

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 10/9/2023

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:	9/25/2023		
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		
CORRECTIONS (If any):			
MOTION TO APPROVE BY:	Shoemaker		
MOTION SECONDED BY:	Vaughn		
VOTING ROLL CALL:			
Shoemaker	Yes	Hofstetter	Yes
Vaughn	Yes	Conn	Yes
Polen	Yes	Hoffee	Yes
VOTING RESULTS:	YES: 6 NO: 0		

APPROVAL OF BILLS

BILL RESOLUTION 2023-24	Bills \$92,979.51	Payroll \$69,530.23	Total \$132,509.74
MOTION 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		

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:		POLICE DEPARTMENT	
REPRESENTATIVE'S NAME:		CHIEF MATT SHANER	
Patrolman Kristopher Jones completed his 6-month probationary period on 10/8/23. Motion to remove probationary status of Patrolman Kristopher Jones.			
MOTION BY:		Shoemaker	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:			
Shoemaker	Yes	Hofstetter	Yes
Conn	Yes	Hoffee	Yes
Polen	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	
<p>Transport for Christ contacted Chief Shaner to let him know that due to a good turnout at Harvest Ridge, they are planning on the same parade route next year. Next year the event will also help in September.</p> <p>Mayor Huebner thanked Shaner for the great work done by the Police Department and Police Auxiliary over the past weekend during the Holmes Co. Antique Festival. Everything ran smoothly all weekend. A thank you was also extended to the Street Dept for their work preparing for the festival and opening streets and parking back up at its conclusion.</p>			

DEPARTMENT:		ADMINISTRATION	
REPRESENTATIVE'S NAME:		ADMINISTRATOR NATE TROYER	
<u>DRB & P&Z Commission</u>			
<p>The P&Z Commission met on 10/4/23 and denied the variance submittal for a tiny home on Lot 503 on Critchfield Street. The reason for the denial was that the square footage was too small and that the structure was proposed as a short-term (Airbnb) rental which was not favorably looked upon by neighboring residents.</p> <p>The Commission also recommended approval of the vacation of alleys within the Village that Baker Surveying has prepared. There are 10 or 11 alleys that council will need to vote on for vacation.</p>			
<u>Design Review Ordinance and Guideline Revisions</u>			
Final editing continues			
<u>ARPA</u>			
Work continues on the storm sewer project. Currently awaiting some gas line relocations to allow for finishing the line installation.			
<u>Appalachian Community Grant</u>			
<p>After the last Council meeting there was more discussion about the proposed path from the old fairgrounds to Harvest Ridge. We are soliciting input from the community on this idea for future consideration; however, it will not be part of the ACG application as it pushed the total for the County beyond the projected awards and would likely have not been funded through the ACG grant. I personally still think it is worthwhile to see what the community feels about the project and have also seen good suggestions for other areas of town that would benefit from a sidewalk/path.</p> <p>The feedback received brought out good points about the project for future consideration such as concerns with the maintenance of the path, snow removal, etc. Community feedback also revealed good suggestions for other projects in the village such as sidewalk completion on Wooster Rd from the hospital to the medical building and sidewalks from East Jackson to Glenn Drive (along Port Washington Rd).</p>			
<u>Citizen Notification Software</u>			
Demo scheduled with GoGov for a review of their product on 10/17. Troyer will report back after demo has been completed.			

Credit Request

S & S Mane Attraction
 180 Parkview Drive
 Millersburg, Ohio 44654

The business discovered that someone had used their outside water hose and did not shut off the water. The 3rd quarter water usage was 82,000 gallons of water. The average quarterly water usage for the account is 13,000 gallons. This excess water usage did not enter the sewer system as it was from the outside spigot. Requesting credit for 69,000 gallons for the sewer portion of the bill in the amount of \$162.15.

Motion to approve credit request of \$162.15 for S&S Mane Attraction.

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

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	ASSISTANT FISCAL OFFICER

September Financials

September 2023 financial statements were previously distributed. Mayor and Council signed acknowledgement.

Medical Insurance Plan Renewal Update

We received word that our current Medical Insurance/Hospitalization Plan with Aultcare can be renewed through 2024 with just a 2% premium increase. This is very good news. Comparable ACA plans would cost the Village about 53% more.

Motion to approve the renewal of Aultcare Medical/Hospitalization Insurance Plan through 2024 with a 2% increase in premium.

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

Village Solicitor Contract Renewal

Village Solicitor, Bob Hines' contract is nearing its end on November 14th. Hinds has agreed to another yearly contract with the same terms. Hoffee remarked that last year, Attorney Hinds said it would be his final year. Hinds said that is not the case and would like to renew his contract.

Motion to approve the renewal of Solicitor Bob Hinds for a 12-month period running November 14th, 2023 to November 14th, 2024.

MOTION BY:		Conn	
MOTION SECONDED BY:		Polen	
VOTING ROLL CALL:			
Conn	Yes	Shoemaker	Yes
Polen	Yes	Hoffee	No
Hofstetter	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 5 NO: 1	

Mayor Huebner asked Hoffee to explain her vote. Hoffee stated that she thinks that she is the only Council member that Bob (Hinds) has tried to 'Shut Up'. That is why she voted no.

LEGISLATION

NUMBER:	2023-104		
TITLE:	An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg		
CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading		
DISCUSSION:	At the 9/25/23 Council Meeting the 3 rd reading and vote on this ordinance was tabled pending the receipt of proof of a plan for off-street parking for the duplex. The property owner has submitted the plan and it was distributed with this meeting’s agenda. Hoffee had questions about the street parking exhibited on the submitted plan. Administrator Troyer was able to answer all questions.		
MOTION TO:	Pass & Adopt		
MOTION BY:	Hofstetter		
MOTION SECONDED BY:	Conn		
VOTING ROLL CALL:			
Hofstetter	Yes	Shoemaker	Yes
Conn	Yes	Hoffee	No
Polen	Yes	Vaughn	Yes
VOTING RESULTS:	YES: 5 NO: 1		
Mayor Huebner asked Hoffee to explain her vote. Hoffee stated that the property owner has the money to totally upgrade his property and build a new duplex, however, the recent clean up of the property had to be funded by grant money – which is tax dollars. Hoffee feels that those funds could have been better used by those in need.			

COMMITTEE REPORTS

TOPIC:	Tree City Committee		
PRESENTED BY:	Hofstetter		
DISCUSSION:	Millersburg Christian Church offered to do a service project to help the Tree City Committee. They help spread about 100 bags of mulch around trees in the Village. The committee is very appreciative for their help to beautify the Village just in time for the Antique Festival. Hofstetter also extended a thank you to Arlie Rodhe, Keim Lumber, Kauffman Mulch, E&H Ace Hardware for their donation of mulch for that project as well.		

OLD BUSINESS

TOPIC:	Millersburg Mobile Home Park		
PRESENTED BY:	Solicitor Hinds		
DISCUSSION:	A representative from the owners of the mobile home park, CNH Capital, will be attending the October 23 rd Council Meeting to talk to council about progress and plans for clean up of the mobile home park.		
TOPIC:	Paving Project		
PRESENTED BY:	Hofstetter/Troyer		
DISCUSSION:	Hofstetter asked for an update on this year’s paving project. Troyer explained that the plans have yet to be submitted by the engineering firm. Therefore, it’s expected that no paving will be done until 2024.		

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular		
DATE:	<u>10/23/2023</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	TITLE	DATE
	Assistant Fiscal Officer	10/12/2023

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	10/23/2023

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	10/23/2023