

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 2/26/2024

START TIME: 7:00 P.M.

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

CALLED TO ORDER BY: MAYOR, KELLY HOFFEE

RECORD OF PROCEEDINGS

COUNCILMEMBERS ROLL CALL

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

IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Kelly Hoffee	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Karen Shaffer	Fiscal Officer	Bobbie Curry	Asst. Fiscal Officer
Dan Miller	Visitor	Jennifer Crilow	Visitor
Rodney Arnold	Employee	Jon Lotut	Visitor
Molly Lotut	Visitor	Jim Nussbaum	Visitor
David Brandt	Visitor	Steve Johnson	Visitor
Melissa Patric	Media/Reporter	Kevin Lynch	Media/Reporter

COMMUNITY RECOGNITION

Mayor Hoffee recognized elementary students, Harlie Moutoux and Eddie Butcher. They recently won the Millersburg Elementary Spelling Bee. They advanced to the County Spelling Bee where Moutoux placed 7th. Congratulations Harlie and Eddie. Great Job!

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		2/12/2024	
MOTION BY:		Polen	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	
MOTION TO APPROVE BY:		Shoemaker	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2024-24	Bills \$64,330.92	Payroll \$68,923.37	Total \$133,254.29
MOTION BY:		Vaughn	

MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:			
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR, NATE TROYER
<p><u>DRB & P&Z Commission</u> March 6th at 6:00PM DRB will review COA applications from Rupinder Singh for façade and signage for a Domino's at 181 W. Jackson and for the façade improvements at our office. On March 6th at 6:30PM, P&Z will review a variance request for excess square footage for the Domino's signage as well as a setback variance request from Noah Miller at 283 S. Alexander Street for a proposed garage.</p> <p><u>Wooster Road Speed Study</u> No update</p> <p><u>2024 Resurfacing</u> The bid opening was held on 2/16. We had 2 bids submitted. The engineer's estimate was \$204,733.99. Melway Paving's bid was \$168,145 and Kingsway Services bid was \$176,850.42. It was discovered afterwards that the bid forms did not include two of the line items that the engineers estimate included (mobilization and maintenance of traffic) so those items would be eligible for a change order if the awarded contractor wishes to submit them. We have reviewed all the bid submittals and are recommending awarding the contract to Melway Paving. Motion to award bid to Melway paving made by Vaughn. Seconded by Polen. All voted aye. Motion carried.</p> <p><u>Budgeted Items</u> Loader-demo'd a unit last week. Hopefully, we'll place the order soon. St. Dept. Storage Bldg.-Signed Tekton proposal so they can begin working on plans. The utility Dept. truck has been ordered and has a build date scheduled for this month. Office improvements-DRB review in March-anticipated start date April/May</p> <p><u>Tree Planting</u> This year marks the 75th anniversary of ODNR and to celebrate they are planting a tree in each County. They have selected Millersburg for the Holmes County location so I will be meeting with them to determine a location at one of our parks.</p> <p><u>Holmes County Grant Fair Invitation</u> Attached. Please RSVP if you plan on attending.</p> <p><u>Personnel</u> Mason Radcliff has notified us he is resigning and his last day with the Village will be March 15th. We thank him for his time here and wish him well. Clay Shepler will complete his probation on March 6th. I would like to request we remove him from probation status at this point. Motion to accept the resignation of Mason Radcliff effective 3/15/2024 made by Conn. Seconded by Hofstetter. All voted aye. Motion carried. Motion to remove probationary status from Clay Shepler effective 3/6/2024 made by Hofstetter. Seconded by Polen. All voted aye. Motion carried.</p> <p><u>Amphitheater Turf Project</u> Totally Outdoors is finishing up the turf project this week. Looks great!</p>	

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER
<p>Chief Shaner applied for the Body Armor Grant through workers comp. The grant application was approved in the amount of \$7,910.00, leaving the Police Dept cost at \$2,636.00. Vests have been ordered for all full-time police officers.</p> <p>The Peace Officer's Memorial Service has been suspended since COVID hit in 2020. This will be brought back and celebrated on Friday, May 17th, 2024 at 2:00PM. Plans are currently being made. Further announcements to follow.</p>	

Shaner will be reaching out to the Mayor and each council member as well as Solicitor Hines this week to go over their new Village of Millersburg emails and log-in instructions.

