES

Mr. Shover moved and Mr. Nickoli seconded a motion to set the date and time of regular Trustees meetings on the 1st and 3rd Wednesdays of each month at 7:00 p.m. at Milan Town Hall (next day if holiday). Work sessions to be held as needed on Mondays at 8:00 a.m. at Township Offices, 1518 SR 113 East. Also, should there arise the necessity of a special meeting the date, time, location, and purpose of any said meeting shall be posted on the Township website, front door of Milan Town Hall, and front door of Township offices per ORC 121.22. The motion passed unanimously.

Mr. Shover moved and Mr. Nickoli seconded a motion to Dan Frederick and Gerald Nickoli as representatives from the Board of Trustees and Cindy Rospert representing the township resident to Firefighters' Dependent Fund Board per ORC 146.03. The Annual meeting of the Firefighters' Dependent Fund Board will be held at 7:00 p.m. on January 16, 2019. The motion passed unanimously.

Mr. Nickoli moved and Mr. Shover seconded the motion authorizing the Fiscal Officer to invest excess funds as allowed by ORC. The motion passed unanimously.

Mr. Shover moved and Mr. Nickoli seconded a motion to appoint the following Township positions:

Zoning Inspector	Colleen Arthur
Assistant Zoning Inspector	Zach Rospert
Township Road Superintendent	Dave Fox
Township Secretary	Colleen Arthur
Milan Township Fire Chief	Brian Rospert
Assistant Fire Chief	Tom Jesberger
Board of Zoning Appeals	Frank Lytle (renew for term to 12/31/2023) All other members are within their current term.
Planning Commission	Matt Ehrhardt (fill vacant position, term to 2023) All other members are within their current term.
Fire Code Board of Appeals	All members are within their current term.
NORW Representative Bd./Dir.	John Landoll through 2020
The motion unanimously carried.	

Mr. Nickoli moved and Mr. Shover seconded the motion to assign the following individuals responsibility for the various boards and issues:

Erie County Regional Planning Commission: Dan Frederick with Alternate: Jerry Nickoli

Erie County Emergency Management Agency: Mike Shover

Scott Cemetery Board and other Milan Township cemeteries: Jerry Nickoli

North Central EMS: Mike Shover

Milan Township Hall: Dan Frederick

Erie County Solid Waste District and Landfill: All Trustees

Edison Park: Dan Frederick

Insurance including Healthcare and Liability issues: Mike Shover

Loss Prevention: All Trustees

Road Issues: All Trustees and Road Superintendent

Erie County General Health District Advisory Council: Mike Shover

Village of Milan issues: Dan Frederick

Milan Township Fire Department issues: All Trustees

Erie MetroParks liaison: Jerry Nickoli

Property Maintenance issues: All Trustees

Township zoning matters: All Trustees

Safety matters: Mike Shover (Road Superintendent to attend safety meetings)

Cable TV, Ohio Edison, Erie County water and other utilities: Jerry Nickoli

Franklin Flats issues: Jerry Nickoli

Erie County Township Association: All Trustees and Fiscal Officer

Erie County Council of Governments: Dan Frederick and Alternate: Mike Shover

Edison Park scheduling coordinator: Dave Fox

Milan Town Hall scheduling coordinator: Colleen Arthur

Public Square comfort station attendants: Dave Fox and Matt Hudson

The motion unanimously passed.

Mr. Shover moved and Mr. Nickoli seconded a motion to previously approved Milan Township Personnel Policy Manual.

Note intentions of upgrading timesheet forms for improved budgeting capabilities. (Mr. Z. Rospert is developing a more specific timesheet that will be reviewed and approved at a later date.)

Confirm Holidays per Milan Township Policy Manual and ORC 511.10: New Year's Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Confirm Overtime Policy per Milan Township Policy Manual, FLSA, and ORC 4111.03: Overtime shall be paid for full-time employees at a rate of 1 ½ times regular rate for hours worked exceeding the regular work week of 40 hours from 12:01 am Saturday to 12:00 pm on the following Sunday. Per Milan Township Personnel Manual, vacation and holidays are considered hours worked but sick time shall not be considered hours worked.

Confirm Sick Days Policy per Milan Township Policy Manual and ORC 124.382: Full-time employees are allowed Sick Days which are accrued at rate of 3.1 per 80 hours worked. Sick time may be accumulated to a maximum of 720 hours or 90 days. Upon retirement, employees to be compensated 1/3 accrued sick leave, maximum of 240 hours.

Confirm Bereavement Policy per Milan Township Policy Manual and ORC: Full-time employees may use of to 3 days of sick time, see ORC 124.387.

Confirm Vacation Policy per Milan Township Policy Manual and ORC: Full-time employees earn overtime based on 0-2 years (40 hours), 3-4 years (80 hours), 5-14 (120 hours), over 15 years (160 hours). Vacation time shall be used in Trustee-approved 8 hour increments. Vacation time must be used during the year earned with no carryover.

