

The Milan Township Board of Trustees met for the first regular meeting of the month and held the 2020 Organization meeting on Wednesday, January 8, 2020 at 7:00 p.m. in the Trustees' Room of the Milan Township Hal.

ELECTION OF OFFICERS:

ROLL: Mr. Rospert called the roll. Dan Frederick, present; Jerry Nickoli, present; Mike Shover, present.

CHAIRMAN: Mr. Frederick called meeting to order at 7:03 p.m. and turned over the gavel to Fiscal Officer Zachary Rospert. Mr. Rospert then entertained nominations for Chairman of the Milan Township Board of Trustees or 2020. Mr. Shover nominated Gerald Nickoli to serve as Chairman. Mr. Frederick gave second to the motion. Mr. Rospert asked for any other nominations. As there were none, nominations were closed. Mr. Nickoli was elected as 2020 Chairman by unanimous consent.

VICE-CHAIRMAN: Mr. Rospert then asked for nominations for Vice-Chairman. Mr. Nickoli nominated Mike Shover to serve as Vice-Chairman of the Board of Trustees. Mr. Frederick seconded the motion. As no further nominations were offered, Mr. Rospert closed nominations. Mr. Shover was elected to serve as Vice-Chairman by unanimous consent.

Mr. Rospert then relinquished the gavel to Mr. Nickoli.

REGULAR SESSION

For the regular business meeting, Mr. Nickoli asked everyone to stand for the Pledge of Allegiance.

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

MINUTES: Mr. Frederick moved to approve the minutes of the December 18, 2019 meeting. Mr. Shover seconded the motion. The motion carried.

EXPENSES: Mr. Frederick moved and Mr. Shover gave second to approve payment of the expenses as presented by the Fiscal Officer. The motion was unanimously approved.

Approved 2019 Electronic Payments 243-247 and 2020 Electronic Payments 3-4 & Warrants 19486-19547 in the amount of \$19,922.81.

MAINTENANCE

EDISON PARK: Mr. Fox reported that the crew has been working to remove a fence line on the Elm Street lot at Edison Park. The chain link fence is gone and the next step will be removing the portion across the pines trees. In the spring, Mr. Fox will ask Cork Moore to come in and level off the ground where the fence had been.

WORK SCHEDULE: Mr. Frederick noted that it would be good to put more specific info on the time sheets. Mr. Fox responded that he had spoken to F.O. Rospert about putting too much specific information on the work report as it limits him to specific funds out of which funds the work might be paid. Mr. Rospert had preferred that the crew keep a chart of work separate from payroll sheet. Mr. Rospert explained why noting each work task on the timesheet would force him to be extremely specific with line items out of the different funds, rather than paying from just Road/Maintenance, Fire or General Funds. It was suggested that this be brought up at the Ohio Township Assoc. Winter Conference to see how other fiscal officers treat this. Then the Trustees might be able to put a new policy in place by the second quarter in April.

Mr. Shover noted that the purpose is to organize work; not to specify what funds are used. Mr. Rospert further explained how funds are used for specific purposes. Mr. Frederick asked about putting money in General Fund for payroll.

There was additional discussion of examples of work done and how to list it. Mr. Frederick gave reasons why a work history is necessary; i.e. If the Township was to hire someone for a specific job or if a particular job needed to go out for bid based on hours.

FIRE

CALLS: Mr. Rospert noted that there were seven (7) fire call in December. The total number of calls in 2019 was 102.

DUTY: The Chief reported that Saturday, January 11th, Station No. 2 will be manned with personnel to Groton, Oxford Townships and the Ohio Turnpike during the time of Linda Jett's funeral service from 11:00 a.m. to 3:00 p.m.

TRAINING: Kevin Knallay received hi Volunteer Certification.

MEMORIAL SERVICE: On February 9, 2020 at 1:00 p.m. at Fire Station No. 2 there will be a memorial dedication service for Asst. Chief Robert Koch who died in the line of duty in February 1974. A memorial bench will be installed and tree planted. Mr. Koch's family, former and current firefighters will be invited. The Chief asked that the Trustees participate in the service and all Township personnel be present.

PERSONNEL: The Chief noted that Mr. Vartorella is resigning and three other firefighters will follow for various reasons. The loss of these people will bring the roster down to 34. He has one application and several inquiries at present.

NEW TRUCK: The Truck Committee met with Sutphen last Monday. They have preliminary cost estimates for the new truck.

Fire Safety Services HME Truck- \$488,600

Finley Fire Pierce Truck- \$530,000

Sutphen - \$553,500

None of these figures include any discounts, nor do they include any of the loose equipment specifications. The Truck Committee has a trip scheduled on January 20th to go to Grand Rapids, Michigan to see the HME truck. They also went to Wakeman to view the Pierce truck wish is the same layout that they are looking for. Mr. Frederick asked if the Trustees could get copies of the spec sheets to take to the Winter Conference. Mr. Frederick discussed the timeline for ordering; in March or April. Mr. Rospert verified that the Township has the funds to pay for the truck up front, especially if that would encourage a lower price. The Fire Equipment Levy is over \$417K with available funds also in other fire funds.

EQUIPMENT: The Department will need to replace 5-6 sets of bunker gear this year and 10 MSA bottles as part of the continuous replacement of date expired equipment. A set of bunker gear costs between \$2000 and \$2500.

BWC: The Chief noted that he has not heard back from BWC yet on a follow-up meeting, but will advise the Trustees once more information is received.

ZONING

Mrs. Arthur reminded the Board of the Trustees public hearing on the matter of a requested change of zoning classification from Robert and Helen Schoen. Tomorrow, January 9, 2020 at 6:00 p.m. The Zoning Commission's recommendation to deny the requested was noted.

