



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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PUBLIC HEARING

The Council of the Village of Millersburg met for a Public Hearing on November 13, 2017 at 6:50 p.m. Mayor Huebner called the hearing to order. Council members in attendance were: Devone Polen, Brent Hofstetter, Robert Shoemaker, Kelly Hoffee and Ruby Baird.

The purpose of the hearing was for Council to accept comments on the proposed zoning change request by Whiteacre Inc. The change is requested from Downtown Business District to B1 to allow for the installation of a sign at Miller, Mast, Mason & Bowling Law Office. Administrator Troyer noted letters were sent to property owners in the vicinity and no objections were received.

Grant Mason and Max Miller were present to answer any questions. Mason noted the free standing sign would be similar in nature to the CSB sign. There were no comments heard and Council had no questions on the matter. An ordinance will be presented to Council to approve the zoning change.

With no further business, Mayor Huebner closed the hearing.

Date Approved

Karen Shaffer, Clerk-Treasurer
Jeff Huebner, Mayor

REGULAR SESSION OF COUNCIL

The Council of the Village of Millersburg met in regular session on November 13, 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, Robert Shoemaker, Kelly Hoffee and Ruby Baird. Motion made by Hoffee to excuse Councilman Jr. Vaughn and Solicitor Robert Hines. Seconded by Hofstetter. Upon roll call, motion carried with Hoffee, Hofstetter, Polen, Shoemaker and Baird voting aye.

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

BILLS: Motion made by Hofstetter to pay bill resolution 2017-27 bills' \$68,264.22; payroll \$40,267.50; total \$108,531.72. Seconded by Hoffee. Upon roll call, motion carried with Hofstetter, Hoffee, Baird, Shoemaker and Polen voting aye.

REPORTS OF OFFICERS

Administrator Troyer: Informed Council the DRB approved a COA for signage at Wood With A Past, located at 96 West Jackson Street and the County mural behind the Courthouse.

P&Z also approved a variance application submitted by Shelar Properties for a proposed fence at 184 East Jackson Street.

Informed Council the new parking lot at the corner of Mad Anthony and Jackson Streets is virtually complete. He has contacted Grasshopper for ideas to clean up the appearance on the W. Jackson St. side

Informed Council he will be meeting with OMEGA (Ohio Mid Eastern Gov't Association) soon to begin looking at funding avenues for a sidewalk project to complete sidewalks on the east and south ends of town. Possible funding sources are the ODOT Safe Routes to School program for the east side and Transportation Alternatives Program for the south side. The Safe Routes to School is funded at 100% and the Transportation Alternatives is funded at 95%. Letters of interest will be prepared and submitted by the February 2018 deadline.

Informed Council Septage Receiving for October was 63,350 gallons received for \$3932.50.

Clerk-Treasurer Shaffer: Presented the October 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 required applications for the 2018 Bed Tax funds were received. Council was asked if they wished to approve the applications as submitted or are requesting additional information. Funds will be disbursed as per the ordinance at the approved percentages/amounts based upon the year-end balance in the Economic Development Grant Fund. Motion made by Hoffee to accept the applications as submitted and approve the funding. Seconded by Polen. Upon roll call, motion carried with Hoffee, Polen, Baird, Shoemaker and Hofstetter voting aye.

Informed Council all liquor licenses in the Village will renew on Feb 1, 2018. Council may object to any license renewal with a valid objection and a resolution must be passed stating the reason. The objection must also include a statement from the Solicitor that the non-renewal request is based upon substantial legal grounds. Shaffer conferred with Chief Vaughn and he has no issues with the renewals. Motion made by Hofstetter that there is no objection to the renewals. Seconded by Shoemaker. Upon roll call, motion carried with Hofstetter, Shoemaker, Polen, Hoffee and Baird voting aye.

Mayor Huebner: Asked Council to consider creating two (2) capital projects funds. One for the south end future sidewalk construction and one for a village wide sidewalk replacement program. Clerk-Treas Shaffer asked them to consider reducing the current reserve fund balance. There is currently \$500,00 in general fund reserve, which according to auditors and ORC, should only have 5% of the previous year revenue. She suggested reducing that to \$125,000 and creating the two (2) funds the Mayor asked for and also create a third one to reserve funds for retirement pay outs. Within the next 5 years there could possibly be several employees retiring which would result in larger pay-outs by the Village for unused leave balances. The remaining \$375,000 from the general fund reserve would be credited equally to the newly created funds. Council had no objections and resolutions will be prepared accordingly.

Asked Council to consider amending the ordinance relating to trees in the tree lawn throughout the Village. Since the Tree City Commission is actively planting new trees, residents as well as the Commission are concerned about the expense the property owner will be burdened with. The Commission planted numerous trees this year and are anticipating less plantings next year and more maintenance and removal (including stumps). The expense of trees in the tree lawns (future plantings and maintenance) would be borne strictly on the Village. Council agreed to having the Solicitor prepare an ordinance reflecting the changes.

LEGISLATION: Mayor Huebner read Resolution 2017-26 "To Approve An Annexation Agreement That Will Ultimately Result In The Annexation Of 5.780 Acres Into The Village Of Millersburg" for the second time by title only.

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 Hoffee. Upon roll call, motion carried with Polen, Hoffee, Baird, Shoemaker and Hofstetter voting aye. (Troyer, Shaffer and Vaughn were excused from executive session).

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, Shoemaker, Hoffee and Baird voting aye.

Approved Date _____

Karen Shaffer, Clerk-Treasurer Jeff Huebner, Mayor