The motion unanimously carried.

Mr. Nickoli moved and Mr. Shover seconded a motion to set monthly pay period and rate of compensation for Trustees and F/O per ORC 505.24. Compensation shall be drawn from general fund (70%) and fire fund (30%) accounts based on annual review of trustee time spent and similar allocation for fiscal officer with annual review. The motion passed unanimously.

EXECUTIVE SESSION: Mr. Nickoli moved and Mr. Shover seconded a motion to move into executive session to discuss personnel issues. The roll was called. Mr. Nickoli, yes. Mr. Shover, yes. Mr. Frederick, yes. The Board entered into executive session at 7:57 p.m.

The Board came out of executive session and Mr. Frederick reconvened the regular session at 8:49 p.m.

COMPENSATION:

Mr. Nickoli moved to keep the Zoning Inspector's salary at \$1159.91 per month. Mr. Shover seconded the motion. The motion carried.

Mr. Nickoli moved to give a 2% increase in the Township Secretary's hourly rate of \$18.70 per hour to \$19.07 for 2019. Mr. Shover seconded the motion. The motion carried unanimously.

Mr. Shover moved and Mr. Nickoli seconded a motion to give a one-time 2% bonus for 2019, in the amount of \$1,105. Mr. Nickoli seconded the motion. The motion carried unanimously.

Mr. Nickoli moved and Mr. Shover seconded a motion to increase the Township Road Crewman hourly pay of \$19.00 by \$.50 per hour commencing with the next pay period and another \$.50 per hour increase at the end of the probation period in 2019. The motion passed unanimously.

Mr. Nickoli moved and Mr. Shover seconded a motion to increase the Fire Chief's and Assistant Fire Chief's salary by 2%.

Township Fire Chief: currently \$920 per month to \$938.40 per month in 2019
Assistant Fire Chief: currently \$660 per month to \$673.20 per month in 2019.
The motion carried unanimously.

Mr. Nickoli moved and Mr. Shover seconded a motion to keep the following rates of compensation in 2019.

Firefighters (\$19), Engineers (\$20), Lieutenants (\$21), Captains (\$22) per call.
Fire Inspections (\$20 per inspection), Training Sessions (\$30 per, limit of 4 per month)
BZA, Fire Appeals, and Planning Commission (\$30 per meeting, \$40 for Chairman)
Additional CDL operators needed for emergency snow removal, \$18 per hour, as needed.
The motion carried unanimously.

Mr. Shover moved to set rate of deduction for PERS to comply with current requirements. Milan Township will no longer pay ½ of required contribution by full-time employees, except that Road Supervisor, Dave Fox, will be grandfathered. Same policy as elected officials. Mr. Nickoli seconded the motion. The motion carried unanimously.

Mr. Nickoli moved to set the rate of travel expense reimbursement for non-elected officials to \$125 per day, not to exceed \$600 per year. All travel shall be pre-approved by Trustees. Mileage shall be reimbursed at the current rate set by the Internal Revenue Service. Mr. Shover seconded the motion. The motion carried unanimously.

Mr. Nickoli moved and Mr. Shover seconded the motion to authorize the continued availability and payment of group health insurance coverage for full-time employees and elected officials, at current terms. The policy is subject to change upon renewal in June. The motion carried unanimously.

Mr. Nickoli moved the adoption of the following: From time to time, Milan Township may sell unneeded township property to the highest bidder using sealed public bids or GovDeals internet auction, may donate to a non-profit group, or may sell direct to another political subdivision of state government as allowed by ORC 505.10. Mr. Shover seconded the motion. The motion carried unanimously.

Mr. Nickoli moved to approve payment of annual dues to Erie County Township Association which includes membership for Trustees and Fiscal Officer in Ohio Township Association. Authorize payment associate membership dues to same organizations for Township Zoning Inspector and to reimburse expenses for the Ohio Township Association Winter Conference. Mr. Shover seconded the motion. The motion unanimously carried.

Mr. Shover moved to approve renewal of annual support of Erie County Economic Development Corporation based on matching previous year's pledge of \$1000.00. Mr. Nickoli seconded the motion. The motion carried unanimously.

Mr. Nickoli moved to authorize reimbursement of up to \$400 per year for each full-time employee for expenses related to their purchase of work boots, coats, pants, and gloves only. Mr. Shover seconded the motion. The motion carried unanimously.

Mr. Nickoli moved to set fees for township services including applications for zoning and building permits. Actual amounts will be reviewed at a later date. Mr. Shover seconded the motion. The motion unanimously carried.

Mr. Nickoli moved to renew Township Records Retention Policy and re-appoint Chairman of Trustees, Fiscal Officer, and Township Secretary as members of Township Public Records Commission. Mr. Shover seconded the motion. The motion carried unanimously.

As there was no further business brought before the Board, Mr. Frederick declared the meeting adjourned at 9:03 p.m.

Mr. Daniel Frederick, Chairman

Mr. Zachary Rospert, Fiscal Officer