



# VILLAGE OF MILLERSBURG

6 North Washington Street  
Millersburg, Ohio 44654  
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**Jeff Huebner**, *Mayor*

**Nathan Troyer**, *Village Administrator*

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

**S. Thomas Vaughn**, *Police Chief*

Village Offices (330) 674-1886  
Income Tax (330) 674-6891  
Police Department (330) 674-5931

The Council of the Village of Millersburg met in regular session on October 9, 2017 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, Junior Vaughn, Robert Shoemaker, Kelly Hoffee and Ruby Baird. Solicitor Robert Hines was also present.

**VISITORS:** County Auditor Jackie McKee appeared before Council to clear up any questions on budget issues. She explained the County Budget Commission consists of herself, the County Treasurer and the County Prosecutor. Their main objective is to set the tax rates based upon budgets submitted by municipalities and townships. Any changes of budget issues go through the commission and they are here to help. They look to make sure there are not any negative balances and that revenues are conservative. She explained that carryover balances should not be more than one (1) years' worth of expenses, as the purpose is not to increase the carryover. In 2010 Millersburg's carryover was \$1.5 million and the 2017 estimate is \$5.6 million. She stated the Commission needs to see the need for tax revenue. She felt there was misunderstanding on the process. Budgets should be calculated using the year end cash and the estimated revenue in deciding expenditures for the upcoming year. McKee noted she spoke with Jim Radar (State Auditor's office), as did Councilwoman Hoffee and no one is telling the Village to overspend, but cautioned that the gap in carryover balances needs to be closed more. Hoffee asked is the income tax rate could be reduced to 1.25%, of which McKee noted that would be a Council decision but is a possibility.

McKee also told Council that the reserve balance fund may only have a 5% balance credited from the preceding year revenue at any one time. Two reserve balance funds could be created, one for Capital and one of General.

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

**BILLS:** Motion made by Vaughn to pay bill resolution 2017-24 bills' \$542,218.89.; payroll \$85,428.16; total \$627,647.05. Seconded by Hofstetter. Upon roll call, motion carried with Vaughn, Hofstetter, Baird, Hoffee, Shoemaker and Polen voting aye.

## REPORTS OF OFFICERS

**Administrator Troyer:** Informed Council the DRB met last week and approved a sign application for Premier Hearing at their new location, 16 North Washington Street. In addition, P&Z met as well and approved a lot split by HR Beachy (lot next to Wendy's), tabled a rezoning application from Jenyce Haudenschild-Wise, recommended approval of Whiteacre, Inc.'s rezoning application, and recommended approval of St. John's annexation agreement. We need to set a public hearing for the Whiteacre rezoning. Council agreed on November 13<sup>th</sup> at 6:50 for the hearing. Also, once the original annexation agreement is received for the St. John's annexation we will have legislation before Council to continue this process.

Informed Council he received notification that the webinar scheduled for October 18<sup>th</sup> has been cancelled on the Medical Marijuana Webinar. Slides and a link to the website has been provided for anyone to view at their leisure.

Informed Council septage receiving for August was 31,000 gallons for \$1835 and 36,000 for \$2165 in September.

Informed Council he met with a rep from a lighting supplier and discussed options for improving the downtown lighting as well as replacement of the Glen Drive lights. A quote is forthcoming with the various options outlined.

Informed Council Melway Paving will be starting the parking lot construction on the corner of W. Jackson/S. Mad Anthony as weather permits.

**Clerk-Treasurer Shaffer:** Presented the August 2017 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 the Standard Life Insurance renewal rates for the period of Nov 1, 2017 thru October 31, 2019 were received. The renewal rate came back with a 2% increase or a total increase of \$331 per year. Shaffer reminded Council this a two-year rate guarantee and is the only company to include a "Line-Of-Duty" benefit for police officers at no additional cost. Standard Ins. also is providing a Travel Assistance Tool Kit and a Life Services Tool Kit at no cost to all members. Motion made by Hofstetter to renew the life insurance with Standard Ins. Seconded by Polen. Upon roll call, motion carried with Hofstetter, Polen, Vaughn, Shoemaker, Hoffee and Baird voting aye. Informed Council the 2-year contract for Solicitor Hines will expire on November 15, 2017. The current rate is \$100.00 per hour. Shaffer noted that over the past eight (8) years, the contract has only been increased by \$15. During the 2011-2013 contract, Solicitor Hines decreased his hourly rate by \$5 to aid the Village in cutting expenses. Shaffer noted that Hines is always available for questions/opinions and turns documents around quickly. In addition, his knowledge of local government is extremely helpful to Village Administration. Shaffer suggested Council renew Solicitor Hines contract at \$125 per hour. Motion made by Hoffee to renew the 2-year contract with Robert Hines at \$125 per hour. Seconded by Baird. Upon roll call, motion carried with Hoffee, Baird, Shoemaker, Vaughn, Hofstetter and Polen voting aye.

**LEGISLATION:** Mayor Huebner read Emergency Ordinance 2017-108 "An Emergency Ordinance Approving the Editing and Inclusion of Certain Ordinances and Resolutions as Parts of the Various Component Codes of the Codified Ordinances; to Provide for the Adoption and Publication of New Matter in the Updated and Revised Codified Ordinances; and to Repeal Ordinances and Resolutions in Conflict Therewith" for the first time by title only. Councilwoman Hoffee questioned code numbers in the ordinance that were not matching the Ohio Revised Code. It was explained that this ordinance was updating the codified ordinances of Millersburg, not the ORC. Motion made by Polen to suspend the rules requiring the second and third reading of Ordinance 2017-108. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Vaughn, Shoemaker and Baird voting aye. Hoffee voted nay. Motion made by Polen to pass and adopt Ordinance 2017-108. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Baird, Shoemaker and Vaughn voting aye. Hoffee voted nay.

**Additional Items:** Administrator Troyer thanked Marty Grice and Karen Shaffer for their time and effort put into the updates for the Village offices. Brent Hofstetter thanked the Police Dept. and Street Dept. staff for their efforts in traffic control and clean-up of the Antique Festival.

Kelly Hoffee asked Solicitor Hines if a response was received from the Ohio Attorney General on the UTV/Buggy issue. Hines noted he has not received anything yet.

**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.

#### **RECONVENED TO REGULAR SESSION**

**EXECUTIVE SESSION ACTION:** None.

**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 \_\_\_\_\_

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Karen Shaffer, Clerk-Treasurer

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Jeff Huebner, Mayor