

The Milan Township Board of Trustees met for the second regular meeting of the month on Wednesday, April 15, 2020 at 7:00 p.m. in the Trustees' Room of the Milan Township Hall. Present at the meeting were Fire Chief Brian Rospert, Road Crewman Matt Hudson, Administrative Assistant Karen Kern, Twp. Sec./Z.I. Colleen Arthur, F.O. Zachary Rospert, and Trustees Dan Frederick, Gerald Nickoli and Mike Shover.

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

MINUTES: Mr. Frederick moved and Mr. Shover seconded a motion to approve the minutes of the April 6, 2020, special meeting concerning the implementation of the Temporary Employee Covid19 Policy and hiring new employees. The motion carried unanimously.

Mr. Frederick moved to approve the minutes of the April 1, 2020 Regular meeting. Mr. Shover gave second to the motion. The motion unanimously carried.

EXPENSES: Mr. Shover moved to approve the payment of expenses as presented by Fiscal Officer Zachary Rospert. Mr. Frederick gave second to the motion. The motion unanimously carried.

Approved electronic payments 74-78 and warrants 19746-19763, totaling \$61,920.43.

MAINTENANCE

Routine maintenance: Mr. Fox was excused from the meeting. Mr. Matt Hudson stated that the Maintenance staff had a productive two weeks including; the removal of dead trees on Creekside

Circle, brush removal, and the removal of the old boiler from the Township Hall. Additionally, the lawn mowers have been made ready for the season and mowing has begun where possible. It is still too wet at Edison Park to begin mowing. Mulching and landscaping is planned in the next few weeks.

Mr. Shover stated he liked the detailed time cards that the Trustees have received. Mr. Frederick expressed his appreciation of the crew removing the old boiler.

EDISON PARK: Mr. Shover noted that he received a call from a resident concerning brush at the bottom of the hill at Edison Park. Due to the Covid19 pandemic, brush pickup by the Township crewman has been suspended in keeping with social distancing. Residents who have brush or limb may deposit them at lower entrance of Edison Park near the Berlin Street bridge. The brush will be chipped at a later date.

In response to several instances of people picking the newly planted daffodils at Edison Park, Mr. Frederick composed a sign noting that the flowers were planted by Eagle Scout August Berckmueller and to please not pick the flowers so that all may enjoy. Mr. Nickoli suggested that some topsoil be added to the crest of the hill to promote growth of the flowers.

Fire

Chief Rospert noted that although he was not at last meeting, he was aware that the Trustees approved \$1500 for the purchase of personal protection equipment (PPE) from the Huron County

Emergency Management Agency. The Chief was able to purchase face shields, gown, sanitizer, and surgical masks at a cost of \$780.95, but he was not able to order the N95 masks. The Township should receive a refund for the balance of the \$1500. He reported that the Fire Department personnel continue to following all Covid19 safety and sanitizing protocols. Mr. Zachary Rospert noted that a sterilization process for PPE is available from the Sheriff Office. The process takes about three days.

NEW TRUCK: Chief Rospert reported that HME price guarantee for the new truck was set to expire April 30th. He asked for extension and they extended the offer only until May 14th. The discounted price being offered for prepaid full payment is \$491,191.00. The total price without the prepaid discount is \$505,300.00; a savings of \$15,109.00.

After May 14 Price would increase to\$ 515,943.00 for the discounted full prepaid price. Without the prepaid discount it would cost \$531,900.00. The savings would be \$15,957.00.

Mr. Nickoli expressed some concern about spending tax funds during this time of loss of revenue while people are being laid off during the pandemic. However, Mr. Shover noted that the funds for the purchase of this new truck have already been collected and earmarked for this planned purchase. Also, purchasing now would save the Township taxpayers more than \$25,000. Mr. Zachary Rospert noted that the fire funds should not be affected by a loss of tax income. Mr. Rospert also noted that the auditor would not look favorably on postponing the use of funds for a particular purpose and allowing the fund to accumulate past their intended objective.

