

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 3/11/2024

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	Not Present	Conn	Present

MOTION TO EXCUSE:	Vaughn and Shaffer		
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	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:	YES: 5 NO: 0		

IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Kelly Hoffee	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Bobbie Curry	Assistant Fiscal Officer	Melissa Patrick	Media/Reporter
Kevin Lynch	Media/Reporter	David Brandt	Visitor
Mark Hiner	Visitor		

COMMUNITY CALENDAR/EVENTS

<ul style="list-style-type: none"> • March 15 and 17 – Indoor Amusements at Harvest • March 23 at 11am, the library will be showing the Disney movie “Wish” rated PG on the big screen at no charge • March 28 - Our town Millersburg from founding to 1900 at the American Hall at 7pm – This will also be live streamed/recorded on YouTube. • April 6 at 8am - Infrastructure Grant meeting at Fairgrounds • May 17 - Peace Officer Memorial at the Courthouse 2pm • June 1 - Millersburg Garage Sale Day • June 8 - Village Clean-up/Shredding Day at the Street Department 9-Noon • June 29 - Thunder Over Holmes County/Bicentennial Kick-Off Parade in Millersburg <p>Bicentennial Celebration Updates from Mayor Hoffee Parade planning/preparations are being discussed between the committee and the police dept. The mural project is being discussed/planned. Highlighting that Millersburg is a National Historic District and the downtown streetscape will be included in the mural.</p>
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VISITORS

Mark Hiner, Candidate of State Representative introduced himself and made himself available to answer any questions.
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APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		2/26/2024	
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	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	
MOTION TO APPROVE BY:		Hofstetter	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:			
Hofstetter	<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		
VOTING RESULTS:		YES: 5 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2024-05	Bills \$47,581.09	Payroll \$68,680.55	Total \$116,261.64
MOTION BY:		Conn	
MOTION SECONDED BY:		Shoemaker	
VOTING ROLL CALL:			
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	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
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR, NATE TROYER
<p><u>DRB & P&Z Commission</u> March 6th-DRB approved COA applications from Rupinder Singh for façade and signage for a Domino's at 181 W. Jackson, Pitmasters Pizzeria signage at 42 N. Grant, and for the façade improvements at our office. P&Z approved the 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> Sent out last week. Discussion on next steps. Will work on getting ODOT representative back in for meeting.</p> <p><u>2024 Resurfacing</u> Contract documents have been completed and given to Melway. They haven't given us a firm start date but indicated that they would like to begin our work as soon as they can this spring.</p> <p><u>Budgeted Items</u> Loader-Cat demo came last week St. Dept. Storage Bldg.-no update Utility Dept. no update Office improvements-DRB approved, no other update</p> <p><u>Tree Planting</u> ODNR anniversary tree planting will be April 9th at 1:00 at Deer Run Park</p> <p><u>Personnel</u> We will be posting/advertising the street department opening for a few weeks and then will begin reviewing applicants. This will include an internal posting as well.</p>	

Airport Park
 Berlin Christian Fellowship has asked to reserve Airport Park for their annual Easter Egg Hunt on March 27th at 6:00 PM. Motion to approve reservation of Airport Park made by Conn. Seconded by Polen. All voted aye.

Paving
 The Catholic Church will be paving their parking lot which extends into Blackbird Alley. They have hired Kingsway Services. Kingsway has submitted a proposal for the cost of paving the alley. The cost will be approximately \$5,000. Troyer is comfortable with the proposal. Kingsway will bill the Village directly for the alley portion of the paving. Motion to approve Kingsway Services paving Blackbird Alley made by Shoemaker. Seconded by Kellogg. All voted aye.

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER
Will be setting up emails for the two remaining council members this week.	

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, KAREN SHAFFER ASSTISTANT FISCAL OFFICER, BOBBIE CURRY
February 2024 financials are complete. Acknowledgement signed by council and Mayor Hoffee.	

