

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 9/25/2023

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
Melissa Patrick	Visitor	Kevin Lynch	Visitor
Andrea Kellogg	Visitor		

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular		
SUSPEND READING OF MINUTES HELD ON:	9/11/2023		
MOTION BY:	Polen		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
Polen	Yes	Conn	Yes
Hofstetter	Yes	Hoffee	Yes
Shoemaker	Yes	Vaughn	Yes
VOTING RESULTS:	YES: 6 NO: 0		
MOTION TO APPROVE BY:	Hoffee		
MOTION SECONDED BY:	Conn		
VOTING ROLL CALL:			
Hoffee	Yes	Hofstetter	Yes
Conn	Yes	Shoemaker	Yes
Polen	Yes	Vaughn	Yes
VOTING RESULTS:	YES: 6 NO: 0		

APPROVAL OF BILLS

BILL RESOLUTION 2023-23	Bills *\$115,175.42	Payroll \$70,954.03	Total *\$186,129.45
*Updated total is different than agenda indicated due to an additional bill payment added after agenda was published.			
MOTION BY:	Shoemaker		
MOTION SECONDED BY:	Vaughn		
VOTING ROLL CALL:			
Shoemaker	Yes	Hofstetter	Yes
Vaughn	Yes	Conn	Yes
Polen	Yes	Vaughn	Yes
VOTING RESULTS:	YES: 6 NO: 0		

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:		POLICE DEPARTMENT	
REPRESENTATIVE'S NAME:		CHIEF MATT SHANER	
<p>Patrolman Dustin Badertscher has completed his 6-month probationary period as of 9/27/23. Shaner recommends removing Badertscher's probationary status.</p> <p>Motion to remove probationary status of Patrolman Dustin Badertscher.</p>			
MOTION BY:		Hofstetter	
MOTION SECONDED BY:		Polen	
VOTING ROLL CALL:			
Hofstetter	Yes	Conn	Yes
Polen	Yes	Hoffee	Yes
Shoemaker	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	
<p>Transport for Christ parade last Saturday went well. Should the parade route travel through town again next year, Shaner will implement a couple of changes</p>			

DEPARTMENT:		ADMINISTRATION	
REPRESENTATIVE'S NAME:		ADMINISTRATOR NATE TROYER	
<p><u>DRB & P&Z Commission</u> The P&Z Commission will meet on 10/4 to review a variance submittal for a tiny home on Lot 503 on Critchfield Street.</p> <p><u>Design Review Ordinance and Guideline Revisions</u> Finalizing the architectural styles/building photos and color palette to include in the Design Guidelines document.</p> <p><u>ARPA</u> Some of the structures were delivered last week and they completed installation of the new drop manhole adjacent to the trail. Work will continue as the remaining structures arrive.</p> <p><u>Appalachian Community Grant</u> We were asked if the Village would have any interest in participating in the installation of a 10-ft bike/pedestrian path running along state route 39 from the west side of the Village to Harvest Ridge/Fair Grounds. This would be proposed as part of the grant. If the Village opts in, ongoing maintenance of the portion of the path within the Village would be our responsibility. Troyer has very limited details about the path at this time. It's unknown whether it would run along the north side or the south side of SR 39. Detailed investment estimates are also unknown currently. The total project could exceed \$2,100,000. Troyer states that the Village's portion could exceed \$1,000,000 of which there is no telling at this point what portion would be awarded through the grant. This is a very big investment and we would have to consider ongoing maintenance costs. Council agreed that getting feedback from the Fair Board and perhaps the Park District would be helpful to determine if the use of such a path would warrant the cost. The decision would need to be made prior to the grant deadline which is November 23rd. Visitor, Andrea Kellogg, addressed council stating that rather than make any decision this evening, Village citizens should have the opportunity to weigh in on the topic. Kellogg suggests getting details out to the public/conducting a community survey to gauge interest and support for the project. Council and Mayor Heubner agree that getting community feedback as well as feedback from the Holmes County Fair Board and Park District is a good idea. Getting the word out to the community and asking for feedback can be done by utilizing our local media/news outlets and by using social media between now and the next council meeting on 10/9/23.</p>			

Tree Removal

Tri-County Tree Service has completed the first round of tree removals. We will also be removing trees at 379 S. Crawford, 164 and 218 N. Monroe. We are also notifying property owners of proposed tree planting locations that were provided by Tree City Board.