There was a brief discussion of maybe holding off to see if the price might be lowered. Chief Rospert stated that HME is not having any lag in sales and could not see them renegotiating. He also noted that this price is for the truck only and does not include equipment that is estimated to be another \$17-20,000.

The Trustees will have another meeting before the deadline and will take up the issue of the purchase of the new truck at their first May meeting.

Chief Rospert expressed his good wishes to Mrs. Arthur for her retirement and enjoyed working with her for more than 20 years. Mrs. Arthur expressed her mutual feelings and noted that the Milan Township Fire Department saved her home from a chimney fire a few years ago and that the time between calling the department and having the fire extinguished was an amazing 12 minutes. The new aerial truck equipped with foam was first used on that fire.

Zoning

APPLICATIONS: Mrs. Arthur reported that she has three pending applications; two for new houses and one for a shed in Franklin Flats.

TRAINING: Training is ongoing for with Mrs. Kern, the new administrative assistant and with Pat Landoll, the new zoning inspector.

VIOLATIONS: There are a couple of zoning violations that Mrs. Arthur is monitoring to see if they resolve before sending notices.

HEARINGS: The public hearings that were scheduled to be held on April 7, 2020 have been rescheduled to April 28, 2020 due to a couple of no-shows. One gentleman called the next day and said he was on his way but got held up on the turnpike and the other appellant didn't think we would be holding the hearing due to the pandemic. Both have been made aware of the new date.

OLD BUSINESS

ERIE METROPARKS GRANT: The Trustees have been considering repurposing a metal bridge that was removed on Columbus Avenue, near the Engineer Office. Mr. Frederick obtained an estimate from structural engineer Dave Bickley for the costs that would be involved to relocate the bridge to Edison Park alongside the Berlin Street bridge. He took photos of the pony truss, steel trusses and concrete abutment. The metal bridge would need to be moved at the Township's expense and it would cost \$2500 to sandblast the structure. Then there would be additional costs to paint or powder coat the metal. It would be necessary to cut into the existing concrete bridge abutment. These costs would be substantial. Mr. Frederick got estimates for building a wooden bridge using 15' Glulaminate beams and planking. A materials list totaled about \$5000 of lumber. The Trustees were in agreement that the wood structure would be a better option, even with some periodic maintenance. A proposal will be prepared prior to the deadline for the grant. There was further discussion of the variables that should be included in the grant request.

RE-ALIGNING RIVER ROAD: The County Engineers Office is working on a proposal for re-aligning the intersection of River Road and Berlin Street at Route 113E.

NEW BUSINESS

BIDS FOR TOWNSHIP HALL FIRST FLOOR HVAC: The Trustees had previously considered to relocated the baseboard hot water heat, however, it was determined that the remaining boiler will not be working much longer. The Trustees decided to install a new gas fired, forced air heating system for the south side of the first floor of Township Hall. Mr. Frederick prepared a bid package.

BASE BID WORK: Base bid to include labor and materials required for construction of HVAC alterations as indicated on the drawings. Base bid spiral ductwork (indicate as Phase 1) shall extend approximately 12" passed the Men's Restroom wall. Base Bid Work shall include installation of temporary flexible ductwork over the existing lay-in tile ceiling to tow temporary lay-in supply diffusers.

ALTERNATE #1 WORK: Alternate #1 Work includes all labor and materials required to extend the proposed spiral duct across the Meeting Room (indicated as Phase II) on the drawing. If accepted, demolition of the existing lay-in tile ceiling and repair and painting of existing drywall ceiling above shall be provided by Milan Township. Bids:

<u>CONTRACTOR</u>	<u>BASE BID</u>	<u>ALTERNATE #1</u>
Milan Contractors	\$8,850	\$1,500
Harland Mechanical	\$9,800	\$1,180
Wilkes & Company	\$14,023	\$1,214
The project will roughly cost \$10,000		

Motion: Mr. Shover moved and Mr. Frederick seconded a motion to approve the hiring of Milan Contractors/Scott Bastien for the base bid work at \$8,850 and to hold off for a few months on the alternate #1 work by Milan Contractors/Scott Bastien for an additional \$1,500. The motion carried unanimously.

