

The Council of the City of Milford met in Regular Session in Council Chambers at 745 Center Street at 7:00 p.m. on Wednesday, March 5, 2008. Mayor Hunter called the meeting to order with the Pledge of Allegiance and a Moment of Silence.

**Roll Call:** Present: Mayor Hunter, Vice-Mayor Hinners, Ms. Brewer, Mr. Hawkins and Ms. McBeath. Absent: M. Vilardo. Ms. Hinners made the motion, seconded by Mr. Hawkins to excuse Mr. Vilardo. All voted yes.

**Remarks from the Mayor:** Mayor Hunter explained the process of selection for the new Council Member and turned the meeting over to Law Director Minniear.

**Selection of New Council Member:** Law Director Minniear distributed ballots to the Council Members for their selection of the new member. After collecting all the ballots Mr. Minniear announced that there were 5 votes for Sam Pschesang and 1 vote for Karen Kneipp. Mr. Minniear declared the winner to be Sam Pschesang. Law Director Minniear administered the Oath of Office to Mr. Pschesang and he took his seat on Council.

**Minutes:** Ms. McBeath made the motion, seconded by Ms. Brewer to waive the reading and adopt the minutes of the February 19, 2008 Council meeting. Voting yes: Mr. Hawkins, Ms. Brewer, Ms. Hinners, Ms. McBeath and Mr. Hunter. Abstaining: Mr. Pschesang. Ms. McBeath made the motion, seconded by Ms. Hinners to waive the reading and adopt the minutes of the February 26, 2008 Work Session of Council. Voting yes: Mr. Hawkins, Ms. Brewer, Ms. Hinners, Ms. McBeath and Mr. Hunter. Abstaining: Mr. Pschesang.

**Correspondence:** None

**Financial Statements:** The Clerk asked for a motion to accept and approve the Schedule of Investment and Interest for January 8, 2008. Ms. Hinners made the motion, seconded by Ms. McBeath. Voting yes: Mr. Hunter, Mr. Hawkins, Ms. Brewer, Ms. Hinners and Ms. McBeath. Abstaining: Mr. Pschesang.

**Public Comments:** Colette Bergin and Dave Harris spoke about the Jaycees and their upcoming events. They are involved with the Pleasant Plain Children's home and they are planning a community Egg Hunt for children 12 and under. This will be held on March 27<sup>th</sup> at 2:00 p.m. at Pattison Elementary and at Valley View. There will be no charge and this will be for all children in the community. Council Members were invited to participate. Donations of plastic eggs and candy are needed. Call Councilman Bryan Hawkins to donate.

Natalie Brady, of Bradford Dr. appeared with her parents. Natalie participated in the Scripps Spelling Bee although she was not a finalist it was an exciting experience for her. Natalie has been an inventor since she was three years old. Mrs. Brady brought several of her inventions to share with the audience. Council commends Natalie for her accomplishments.

Karen Huff of the Milford/Miami Township Chamber of Commerce spoke concerning upcoming events of the Chamber. She stated they are very busy with Frontier Days.

## **STANDING COMMITTEE REPORTS**

### **Public Services:**

Ms. Brewer reported that the Committee met on February 20, 2008. Present: Amy Brewer, Ralph Vilardo and Bryan Hawkins. Staff Present: City Manager Rokey, Assistant City Manager Holbrook, Fire Chief John Cooper, Service Director Mike Haight, Water Supervisor Matt Newman, and Wastewater Supervisor Carol Royer. Also Present: Sandy Camargo, CDP Engineers, Justin Broshear, Broshear Contractors. The Manager introduced Sandy Camargo with CDP Engineers to discuss the East Milford Storm Sewer Project. The proposed start date is March 3<sup>rd</sup> and construction is targeted for completion at the end of May. The contractor is responsible to maintain access through the neighborhood for safety services and to minimize street closures. 20 new catch basins will be installed but the project will not involve curbs due to on-street parking and the narrowness of the roadway.

A contract for the design phase of the Garfield Force Main project was reviewed with Sandy Camargo and Carol Royer. This project has been discussed in previous meetings. We are also seeking a low interest loan for eventual construction. The Committee agreed to make a motion to draft an Ordinance authorizing an agreement with CDP Engineers for the Garfield Force Main/Service Department Pump Station project in the amount of \$79,000. Ms. Brewer made the motion, seconded by Ms. McBeath. Voting yes: Ms. Brewer, Ms. Hinners, Ms. McBeath, Mr. Hunter and Mr. Hawkins. Abstaining: Mr. Pschesang.

Mike Haight provided a list of streets to be considered for paving in 2008. He encouraged the Committee to drive the streets in preparation for further discussion.

