

The Milan Township Trustees met for a regular meeting on Wednesday, April 1, 2020, at 7:00 p.m. in the Community Room of the Milan Township Hall. Present at the meeting were trustees Jerry Nickoli, Mike Shover, and Dan Frederick along with Road Supervisor Dave Fox, Crewman Matt Hudson, Fiscal Officer Zachary Rospert, Zoning Inspector/Township Secretary Colleen Arthur and Township Administrative Assistant Karen Kern.

Mr. Nickoli opened the meeting at 7:00 p.m. with Pledge of Allegiance.

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

#### MINUTES:

Mr. Frederick moved and Mr. Nickoli seconded a motion to approve the January 22, 2020, minutes. The motion carried unanimously.

Mr. Frederick moved and Mr. Shover seconded a motion to approve the minutes of the February 3, 2020, meeting. The motion unanimously carried.

Mr. Frederick moved and Mr. Shover seconded a motion to approve the minutes of the Feb. 19, 2020, meeting. The motion unanimously carried.

Mr. Frederick moved and Mr. Nickoli seconded a motion to approve the minutes of the March 4, 2020, public hearing on a zoning change and those of the regular meeting held that same evening. The motion unanimously carried.

Mr. Frederick moved for the approval of the March 18, 2020 minutes noting that it was not necessary to list specific items on monthly maintenance schedule. Mr. Shover gave a second to the motion with that change noted. The motion unanimously carried.

Mr. Frederick moved and Mr. Shover seconded a motion to approve the minutes of the Monday, March 23, 2020 Special Meeting called to discuss Township personnel and adopt temporary Milan Township policies related to Covid 19 pandemic. The motion unanimously carried.

EXPENSES: Mr. Frederick moved and Mr. Shover seconded a motion to approve electronic payments 59-71 and warrants 19690-19745 in the amount of \$28,712.82, as presented by the Fiscal Officer. The motion unanimously carried.

#### **MAINTENANCE**

TRUCKS: Mr. Fox reported that the plow trucks have been cleaned and plows put away for the season. The fire trucks are being monitored.

ROADS: The crew is working on cleaning catch basins and patching of holes on McIntyre Road and Route 113 and on Seminary Road

MAINTENANCE: Mr. Hudson is keeping bathrooms sprayed and sanitized at the Comfort Station. Although Edison Park has been closed during the Covid 19 pandemic, people have been at the park. Mr. Frederick noted that the Milan Police will be instructing any visitors to leave Edison Park.

MOWING: Mr. Fox stated that the lawnmowers are ready and mowing of cemeteries, Township building sites and Edison Park will begin as soon as things dry out.

Mr. Fox informed the Board that the shelter houses at Edison Park will be power washed this coming week. Mr. Shover asked about cleaning guardrails before they get too high with weeds. Mr. Fox noted that they will do that and will also spray weed killer on the green new growth.

Mr. Nickoli asked that Mr. Fox and Mr. Hudson work separately during social distancing and provided a list of jobs. Mr. Nickoli spoke to the issue of a regular service maintenance program for trucks and mowers and reviewed a prioritized list.

Mr. Frederick thanked Mr. Fox and Mr. Hudson for assisting with the use of the dump truck in cleaning up the police station.

### FIRE

In Chief Rospert's absence, Mr. Hudson reported the following:

Huron County EMA has obtained a stock pile of Personal Protection Equipment (PPE). Milan Township Fire Department is a member of Huron County Emergency Management because we provide fire protection to a portion of Norwalk Township. Mr. Hudson enumerated on the number of N95 masks, gowns and gloves that are being made available to fully stock Milan Township Fire Department at a cost of \$1500.00. These costs may even be reimbursed. Mr. Shover moved and Mr. Frederick seconded the motion to approve \$1500.00 for the purchase of PPE for Fire Department personnel from Huron County EMA. The motion unanimously carried.

Mr. Hudson noted that NCEMS emailed saying that, due to social distancing during the pandemic, they will only respond with one person per patient while the driver remains in the ambulance. On some occasions it may be necessary for the Fire Department to assist.

In addition to Mr. Hudson's report, Chief Rospert provided the following written report.

*Calls for the month of March: 6*

*Total calls year to date of March 27<sup>th</sup>: 17*

*As you are all well aware, we have cancelled all trainings and meetings until further notice, due to the COVID 19 pandemic. We have put in several infectious disease protocols in an attempt to minimize our exposure between stations and our firefighters. To date, we are well equipped on PPE. I must commend Dave and Matt for securing product for the needs of our first responders. They secured N95 masks, gloves, disinfectants, safety glasses and other related items.*

*I continue to update the Trustee's and our firefighters with information as it becomes available on how to prepare, proceed, and respond to calls. NCEMS and Fisher Titus have put in new guidelines on how they will be responding to COVID calls. At this time we are not in their plan however, it may come a time that we might have to respond to back them up or provide lift assist. We will utilize our PPE in this case and we will utilize PPE for all MVA's, CO calls or any other calls that we have to enter a structure.*

*I also suggest that we continue to table the purchase of the fire truck until the next meeting. The price quote is good until the end of April.*

### **ZONING**

Mrs. Arthur reported that she has two pending applications:

- 1.) Jim West for barn on Route 13.
- 2.) Diyanni Homes, Route 250 just north of Wayne Homes, non-residential model home. Still awaiting lighting, signage plan and a revision to the driveway.

Mrs. Arthur noted that she also has an application from Frank Rich for a shed in Franklin Flats, however because so many county office employees are sheltering at home she has not been able to make contact with various agencies to set up a meeting of the Franklin Flats Advisory Committee. This may have to wait until after the quarantine. She has informed Mr. Rick of this.