HAZARD MITIGATION: The Trustees received Hazard Mitigation documents. Mr. Frederick said he would look at them.

OLD POLICE STATION: An address was needed at the Old Police Station. The address of 9 E. Church Street was assigned.

BRUSH PICK-UP: The Board noted that brush pickup will be suspended through May due to the pandemic. They will consider when to restart the service at next May meeting.

POLICE STATION RENOVATIONS: Mr. Frederick reported that the Old Police Station is currently torn apart to make ready for the renovations. Several people have look at it. In 2019, it was thought the project would cost about \$45,000. As Mr. Frederick has contacted various contractors for pricing he has revised the estimate to \$23,327. Mr. Frederick presented the Board with a breakdown of needed work with the associated costs. Some of the specific items were mentions. The Board members will review the estimates and will take action at the next meeting.

Financial

Mr. Rospert presented his first quarter revenue report. Mr. Rospert noted that revenue in the first quarter will be a bit higher than what he expects in the second quarter due to the decrease in gas tax, hotel tax due to the shelter in place order during the pandemic. Expenses are at about 25% in first quarter. There will be less overtime in the second quarter.

Mr. Frederick asked the hotel tax that decreasing due to the pandemic. Mr. Rospert stated that the Permanent Budget was \$120,000. He expects this to be much lower as most of the hotels are nearly empty due to the pandemic. He estimated that the actual receipts may be down by up to \$75,000. Much depends on if Cedar Point opens for the season.

Less gas use means the Gas tax will be down too. Property tax will remain unaffected. The Trustees may have to reconsider some of the intended road projects.

Mrs. Arthur RETIREMENT: Mr. Nickoli addressed Mrs. Arthur to thank her for her many years of service with Milan Township. This meeting is her (my) last meeting with the Board of Trustees. Mr. Nickoli asked Mr. Frederick to read the following

The Milan Township Board of Trustees, Erie County, Ohio met in an open public meeting on April 15, 2020 with trustees Daniel Frederick, Jerry Nickoli, and Mike Shover present.

Trustee Nickoli moved the adoption of the following resolution:

MILAN TOWNSHIP RESOLUTION #2020-07

WHEREAS, Colleen Arthur has exhibited meritorious service to the residents of Milan Township as our township secretary and zoning inspector for over 20 years,

WHEREAS, Mrs. Arthur has exhibited outstanding dedication in fulfilling her duties,

WHEREAS, Mrs. Arthur truly cared about the health, safety, and welfare of all Milan Township residents,

WHEREAS, it is appropriate for the Milan Township government to recognize Mrs. Arthur, who has enriched the lives of so many Milan Township residents through her expertise, knowledge, and understanding of our community,

NOW THEREFORE BE IT RESOLVED THAT, the Board of Trustees of Milan Township, Erie County, Ohio hereby expresses our gratitude and congratulates Colleen Arthur on her successful career and extends our sincere wishes for an enjoyable retirement.

Trustee Frederick seconded the motion to adopt the Resolution. Upon roll call, the vote was as follows: Nickoli -Yes, Frederick -Yes, Shover -Yes

Resolution #2020-07 was adopted by a unanimous vote on April 15, 2020.

Gerald Nickoli, Trustee

Michael Shover, Trustee

Daniel Frederick, Trustee

Attest: Zachary Rospert, Fiscal Officer _____

As there was no further business brought before the Board Mr. Nickoli declared the meeting adjourned at 8:17 p.m.

Mr. Gerald Nickoli, Chairman

Mr. Zachary Rospert, Fiscal Officer