One Call/Notification System

We are having a lot of trouble with our One Call account and a lack of service. I will be watching a demo of another service provider and may have a proposal to switch providers based on the demo.

CDL Training

Mason Radcliff recently obtained his CDL Permit. We are working on getting him enrolled in the required entry level driver training program. It appears the soonest we can get him into a class is February of 2024.

Airport Park

Vasco has notified us they will be on site to begin installation of the new fencing at the sports court this week.

Antique Festival

Requesting permission to close North and South Monroe Streets as in years past.

Motion to grant permission to close North and South Monroe Streets for the festival.

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

DEPARTMENT:	FISCAL		
REPRESENTATIVE'S NAME:	BOBBIE CURRY, ASSISTANT FISCAL OFFICER		
We received Dental Plan renewal information for 2024. There will be no change in coverage and no increase in premium for 2024.			
Motion to accept dental plan renewal for 2024.			
MOTION BY:		Conn	
MOTION SECONDED BY:		Hoffee	
VOTING ROLL CALL:			
Conn	Yes	Hofstetter	Yes
Hoffee	Yes	Shoemaker	Yes
Polen	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	
Renewal information for our group medical insurance plan should be available by next Council Meeting.			

LEGISLATION

NUMBER:	2023-104		
TITLE:	An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg		
CLASSIFICATION:	Ordinance		
STATUS:	Tabled		
DISCUSSION: Councilwoman Hoffee asked that we table the vote on this legislation until we receive an official plan from the property owner showing that proper off-street parking is planned.			
MOTION TO:		Table until information is received and reviewed.	
MOTION BY:		Hoffee	
MOTION SECONDED BY:		Shoemaker	
VOTING ROLL CALL:			
Hoffee	Yes	Hofstetter	Yes
Shoemaker	Yes	Conn	Yes

Polen	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6	NO: 0

OLD BUSINESS

TOPIC:	Village of Millersburg Citizens Handbook & Pole Replacement
PRESENTED BY:	Conn & Hoffee
<p>DISCUSSION: Hoffee would like to see an addition to the income tax portion of the handbook to include that the Village does not have any reciprocity agreement in place. Hoffee also suggested adding information for people interested in starting a business in the Village with information about rules and regulations and such things as signage and bed tax requirements, etc. Conn suggested linking the business owner information from the Design Review Board section to the Handbook.</p> <p>Hoffee asked about the replacement of the light pole in front on Starlight Antiques on Jackson St. Troyer explained that the project is on hold because grant money to replace all poles is pending.</p>	

NEW BUSINESS

TOPIC:	Thank you to Village Employees
PRESENTED BY:	Shoemaker
<p>DISCUSSION: Councilman Shoemaker would like to thank Admin Troyer and Clerk-Treasurer Karen Shaffer for sending out the OML Housing Survey information. He would also like to give credit to the street department for fixing the storm sewers at Cary and Forlow Streets. Very nice work! Hoffee added that the water department did a great job repairing a recent water leak on Lakeview Drive.</p>	

EXECUTIVE SESSION

PURPOSE: To confer with the public body’s attorney for the purpose of considering disputes if a court action considering the dispute is either pending or imminent.			
MOTION BY:		Polen	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Polen	Yes	Conn	Yes
Hofstetter	Yes	Hoffee	Yes
Shoemaker	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6	NO: 0

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>10/9/2023</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	Conn	Yes
Hofstetter	Yes	Hoffee	Yes
Shoemaker	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6	NO: 0

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry		DATE
	Assistant Fiscal Officer	10/2/2023

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	10/9/2023

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	10/9/2023