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, KAREN SHAFFER ASSTISTANT FISCAL OFFICER, BOBBIE CURRY
<p>Curry explained that Assured Partners, our current insurance agency, reached out last week to inform us that The Ohio Municipal Joint Self-Insurance Pool has dissolved. Curry, Shaffer and Troyer met with Bill Beal from Assured Partners on 2/15/24. Beal explained that due to declining membership, increased claims, and rising reinsurance premiums over the past several years, the OMJSP Board made the decision to discontinue the pool. The Board, along with JWF Specialty, the pool administrators, and Assured Partners, the pool broker, sought an alternative risk sharing program for its members. The Ohio Plan with over 800 members provided a renewal quote for the Village of Millersburg. The renewal effective date is April 1, 2024. A summary of benefits was given to each member of council. Curry summarized that the village's coverage with the Ohio Plan is the same if not better than that with OMJSP except for the cyber coverage which is reduced from \$2,000,000 to \$1,000,000. It was explained by Beal last week that cyber policies are changing across the board and \$1,000,000 in coverage is now the standard. Cyber policies are expected to become obsolete in the near future.</p> <p>Curry further explained the renewal premiums will be less with the Ohio Plan than OMJSP. The total premium for 4/1/2024 – 4/1/2025 was quoted at \$50,215.00. The 2023 premiums totaled \$53,707.00. The Village has two options at this time. Accept the proposed renewal entering membership with the Ohio Plan or accept quotes from other insurance agencies, review the quotes and select a new insurance provider. The window of time to accept and review quotes is short. A decision must be made by council no later than our 2nd meeting in March.</p> <p>Council members discussed the options presented. While there is no harm in accepting and reviewing quotes, the time constraint (less than one month) is a real issue. Having over 800 municipalities as members, council expressed confidence in the Ohio Plan. Coverage and premiums with the Ohio Plan are very good.</p> <p>Motion made to renew the Village of Millersburg's property, general liability, public officials liability and cyber insurance policies with Assured Partners and enter membership with the Ohio Plan made by Vaughn. Seconded by Polen. All council members voted aye. Motion carried.</p>	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
<p>Upcoming Committee Meetings: February 28th at 6:30 PM – Park/Cemetery Meeting March 11th at 6:30 PM – Volunteer Police Officers Dependent Fund Meeting March 18th at 6:30 PM – Audit/Finance Committee Meeting (Discussing Strategic Plan) March 25th at 6:30 PM – Records Commission Meeting March 28th at 7:00PM – Police Committee Meeting</p> <p>Upcoming Community Calander Items: Feb 29th – March 2nd – Home and Garden Show in Mt Hope March 6th – Bicentennial Meeting at the Chamber of Commerce March 9th – Clue at the Mansion – Call the Historical Society for tickets. March 23rd at 11:00AM – The Holmes Co Library is showing the Disney Movie Wish on the big screen at no charge. March 28th at 7:00PM – Our Town Millersburg Presentation (From Founding to 1900) at the American Hall in Millersburg. April 6th – Infrastructure Grant Meeting at Harvest Ridge.</p> <p>Bicentennial Celebration: The second meeting was held this month. The celebration will kick off with a big parade during Thunder Over Holmes County. The Village is partnering with HDM to do a mural on the old laundromat building on Jackson and S Mad Anthony. A grant of \$3,500 was awarded. Holmes Center for the Arts has an artist lined up to create the mural. This will be a historical mural. Ideas are being discussed.</p>	

Mayor Hoffee emphasized that she would like the Village Council to participate in the bicentennial kick-off parade. She's been told that there is a company in New Philadelphia that makes floats, delivers them, and picks them up. We would just need to arrange a vehicle to pull the float in the parade. Hoffee is looking at getting sponsors for the float. She encourages all council members to participate. Hoffee has gotten some ideas for the time capsule being planned. Lastly, Hoffee has been pricing the banners that she'd like to see created for the coloring contest.

