

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 12/13/2021

START TIME: 7:00 P.M.

MEETING LOCATION: COUNCIL CHAMBERS – 6 NORTH WASHINGTON ST; MILLERSBURG, OH 44654

RECORD OF PROCEEDINGS: MINUTES

CALLED TO ORDER BY: MAYOR HUEBNER

RECORD OF PROCEEDINGS

COUNCIL MEMBERS ROLL CALL

NAME	PRESENT
Devone Polen	Present
Brent Hofstetter	Present
Tom Vaughn	Present
Robert Shoemaker	Present
Kelly Hoffee	Present
Brad Conn	Present

IN ATTENDANCE

NAME	VISITOR/EMPLOYEE	COMMENTS
Matt Shaner	Employee	Police Chief
Karen Shaffer	Employee	Clerk-Treasurer
Nate Troyer	Employee	Administrator
Karen-Cool Miller	Employee	Assistant Fiscal Officer
Melissa Patrick	Visitor	WKLM
Kevin Lynch	Visitor	Daily Record
Judy Lamp	Visitor	HDM

VISITORS: Judy Lamp, HDM Director, thanked Mayor Huebner for his participation and for taking on the role of Santa during the Christmas Night for Children. She also thanked the Police Department for interacting and having a presence at the event.

APPROVAL OF PREVIOUS MINUTES

MOTION TO SUSPEND THE READING OF THE MINUTES OF THE PREVIOUS MEETING	
MOTION BY	Polen
SECONDED BY	Hoffee
VOTING ROLL CALL	VOTE
Devone Polen	Yes
Kelly Hoffee	Yes
Tom Vaughn	Yes
Robert Shoemaker	Yes
Brent Hofstetter	Yes
Brad Conn	Yes
VOTING RESULTS	YES: 6 NO: 0
MOTION TO ACCEPT MINUTES OF 12/13/21	

MOTION TO ACCEPT BY	Vaughn
MOTION TO ACCEPT SECONDED BY	Conn
VOTING ROLL CALL	VOTE
Tom Vaughn	Yes
Brad Conn	Yes
Devone Polen	Yes
Robert Shoemaker	Yes
Kelly Hoffee	Yes
Brent Hofstetter	Yes
VOTING RESULTS	YES: 6 NO: 0

APPROVAL OF BILLS

BILL RESOLUTION #2021-37	
MOTION BY	Hofstetter
MOTION SECONDED BY	Hoffee
VOTING ROLL CALL	VOTE
Brent Hofstetter	Yes
Kelly Hoffee	Yes
Tom Vaughn	Yes
Robert Shoemaker	Yes
Devone Polen	Yes
Brad Conn	Yes
VOTING RESULTS	YES: 6 NO: 0

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT – POLICE	
REPRESENTATIVE NAME: CHIEF SHANER	
DISCUSSION: Informed Council he currently has two applicants for openings in the Police Department. Interviews will take place this week.	

DEPARTMENT – ADMINISTRATION	
REPRESENTATIVE NAME: NATE TROYER	
DISCUSSION:	
Resurfacing/Sidewalk Projects: Informed Council preliminary numbers are prepared for next year. Pending approval of 2022 Appropriations and dollars remaining at the current level, the Village should be on track to complete the south-west quadrant of the town next year.	
Leaf Pickup: Informed Council leaf pickup is complete for the season.	
Parking Space Removal Request: Informed Council of a request to remove the first parking space north of West Adams Street on South Washington Street near the post office. Users of the private parking lot adjacent to the on-street parking have had numerous near miss incidents when pulling out of this lot if someone is parked in the on-street spot. Troyer noted he is not in favor of removing on-street parking. Hofstetter stated there is one vehicle that is parked there continually and never moves. Chief Shaner and Vaughn noted the on-street parking in that location is 24-hour parking. Council took no action.	
AED Purchase: Informed Council he ordered AED Units for the office , WWTP, Street Dept. and Auxiliary Building. Once the AED’s are installed, First Aid/CPR training with District One will be scheduled.	
Personnel: Troyer requested permission to give Blake Judson until the end of March 2022 to use his current year personal time, as he just received his 48 hours on November 25, 2021. Since hours must be used by the end of year, this does not allow him any significant amount time. Motion made by Hofstetter to approve the extension until March 31, 2022. Seconded by Vaughn. Motion carried with Hofstetter, Vaughn, Shoemaker, Conn, Hoffee, and Polen voting aye.	
North Crawford Street Purchase: Informed Council the closing on the N. Crawford property was scheduled, however had to be cancelled due to a medical emergency. The closing will be rescheduled soon.	