Matt Newman provided information regarding the City's need to update our Wellhead Protection Plan to be approved by the OEPA. A member of the Committee was needed to serve on the Wellhead Protection Committee/Storm water Advisory/Hazard Mitigation Committee. Amy Brewer agreed to participate as the Council committee representative.

At the last meeting, Pam Holbrook proposed guidelines for sidewalk repairs and an educational brochure for citizens. The Committee agreed that staff should initiate these procedures and finalize the brochure following adoption of the ordinance amendment proposed. The Committee agreed to make a motion to draft an Ordinance amending the ordinance governing Sidewalk Repair and Reimbursement Program sections 911.14 and 911.17. Ms. Brewer made the motion, seconded by Ms. Hinnners. Voting yes: Ms. McBeath, Mr. Hunter, Mr. Hawkins, Ms. Brewer and Ms. Hinnners. Abstaining: Mr. Pschesang.

#### **Administrative Services:**

Ms. Hinnners reported that the Committee met on February 25, 2008. Council members present: Charlene Hinnners, Bryan Hawkins and Ralph Vilardo. Staff present: City Manager Rokey and Finance Director Tim Petric.

A brief discussion of the positions of Law Directory and Clerk of Council the Committee agreed to recommend wage adjustments for each position. The Committee agreed to make a motion to draft an Ordinance establishing the salary for Clerk of Council in the amount of \$7,625.00 per year effective the first pay period in July 2008. Ms. Hinnners made the motion, seconded by Ms. McBeath. Voting yes: Ms. McBeath, Mr. Hunter, Mr. Hawkins, Ms. Brewer and Ms. Hinnners. Abstaining: Mr. Pschesang.

The Committee agreed to make a motion to draft an Ordinance establishing the salary for Law Director in the amount of \$49,875.00 per year effective the first pay period in April 2008. Ms. Hinnners made the motion, seconded by Mr. Hawkins. Voting yes: Ms. Hinnners, Ms. McBeath, Mr. Hunter, Mr. Hawkins and Ms. Brewer. Abstaining: Mr. Pschesang.

The Manager provided two suggested templates to standardize the look of City emails. The Committee preferred the version without Italics. The Committee agreed that it would be best to have all emails handled consistently from the server.

The Finance Director provided the Committee with budget revisions to be further discussed at the Council work session. The wage study was briefly discussed and no action was taken.

The Committee agreed to make a motion to draft an Ordinance to make Appropriations for the Current Expenses and other Expenditures of the City of Milford during the Fiscal Year ending December 31, 2008. Ms. Hinnners made the motion, seconded by Ms. McBeath. Voting yes: Ms. Hinnners, Ms. McBeath, Mr. Hunter, Mr. Hawkins and Ms. Brewer. Abstaining: Mr. Pschesang.

#### **Safety Services:**

Ms. McBeath reported that the Committee met on February 25, 2008. Council members present: Ms. McBeath, Mr. Vilardo and Ms. Hinnners. Staff present: City Manager Rokey, Police Chief Machan, and Assistant Fire Chief Flanigan. Also present: Dominic Costanzo representing the Milford Gun Club. Mr. Costanzo was introduced and invited to discuss the annual operation of the Milford Gun Club. The Manager provided a copy of his annual letter and bullet comparison of the approval letter per the City's ordinance. The Committee did not express any concerns regarding the continued operation of the Gun Club as outlined in the request.

The Manager brought to the Committee's attention that signs stating "Speed Limits Strictly Enforced" have been added to the intersections of Forest, Center, Garfield and Cleveland Avenues. Speed surveys are due by the end of the week and will be sent to traffic engineer. 110 responses have been received at this time.

A discussion was held concerning citizen requests for additional crosswalks. The Committee agreed that as new projects are completed, opportunities to add safe crossings should be incorporated.

Ms. McBeath inquired regarding the status of purchasing a new records package for the Police Department. The initial cost estimate of \$75,000 is not firm and they are still investigating options.

Chief Machan also provided a proposal to make the Police Annex capable of serving as an Emergency Operations Center. This was suggested last year when it was believed that it might be as effective as wiring and purchasing a generator for the City Hall. In reality, it duplicates the cost of providing for furnishings, supplies and equipment already available and does not address needs of other City departments. Chief Machan was directed to re-visit the cost of the generator for City Hall, and the wiring necessary to operate critical systems including City Administration. It was also suggested that our current Emergency Operations Plan be reviewed in light of these discussions.

#### **Community Development:**

Mr. Hawkins reported that the Committee met on February 26, 2008. Council members present: Mr. Hawkins, Ms. Brewer and Ms. McBeath. Staff present: City Manager Rokey, Assistant City Manager Holbrook, and Assistant to the City Manager Ellerhorst. Also present: Residents Steve Boller and Sharon Jetter.

