

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 1/23/2023

START TIME: 7:00 P.M.

MEETING LOCATION: COUNCIL CHAMBERS – 6 N WASHINGTON ST.; MILLERSBURG, OH 44654

CALLED TO ORDER BY: MAYOR, JEFF HUEBNER

RECORD OF PROCEEDINGS

COUNCILMEMBERS ROLL CALL

NAME:		NAME	
Polen	Present	Shoemaker	Present
Hoffee	Present	Vaughn	Present
Conn	Present	Hofstetter	Present

IN ATTENDANCE

NAME:		NAME:	
Jeff Huebner	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Karen Shaffer	Clerk-Treasurer	Bobbie Curry	Assist Fiscal Officer
Kevin Lynch	Visitor	Melissa Patrick	Visitor
Andrea Kellogg	Visitor	Nick Mullet	Visitor

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		1/9/2023	
MOTION BY:		Polen	
MOTION SECONDED BY:		Hoffee	
VOTING ROLL CALL:			
Polen	Yes	Hoffee	Yes
Conn	Yes	Shoemaker	Yes
Vaughn	Yes	Hofstetter	Yes
VOTING RESULTS:		YES: 6 NO: 0	
MOTION TO APPROVE BY:		Vaughn	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:			
Vaughn	Yes	Conn	Yes
Polen	Yes	Hoffee	Yes
Shoemaker	Yes	Hofstetter	Yes
VOTING RESULTS:		YES: 6 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2023-03	Bills \$111,556.39	Payroll \$62,433.44	Total \$173,999.80
MOTION BY:		Hofstetter	
MOTION SECONDED BY:		Shoemaker	
VOTING ROLL CALL:			
Hofstetter	Yes	Shoemaker	Yes
Vaughn	Yes	Conn	Yes
Hoffee	Yes	Polen	Yes
VOTING RESULTS:		YES: 6 NO: 0	

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	POLICE DEPARTMENT
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REPRESENTATIVE'S NAME:	CHIEF MATT SHANER
Informed Council Captain Kim Herman retired after 36 years of law enforcement service. His last day was Friday, January 20. Herman was thanked for his dedication and service.	

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR NATE TROYER
<p>DRB & P&Z Commission: Design Review will meet February 1, 2023. The American Hall (Dylan Kauffman) has applied to remove the rear annex of the building to allow for the outside elevator.</p> <p>ODOT Sidewalk TAP Project: The bid opening is scheduled for March 9, 2023.</p> <p>ARPA: Informed Council he received the final plans and bid documents last week. He is making a final review and then will work on scheduling the advertisement and bid opening dates.</p> <p>Appalachian Community Grant: No update, awaiting award announcements in early spring</p> <p>Utility & Street Department Employment Ad: The advertisement should be published this week and has been placed on our Facebook page. Interviews will begin soon.</p> <p>Comprehensive Plan: Final copies of the comprehensive plan were received. A time will be scheduled that Kleinfelder can come to a Council meeting to do a formal presentation. Copies will be distributed to Council prior to this meeting.</p> <p>Aggregation: Informed Council Aspen Energy updated him on current electric rates available. A 12-month/24-month/36-month/48-month rate was provided; at 7.42/7.25/7.26/7.21 respectively. Current AEP rate is 6.74. Council mutually agreed to wait a while longer for the possibility of rates leveling out.</p>	

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	CLERK-TREASURER KAREN SHAFFER
<p>2022 Year-End Financial Statement: Presented the 2022 Year-End Financial Statement acknowledgement form that Council received the report and the notes to the financial statements. All initialed the acknowledgement.</p> <p>Amphitheater Reservations: Informed Council the amphitheater has been reserved for June 10 for the Eagle Scout award ceremony for Brenna Barbey. Barbey completed the amphitheater project as part of earning her Eagle Scout. Shaffer also asked how reservations are to be handled in the future. Council mutually agreed that there is to be no reservation fees involved and scheduling will be done through the Village office. Once lighting and electric service is installed, Council may revisit reservation fees to cover the cost of electric service.</p>	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	JEFF HEUBNER
UTV Decision:	

