



VILLAGE OF MILLERSBURG

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Jeff Huebner, Mayor

Nathan Troyer, Village Administrator

Karen Shaffer, CMC, Village Clerk-Treasurer, Tax Administrator

S. Thomas Vaughn, Police Chief

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The Council of the Village of Millersburg met in regular session on November 12, 2018 at 7:00 p.m. Mayor Huebner called the meeting to order followed by the Pledge of Allegiance. Clerk-Treasurer Karen Shaffer gave roll call and the following members were in attendance: Devone Polen, Brent Hofstetter, Jr. Vaughn, Robert Shoemaker, Kelly Hoffee and Ruby Baird. Solicitor Hines was also present.

MINUTES: Motion made by Baird to suspend the reading of the minutes of the previous meeting. Seconded by Hoffee. Upon roll call, motion carried with Baird, Hoffee, Polen, Hofstetter, Vaughn and Shoemaker voting aye. Motion made by Hoffee to accept the minutes as presented. Seconded by Polen. Upon roll call, motion carried with Hoffee, Polen, Baird, Shoemaker, Vaughn and Hofstetter voting aye.

BILLS: Hoffee thanked Shaffer for providing itemized transactions on the credit card and monthly store accounts. Hofstetter asked about the purchase of a mirror. Troyer noted it was for the sharp turn along SR 241. Motion made by Hoffee to pay bill resolution 2018-46 bills \$53595.34; payroll \$41907.87; total \$95503.21. Seconded by Hofstetter. Upon roll call, motion carried with Hoffee, Hofstetter, Polen, Vaughn, Shoemaker and Baird voting aye.

REPORTS OF OFFICERS

Administrator Troyer: Informed Council the P&Z Commission met on November 7 and denied a signage variance for Jitters.

Informed Council Monroe Street Title is working on the title work for the OPWC Clean Ohio Fund Application (S. Clay/S. Wash "Y")

Informed Council Millersburg Electric/AEP/Fenton Bros. have been working on the street light replacement for the downtown area and Glen Drive. Council agreed that the few installed around the courthouse were much better and approved of the change. Troyer indicated replacing the lights on Glen Dr. (18) with a slip fitter would cost \$17,342. AEP has estimated the rebate to be \$4,384 for a net cost of \$12,956 by switching to LED lighting. The return on the initial investment will be reached in approx. 2 ½ years. Funds are available from the general transportation capital line item, left over from street resurfacing. Council unanimously agreed to move forward with the project.

Informed Council the SRTS Program (East sidewalks) is moving forward. West Holmes has come back and is ready to begin the meeting process. We are working on scheduling a kick off meeting sometime in November or early December in anticipation of completing the plan for submittal in 2019.

Informed Council the delivery of the Jet Vac is still anticipated for November. The sales rep. did send pictures and it looks like it's close to being completed.

Informed Council he had a conference call with Poggemeyer Design Group, Mark Leininger and Arnie Oliver (for Holmes County) to discuss the feasibility of a joint Comprehensive/Strategic Planning project and received good feedback. They indicated most communities are now doing comprehensive planning from a multi-organizational approach as many of the areas of focus are tied to more than one entity. There is better value in a joint project from a financial standpoint as well. They also gave us several good ideas and examples to consider in writing our request for proposals to ensure we receive a finished product that is exactly what we want. Council agreed to move forward.

Informed Council he has begun looking at renewal rates on electric for the Village owned accounts (not the residential aggregation rates). Our current contract expires in August

of 2019. In talking with our broker at Aspen Energy, he is recommending getting the next contract in place soon. Currently we are paying \$.0537/kWh. He provided the following quoted rates: 12 month-\$.04536/kWh, 24 month-\$.04448/kWh, 36 month-\$.04499/kWh, 48 month-\$.04558. Hoffee asked why the 24 month rates were less than the 36 and 48 months. Troyer noted he felt it was to account for the market, stability and budgeting. A motion was made by Hoffee to contract with the 24-month plan. Seconded by Polen. Upon roll call, motion carried with Hoffee, Polen, Hofstetter, Vaughn, Shoemaker and Baird voting aye.

Informed Council October Septage Receiving was 108,500 gallons received for \$6,070.00.

