

The Milan Township Board of Trustees met for the first regular meeting of the month on Monday, February 3, 2020, at 9:00 a.m. in the Trustees' Room of the Milan Township Hall. Present at meeting were Maintenance Supervisor Dave Fox, Crewman Matt Hudson, Fiscal Officer Zachary Rospert, Z.I. /Sec. Colleen Arthur, Kurt & Pam Everman and Kelly Everman

Mr. Nickoli opened the meeting at 9:00 a.m. with the Pledge of Allegiance

Roll: Mr. Nickoli, present; Mr. Shover, present; Mr. Frederick, present.

MINUTES: Mr. Frederick moved and Mr. Shover seconded a motion to approve the minutes of the January 8, 2020 meeting with a few corrections noted. The motion carried unanimously.

A draft of the January 22<sup>nd</sup> meeting was available, but not ready for approval. It will be available at the next Trustees' meeting.

EXPENSES: Mr. Shover moved and Mr. Frederick seconded a motion to approve electronic payments 18-25 and warrants 19566-19608 as presented by the Fiscal Officer. Motion carried.

Audience: Kurt and Pam Everman addressed the Board stating that they are Milan Village residents and are hosting a wedding at the Township Hall for Kelly Everman's and Steve on May 9<sup>th</sup>. They are requesting an exception from the ban on alcohol for about 80 guests. Mr. Frederick explained why the no alcohol policy is in place and why it is required to obtain the Trustees' permission on a case by case basis. Mr. Frederick moved to allow Kurt & Pam to serve alcohol at a wedding on May 9, 2020 in the Township Hall. Mr. Shover seconded the motion. The motion was unanimously approved.

#### **MAINTENANCE**

Mr. Fox reported that Roe's Tree Service took out the tree on Seminary Road and trimmed trees back on McIntyre Road. Since the entire job only took six hours, they charged an hourly rate, which was less than the day rate that was approved.

One of the plow trucks was taken to American Diesel. There was a computer issue on the gas tank. The float and monitor need to be replaced, but they would have to modify the tank to do so. Replacing the gas tank with a new tank is the better option. International is aware that there has been problems with these tanks, but not enough problems to issue a recall. This particular truck has had problems with the alternator and the oil pan. The truck should be back this week.

ROADSIDES, RIGHT-OF-WAYS, GUARDRAIL AND TREES: Mr. Fox reported that as the weather improves the crew will be cleaning up roadsides and replacing guard rail on Berlin Street. Mr. Shover noted that there is on spot on Berlin Street (west side, just south of Route 113) where the trees on the hillside in the right-of-way are leaning and look as if they would fall on the road. Mr. Frederick expressed concern that removing them will cause erosion. Mr. Nickoli noted that these trees have recently withstood the past two storms. It was thought best to wait until the trail is installed at Edison Park to deal with these trees as well as others that may need attention. Mr. Nickoli also thought to have Roe's Tree Service

evaluate the area are Berlin Street and the tree on Seminary that's half down. Perhaps they could lift the tree with a crane and move it into the woods.

JOB REPORTS: Mr. Nickoli asked that during Trustees' meetings, the Trustees be provided with a list of jobs of what has been done and what work is intended. The Trustees would like to have this in hand when people are asking questions. Mr. Shover noted that the public sees the road crew riding in a truck around the Township and don't realize that the crew is evaluating road conditions, signs and so forth. So, they would like to have physical evidence when asked. Mr. Nickoli noted that he would also like to see delegation of jobs between Mr. Fox and Mr. Hudson unless two people are needed on a job site for safety. Mr. Frederick elaborated on what they would like to see as far as the work description on this report.

Mr. Hudson reported that he will be having surgery on February 27 and is expected to off for a week; maybe a bit more.

Mr. Frederick commended the crew for assisting the American Legion in moving the WW I & WW II memorials from the Village Square to the Legion. Mr. Fox noted that they will smooth out the area and plant grass in spring.

Mr. Nickoli asked if Mr. Fox was happy with work that Roe did; he was.

### **FIRE**

Chief Rospert couldn't be at the meeting, but sent a Fire Report.

CALLS: There were 8 fire calls in January.

PERSONNEL: Nick Grine submitted a letter of resignation and Caylie Shover verbally indicated her intent to resign.

In light of these resignations the Officers met to consider new members. Chief Rospert recommends the following:

- 1.) Promote Jonathan Danda from an Engineer to the open Lieutenant position vacated by Don Vartorella.
- 2.) Appoint Patrick Galloway to the open firefighter position. Mr. Galloway lives in Milan Township and has his volunteer firefighter certification. He is enrolled in EMT class and plans to get Level I & II certification.
- 3.) Appoint Autumn Ortiz to the open firefighter position vacated by Nick Grine. A Milan Township resident and Edison High School graduate, Ms. Ortiz is EMT certified and is attending firefighter and paramedic classes at EHOVE.