DEPARTMENT:	LEGAL/SOLICITOR
REPRESENTATIVE'S NAME:	SOLICITOR HINES
<p>PFAS CONTRACT – PFAS is a chemical used in just about everything, It’s been found that if PFAS gets into a water system, it stays forever. The chemical can cause tumors. Lawsuits have been filed against chemical manufacturers. The Village of Millersburg has never had PFAS detected in its water system. A law firm out of New York was chosen a couple of years ago to represent the village should it ever have an occurrence of PFAS detected in our water. The law firm proposed to change our retainer agreement. Two minor changes were proposed: The addition of another two chemicals and a change in how the law firm is paid if a settlement is awarded. Hines has redrafted the agreement to include these two changes. The proposed retainer agreement will be returned to Hines. Council will need to vote to agree to allow Mayor Hoffee to sign the agreement. Kellogg questioned Hines about why he has put the work into revising the retainer agreement since that is typically done by the law firm. Hines’ time is billed to the Village. Hines explained the history of professional relationship between the village and law firm spanning back a couple of years. They have worked together to revise agreements. Kellogg also asked why the village is using a law firm out of New York rather than using a more local firm. Hines and Troyer explained that the Ohio Rural Water Association and National Rural Water Association recommended the firm out of New York. Kellogg doesn’t want to see the village billed by Hines for legal services that she feels should have been done by the law firm handling the case. Hines estimated that his work on the agreement took him a total about one half hour. Conn asked Hines if it is common to have to tweak a retainer agreement. Hines said that yes, it’s common.</p> <p>INDIGENT BURIAL SITE AT OAK HILL CEMETERY A proposed indigent burial site was brought to council previously. There are cremains of approximately 60 indigent individuals at Alexander Funeral Home. There are possibly a few others at a funeral home in Baltic which is also in Holmes County. Hines has been working with Attorney Chad Yoder to draft an agreement about the indigent burial site. Hines explained one particular situation where the individual was moved from a Holmes County Nursing Home to a Summit County Facility. The individuals volunteer guardian remained in Holmes County. Hines has been in discussion with Yoder to discuss this and other topics related to establishing the Indigent Burial Site. Once they have a drafted final agreement, Hines will bring it to council.</p> <p>ALLEY VACATIONS Hines has drafted the legislation to vacate some alleys in the village. He has submitted the ordinance to the tax map office. Some technical issues need to be resolved. Legal notice for one of the alleys needs to be published for 6 weeks. A public hearing will then be held on June 10th, 2024.</p> <p>MILLERSBURG MOBILE HOME PARK Hines visited the mobile home park to check on the progress of the projects that park owners agreed to have completed by now. He reports that all projects appear to have been completed with the exception</p>	

of some piles of cement block on the lot of the burned trailer demolition and some unsightly piles of brush/wood. Hines would like the mobile home park to take care of those things. Kellogg questioned why the village solicitor is visiting the mobile home park to check on the progress of the clean up projects rather than the police officer, Genet, who is designated to investigate and follow up on these types or ordinance violations. She voiced concern that the village is charged for Hines' time when this could/should be handled by the Police Dept. Hines explained that last year when the mobile home park wasn't following through with cleaning up the park, council had the option of filing charges or working with them to resolve the issues. He assured that the time he is putting into this is to avoid a lawsuit. Hines pointed out that it's abundantly clear that Kellogg has a problem with his bill based on comments made at this meeting. Mayor Hoffee wrapped the topic up by clarifying that all the projects that the trailer park agreed to complete are now done. Therefore, we can move on as Village Council's role in the mobile home park clean up is complete.

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
Upcoming committee meetings:	
<ul style="list-style-type: none"> • Volunteer police officers dependent fund met tonight at 6:30pm, council chambers. • Audit/Finance Committee - March 18 at 6:30pm, council chambers. • Records Commission - March 25 at 6:30pm, council chambers. • Police Committee - March 28 at 7pm, council chambers. • Business/Housing Committee - April 16 at 6pm, council chambers. 	
Working toward council goals:	
Façade improvements to Village Office has been approved.	

LEGISLATION

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:	3rd Reading and Approval		
MOTION TO:	Pass & Adopt		
MOTION BY:	Conn		
MOTION SECONDED BY:	Shoemaker		
VOTING ROLL CALL:			
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	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
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:	YES: 5 NO: 0		

COMMITTEE REPORTS

COMMITTEE:	Parks
PRESENTED BY:	Conn
DISCUSSION: Minutes from the 2/28/24 Parks Committee meeting were included in the packet for tonight's meeting. Conn summarized that the meeting was focused on Old Airport Park. The goal is to prioritize the list of projects to improve the park and begin getting estimates. Improvements to trail access, concession stand and restrooms, and adding more pickleball courts, etc. were some of the items discussed. The committee will also explore grants to help defray the costs of these projects.	

COMMITTEE:	Holmes Co Health District Advisory Council
PRESENTED BY:	Mayor Hoffee
DISCUSSION: The committee met last Thursday. Some interesting statistics to share about the health of Holmes County: In 2023 there were 709 births in the county; 337 deaths. The three most common cancers are prostate, colon and lung cancer. Screening is very important for early detection of these cancers. The 4 most common communicable diseases in Holmes County in 2023 were COVID (422 cases	

reported), Lyme Disease (108 cases reported), Pertussis (74 reported cases) and Influenza (21 cases reported).

NEW BUSINESS

TOPIC:	Cybersecurity
PRESENTED BY:	Mayor Hoffee
DISCUSSION: A community member reached out to the Mayor with concerns about the village’s cybersecurity insurance policy coverage that was discussed at our last meeting. Chief Shaner will schedule a call with Schneider Computer to go over our current cybersecurity and discuss potential vulnerabilities.	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>3/25/2024</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	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:	YES: 5 NO: 0		

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Assistant Fiscal Officer	3/15/2024

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	3/25/2024

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	3/25/2024