

The Milan Township Board of Trustees met for the first regular meeting of the month on Wednesday, **May 6, 2020 at 7:00 p.m.** in the Trustees' Room of the Milan Township Hall. Cited Pledge of Allegiance. Mr. Frederick presented Mr. Nickoli with impressive new gavel crafted and donated by township resident Mel Bird. Mr. Nickoli called the meeting to order.

**Present:** Fire Chief Brian Rospert; Road Crewmen Dave Fox and Matt Hudson; Administrative Assistant Karen Kern; Zoning Inspector Pat Landoll; Zoning Commission Chairman Bill Muthig; F.O. Zachary Rospert; Trustees, Dan Frederick, Gerald Nickoli and Mike Shover.

**Roll:** Mr. Rospert called the roll: Mr. Nickoli-present; Mr. Shover -present, and Mr. Frederick-present.

**Minutes:** Mr. Frederick moved to approve April 15<sup>th</sup> minutes with noted corrections. Mr. Shover seconded. Motion carried unanimously.

**EXPENSES:** Mr. Rospert reported Electric Payments: 83-94 and Warrants 19764-19819 in the amount of \$40,743.97. Mr. Frederick motioned to approve expenses. Mr. Shover seconded and approved by all.

### **FIRE**

**FIRE CALL 4/17/20:** Chief Rospert reported the fire department responded to a structure fire on the west side of the Village Square. While the fire was contained to two rooms, Chief Rospert contacted Norwalk Fire for assistance due to evolving circumstances. Crews were on scene for over two hours for salvage, overhaul and checking extensions. Personnel commended for job well done.

**PPE EQUIPMENT:** Chief Rospert acknowledged receipt of (100) surgical masks, (75) face shields, (225) isolation gowns and (2) one-gallon jugs of hand sanitizer from Huron County EMA. Vendor is still unable to fill the N95 mask order. A total of 200 3-Ply surgical mask were purchased from Warren Fire. Firelands Scientific donated 25 (8) oz. bottles of hand sanitizer.

**PENDING GRANTS:** Chief Rospert is currently working on two grants, and received another:

- COVID-19 FEMA: (PPE Equipment)–Checking on vendor pricing. Application required by May 15<sup>th</sup> to FEMA in order to qualify.
- Nationwide Insurance: (Grain bin rescue equipment and training) - Waiting on Nationwide's response.
- Received a \$500 grant through the Northern Ohio Fools that will be used on the First Responders training course that was previously approved by the trustees.

**New Fire Truck:** Discussion on HME's fire truck pre-payment by May 14<sup>th</sup> in order to receive discount of \$15,159.00 and avoid a \$15,970 price increase. Therefore, taking action now would result in a total savings of over \$30,000. Pre-paid price totals \$490,141.00 but does not include equipment, which can be ordered next year and cost between \$17,000 and \$20,000. Fiscal Officer Z. Rospert confirmed there was \$496,000+ earmarked for fleet equipment in the Fire Fund approved

in 2015. Mr. Frederick motioned for purchase of \$490,141.00. Mr. Shover seconded. Motion carried unanimously.

Chief Rospert reported the Edison High School Senior parade went well. It was a nice alternative for the students as they will not be able to have a traditional graduation ceremony due to COVID19.

### **MAINTENANCE**

Brush Pickup: Brush pickup resumes Monday, May 11<sup>th</sup>. Notice to be published on website.

Tree Stump Grinding: Mr. Fox reported big tree stump on Seminary Road was grounded down flush with raised inside by Roe's Tree Service. Extra dirt was placed on top for safety precaution. Mr. Ed McConoughey questioned other stumps that needed attention. Mr. Nickoli stated issue will be addressed when and if approached by Mr. McConoughey.

Mr. Hudson looked into renting stump grinder for Creekside area, Milan Cemetery and Edison Park. Rental cost is \$200/day. Outside vendors, Ron's Stump is \$400 and Roe's Tree Service is \$360. Mr. Nickoli suggested renting per day was best solution.

Lawnmowers: Mr. Hudson reported concerns on the shape of the current mowers. He stated the John Deere currently has fuel injection problems out for maintenance. He reported both mowers have lots of hours and staff is spending more time and money on maintenance issues. While the new John Deere mowers are discounted at government price, used mowers should also be considered. Mr. Nickoli stated 2019 used Ferris 700 is less than \$7,000 while commercial mowers run around \$12,000. The old mower will be utilized as back-up. Mr. Nickoli stated that Huron Township Cemetery has \$1600 rental in which they get a new mower every year. He will contact them to get more details. Mr. Frederick motioned staff to investigate and purchase a new mower, not to exceed \$7,000. Mr. Shover seconded. All approved unanimously.