4.) Appoint Austin Hartz to the open firefighter position vacated by Caylie Shover. Mr. Hartz is also a Milan Township resident. His father currently is a member of the Department. Mr. Hartz is attending Firelands School of Nursing.

Mr. Frederick made a motion to accept the resignations of Nick Grine and Caylie Shover; promote Jon Danda to Lieutenant; and hire Patrick Galloway, Autumn Ortiz and Austin Hartz as members of the Milan Township Volunteer Fire Department. Mr. Shover seconded the motion. The motion passed unanimously.

MEMORIAL & DEDICATION: On February 9, 2020 at 1:00 p.m. at Fire Station #2, the Department will be holding a memorial service for Robert Koch, who died in the line of duty on February 11, 1971. Mr. Nickoli and Mr. Frederick will speak at the dedication.

EQUIPMENT: Mr. Shover asked about applying undercoating to the fire trucks. The Trustees approved to have the undercoating done, but it has yet to be applied. Mr. Hudson noted that the process needs to be done outside and will be done, weather and schedule permitting.

The New Truck Committee continues to put together specifications for the new truck and will have a recommendation to the Board of Trustees in the near future.

WiFi IN STATION #1: Tim Heim has a better knowledge of what needs to be done. The Board discussed where the internet is needed; in Fire Station #1 as well as in the Trustees Room. Different providers were discussed and the technical needs of the Department. Spectrum seems to have the best offer.

### **ZONING**

Mrs. Arthur reminded the Board of upcoming zoning hearings.

The Zoning Commission will hear the request of James Arthur for a change of Zoning District from Ag to C-2 for property on the west side of U.S. Route 250, directly across from the intersection of Route 13. That meeting is schedule for this evening, February 3, 2020, at 7:00 p.m.

The Zoning Board of Appeals will hear the request of DC Land and Cattle to place a 10' x 66' propane tank on property located at the northwest corner of State Route 113 E. and River Road. That hearing will take place tomorrow evening, February 4, 2020, at 7:00 p.m.

The Zoning Board of Appeal will also hearing the request of Dan Shupe to expand upon the condition use of his property at 10303 State Route 250 (Formerly Wilcart) to increase the number of recreational vehicles stored there and to allow for a small used car lot on one of the four parcels. This hearing will be held on February 18, 2020, at 7:00 p.m.

Mrs. Arthur informed the Board that a developer from Tennessee is planning to address the Board of Trustees in the future to discuss the building of an access road off of Route 250 just north of Fire Station #2. More information is forthcoming.

## OLD BUSINESS

**ELEVATOR INSPECTION AND ANNUAL MAINTENANCE AGREEMENT:** Mr. Rospert advised to carefully read over and consider the document sent by Thyssen-Krupp, as they are only offering a lifetime contract. Maintenance of the elevator requires there to be a computer hook-up, of which, only Thyssen-Krupp has access. It was unknown if the company that does the maintenance on the elevator at the library will work for our type of elevator. Mr. Frederick noted that the Township needs to have some sort of agreement in place to meet the inspection requirements and feels we should go with the manufacture's offer for one of the plans offered. Mr. Frederick moved to enter into a maintenance contract with Thyssen-Krupp at a cost of \$125/month. Mr. Rospert expressed that it might be impossible to get out of the contract as stated and would like to see if the Township could negotiate something less than a lifetime contract, since they control the computer controls. Mr. Nickoli said he is not concerned with the cost as much as he is the commitment. He will call them to try to work out some of those details. This needs to be accomplished prior to Feb. 8<sup>th</sup> inspection

Mr. Frederick moved to amended earlier motion to enter into a maintenance contract with Thyssen-Krupp to include "not to exceed the Gold level service agreement at \$195/month." Mr. Shover seconded the motion. The motion unanimously carried.

**TOWNSHIP HALL RESTROOM RENOVATIONS:** Mr. Frederick reported that the Township Hall renovation of the men's restroom is currently out for bid and that Erie County is overseeing the process. The Township is in receipt of \$35,000 in grant funds that will not need to be matched as they did during the renovation of the ladies' room. The Township will be responsible to pay costs in excess of that amount. Bids are due by Feb. 21, 2020. The Erie County Commissioners Office will take care of accepting the bids. Tim King has asked for a contract with the Architect, which is needed for the approval. While offering much thanks to Mr. Frederick, Mr. Shover moved and Mr. Nickoli seconded a motion to enter into a contract with Daniel Frederick Architect, who is offering his services to the Township gratis. The motion carried. Mr. Frederick abstained from the vote.