Storm Sewer Work: Informed Council several weeks ago a failed storm sewer was discovered at the intersection of S. Washington/S. Clay Streets. G.E. Baker has been hired to install a new storm sewer and abandon the failed one. The new storm sewer will be tied into a box culvert at No Name Street. The work will start the first of the year.

DEPARTMENT – FISCAL	
REPRESENTATIVE NAME: KAREN COOL-MILLER	
DISCUSSION:	
November Financial Statement: Presented the acknowledgement form that Council received the report consisting of consisting of the Bank Reconciliation; Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll.	
Solicitor Hines Contract: Informed Council the contract for Solicitor Hines expired in November. A new contract was prepared for the next year at the same rate. Motion made by Hoffee to approve the new 1-year contract for Robert Hines. Seconded by Conn. Upon roll call, motion carried with Hoffee, Conn, Polen, Shoemaker, Vaughn, and Hofstetter voting aye.	

LEGISLATION

NUMBER 2021-38	
TITLE: A Resolution Setting Wages and Salaries for Elected Officials, Salaried, and Hourly Employees of the Village of Millersburg, and to Define Vacations, Sick Leave, and Holidays	
CLASSIFICATION	Introduction
STATUS	1st Reading
Mayor Huebner read Resolution 2021-38 by title only.	

NUMBER 2021-39	
TITLE: A Resolution Authorizing the Transfer of Sums from the General Fund to the Street Maintenance and Repair Fund; to the Cemetery Operating Fund; to the Police Disability & Pension Fund; to the Accumulated Leave Fund; and to the Sidewalk Replacement Fund and Declaring an Emergency	
CLASSIFICATION	Introduction
STATUS	1st Reading
Mayor Huebner read Resolution 2021-39 by title only.	
MOTION TO SUSPEND THE RULES REQUIRING THE SECOND AND THIRD READING	
MOTION BY	Hoffee
MOTION SECONDED BY	Polen
VOTING ROLL CALL	VOTE
Kelly Hoffee	Yes
Devone Polen	Yes
Tom Vaughn	Yes
Robert Shoemaker	Yes
Brent Hofstetter	Yes
Brad Conn	Yes
VOTING RESULTS	YES: 6 NO: 0
MOTION TO PASS & ADOPT 2021-39	
MOTION BY	Vaughn
MOTION SECONDED BY	Hofstetter
VOTING ROLL CALL	VOTE
Tom Vaughn	Yes
Brent Hofstetter	Yes
Devone Polen	Yes
Robert Shoemaker	Yes
Kelly Hoffee	Yes

Brad Conn	Yes
VOTING RESULTS	YES: 6 NO: 0

NEW BUSINESS

TOPIC: <i>Opioid Settlement</i>
PRESENTED BY: Councilman Shoemaker
DISCUSSION: Shoemaker noted that a bulletin released by the Ohio Municipal League was to inform municipalities they can join a class action lawsuit against pharmaceutical distributors AmerisourceBergen, Cardinal, and McKesson to fight against the opioid crisis. It was suggested that the bulletin be forwarded to Solicitor Hines.