Regular Maintenance: Mr. Hudson has been working on guardrails and tree limbs along roads. Mr. Fox mulched around Fire Station #2, comfort station and the Township office. He reported road mower is repaired and hillside has been done. Additional road mowing will resume next week.

Mr. Nickoli noted the social distancing was working out well with staff and that the Trustees' wanted to continue the practice. If two people are required for a job, staff to work between themselves in keeping necessary distancing. Mr. Fox and Mr. Hudson are to come up with their own tasks and both are to attend the Trustee Meeting to report on their accomplishments. . If any problems arise, they are to contact Trustees' for direction to proceed. Mr. Nickoli stated that they can leave early on Friday to make up time spent at Trustee meeting. Mr. Nickoli asked if this met with their approval. Both Mr. Fox and Mr. Hudson agreed. Mr. Nickoli expressed appreciation for doing a great job during social distancing.

## OLD BUSINESS

Erie MetroParks Grant: Township was awarded \$5,546 grant for Edison Park Bridge Project for bike path. The project must be completed by November 25, 2020 in order to receive the grant monies.

Comfort Station Renovation: With the floor epoxy being applied soon, a suggestion was made to paint the room a light color to brighten the room. Mr. Hudson suggested semi-gloss as it would clean up better and would go with current floor color. Mr. Fox questioned if the urinals were going to be replaced before the floors were done, as the urinals have hairline cracks. The trustees will meet with Carlo at Deluca Plumbing to check out the situation.

Police Station updated Renovation Cost & Drawings: Mr. Frederick outlined updated renovation costs and drawings. Mr. Frederick called and asked Mr. Tim King about the CDBG Grant. Mr. Frederick stated roughly \$15,000 would be a good amount to apply for and Mr. King agreed. Mr. Nickoli authorized Mr. Frederick to submit the CDBG application for the handicap ramp. Mr. Shover seconded. All approved with (3) ayes. Mr. Frederick stated all architect work to be pro-bono.

Covid19 Issues: Expenses for Covid 19 virus to be listed for reimbursement based on State-County-Local Government. Mr. Frederick provided a summary of recent Township action related to Covid-19.

- 4/27 Re-affirmed separation and distancing policy for MTVFD personnel. Continued policy of cancelled training meetings. Denied MTVFD participation in non-essential parades.
- 4/27 Re-affirmed trustee, BZA, and zoning commission meetings policy of requiring proper 6' separation and a gathering limit of 10 persons. Township will provide masks for attendees.
- 4/27 Brush pick-up to resume May 11 with road crew practicing separation and distancing.
- 4/27 Re-affirmed closure of Edison Park and Milan Town Hall in compliance with ODH order.
- 4/27 Approved a minimum 2020 road maintenance program to perform chip seal work only.
- 4/30 Received allotment of 50 single use face masks from Erie County EMA to be offered to residents who attend Milan Township Trustee, BZA, and Zoning Commission meetings. Trustees, Board members, and township employees may request washable, hand sewn masks for their personal use. Township to purchase requested masks from Linda Muthig.
- 4/30 Road crew to install cones blocking parking lot at Edison Park to emphasize closure.
- 5/1 Received updated STAY SAFE OHIO orders from Ohio Department of Health dated 4/30

Perrin Road/TR52: Mr. Frederick will get Pat Landoll in contact with Mark Wroblewski to get the Perrin Road address added in the County GIS System.

Crosswalk Locations (Kathryn Sharpnack 4/22/20): Mr. Nickoli sent follow-up to Ms. Sharpnack noting the proposed locations looked good. He noted Milan Township's portion of the trail from 113 to Edison Park will be done in two phased. Phase 1 is the bridge that we received the Metro Parks Grant for. Phase II is the bike path from the Township Garage to Edison Park, which will be completed in 2021. Grant monies will be sought for Phase II.

Set Hours for Zoning Inspector/Administrative Assistant (Email) Assistant: Set Office hours of 10am-noon M-F and Zoning Inspector hours by appointment only.

### **NEW BUSINESS**

Personnel Contact List: Mr. Nickoli outlined several corrections required to list.

HVAC Annual Maintenance Agreement: Mr. Frederick received quote from Wilkes & Co. for HVAC maintenance \$700 per year or \$1,800 for three (3) years. Proposals will be sought from additional contractors.