**JOB POSTING FOR ZONING INSPECTOR AND TOWNSHIP SECRETARY POSITIONS:** The Board discussed how these positions should be advertised in newspaper, webpage and other media outlets. There was also discussion of which specific aspects of these positions should be included in the ad. Mr. Shover will put the ad together.

**EMERGENCY STAIR EVACUATION CHAIR:** An emergency evacuation chair has been under consideration by the Fire Department. This device will assist in transporting the disabled or elderly down from upper floors. Mr. Frederick moved and Mr. Shover seconded a motion to authorize the Fire Chief to order a stair evacuation chair not to exceed \$1000, to be kept in one of the trucks. The motion unanimously carried.

**OTA CONFERENCE:** The Trustees will compare a list of the seminars offered at the upcoming Ohio Township Association Winter Conference to avoid duplicating attendance.

## NEW BUSINESS

OHIO CHAUTAUQUA: Mr. Frederick reported that Ohio Chautauqua is discontinuing the summer program which was held previously in Milan Township. He did discuss with them, however, the possibility of hosting a similar Chautauqua type event on a smaller scale, perhaps one or two nights in the Township Hall. He was given the impression that Ohio Humanities would welcome the opportunity. There was a consensus among the Trustees to move forward with just such an event.

CONCRETE BARRIERS FOR MAINTENANCE BUILDINGS: The Board discussed installing concrete barriers of some type to use as “bunkers” for storing soil, rock and mulch at the Township Maintenance building. Mr. Frederick stated that Brett Leimeister really liked the concrete seating area at Edison park and thought the blocks set there might be used to stack up for these barrier walls; similar to what is on Route 250 at AllStyles Gardening Center (formerly Gibson Gardens .) Mr. Nickoli expressed some concern about cubes moving if hit by backhoe. They could be stacked at the back or maybe this would not even be needed. Mr. Fox noted that the cubes might be easier to handle. Huron Cement charges \$60 for delivery.

ELEVATOR INSPECTION FEES FOR OLD ELEVATOR: The State inspector needs to verify that the old elevator is gone. If fees aren't paid they can't verify for the buyer that the elevator is operational. It was suggested that this year's fee is paid until the next inspection is due. The Township needs to move forward with the sale before the fees are due in order to demonstrate for sales. Mr. Frederick will put together a for sale advertisement with specs.

HISTORY BOOKS: Sparky Weilnau is offering a number of the *History of Milan and Milan Township Ohio* books that were printed in 1976 for the bicentennial. They have been stored in a barn and belong to the Township. It was suggested they be given away.

Mr. Fox reported that the need for new chairs and tables for the Township Hall is becoming a more pressing need as many of the old tables and chairs in the Ballroom are breaking due to age.

## FINANCIAL

QUARTERLY REPORT: Mr. Rospert presented the Fund summary report highlighting the 2019 year to date - revenue and expenses. Mr. Rospert noted that the only funds that spent more than came in was for the roads. Both the General Fund and Fire Funds brought in more than spent.

The carryover from 2019 to 2020 is \$1,992,189.43. There was \$ 1,804,692 from 2019 in Dec.

There as discussion of the increased gas tax, how maintenance wages should be charged out of the various funds. Job monitoring will be used to determine which funds will be used for payroll. The various lighting district were discussed. Ultimately, Mr. Rospert would like to see cost uniformity across all the lighting districts assessments.

Blanket Cert: Mr. Rospert asked that the Trustees approve and Then and Now Purchase Order #27-2020 for Fire Safety Services in the amount of \$5285.65. Mr. Frederick so moved and Mr. Shover seconded the motion. The motion unanimously carried.

RURAL WATER REPRESENTATIVE: Due to Mr. John Landoll's recent resignation, Mr. Frederick moved and Mr. Shover seconded a motion to appoint Jerry Nickoli for unexpired term, ending in 2020, of John Landoll to the Northern Ohio Rural Water Advisory Board. The motion carried.

The Board recently received notice that the Fire Department was willed \$1000 from the Meacham Estate. The attorney for the estate is claiming there are not enough funds to payout this and other recipients specified in the will. The Trustees will seek advice from the Erie County Prosecutor.

As there was no further business brought before the Board, Mr. Nickoli declared the meeting adjourned.

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Gerald Nickoli, Chairman

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Zachary Rospert, Fiscal Officer