Mrs. Arthur presented a job description for the Zoning Inspector and Township Secretary positions.

Mrs. Arthur noted that she had inspected two properties where there are apparent zoning violations. A house on Route 113 E. (next to FTMC office) that has accumulated a good deal of junk and trash around the premises and someone is living in a 5th wheel RV on Jeffries Road.

Mrs. Arthur reported to the Trustees details of a request by Coles Energy to place 66'L X 10'W X 12'H, 30,000 gallon propane tank either at their offices on Route 113 E. or at the corner of Route 113 and River Road. Neither location is in a zoning district where offloading of propane would be appropriate.

OLD BUSINESS

Mr. Frederick reported that he attended a meeting at the County concerning the April 1, 2020 Census Day. They are looking for census workers.

Mr. Nickoli asked if the Township had receive grant money from Erie Metro Parks for the Edison Park seating project. Mr. Rospert confirmed that payment was received and deposited in 2019

NEW BUSINESS

EVENTS AND MEETING SCHEDULE:

There was a brief discussion of Linda Jett's Memorial Service.

The Trustees and Mr. Rospert will be attending the 2020 OTA Winter Conference in Columbus Feb 5th through the 8th. Registration is due January 15th.

Mr. Rospert had sent invitations to the Northwest Township Association breakfast. RSVP's were requested.

Which township is responsible to host the Erie County Township Association meeting this year was discussed. It's on a rotation, as is the Christmas party, etc. More information is forthcoming.

Since the Trustees will be at the Winter Conference on February 5th, it is necessary to reschedule the first Trustees' meeting in February. Mr. Shover moved and Mr. Frederick seconded a motion to reschedule the February 5, 2020, regular meeting to Monday, February 3, 2020, at 9:00 a.m. in the Trustees' Room of the Township Hall. The motion passed unanimously

FINANCIAL

Bike Path: It was noted that no word has come from the Western Reserve Land Conservatory Grant concerning a grant application to assist with constructing the path through Edison Park.

As there was no other business brought before the Board, this concluded the Regular Meeting.

ORGANIZATION MEETING

Mr. Frederick moved and Mr. Shover 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. 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. Frederick moved and Mr. Nickoli seconded a motion to Dan Frederick and Gerald Nickoli as representatives from the Board of Trustees and Cindi 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 22, 2020. The motion passed unanimously.

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

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

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|------------------------------|----------------|
| 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 |

The motion to approve the above appointments passed unanimously.

Board of Zoning Appeals Mr. Shover moved to renew Mr. Mel Bird's term for four years ending in 12/31/2024. Mr. Frederick seconded the motion. The motion unanimously carried. All other members are within their current term.

Planning Commission Mr. Frederick moved and Mr. Shover seconded a motion to renew Mr. Bill Muthig's term for four years ending in 12/31-2024 The motion carried unanimously. All other members are within their current term.

Fire Code Board of Appeals Mr. Frederick moved and Mr. Nickoli seconded a motion to appoint Mr. Tim Finton to the Fire Code Board of Appeals for a four year term ending in 12/31/2024, pending Mr. Finton's acceptance. The motion unanimously carried. All other members are within their current term.

Mr. Shover moved and Mr. Frederick seconded the motion to keep the following assignments of individuals responsible for the various boards and issues with an exception to the appointment to Northern Ohio Rural Water representative. Mr. Nickoli will serve, replacing John Landoll who resigned the position:

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

Northern Ohio Rural Water representative: Jerry Nickoli

The motion unanimously passed.

Mr. Frederick moved and Mr. Shover seconded a motion to renew the 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. Frederick 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. Allocation for the Fiscal Officer shall be drawn from the General Fund (50%) and the Fire fund (50%) 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 under exemption G.1. of the Ohio Revised Code. 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. Frederick moved and Mr. Shover seconded a motion to rehire the current Township employees and set the rate of compensation, effective the first pay date in January, beginning January 4,, 2020. The motion carried.

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

Mr. Frederick moved to give a 2% increase in the Township Secretary's hourly rate of \$19.07 per hour to \$19.45 for 2020. Mr. Shover seconded the motion. The motion carried unanimously.

Mr. Frederick moved and Mr. Shover seconded a motion to give a 2% one-time bonus of \$1,105 to the Township Road Superintendent for 2020. The motion carried unanimously.

Mr. Frederick moved and Mr. Shover seconded a motion to give a 1% increase the Township Road Crewman hourly pay of \$20.00 to \$20.20 per hour, plus an additional 40 hours of vacation in 2020. The motion passed unanimously.

Mr. Frederick 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 \$938.40 per month to \$957.17 per month in 2020
Assistant Fire Chief: currently \$673.20 per month to \$686.66 per month in 2020.
The motion carried unanimously.

Mr. Frederick moved and Mr. Shover seconded a motion to increase by \$1 per call the following rates of compensation in 2020.

Firefighters (\$20), Engineers (\$21), Lieutenants (\$22), Captains (\$23) 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. Frederick 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. Frederick 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. Frederick 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 Gov.Deals 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. Frederick 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. Frederick moved to approve renewal of annual support of Erie County Economic Development Corporation based on matching previous year's pledge of \$1000.00. Mr. Shover seconded the motion. The motion carried unanimously.

Mr. Shover 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. Frederick seconded the motion. The motion carried unanimously.

Mr. Frederick moved to set fees for township services including applications for zoning and building permits at the same rate as 2019. Mr. Shover seconded the motion. The motion unanimously carried.

Mr. Frederick 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. Nickoli seconded the motion. The motion carried unanimously.

As there was no further business brought before the Board, Mr. Nickoli declared the meeting adjourned at 9:00 p.m.

Mr. Daniel Frederick, Chairman

Mr. Zachary Rospert, Fiscal Officer