Edison High School Resolution: Mr. Frederick read the following resolution honoring Edison High School Class of 2020. The Resolution was adopted unanimously.

#### **Resolution 2020-09**

The Milan Township Board of Trustees, Erie County, Ohio met in an open public meeting on May 6, 2020 with trustees Daniel Frederick, Jerry Nickoli, and Mike Shover present. Trustee Nickoli moved the adoption of the following resolution:

#### **MILAN TOWNSHIP RESOLUTION #2020-09**

**WHEREAS**, Edison High School been educating the young adults of Milan Township and inspiring exceptional student achievement since 1968,

**WHEREAS**, the EHS Class of 2020 includes 117 seniors who made our school great by excelling in academics, music, arts, and athletics,

**WHEREAS**, these graduating seniors are now well prepared with a solid foundation in citizenship to continue their education, join the military, or enter the workforce,

**WHEREAS**, this graduating class has shown perseverance and resolve in a time of uncertainty due to the current Covid-19 pandemic,

**WHEREAS**, it is appropriate for the Milan Township government to recognize the Class of 2020, who will soon become leaders in our community and across the country,

**NOW THEREFORE BE IT RESOLVED THAT**, the Board of Trustees of Milan Township, Erie County, Ohio hereby congratulates the Edison High School Class of 2020 and extends our sincere wishes for a bright future. Go Chargers!

Mr. Nickoli motioned to adopt the Resolution. Mr. Frederick seconded. Upon roll call, the vote was as follows: Mr. Nickoli – Yes, Mr. Frederick – Yes and Mr. Shover - Yes

**Resolution #2020-09 was adopted by a unanimous vote on May 6, 2020.**

Community Room Ceiling: Mr. Frederick shared that a decision was required regarding alternate price of \$1,500 extending HVAC duct across the meeting room (Church Room). Mr. Frederick also discussed quote of \$1500 for drywall or tin ceiling tiles. Mr. Frederick contacted the Pastor to advise him on the next phase of construction including 3-4 weeks of down time. The Pastor indicated they had no problems meeting in the Community Room during the construction phase. Mr. Nickoli motioned and Mr. Shover seconded to accept alternate bid of \$1500 to extend the HVAC duct work into the Church room. Motioned carried by all unanimously.

Mr. Nickoli recommended the Township should have policy to charge out-of-towners for use of the Town Hall. Monies charged could then be reinvested into the building.

Cemetery Registration: Mr. Nickoli indicated he had to register our cemeteries, which needs to be done every three years. He will investigate if active- vs- inactive cemeteries are treated differently and will complete forms.

Employee Screening Policy for Fire Department: The trustees asked about changes in the way the fire department is responding to calls. Mr. Hudson discussed staff was not to respond to calls if they have any virus symptoms. They continue established social distancing policies as best as possible, and the Chief has asked members of the department who work for EMS and other departments to not respond, since they have higher exposure risks.

Special Award: Mr. Nickoli read a “Senatorial Citation” from Senator Theresa Gavarone extending special recognition to the Family of Robert Koch, the Milan Township Fire Association, and Milan Township on the dedication of the memorial in his honor at Station Two.

Updated E-Mail: F.O. Zachary Rospert will update website to include new email for Zoning Department and Administration. Mr. Frederick suggested [admin@milantwp.org](mailto:admin@milantwp.org) and [zoning@milantwp.org](mailto:zoning@milantwp.org).

## **ZONING**

- Hoag: ZBA meeting with Mr. Hoag to discuss pole barn in front of his current structure on Bryan Road is scheduled for May 12. Ms. Kern mentioned that next door neighbor expressed her concerns on the location of the structure and will try to get her father to get petition signed by all neighbors against his actions.
- Mr. Shover received letter from M/M Harris to present to the Zoning Appeal Board on May 12<sup>th</sup> expressing their concerns. Both concerns will be presented to the Appeals Board.
- It was discovered a resident on Route 113 is building a structure behind their home without permit. Mr. Landoll to investigate situation.

**Financial**

The Township received a \$5,000 check from the Dorn Foundation, and a denial letter from the Erie County Community Foundation regarding previous grants applications for the Old Police Station project.

Zachary Rospert indicated he is working on submitting for reimbursement from Ohio Public Works for the Guardrail project on Shaw Mill Hill.

With no further discussion, Chairman Nickoli declared the meeting adjourned at 9:08PM.

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Mr. Gerald Nickoli, Chairman

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Mr. Zachary Rospert, Fiscal Officer