LEGISLATION

NUMBER: 2022-34	Mayor read for the third time by title only		
TITLE: A Resolution To Add Section 7.6 To The Millersburg Personnel Policy			
CLASSIFICATION:	Resolution		
STATUS:	3rd Reading		
MOTION TO:	Pass & Adopt		
MOTION BY:	Polen		
MOTION SECONDED BY:	Vaughn		
VOTING ROLL CALL:			
Polen	Yes	Vaughn	Yes
Hoffee	Yes	Conn	Yes
Hofstetter	Yes	Shoemaker	Yes
VOTING RESULTS:	YES: 6	NO: 0	

NUMBER: 2023-02	Mayor gave the first reading by title only.		
TITLE: Final Resolution Requesting The ODOT Director Of Transportation To Complete The Hol S. Washington St. Sidewalks Project (PID 111413); Authorizing The Village Administrator To Enter Into A			

Contract With The State For The Above Project And Provide Payment Of The Local Public Agency (LPA) Share Of The Project Cost And Declaring An Emergency			
CLASSIFICATION:		Resolution	
STATUS:		1st Reading	
MOTION TO:		Suspend the Rules for 2nd & 3rd Reading	
MOTION BY:		Hoffee	
MOTION SECONDED BY:		Shoemaker	
VOTING ROLL CALL:			
Hoffee	Yes	Shoemaker	Yes
Polen	Yes	Conn	Yes
Vaughn	Yes	Hofstetter	Yes
VOTING RESULTS:		YES: 6	NO: 0
MOTION TO:		Pass & Adopt	
MOTION BY:		Hofstetter	
MOTION SECONDED BY:		Polen	
VOTING ROLL CALL:			
Hofstetter	Yes	Polen	Yes
Hoffee	Yes	Conn	Yes
Vaughn	Yes	Shoemaker	Yes
VOTING RESULTS:		YES: 6	NO: 0

NEW BUSINESS

TOPIC:		Captain Herman Retirement	
PRESENTED BY:		Brad Conn	
DISCUSSION: Thanked Captain Herman for expressed his appreciation of Herman’s 36 years of service and for what he has done for the department.			
TOPIC:		Street Department – Snow Removal	
PRESENTED BY:		Kelly Hoffee	
DISCUSSION: Thanked the Street Department employees and all that assisted with the street clearing/maintenance during the recent periods of snow fall.			

EXECUTIVE SESSION

PURPOSE: To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.			
MOTION BY:		Polen	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Polen	Yes	Hofstetter	Yes
Hoffee	Yes	Conn	Yes
Shoemaker	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6	NO: 0
INVITED INTO SESSION:		Bobbie Curry	

EXECUTIVE SESSION ACTION

ACTION: To promote Jeff Lay to Captain with a 7.5% increase (probationary of the 15% rate) as prior legislation allowed.			
MOTION BY:		Shoemaker	
MOTION SECOND BY:		Vaughn	
VOTING ROLL CALL:			
Shoemaker	Yes	Vaughn	Yes
Polen	Yes	Conn	Yes
Vaughn	Yes	Hofstetter	Yes
VOTING RESULTS:		YES: 6	NO: 0

ACTION: Promote Michelle Markley to Sergeant with the remaining 5% increase (5% was approved previously) as allowed by prior legislation.			
MOTION BY:		Hoffee	
MOTION SECOND BY:		Polen	
VOTING ROLL CALL:			
Hoffee	Yes	Polen	Yes
Conn	Yes	Shoemaker	Yes
Vaughn	Yes	Hofstetter	Yes
VOTING RESULTS:		YES: 6	NO: 0

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>2/13/2023</u>
TIME:	7:00 PM
LOCATION: Council Chambers	6 N Washington St.; Millersburg, OH 44654

ADJOURNMENT

MOTION BY:		Polen	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Polen	Yes	Hofstetter	Yes
Hoffee	Yes	Vaughn	Yes
Shoemaker	Yes	Conn	Yes
VOTING RESULTS:		YES: 6	NO: 0

MINUTES PREPARED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	2/6/2023

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	2/13/2023

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	2/13/2023