Violations:

Mrs. Arthur has inspected and is monitoring the following potential violations.

- Riley Road trash
- Wikel Road RV trailer at Al Koch residence
- White house west side of FTMC where a lot of wood is being cut and there are seemingly related equipment and vehicles. Mrs. Arthur is not sure if this is actually a violation of the Resolution, but may just be unsightly permitted activity.

Hearings:

There are two ZBA hearing rescheduled for Tuesday, April 7, 2020.

Avery Commerce Park, wrestling and auctions

Andrew Palmer, Scheid Road, barn in front of house

Social distancing protocol was discussed for holding hearings. The Community Room will be utilized.

Board members will be seated at least 6 feet apart. Depending on the number of Board members and Township staff present, only a number of audience members (including the appellant) will be permitted in the room that will total no more than 10 people. If there is more than 10 people, those wishing to address the Board will have to be seated in the hallway until asked to come in to the room if they are needed to testify. Chairs will be suitably distanced for all participants. The surfaces and chairs will be sanitized.

### **OLD BUSINESS**

GRANT: The deadline for application for Erie Metroparks grant is April 24<sup>th</sup>. Mr. Nickoli would like to apply for funding of the bike path through Edison Park and suggested that the Trustees formulate a plan before the next meeting on April 15<sup>th</sup>. He asked if estimates could be obtained for a bridge design to cross the Village Creek by that time. Mr. Frederick thought a bridge design from a structural engineer would cost between \$5,000 and \$10,000. Mr. Nickoli noted that a covered bridge might be preferred.

MEACHAM ESTATE: A letter was received from the attorney for the Meacham estate asking if the Township still objects to the estate not wishing to comply with the will and stating that no liquid or cash funds remain in the estate. It is known that the estate is in possession of many of assets. Considering the value of the estate, it is the Township's position that Mr. Meacham specifically named Milan Township, as well as other community organizations, in his will. The Trustees feel it is important to honor Mr. Meacham's wishes and therefore, in consideration of the ample available assets, the Township does object to the Estates assumption of bankruptcy.

### **NEW BUSINESS**

BRUSH PICKUP: Mr. Shover moved and Mr. Frederick seconded a motion to suspend brush pickup for month of April due to the Covid 19 pandemic. The motion unanimously carried.

RESTROOM RENO: Mr. Frederick offered a report on the Township Hall men's restroom renovation. There are two additional items found needed as the renovation is now underway.

1. An additional \$500 is needed to provide 2X4 studs in the ceiling.
2. It is recommended to extend tile into the hallway in front of both bathrooms for \$1000.

Mr. Shover moved and Mr. Nickoli seconded a motion to approve an additional \$1500 in cost of the restroom. The motion carried unanimously.

ADMINISTRATIVE ASSISTANT: Mr. Shover moved and Mr. Frederick seconded a motion to hire Karen Kern as the new administrative assistant effective April 1, 2020. The motion unanimously carried

Mr. Shover moved and Mr. Frederick seconded a motion to purchase a laptop computer for Mrs. Kern at a cost not to exceed \$900. The motion unanimously carried.

SCHEID ROAD: The Trustees received another request from Mr. Harlan on Scheid Road to have a speed study done to lower the speed limit on Scheid Road. Mr. Harlan states that the situation has changed due the addition of new houses and the opening of the NASA entrance. Mr. Frederick moved and Mr. Nickoli seconded a motion to request a speed study be done by the Erie County Engineer's Office on Scheid Road from the intersection at Route 250 going east .5 miles. The motion carried unanimously.

CORONA VIRUS: The Township received notification of the Employee Rights of Family First CoronaVirus Response Act from the Dept. of Labor. The document will be posted. Mr. Shover attended the Erie County Health District meeting on the Corona virus.

PROPOSED HEATING SYSTEM/TOWNSHIP HALL: The Township Hall formerly had two boilers. One failed leading to new system in the ballroom. The remaining boiler is even older than the one which failed. Local HVAC contractor Sean Neer of Hartland Mechanical said that this remaining boiler is in poor condition and should be replaced. There are several options that the Trustees may take.

The first solution would be to have two gas-fired furnaces and forced air ductwork, one for each side of the hallway. Mr. Frederick thinks this might be a \$20K project. The second option is to just have a new gas-fired furnace and ducted forced air heating on the south side of the Town Hall serving the restrooms and SW Meeting room (church space). In this scenario, the north side of the Town Hall would then be heated and cooled using mini-split HVAC units including the Trustees Meeting Room (existing mini-splits installed 2019) and Community Room (will need two new mini-splits before next winter). The second old boiler could then be abandoned. Mr. Frederick noted and all agreed it would be best to do this heating work now while under construction rather than wait to do the work later and have to open new walls and ceilings. Mr. Rospert confirmed the availability of funds. The Trustees will obtain three competitive estimates for these proposed HVAC upgrades from Hartland Mechanical, Wilkes & Co, and Milan Contractors. Estimates will be reviewed by trustees at next regular meeting.

#### **FINANCIAL**

FIRE TRUCK: Mr. Rospert noted that funding is ready for the purchase of the fire truck whenever needed.

INSURANCE RENEWAL: Mr. Rospert reported that the previously approved insurance renewal has been submitted to OTARMA. Mr. Nickoli thanked Mr. Rospert for all his work toward the preparation of information and materials needed for the insurance review.

As there was no further business brought before the Board, Mr. Nickoli declared the meeting adjourned at 8:19 p.m.

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Mr. Gerald Nickoli, Chairman

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Mr. Zachary Rospert, Fiscal Officer