Informed Council "The Jenny Wren" is requesting permission to place 3 food trucks in the downtown area on Saturday November 17 during the "Chocolate Walk" sponsored by HDM. One of the parking spaces on N. Washington is requested for a tea/coffee stand, as well as one along the south side of W. Jackson for comfort food (Log Cabin Catering – mac & cheese/comfort type foods) and the Lerch's Donuts trailer in the Village office parking lot. Troyer noted, while this on the same day as the HDM event, he sees both sides. HDM's concern was the food stands would hurt the local restaurants. Hoffee stated her feeling was that the goal for everyone was to get business in town, and the items to be offered would not be hurting the locals. Hofstetter asked if the food vendors are paying a fee to set their stands up, of which not an answer could be provided. He also asked if the local restaurants were all HDM members, and HDM Director Judy Lamp replied that they all were. Lamp noted HDM has spent a considerable amount of funds for advertising the "Chocolate Walk" and to promote local businesses, not to have food trucks come in. Brett Gallion Chairman of the Board for HDM, noted that previously the event of "Christmas Open House" has not been very successful, hence the idea of the "Chocolate Walk". He felt food trucks are fine for large events such as the Antique Festival and the July 4th event to accommodate the overflow of people at those events, but not for small events. He stated Lerch's would not be in direct competition, but the other two vendors would be. Hoffee stated she felt that HDM is controlling who and when food vendors were allowed. Lamp said she was not opposed to the food vendors, just not during other events and that possibly a "Food Truck Friday" could be held in the future. Hoffee said in the future a policy/procedure needs to be adopted by Council for these types of issues. Troyer noted Council needed to decide if they wanted to remove a few street parking spaces for two vendors and whether to allow the Lerch's Donut stand to set up in the Village Hall parking lot. Motion was made by Hoffee to allow the Village Hall parking lot to be utilized by Lerch's on November 17. Seconded by Baird. Upon roll call, motion carried with Hoffee, Baird, Shoemaker, Vaughn, Hofstetter and Polen voting aye. Troyer noted that even though Council took no action of removing a few parking spaces for the other two vendors, that doesn't mean they could not set up on private property.

Informed Council that 2 trees will be removed on S. Clay St. starting Tuesday and run through Thursday. Traffic will be maintained. AEP will take out service for a period of time and they will notify the residents that will be affected.

Informed Council that new employee Andrew Zollars started his employment with the Village Street Dept. today (November 12).

Informed Council the roof on the Street Dept. garage has some issues with leaking. He will be meeting with the Bogner Group to discuss options.

Clerk-Treasurer Shaffer: Presented the October 2018 Financial Reports consisting of the Bank Reconciliation; Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll. There were no questions or comments.

Informed Council Diana Devore is requesting the Village but back one cemetery lot in the amount of \$200. (the original purchase price less the endowment fee) that she no longer needs. Motion made by Polen to approve buying back the cemetery lot from Diana Devore. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Vaughn, Shoemaker, Hoffee and Baird voting aye.

Informed Council the annual re-distribution of funds is complete between the Water and Water R & I Fund (\$7500) and the Sewer and Sewer R & I Fund (\$10,000). This was the recommended procedure by the State Auditor at the last audit, in lieu of a transfer.

Informed Council the 2019 Bed Tax Applications were submitted. Council was asked if they wished to accept the applications as submitted. Motion made by Hoffee to accept the

applications as presented. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Baird, Vaughn, Hofstetter and Polen voting aye.

LEGISLATION: Mayor Huebner read Ordinance 2018-107 “An Ordinance Amending Section 331.36 Of The Millersburg Ordinances Establishing A Violation Prohibiting The Use Of “Jake Brakes” And Other Means Of Slowing A Motor Vehicle Which Causes An Unreasonably Loud Noise” for the second time by title only.

NEW BUSINESS: Councilman Shoemaker asked that the revenue generated by the recent passage of the 5-mil renewal levy be used for sidewalk replacement only. Councilwoman Hoffee noted she and Chief Vaughn had discussed using the funds for the Police Dept. Councilman Hofstetter noted if he had a choice, he would rather see the revenue used for police protection rather than sidewalks. Shoemaker noted he would like to see residents who voted against the levy get something in return from their taxes paid. Clerk-Treasurer Shaffer noted that the levy money is credited to the General Fund, of which the Police Dept. expenses are taken from. If Council wished, they could designate the funds to wherever they choose. Costs for sidewalk replacements was discussed. Administrator Troyer will obtain numbers for the next meeting.

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. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Vaughn, Shoemaker, Hoffee and Baird voting aye. Sasha Taylor-Smith from Huntington Insurance was asked to remain for Executive Session.

RECONVENED TO REGULAR SESSION

EXECUTIVE SESSION ACTION: Motion made by Hofstetter to renew the current Aultcare medical plan for 2019 at a 5% increase and increase the employee contribution by \$10 per pay for each employee. Seconded by Hoffee. Upon roll call, motion carried with Hofstetter, Hoffee, Baird, Shoemaker, and Vaughn voting aye. Polen voted nay. Mayor Huebner asked Polen the reason for voting nay. She indicated she didn't feel there was a need to increase the employee contribution as this may be the last year for the transitional relief plan.

Motion made by Baird to accept the resignation of Andrea Mast as patrolwoman. Seconded by Shoemaker. Upon roll call, motion carried with Baird, Shoemaker, Hoffee, Vaughn, Hofstetter and Polen voting aye.

Motion made by Polen to approve the Chief of Police hiring a new officer before the next meeting. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Vaughn, Shoemaker, Hoffee and Baird voting aye. The Chief will present Council with the hiring info at the next meeting.

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

Approved Date _____

Karen Shaffer, Clerk-Treasurer

Jeff Huebner, Mayor