

The Milan Township Board of Trustees met for the first regular meeting of the month on Wednesday, **June 3, 2020 at 7:00 p.m.** in the Trustees' Room of the Milan Township Hall. Mr. Nickoli called the meeting to order with all rising to recite the Pledge of Allegiance.

Present: Fire Chief Brian Rospert; Road Crewmen Matt Hudson, Administrative Assistant Karen Kern; Zoning Inspector Pat Landoll; Shelley Knallay; 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.

EXPENSES: Mr. Rospert reported Electric Payments: 105-114 and Warrants 19838-19876 in the amount of \$18,915.23. Mr. Frederick motioned to approve expenses. Mr. Shover seconded. Motion carried.

Minutes: Mr. Frederick moved to approve May 20, 2020 minutes. Mr. Shover seconded. Motion carried.

MAINTENANCE

Wedge Coat: *Mr. Shover discussed wedge coating for several roads including Scheid, Seminary, River, Hoover and Millman. Mr. Shover shared that Mike at Strawser, stated it was important to address Scheid Road first. While the other roads are just as important, Mr. Shover shared they can be addressed in the next 3-5 years. Mr. Hudson was asked to get pricing for Cap Seal on Scheid Rd. and Micro Seal for River Rd. is what I had in my notes.*

Mr. Hudson noted it would take 500 tons of wedge coat for River Road and Scheid Rd. Total cost \$60/ton for total of \$30,000. If all the roads were completed, cost would be \$72,000. Mr. Frederick stated we are part of the Erie County Commissioners bid to chip seal Old Mudbrook & Old US 250. Discussion was made to use Erie Blacktop for Chip Seal needs. Mr. Frederick moved to wedge coat Scheid Road, River Road, Millman and Seminary Roads. Mr. Shover seconded. Motion carried unanimously.

Mr. Frederick moved to tar and chip Scheid Road, Old Mudbrook & old US 250. Mr. Shover seconded. Motion carried unanimously.

Training: *Mr. Hudson noted he cleared brush from the new lot on Elm Street and trimmed the pine trees lining Edison Park. He asked about doing a controlled burn of this material as a training for some of the younger firefighters. The trustees noted the soot and dangers associated with this were not worth it.*

Leave: *Mr. Hudson reported he will have surgery on June 25, 2020 and could be off work for up to two weeks.*

Task completed: *All guard rails were sprayed; the last fire truck was checked by American Diesel for annual maintenance, and potholes were filled.*

Crack Sealing: *Mr. Hudson noted we are on the schedule to get the crack sealing machine at the end of July for 30 days.*

Lawn Mower: *Mr. Nickoli asked if the lawn mower was working better. Mr. Hudson noted it still struggles on the hills, so bigger tires would be nice. Mr. Nickoli wants to ensure changing the tires does not void the warranty.*

Street Superintendent: *Mr. Frederick moved to appoint Matt Hudson as the Street Superintendent starting June 6, 2020 at a rate of \$22.00 per hour. Mr. Shover seconded the motion. Motion carried unanimously.*

FIRE

Chief Rospert reported seven fire runs the month of April bringing year-to-date total to 30. The Township assisted Norwalk Fire for a house and garage fire on Benedict Ave.

On May 26, 2020, the department attended pre-construction meeting, via Zoom, with HME on the new fire truck. A few changes were made to original specifications but remains on budget.

Chief Rospert held the first Association Meeting since March on June 1, 2020. Department will continue social distancing and maintain 10 per group during training activities. The Association voted to hold their annual Chicken Barbeque and raffle on September 6, 2020, with or without the Melon Festival. All Erie County Health Department recommendations will be strictly followed.

On June 4th, a crew will participate in a photo-op at Cedar Point with DPS will take pictures of Erie County first responders/frontline workers for "In This Together" campaign.

Autumn Ortiz/Austin Hartz to attend certification training this fall. Their classes this spring were postponed due to COVID-19.

Breathing Air performed air quality analyses test on our breathing air compressor. We passed all qualifications.

Chief Rospert thanked Dave Fox for performing preventative maintenance on the Fire trucks and F.O. Zachary Rospert for assisting with the FEMA grant application.

Chief Rospert reported the Fire Dept. did not receive the state Fire Marshal's Grant for 10 MSA air bottles.

ZONING

Mr. Landoll met with Tim King, Regional Planning and Daryl Apple, County Health Dept. at Frank Rich's property in Franklin Flats on June 5th to discuss variance for shed. This project will be discussed further at a ZBA hearing scheduled for 06-16-20.

Mr. Landoll verified the Township's policy of when to collect application fees. There is a lot of paperwork involved and the fee would cover his time whether applicants proceed or not. Mr. Nickoli agreed and asked for motion. Mr. Frederick moved to confirm the existing policy of payment being due at the time the application is turned in. Mr. Shover seconded the motion. Motion carried unanimously.