LEGISLATION

NUMBER:	2024-101		
TITLE:	An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg		
CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading and Passage		
MOTION TO:	Pass & Adopt		
MOTION BY:	Shoemaker		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 6 NO: 0		

NUMBER:	2024-102		
TITLE:	An Ordinance Revising The Previous Ordinance Prohibiting The Use Of Freight Or Shipping Containers As Accessory Use Buildings		
CLASSIFICATION:	Ordinance		
STATUS:	2nd Reading		

COMMITTEE REPORTS

COMMITTEE:	Tree City
PRESENTED BY:	Hofstetter
DISCUSSION: The Tree City Committee met for the first time this year last Wednesday, February 21 st . Planning for the Arbor Day celebration was started. Other plans for the year were discussed as well.	
Mayor Hoffee passed along feedback she's gotten about the trees along the downtown streets. The flowering trees that produce berries are very unpopular. Hofstetter reports that those trees were a topic of discussion at the Tree City Meeting as well. Troyer reports that the topic was discussed with Joe from ODNR also.	

OLD BUSINESS

TOPIC:	Goals of Council Discussion
PRESENTED BY:	Mayor Hoffee
DISCUSSION: <u>Right Turn on Red at Washington Street and Jackson Street</u> Kellogg feels that allowing right turn on red at the intersection poses visibility issues. Vaughn agrees and voiced concerns about pedestrian traffic safety issues as well. <u>Pedestrian Crossings</u> Hoffee would like to look into marking pedestrian crossings better in the village. Perhaps better pavement markings and signage would improve the safety of crosswalks. <u>Facade Improvements to Village Hall</u> will be reviewed by the Design Review Board on March 6 th . The <u>Park/Cemetery Committee</u> is meeting this week. <u>Strategic Plan (Comprehensive Plan)</u> will be discussed at the Audit/Finance Committee Meeting and a prospective plan will be brought to council. Meeting to be held on March 18 th at 6:30PM. A date and time for the <u>Business/Housing Committee</u> meeting will be established in March or April.	

TOPIC:	Electric at Deer Run Park
PRESENTED BY:	Shoemaker

DISCUSSION:
Shoemaker asked Troyer if the plan for installing electric to the Deer Run Park Amphitheater and Pavilion is moving forward. Troyer reports that Millersburg Electric is contracted for this project and will be scheduling this year.

TOPIC:	Community Shred Day (Clean Up Day)
PRESENTED BY:	Asst. Fiscal Officer Curry

DISCUSSION:
Curry reached out to Go-Shred for pricing and details to provide on-site document shredding services as part of Village Clean Up day on Saturday, June 8th from 9am to 12pm. Conn reached out to Sanmandy. Go-Shred was twice the cost as Sanmandy. Sanmandy will provide one truck and two workers from 9:00AM to 12:00PM for a total cost of \$500. If needed, an extra truck can be dispatched for an additional cost. Sanmandy suggests a 3-box limit per vehicle.
Motion to agree to have Sanmandy provide shredding service for clean up day made by Conn. Seconded by Kellogg. All voted aye. Motion carried.

NEW BUSINESS

TOPIC:	Trainings/Workshops
PRESENTED BY:	Shoemaker

DISCUSSION:
Shoemaker found a seminar for new elected officials that may interest new council members. It is on March 23rd in Independence, Ohio.
He also found information on a grant-writing workshop/training in Columbus on March 21st and 22nd. He would like Shaffer, Curry and Troyer to attend. Shaffer will be retiring soon and will not be planning to attend. Curry and Troyer will look for details and discuss attending.

VISITORS

Steve Johnson
Johnson, a candidate for Holmes Co Commissioner, address council about two topics.
He would like to see the Village begin to consider plans for the Millersburg Elementary Building once the school district completes construction of its central elementary. The school district will be selling its current elementary buildings. How can the property be useful to the village?
Secondly, Johnson would like to share his idea for improving traffic in Millersburg. He feels that a truck route/bypass is something that should be considered.

Jim Nussbaum
Nussbaum is a 30-year Holmes County resident. He works in Millersburg and often visits downtown businesses. He recently asked business owners what they want from Millersburg Village Council. The consensus is that people don't know who is on council and would like to see and talk to council members. Business owners need council to care and show up. He echoed Hoffee's earlier concerns about pedestrian crosswalks. He also would like to see sidewalk improvements made in the village.

David Brandt
Brandt spoke about the traffic and traffic noise in the village. He describes it as abysmal. Hopped up cars and commercial vehicles create so much noise that windows shake. He agrees that crosswalks need to be made safer and suggests solar powered LED lighted signage be installed to slow traffic down. Brandt would like for the community to learn more about the history of Millersburg.

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>3/11/2024</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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Assistant Fiscal Officer	3/1/2024

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	3/11/2024

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	3/11/2024