

The Council of the Village of Millersburg met in regular session via ZOOM on April 12, 2021 at 7:00 p.m. The meeting was streamed on YouTube for public viewing (Covid-19). Mayor Huebner called the meeting to order. Clerk-Treasurer Karen Shaffer gave roll call, and the following members were in attendance: Kelly Hoffee, Devone Polen, Brent Hofstetter, Tom Vaughn, and Brad Conn. Bob Shoemaker was not present. Motion to excuse Shoemaker was made by Hoffee. Seconded by Polen. Motion passed with Hoffee, Polen, Vaughn, Conn, and Hofstetter voting aye. Solicitor Robert Hines was also in attendance as well as Chief Shaner.

**MINUTES:** Motion made by Hofstetter to suspend the reading of the minutes of Council held March 22, 2021. Seconded by Conn. Upon roll call, motion carried with Hofstetter, Conn, Polen, Hoffee, and Vaughn voting aye. Motion made by Conn to accept the minutes as presented. Seconded by Polen. Upon roll call, motion carried with Conn, Polen, Hofstetter, Vaughn, and Hoffee voting aye.

**BILLS:** Motion made by Hoffee to pay bills in Resolution 2021-10: Bills \$130,867.37, Payroll \$52,675.01 for a total of \$183,542.38. Seconded by Vaughn. Upon roll call, motion carried with Hoffee, Vaughn, Conn, Polen, and Hofstetter voting aye.

#### **REPORTS OF OFFICERS**

**Chief Shaner:** Informed Council that the newest patrolman, Jim Smith, has turned in his letter of resignation with his last day being April 23, 2021. Motion to accept Jim Smith's letter of resignation was made by Hofstetter. Seconded by Conn. Motion passed with Hofstetter, Conn, Vaughn, Hoffee, and Polen voting aye. Shaner was also granted permission to find a replacement for Smith. Stated that he will have items for executive session.

**Administrator Troyer:** DRB & P&Z Commission: At their 4/7 meeting, P&Z recommended approval of the proposed rezoning of PPN 0701881000 submitted by Kurt McDowell and Morgan Durst, on South Washington St, from B-2 to I to allow for mining as well as the rezoning of PPN 0701563000 submitted by Kirk Snyder, on Wooster Rd, from R-3 to SU to allow for the construction of 3 dwelling units on 1 parcel. We need to set a public hearing for both these requests. Public hearing was scheduled for May 24, 2021 at 6:50 pm.

DRB candidate votes have been submitted and compiled with John Zvolensky and Tom Wengerd receiving the most votes, respectfully. Zvolensky is for a 2yr term that began January 2020. Wengerd will have no term as an alternate position. Motion to approve the appointments was made by Conn. Seconded by Hoffee. Motion passed with Conn, Hoffee, Hofstetter, Vaughn, and Polen voting aye.

**Resurfacing/Sidewalk Projects:** The bid opening was held March 26<sup>th</sup>, we have reviewed the lone bid submitted by Melway Paving for street resurfacing in the amount of \$269,656.19 and are recommending Council award the bid to Melway Paving. Motion to award the bid to Melway Paving made by Hofstetter. Seconded by Hoffee. Motion passed with Hofstetter, Hoffee, Vaughn, Polen, and Conn voting aye.

**Deer Run Park Fee Waiver Request:** Canaan Mennonite School has requested waiver of the reservation fee for 4/15/21 and Honey Run Christian School has requested fee waiver for a reservation on 4/16/21. Neither request interferes with scheduled youth baseball events or other events. Hoffee motioned to waive the \$100.00 fee for these two groups. Seconded by Polen. Motion passed with Hoffee, Polen, Vaughn, Hofstetter, and Conn voting aye.

**Airport Park:** Tennis Courts-Troyer wanted to verify that Council is still on-board with resurfacing the tennis court at Airport Park. That previously we had a quote of \$124,789.00. Nate informed council that Vasco is the contractor that we will be working with on this project. That Vasco specializes in sports surfaces. That they are a member of the cooperative purchasing program, as well as the village. They have a pre-bid package that enables us to not have to go through the competitive bid process, which saves us money. Reminded Council that we have done this before when we purchased the Vac-All truck. Conn stated we should go ahead with it. Hoffee stated that we have budgeted for it, so the money is there, to go ahead. Vaughn asked if they were still going to do pickle ball courts out of that. Troyer noted the cost includes, removing of posts, footers for the posts, milling the existing asphalt, regrading and replacing the base, four inches of asphalt, two pickleball courts, one tennis court, new basketball backboards, rims, nets, paint, acrylic color coating system, and striping for the pickle ball, tennis, and basketball courts.

Pat Mellor and Troyer met with Karen Gotter from HSWCD on 4/1 to look at possible areas for the installation of a pollinator garden for birds, bees, butterflies, etc. The location would be just east and slightly south of well 3 and well 5, behind Active Chiropractic and Tope Printing. This area is not used for anything due to the area always being wet. Hoffee enquired if it would be too wet for plants in that location. Troyer informed council that they have the ability to procure native Ohio plants (cattails, milkweed, etc) and they will be working with various service organizations (youth/Scouts/civic groups, etc.) to plant the area and do the upkeep on it. That

all we may have to do is go through there in the fall and clean it up once it gets too cold for the pollinators. It is agreed that it is a good idea.

Clean Up Day: Reminder- April 24<sup>th</sup> from 8:00 to 12:00. Document shredding truck will be on site 9-11.