TOPIC: <i>2022 DRAFT APPROPRIATIONS</i>
PRESENTED BY: Karen Shaffer
DISCUSSION: Shaffer presented a report by line item of requested appropriations as well as a summary of estimated cash balances, revenue, and expenses. A report of the larger dollar items was also provided. Council started discussion of those items. Hoffee noted draft numbers indicated that more than one million dollars was proposed to be spent over the estimated revenue and she is not in favor of that. Shaffer noted that number did not include any cash carry over balances. Vaughn stated he felt the paving and Airport Park expenses should continue, as these projects have been in the works. The dump truck purchase has been needed and asked for, for several years. The truck is a 1992 and was bought used. There are numerous high dollar repairs that would need to be completed if it is not replaced. A new truck would be the primary vehicle used during the winter. This would come complete with a V-box and spreader. The downtown lighting project was also discussed. Hoffee said with water and sewer projects that are needed, she felt the lighting was not as important as issues of sewage backing up in resident’s basements and water and sewer should be the priority. Vaughn said water and sewer projects are not in the same fund as the lighting projects and there are R & I Funds for those utilities. Shaffer noted the R & I Funds are not exceedingly high to support large projects either. Troyer noted grants can be explored though OPWC and ARC for utility projects. Engineers have done preliminary engineering on the Wooster Road waterline project and that should be started soon. Hoffee asked if there are any grants for the lighting project. Troyer said years ago there was grants for entire streetscape projects, but he is not aware on any for just lighting. Conn asked Troyer what items he thought could be eliminated from the draft appropriations. Troyer said tree trimming could be scaled back to \$10,000 to \$15,000 and paving could be reduced to \$240,000 to \$260,000. As far as the truck he would like to see the Village get back on a rotating schedule of replacing vehicles that are slowly becoming inoperable. Hofstetter noted that if all items were to be approved, the cash carryover would still cover the costs. Shaffer cautioned that while this may be ok to do, but that it cannot continue year after year as fund balances would slowly be depleted. Conn asked what the office upgrades were. Troyer said the foundation needs repairs as well as the facia needing replaced, the wood is rotting away. Nothing has been done to the outside except for painting since the building was constructed in 1986. Conn asked what the \$15,000 at Airport Park was for. Troyer said it is for two field rehabs, restrooms and building repairs, and fencing. The park will be used for T-Ball and softball practices. Back to the lighting project, Hoffee asked how many lights are included in the \$185,000. Troyer said two lights on each block, on both sides of the street from Washington to Grant Street. The lights would have additional power outlets installed in them as well. Hoffee said she felt the with the General Fund proposed to spend more than a half million more than the revenue, she is not comfortable with it. She also noted the Village is not saving any funds for strategic planning. Vaughn said the plan is not completed yet and asked Hoffee how much she wanted to save. Hoffee was unsure of a dollar amount, but that we simply needed to start saving. Vaughn said we need to move forward on some of these items. After the extensive discussion, Mayor Huebner asked each Council member how they would like to proceed and did they want the proposed numbers to remain as presented or make cuts. Hofstetter, Shoemaker, Vaughn, and Polen said they would like to see the numbers stay as they are. Conn said he would like some minor cuts. Hoffee said she would like to see the tree removal reduced and the lighting project cut in its entirety. In the water dept., Troyer noted the truck requested is to replace the 2004. The next replacement would be for the 2005. Shaffer asked for definitive numbers to finalize the appropriations. Shaffer was instructed to reduce the tree removal to \$15,000 and paving to \$260,000 in the General Fund, in the Water Fund, remove all sizable items from the list except items #1 through #4, in the Sewer Dept. all sizable items from the list except #1 through

#5 (from probes up). Shaffer will prepare the appropriation ordinance for the next meeting. In an unrelated appropriation/revenue matter, Troyer noted that as far as revenue in the Sewer R & I Fund, income has been down for most of the year due to us not being able to accept septage receiving. The operation is up and running again and revenue should increase significantly this year (by more than \$100,000)

EXECUTIVE SESSION

PURPOSE: To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official and to confer with the public body's attorney for the purpose of discussing disputes involving the public body that are the subject of pending or imminent litigation.	
MOTION BY: Polen	
MOTION SECONDED BY: Conn	
VOTING ROLL CALL	VOTE
Devone Polen	Adjourn into Executive Session
Brad Conn	Adjourn into Executive Session
Tom Vaughn	Adjourn into Executive Session
Robert Shoemaker	Adjourn into Executive Session
Kelly Hoffee	Adjourn into Executive Session
Brent Hofstetter	Adjourn into Executive Session
VOTING RESULTS	YES: 6 NO: 0

EXECUTIVE SESSION ACTION

ACTION: To Place Karen Cool-Miller, Assistant Fiscal Officer, on Administrative Paid Leave, pending termination, and Authorizing Mayor Huebner to negotiate severance.	
MOTION BY	Hoffee
MOTION SECOND BY	Hofstetter
VOTING ROLL CALL	VOTE
Kelly Hoffee	Yes
Brent Hofstetter	Yes
Tom Vaughn	Yes
Robert Shoemaker	Yes
Devone Polen	Yes
Brad Conn	Yes
VOTING RESULTS	YES: 6 NO: 0

MEETING ADJOURNED

MOTION BY	Polen
MOTION SECONDED BY	Hofstetter
VOTING ROLL CALL	VOTE
Devone Polen	Yes
Brent Hofstetter	Yes
Tom Vaughn	Yes
Robert Shoemaker	Yes
Kelly Hoffee	Yes
Brad Conn	Yes
VOTING RESULTS	YES: 6 NO: 0

NEXT SCHEDULED MEETING

TYPE OF MEETING	<u>Regular</u>
DATE:	<u>12/27/2021</u>
TIME:	7:00 P.M.
LOCATION	Council Chambers

MINUTES PREPARED BY

SIGNATURE	TITLE	DATE
	Clerk-Treasurer	12/20/2021

ATTESTED BY

SIGNATURE	TITLE	DATE
	Clerk-Treasurer	12/27/2021

CERTIFICATION

SIGNATURE	TITLE	DATE
	Mayor	12/27/2021