The Committee discussed the payment to the Milford/Miami Township Chamber of Commerce for the support of the Economic Development Director position. The Committee agreed to make a motion to draft an Ordinance authorizing the City Manager to make a total payment of \$20,000 to the Milford/Miami Township Chamber of Commerce in two installments of \$10,000 each. Mr. Hawkins made the motion, seconded by Ms. Brewer. Voting yes: Ms. Brewer, Ms. Hinnners, Ms. McBeath, Mr. Hunter and Mr. Hawkins. Abstaining: Mr. Pschesang.

The Committee discussed the proposal to create additional meeting space. The members stated they would like to see additional quotes for the work to be done with the scope of work to include wall, ceiling and electrical.

Ms. Rokey stated that the lights on the Main Street trees would be removed the week of March 7<sup>th</sup>; Duke Energy has agreed to do the tree trimming between March 10<sup>th</sup> and 17<sup>th</sup>. The outlets will also be upgraded. Ms. Brewer is going to poll the merchants to help determine how long the lights should remain in place each year.

The Committee discussed amendments to the tree ordinance. Ms. Rokey stated that consideration is being given to create a reimbursement program that is similar to the City's sidewalk repair reimbursement program. The Committee discussed the amendments. Mr. Hawkins said that he would like to see an easy to read policy manual instead of having all of the procedures in ordinance form. The members agreed to review the information provided by staff.

Staff noted that the group organizing the Sharefest in June is requesting project ideas.

Ms. Hinners stated that she and Karen Huff from the Chamber visited all the gateways to Milford to check on the signage. They found that there needs to be some additions and adjustments to several signs.

Mr. Hunter said that the City is looking into signage that will direct people to different areas of the City such as downtown Milford and the Parkway. There will be signs placed at the gateways and if possible signs will be placed on the mast arms of some of the street signs.

**City Manager's Report:** The City Manager reported that there will be an article in the Newsletter listing committees and commissions and what the responsibilities are for each committee and commission.

Ms. Rokey reported that the Street/Service Departments current supply of salt is adequate for our needs although some communities are dangerously low.

Wastewater Department no report at this time.

The Water Department reports that 8 large old meters were replaced with new radio read meters at Edgecombe Apts. and 50 were converted on Main Street. Last week a leak was repaired on Lila Ave. The water was off for about 6 hours.

**Other Items:** 118 traffic surveys were returned. They will be turned over to our traffic engineers for compilation and review.

Work will begin this week on the East Milford Storm Sewer Project. Information will be given to residents as requested. Adjustments may be required as construction progresses.

Our website now includes a master calendar listing of all regular meetings and events.

A request was made to Representative Uecker's office to enhance Milford's Urban Trail, which includes the junction of 8 of America's Long Distance Trails. This has been discussed in some detail at our meetings with the Parks & Recreation Commission. The total funding request is \$35,500.

The Great American Clean and Green Spring Litter Pickup is Saturday, April 19<sup>th</sup> from 9:00 a.m. until noon. Please call Susan Ellerhorst for information and to volunteer. Old computers can be recycled at 5900 McPicken Drive, Miami Township.

A discussion was held among Council concerning our website and the information posted.

Ms. Rokey said that a date has not been set at this time for a meeting of the Clermont Commissioners in Milford.

**Committee Meetings Proposed**

Public Services	Monday, March 10, 2008	4:30 p.m.
Admin. Services	Friday, March 14, 2008	4:00 p.m.
Comm. Development	Wednesday, March 19, 2008	5:30 p.m.

**Reminders**

Urban Trail Walk	Sunday, March 9, 2008	1:00 p.m.
Parks & Recreation	Monday, March 10, 2008	5:30 p.m.
Salute to Leaders	Thursday, March 13, 2008	5:30 p.m.
Citizens Housing	Monday, March 17, 2008	7:00 p.m.
Special Planning Com.	Wednesday, March 26, 2008	6:00 p.m.
Bd. Zoning Appeals	Thursday, March 27, 2008	7:00 p.m.
Yellow Ribbon Dinner	Wednesday, April 9, 2008 (Oasis)	5:00-11:30 p.m.
Clean and Green	Saturday, April 19, 2008	9:00-Noon

**Police Department:** Chief Machan commented on an email he received concerning citations for expired license tags. The Chief stated that this kind of violation is one that the department must deal with. In some communities cars with expired tags are not cited but the cars are towed automatically. Chief Machan stated he took exception that Milford was targeting for expired tags. He explained that the area of Center St. and Forest Ave. is an area in which over 100 tickets have been issued for moving violations.