Mosquito Spraying: Mosquito spraying will begin on May 5 with Holmes Pest Control once again doing this. Troyer questioned if it should be done weekly or biweekly. Hoffee stated that we should start weekly to get a jump start on it. Shaffer enquired if we started with weekly or by weekly in 2020. Troyer stated that he believes we started with a bi-weekly application and got a bit behind. Hofstetter enquired if Holmes Pest Control is flexible with their scheduling. Troyer stated that they are very flexible. Hofstetter then stated that we can start off weekly and if we get into a dry spell, we can always let them know. Conn agreed.

Troyer heard from the library last week. They were just notified that they received the grant for the Story Walk. He will meet with them Wednesday, and they can start ordering supplies on April 15<sup>th</sup>.

Troyer also stated that he has items for Executive Session.

**Clerk-Treasurer Shaffer:** Presented the March 2021 Financial Reports consisting of the Bank Reconciliation; Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll. There were no questions or comments. A roll call was completed to confirm all members received the reports. Polen, Conn, Vaughn, Hoffee, and Hofstetter replying aye.

Shaffer also informed Council that the preliminary audit for 2019 and 2020 has begun. She stated that the auditors will not be performing on sight audits this year due to Covid. They have been in contact with us. Marty Grice, Karen Cool Miller, and Shaffer are in the process of gathering the paperwork that they are requesting. They will come to the Village Office to pick everything up. Once they are finished, they will bring everything back.

**Solicitor Hines:** Stated that he had items for Executive Session.

**Mayor Huebner:** Thanked the Street, Water/Sewer and Police personnel for the great job they did on handling the semi rollover and the clean up on the square the prior week.

**Legislation** Mayor Huebner read Resolution 2021-06 "A Resolution To Approve The Application And Agreement For CRA Tax Incentives Regarding West Main Investments, Ltd. And Authorizing The Mayor To Sign The Agreement On Behalf Of The Village" by title only for the 3<sup>rd</sup> time. Motion to pass was made by Hoffee. Seconded by Polen. Motion carried with Hoffee, Polen, Vaughn, Hofstetter and Conn voting aye.

Mayor Huebner read Resolution 2021-09 "A Resolution Authorizing Participation In The ODOT Road Salt Contracts Awarded In 2021" for the 2nd time by title only.

Mayor Huebner read Ordinance 2021-10 "An Ordinance Approving The Meadow Glen Subdivision Phase 4 As A Formal Subdivision Within The Village Of Millersburg, Accepting The Proposed Dedication Of A Portion Of Quinn Circle As A Public Street And Right Of Way, Accepting Various Public Improvements And Accepting A Warranty Deed From The Owners And Dedicators Of Meadow Glen Subdivision" for the 2nd time by title only.

Mayor Huebner read Resolution 2021-11 "A Resolution To Authorize The Sale Of Municipal Tangible Personal Property" for the 1st time by title only.

**COMMITTEE REPORTS:** Hofstetter stated that the Tree City Board met on March 24 and did some planning for the upcoming planting season and for the Arbor Day Celebration at Millersburg Elementary on April 30 for the 1<sup>st</sup> graders.

**OLD BUSINESS:** None

**NEW BUSINESS:** Hoffee requests that when something happens in the village, such as the 241 house that is being raised, if there was a way to let neighbors know what is going on by mail. That some people are not on Facebook so they don't know what may be going on in their area and they would like to be informed. Troyer stated that he has no problem doing that if it pertains to what he is doing.

Hoffee then also inquired about when we will be going back to in-person Council Meetings. Mayor Heubner stated that due to the social distancing guidelines, it wouldn't be feasible to meet in the council room, that we could meet at the Auxiliary Building instead and we can still do the meetings over you tube. If anyone isn't comfortable being there, they can still do it that way. Shaffer stated that the last meeting that was held at the Axillary Building, there were a lot of complaints about the sound quality, echoing. Vaughn suggested that the acoustics in the building could be made better so there would be no issues. That we could have it set up that if a council member wasn't there, that we could have a screen set up to still have them there via cyber space. Heubner asked if he was volunteering to get it acoustically set up. Vaughn stated that yes, he could take that project on. Shaffer asked if we were going to meet at the Auxiliary Building rather than Council Chambers. Hoffee stated as long as we are social distancing.

Huebner stated that it wouldn't be until May that we can do that. The next council meeting on April 26, will still be done via zoom. Then the following meeting on May 10, we can plan on having it in Auxiliary building. Huebner asked Troyer if we had any camera that we could set up there since a computer camera wouldn't give the best optics for a group. Troyer stated that no we do not. He also stated that to project on you tube, you must use a computer and not a mobile device. He will double check on that. He also stated that he could use his phone for the zoom meeting and broadcasting from his phone. It would be a hybrid of a zoom meeting and live meeting. He will look more into it. Vaughn suggested that we could hook the computer to the screen and that would fall within the guidelines. Vaughn suggested that we do get a camera. Shaffer asked if that would give enough time for the acoustics and technical items. Vaughn stated that it could be done. Huebner stated that at the next meeting, in two weeks, we can decide then.

Hofstetter enquired if it was possible to have some street sweeping prior to May 8. Troyer replied that he would see what we can do.

Vaughn then let council know that the Alzheimer's Association is planning a walk on October 2 at Wooster High School. That he is willing to go to the meetings if anyone is going to participate in the walk. Hofstetter, Heubner, Conn, and Hoffee stated that they would be willing to do the walk.

**COMMENTS:** HDM asked about street sweeping as well.

**EXECUTIVE SESSION:** Motion made by Polen to adjourn into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Also, to confer with the public body's attorney for the purpose of considering disputes if a court action concerning the dispute is either pending or imminent. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Vaughn, Hoffee, and Conn voting aye.

**ADJOURNMENT:** Motion made by Polen to adjourn the meeting. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Conn, Hoffee, and Vaughn voting aye.

Approved Date \_\_\_\_\_

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Karen Shaffer, Clerk-Treasurer

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Jeff Huebner, Mayor