Mr. Landoll would like to redesign the current application. Current form has little room for applicants to show layout. Suggested separate page for site plan design.

Huron County should approve septic systems before Township can proceed with zoning checks. Daryl Apple, County Health Department, recommended pre-inspections. A pre-inspection form would be presented to the Health Department first then forwarded to Zoning Inspector. Mr. Frederick suggested asking Bob England if we can implement process at no cost. Mr. Frederick and Mr. Landoll will work with Erie County on implementing process.

OLD BUSINESS

Trees: Road superintendent Matt Hudson recommended a full day for Roe Tree Service to remove three trees on Berlin Road, clean up the tree on the corner of Elm & Berlin and remove the maple tree at the office. Mr. Frederick motioned to approve \$1550 of tree work. Mr. Shover seconded. Motion carried.

Town Hall Restroom: Mr. Frederick reported renovation slower than expected as it was harder to get material/supplies due to COVID-19 restrictions. Works was to be completed end of May but will ask for extension through Erie County Commissioners to the end of June. With upcoming trial June 25th, Mr. Landoll can hang temporary door. Mr. Frederick moved to request the Erie County Commissioners approve and extension to the end of June. Mr. Shover seconded. Motion carried unanimously.

Edison Park & Public Square Restroom: Craig Roberts to resurface Edison Park bathroom floors. Now that the park is open, he will do one bathroom at a time at Edison Park. At the Public Square restrooms, the floor repairs are postponed until the men's urinals are replaced. Mr. Frederick received two bids for urinal replacement work: Deluca Plumbing -\$4,988 and Milan Contractors- \$1550. Mr. Frederick motioned to accept Milan Contractors bid of \$1550. Mr. Shover seconded. Motion carried unanimously.

Annual Maintenance Agreement for Township HVAC Equipment – Mr. Frederick obtained two bids for annual maintenance agreement on the new HVAC equipment in the Town Hall. Wilkes Plumbing proposed \$700/ 4 systems \$200 per unit. Mr. Bastien proposed \$50 per unit not including filters. Township to purchase filters and Mr. Batean will install. Mr. Frederick proposed to hold off making decision until the next meeting.

NEW BUSINESS

Karen Kern Resignation - Mr. Frederick motioned to approve Ms. Kern's resignation. Mr. Shover seconded. Motion carried.

Employment of Shelley Knallay - Mr. Frederick moved to hire Shelley Knallay as Administrative Assistant with 20 hours week at \$16/hour starting June 8, 2020. Mr. Shover seconded. Motion carried unanimously.

Salt Bid 2021- Mr. Hudson noted there is approximately 120 tons of salt remaining in the barn, and no salt has currently been purchased from the 600 ton we have reserved through the Erie County Engineer's 2020 contract. We are not required to purchase any salt from the contract if it is not needed. Mr. Hudson noted a bad winter would require 500 tons of salt. Mr. Nickoli motioned to request up to 600 tons for the Erie County Salt 2021 order. Mr. Shover seconded. Motion carried.

Sue McCartney [Scheid Rd] - Matt Hudson went out to Ms. McCartney's home to view area of her concern with her yard flooding after rains. Mr. Hudson filled existing holes with dirt and put grass seed. Mr. Hudson will recommend a better long-term solution to this drainage problem.

Road Striping – Mr. Frederick stated Erie County Engineering is asking all municipalities if they would participate in the annual road striping. Our annual cost is approximately \$6,000 per year. Mr. Shover moved to continue with our usual striping. Mr. Frederick seconded. Motion unanimously carried.

Berlin Street Bridge: Proceed with Berlin Street Bridge construction. Work to be completed by November. Mr. Frederick stated that he and professional engineer Dave Bickley are working together in bridge design. Mr. Bickley would design bridge for \$2500 and would donate ½ back to township. The township could build the wood bridge. Mr. Frederick said his office would complete the construction drawings required by Erie County Engineer pro bono. Mr. Frederick moved to hire Mr. Bickley to provide structural engineering consultation on the bridge. Mr. Shover seconded. Motion unanimously carried.

Town Hall Ceiling: Mr. Nickoli motioned to proceed with purchase of tin ceiling for the church room. Mr. Shover seconded. Motion unanimously carried.

Road Jurisdiction: Mr. Shover passed out road spreadsheet compiling split jurisdiction of Milan roads. Report shows information on roads, type of treatment and life of road. Tool to keep track of necessary actions for the next five years.

Ms. Kern: Mr. Nickoli thanked Karen Kern for her contributions to the township; noting in her brief tenure she did a great job at getting the files in order and making the office more presentable.

FINANCIAL

F.O. Zachary Rospert presented the trustees with a fund summary report. He indicated with uncertain financial forecast, he will provide this documents monthly, instead of quarterly.

With no further business, Mr. Nickoli declared the meeting adjourned at 8:43PM.

Gerald Nickoli, Chairman

Zachary Rospert, Fiscal Officer