Chief Machan stated that as part of the Hamilton DUI County Task Force when Officer Kenny was brought in last year he was also classified as a drug recognition expert. Officer Kenny put together the training of all of our officers for DUI drivers.

The department is waiting for the estimate from Buckeye Power for the generator for the City Hall building.

**Fire Department:** No Report

**Council Comments:** Mayor Hunter commented that he attended a meeting at Terrace Park concerning the proposed lane changes to Wooster Pike. Milford will be involved with Terrace Park and ODOT with the planned changes. Terrace Park stated that our downtown district is also their downtown, as they do not have a retail district. The City of Milford realizes that we are part of a larger community and we will work with our local neighbors. Ms. Hinnners and Mr. Vilardo are working with Miami Township and we will make sure that all the of needs are addressed.

Mayor Hunter congratulated Geoff Pitmann as the Chairman of the Board of Zoning appeals and Dana Linley as the Vice-Chairman.

Mr. Hunter expressed sympathy to the Younginger family on the death of Mr. Younginger.

The Milford Historical Society now has a DVD called the "History of Milford." Please contact the Society if you are interested.

#### **New Business – None**

##### Ordinances and Resolutions

- 8.654 An Ordinance to make Appropriations for the Current Expenses and other Expenditures of the City of Milford during the Fiscal Year ending December 31, 2008.  
Ms. McBeath made the motion to adopt, seconded by Ms. Brewer. Voting yes: Ms. Brewer, Ms. Hinnners, Ms. McBeath, Mr. Hunter and Mr. Hawkins. Abstaining: Mr. Pschesang.
- 8.655 An Ordinance Authorizing an Agreement with CDP Engineers for the Garfield Force Main/ Service Department Pump Station project in the amount of \$79,000.  
Ms. McBeath made the motion to suspend the rules and read by title only, seconded by Ms. Brewer. Voting yes: Mr. Hawkins, Ms. Brewer, Ms. Hinnners, Ms. McBeath and Mr. Hunter. Abstaining: Mr. Pschesang. Ms. Brewer made the motion to adopt, seconded by Ms. McBeath. Voting yes: Mr. Hawkins, Ms. Brewer, Ms. Hinnners, Ms. Ms. McBeath and Mr. Hunter. Abstaining: Mr. Pschesang
- 8.656 An Ordinance establishing the salary for Clerk of Council in the amount of \$7,625.00 per year Effective the first pay period in July, 2008.  
Ms. Hinnners made the motion to suspend the rules and read by title only, seconded by Ms. McBeath. Voting yes: Mr. Hunter, Mr. Hawkins, Ms. Brewer, Ms. Hinnners and Ms. McBeath. Abstaining: Mr. Pschesang. Ms. Hinnners made the motion to adopt, seconded by Ms. McBeath. Voting yes: Ms. McBeath, Mr. Hunter, Mr. Hawkins, Ms. Brewer and Ms. Hinnners. Abstaining: Mr. Pschesang.
- 8.657 An Ordinance establishing the salary for Law Director in the amount of \$49,875.00 per year Effective the first pay period in April, 2008. Ms. Hinnners made the motion to suspend the rules Read by title only, seconded by Ms. Brewer. Voting yes: Ms. McBeath, Mr. Hunter, Mr. Hawkins, Ms. Brewer and Ms. Hinnners. Abstaining: Mr. Pschesang. Ms. Brewer made the motion to adopt, seconded by Mr. Hunter. Voting yes: Ms. Hinnners, Ms. McBeath, Mr. Hunter, Mr. Hawkins and Ms. Brewer. Abstaining: Mr. Pschesang.
- 8.658 An Ordinance authorizing the City Manager to make a total payment of \$20,000 to the Milford/ Miami Township Chamber of Commerce in two installments of \$10,000 each. Ms. McBeath made the motion to suspend the rules and read by title only, seconded by Ms. Hinnners. Voting yes: Ms. Brewer, Ms. Hinnners, Ms. McBeath, Mr. Hunter and Mr. Hawkins. Abstaining: Mr. Pschesang.  
Ms. Hinnners made the motion to adopt, seconded by Ms. Brewer. Voting yes: Ms. Hinnners, Ms. McBeath, Mr. Hunter, Mr. Hawkins and Ms. Brewer. Abstaining: Mr. Pschesang.

#### **Old Business – None**

##### Ordinances and Resolutions

**Adjourn:** There being no further business to come before Council the meeting was adjourned at 8:15 p.m. with a motion by Ms. McBeath, seconded by Ms. Brewer. All voted yes

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Joanne Trilety, Clerk

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David M. Hunter, Mayor